

**EASTSIDE FIRE & RESCUE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**May 14, 2020**  
**VIRTUAL MEETING**

Alternate Meeting Format: On March 24, 2020, the Governor issued Proclamation 20-28 prohibiting open public meetings from occurring in person. Due to these factors, the regular meeting of the Board of Directors of Eastside Fire & Rescue was held virtually on May 14, 2020, using a remote meeting platform.

- PRESENT:** Chair Alan Gothelf (City of North Bend)  
 Vice Chair Chris Reh (City of Issaquah)  
 Board Director Stacy Goodman (City of Issaquah)  
 Board Director Larry Rude (Fire District 10)  
 Board Director Alan Martin (Fire District 10) (late arrival)  
 Board Director Karen Moran (City of Sammamish)  
 Board Director Chris Ross (City of Sammamish)  
 Board Director Matt Talbot (Fire District 38)  
 Board Secretary Jamie Formisano  
 Fire Chief Jeff Clark

**ABSENT:** None

**CALL TO ORDER:** Chair Gothelf called the meeting to order at 4:00 p.m. and the Board Secretary took roll call.

**PUBLIC COMMENT:** None

**CONSENT AGENDA:**

IT WAS MOVED BY DIRECTOR REH, SECONDED BY DIRECTOR MORAN TO: Approve the Consent Agenda. MOTION CARRIED, 8-0.

1. Agenda Bill 2020-09 (Approval of Board Minutes and Financial Recap)
2. Agenda Bill 2020-10 (Apparatus Surplus)
3. Agenda Bill 2020-11 (Bunker Gear Surplus)
4. Agenda Bill 2020-12 (IT Equipment Surplus)
5. Agenda Bill 2020-13 (Records Custodian)
6. Agenda Bill 2020-14 (Audit Officer)

**COMMITTEE REPORTS:**

1. Finance and Administrative Committee (FAC): Discussed in detail the Non-Profit Interlocal Agreement revisions and agreed to amended changes. The FAC unanimously agreed to submit the Nonprofit Formation documents to the EF&R Board of Directors for consideration at the June 11, 2020 Board meeting.

There was a post-meeting discussion about the Governors Proclamation relating to “routine and normal business” and to be mindful of ensuring constituents can weigh in. It was clarified the intent is to have a first touch at the EF&R Board meeting and over the next few months have the Partners discuss at their respective Board and Council meetings prior to bringing back to the Board for final approval.

51 **FIRE CHIEF BRIEFING:**

- 52 • PFAS: Received notification the construction and field work can continue. The project is  
53 currently on track with the budget.
- 54 • Personnel Update: The Finance and Administrative Director, Lisa King, has resigned.  
55 There has been an internal promotion, however, most of the salary will be savings for  
56 the year.
- 57 • COVID-19 Update: Reviewed the recent document that outlines the Guidelines for a  
58 Phased Approach to EF&R Operations. Spoke to the impacts of closing community  
59 meeting spaces, station tours, events, crew inspections, and returning to a new normal.  
60 *Phased Guidelines attached.*

61

62 **REGULAR BUSINESS:**

- 63 • City of Issaquah Financial Consideration Request: Discussed the financial consideration  
64 request from the City of Issaquah. Chief Clark spoke at length with City staff and the  
65 strategy moving forward. Briefed the Board of EF&R's potential financial risks and budget  
66 concessions moving forward.
- 67
- 68 • Financial risks/threats:
    - 69 ➤ Current expenses related to COVID-19 is \$400k, with a \$10k weekly increase.  
70 There is a threat of a second wave of COVID-19 and mitigating those financial  
71 impacts.
    - 72 ➤ Wildland Season: Any event would be a potential minimum impact of \$1 million.
    - 73 ➤ PFAS: The DOE may see potential funding impacts to Capital Projects, that could  
74 result in unbudgeted expenses. EF&R has spent \$250k for the consultant and  
75 waiting for reimbursement from the State. Discussed the possibility of suspending  
76 the work.
    - 77 ➤ Transport Revenue: Transports are down 20%, which directly impacts revenue,  
78 due to less people being on the road and less patients not going to the hospital.
  - 79 • Expenditure Control:
    - 80 ➤ Hiring Freeze and vacant positions frozen
    - 81 ➤ Budget freeze for all non-essential spending
    - 82 ➤ Negotiated an MOU with the Union related to a 12-hour training day and reducing  
83 overtime, which will see a \$100k savings.
- 84

85 Discussion continued with the timeline of the budget kick-off taking place next month  
86 through October. It is imperative to set the table properly for the next two-year budget  
87 cycle.

88

89 The Chief mentioned the EF&R Board Policy 0002 has language that allows for a Budget  
90 Stabilization Reserve Fund, which would be applicable for situations like this when  
91 partner relief is a potential need. It is currently not funded; however, the Board can fund  
92 it as they see fit.

93

94 Chief briefed that there is a mutual understanding of budget expenditure controls and  
95 revenue options with Issaquah city staff. The outcome of the conversation is a  
96 recommendation for the Board to review the Transport Fees and Ambulance Revenue  
97 as well as Motor Vehicle Accidents (MVA) and the recent legislation to support it. Chief  
98 Clark proposed the Board recommend to the FAC to review those items. It was discussed  
99 to also look to additional options to generate revenue opposed to looking at budget cuts,  
100 including Burn Permit fees, Hazard Storage fees, etc.

101 IT WAS MOVED BY DIRECTOR GOODMAN, SECONDED BY DIRECTOR MORAN TO:  
102 Refer to the FAC the task of discussing ambulance fees and any other fees and potential  
103 revenue sources that it deems appropriate to discuss and bring back recommendations  
104 to the Board. MOTION CARRIED, 8-0.  
105

106

107 **GENERAL ADMINISTRATIVE DISCUSSION:**

- 108 1. Revenue and Expense Report: Included in packet.  
109 2. Incidents Activity Report: Included in packet.  
110

111

112 **GOOD OF THE ORDER:**

- 113 • Fire Corps Volunteer Jon Bromberg received the Governors Volunteer of the Year award.  
114 • Thanked the department and the first responders for their efforts and “feel good”  
115 community interactions.  
116 • Encourage communities to call 911 when there is an emergency.

117

118 **EXECUTIVE SESSION:** In accordance with the RCW 42.30.140(4)(b) to discuss Collective  
119 Bargaining planning, the Regular Meeting was adjourned, after a short break, the Executive  
120 Session began at 5:03 p.m. and expected to last fifteen minutes.

121

122 The Executive session was extended five minutes.

123

124 The Regular Board meeting was called to order at 5:23 p.m. No action was taken in  
125 Executive Session.

126

127 **CALENDAR REVIEW:**

- 128 • FAC – May 27, 2020, 12:00 – 1:00, HQ (*Virtual Meeting*)  
129 • EF&R Agenda Review – May 27, 4:00 p.m., (*Virtual Meeting*) (FD38)  
130 • EF&R Warrant Review – June 11, 2020, 3:30 p.m., HQ (FD38) (*Suspended*)  
131 • EF&R Board Meeting – June 11, 2020 4:00 p.m., (*Virtual Meeting*)

132

133 **ADJOURNMENT:** Chair Gothelf adjourned the meeting at 5:25 p.m.

134

135 **SIGNING OF DOCUMENTS: VIRTUALLY APPROVED BY BOARD DIRECTORS ON  
JUNE 11, 2020. (Vote: 6-0)**

