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 EF&R Finance and Administrative Committee (FAC) was held virtually on July 22, 2020, using a remote meeting platform.

FAC Members: Chair Karen Moran (City of Sammamish)
Vice Chair Larry Rude (Fire District 10)
Board Director Stacy Goodman (City of Issaquah)
Board Director Alan Gothelf (City of North Bend)

Present: Board Director Chris Ross (City of Sammamish)
Board Director Alan Martin (Fire District 10)
Alt. Board Director Heather Koellen (City of North Bend)
Chris Gianini (City of Sammamish)
Fire Chief Jeff Clark
Executive Assistant Jamie Formisano

Absent: Commissioner Ron Pedee (Fire District 38) (unexcused)

The meeting was called to order by Chair Moran at 12:04 p.m.

Old Business:
1. June 17, 2020 meeting minutes for approval: IT WAS MOVED BY DIRECTOR GOTHELF, SECONDED BY DIRECTOR RUDE TO: Approve the meeting minutes. MOTION CARRIED 4-0.

Regular Business:
1. Operations Fund Update: Proposing a flat budget. Collective Bargaining Negotiations will begin August 10, 2020, which will be used to better inform projections for the September FAC meeting.

2. Equipment Replacement Fund Overview and Recommendation: Reviewed the 15-year schedule and discussed strategies as it pertains to funding equipment. The schedule adheres to the ILA and Board Policy 0008. The ERF has been balanced so there is no payment required from the Partners in 2021-2022. Director Goodman requested that referenced Policies and explanation of changes be included in the packet for transparency and committee preparedness. Discussion ensued.

3. Capital Facilities Maintenance Fund Overview and Recommendation: Reviewed and discussed the CFMF recommendation, which is aligned with Board Policy 0005. The
CFMF has been balanced so there is no payment required from the Partners in 2021-2022. Discussed strategies regarding facility upgrades vs. replacements. Discussed projected Partner contributions should the Board accept the proposal to suspend ERF and CFMF fund contributions.

4. Flat Budget Strategy Considerations and Potential Impacts: Discussed impacts from the economy and impacts of a flat budget to current initiatives and projects.

   a. Headquarters lease: D10 has contributed the HQ facilities to the partnership at no cost. The intention was to program $500k to update HQ or lease another facility. HQ staff has been successfully working remotely during COVID-19 and discussions have taken place to continue maintaining remote working as an option moving forward. This would reduce the HQ footprint and directly impact a reduction to the cost of a lease. As a result of the flat budget proposal, no dollars have been programmed for a lease payment.

   b. Training grounds: Continuously looking for land to conduct training. As a result of the flat budget proposal, no dollars have been programmed for a training ground agreement.

   c. Accreditation: EF&R staff has done research and training to potentially pursue accreditation. Discussed the benefits of being an accredited fire agency. As a result of the flat budget proposal, no dollars have been dedicated to pursuing the fire service accreditation process.

   d. Reserve Program: Provided an overview of the sustainability of the program as it relates to financial impacts and lack of recruitment. The projected economic downturn and flat budget may limit the agency’s ability to maintain the program at current levels.

   e. Wildland Preparedness/FireWise Program: Discussed costs associated and impact to the programs. There will be difficulties moving the public education and resources forward without direct funding. As a result of the flat budget proposal, no dollars have been programmed these programs.

   f. Long-Term Considerations: The goal of the 2021-22 biennial budget is to limit partner expenses while maintaining current service levels. Adopting this strategy comes with the predictable reality that deferred costs from 2021-22 will culminate in a larger than normal increase for the 2023-24 biennium across all funds; ERF, CFMF, and operating.

5. New Fee Discussion and Recommendations:

   a. Treat and Refer Program (T&R) fees: Provided an overview of the T&R program. Recommend pursuing this program with an understanding that meaningful revenue would not materialize until the 2023-24 biennium. Discussed how this integrates with the Mobile Integrated Healthcare (MIH) program. Discussed providing innovative care and resources to citizens, to include a collaboration with police and fire to reimagine how social work can be integrated. If recommended to the EF&R Board for approval, there will be many discussions pertaining to policy and fee structure with the Board.
b. Motor Vehicle Accident Fees: Recapped the history of the pilot program and 
new legislature recently passed. The Fire Chief does not recommend 
implementation due to the time-consuming administrative process and lack of 
realized revenue.
c. Ambulance Fees & previous fee discussions: Reviewed the information 
provided to the FAC and EF&R Board. Recommend establishing a Fee request 
should there be a need for additional revenue during the September meeting. 
It was pointed out by Director Martin that a fee, used in this manner, is 
technically a form of taxation. There was a favorable recommendation to 
establish a grant program for citizens that are uninsured or have financial 
hardships. Discussed impacts to taxpayers and the intent to minimize partner 
contributions. Reiterated that the lion share of the fees is covered by insurance 
providers.

6. Updated End Fund Balance Discussion: Reviewed the revised potential uses for EFB, 
which includes intentional department-wide social justice training.

**Good of the Order:**

- The FAC unanimously agree to cancel the August meeting.
- Chair Moran thanked the department for responding and working with police at the 
  shooting in Sammamish.
- Director Rude was thanked for his years of service and value added while on the 
  Board and Committees.
- Director Rude thanked the FAC for the relationships created during his time on the 
  committee.

The meeting adjourned at 1:19 p.m.

Next meeting: September 23, 2020, 12:00 p.m. – 1:00 p.m. (VIRTUAL)