Pursuant to the Governor's Emergency Proclamation, EF&R is unable to provide an in-person location for the public to listen to the virtual Board of Directors meeting. Meetings are accessible to the public by a phone-in option.

**Phone-In Option**
Phone-in Number: (509) 931-1382
Conference ID: 272382745 #

**Written Comment:** Written public comment will be accepted until 1:00 p.m. on the day of the meeting. Submit your written comments via email to the Board Secretary at publiccomment@esf-r.org.

**Verbal Comment:** Up to three (3) minutes of verbal public comment may be provided per person live during the meeting. Please sign-up in advance of the meeting (by 1:00 p.m.) by completing the Public Comment Sign-Up Form. Kindly review the instructions for Virtual Board and Committee meetings for public attendance and public comment prior to the meeting.

**CALL TO ORDER**

**PUBLIC COMMENT**

**CONSENT AGENDA – For Approval**
1. Agenda Bill 2020-09 (Approval of Board Minutes and Financial Recap) ...............Page 03
   1.1. Minutes – Regular Board meeting 3/12/20.....................................................Page 04
   1.2. Financial Recap.............................................................................................Page 06
2. Agenda Bill 2020-10 (Apparatus Surplus) ............................................................Page 09
3. Agenda Bill 2020-11 (Bunker Gear Surplus) ........................................................Page 10
4. Agenda Bill 2020-12 (IT Equipment Surplus) .......................................................Page 11
5. Agenda Bill 2020-13 (Records Custodian) ...........................................................Page 12
6. Agenda Bill 2020-14 (Audit Officer)......................................................................Page 14

**COMMITTEE MEETING REPORTS**
1. Finance and Administrative (Moran)........................................................................Page 16

**FIRE CHIEF BRIEFING**
- PFAS
- Personnel Update
- COVID-19 Update
  - Public Meeting Spaces

**REGULAR BUSINESS**
1. City of Issaquah Financial Consideration Request..............................................Page 18

**GENERAL ADMINISTRATIVE REPORTS**
1. Revenue Expense Report ....................................................................................Page 23
2. Incidents Activity Reports (March and April).......................................................Page 24
GOOD OF THE ORDER

EXECUTIVE SESSION: RCW 42.30.140(4)(b) to discuss Collective Bargaining planning

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

ADJOURN MEETING
SUMMARY STATEMENT: The Board Secretary submits completed minutes for the prior month’s meetings to the Board for review prior to the regular Board meeting. The Board acts upon the minutes first directing any needed changes to be noted on the document in ink, initialed by the Board Secretary, approving said minutes as amended.

The Agency utilizes the Auditing Officer Certification method (RCW 42.24.080) of approving normal and usual ongoing expenditures for payroll, utilities, and other goods and services, on behalf of the Board of Directors. Monthly, those expenditures are provided for review and oversight by the Board pursuant to state law (RCW 42.24.180). Items requiring Board approval in advance of payment are presented on separate Agenda Bills to obtain approval and are included on the Monthly Financial Recap when paid after said approval. Items paid but rejected by the Board after they have been paid, will become receivables and immediate collection by the Agency Audit Officer will commence.

RECOMMENDED MOTION: Move to approve the Minutes and Financial Recap.

ALTERNATIVE(S): Approve the attached, stipulating any items needing change or rejection, and order the collection of any items necessary.

EXHIBITS:
1) Prior month’s regular and special Board meeting minutes, together with any hand-noted changes, as directed by the Board.
2) Prior month’s Monthly Financial Recap with the Accounting Certification. The Monthly Financial Recap includes the prior month’s blanket vouchers, certified by an Agency Audit Officer.

Originator: JF
Administrative Review: 4/30/20

<table>
<thead>
<tr>
<th>Expenditure Required:</th>
<th>Amount Budgeted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,093,541.20</td>
<td>$7,093,541.20</td>
</tr>
<tr>
<td>Fund Utilized:</td>
<td>General Fund &amp; ERF</td>
</tr>
</tbody>
</table>

Action: 
Motion By: 2nd: 
Date: 5/14/20
Board Secretary:
The regular meeting of the Board of Directors of Eastside Fire & Rescue was held on
March 12, 2020, at Eastside Fire & Rescue Headquarters, 175 Newport Way NW,
Issaquah, WA.

PRESENT:
Chair Alan Gothelf (City of North Bend)
Board Director Larry Rude (Fire District 10)
Board Director Alan Martin (Fire District 10)
Board Director Karen Moran (City of Sammamish)
Board Director Chris Ross (City of Sammamish)
Board Director Chris Reh (City of Issaquah)
Alt. Board Director Ron Pedee (Fire District 38)
Board Secretary Jamie Formisano

STAFF:
Fire Chief Jeff Clark
Finance and Administrative Director Lisa King

AUDIENCE:
Commissioner Anita Sandall (Fire District 10)
Alt. Board Director Gloria Hatcher-Mays (Fire District 10)
Alt. Board Director Ken Gamblin (City of Sammamish) (late arrival)

ABSENT:
Board Director Matt Talbot (Fire District 38) (excused)
Board Director Stacy Goodman (City of Issaquah) (excused)

CALL TO ORDER: Chair Gothelf called the meeting to order at 4:00 p.m., took roll call and
led the flag salute.

Board Chair Gothelf adjusted the Agenda and moved Regular Business Item #1,
Insurance Renewal Briefing to follow the Consent agenda.

SPECIAL PRESENTATION: None

PUBLIC COMMENT: Union President deAlteriis thanked the Board for their support during
the COVID-19 situation. Briefed on EF&R’s proactive measures, which are being used as a
model throughout the region. Discussed the following: community fear that other
departments are facing within their communities, inter-local agreements between unions to
assist with staffing needs, positive and correct communications, and the cancelation of
Union events.

CONSENT AGENDA:
IT WAS MOVED BY DIRECTOR MORAN, SECONDED BY DIRECTOR RUDE TO: Approve
the Consent Agenda as amended. MOTION CARRIED AS AMENDED, 7-0.

1. Agenda Bill 2020-07 (Approval of Board Minutes and Financial Recap)
   - Amended Regular Meeting Minutes (amended to change line 80 to Director
     Martin and remove Alt. Director Hatcher-Mays)
   - Special Meeting Minutes
• Financial Recap

REGULAR BUSINESS:
1. Insurance Renewal Briefing: Gordon MacIlvennie briefed on the VFIS Risk Solutions survey and enclosed a Certificate of Appreciation. He briefed on minor changes to the coverage to include updating vehicles and personnel. Stated EF&R is doing the right things and to continue the best business practices. Chief commented that recognition by insurance companies is rare and is based off the policies and practices the Board supports. He thanked Gordon and his team for their open communication and timely responses.

2. Auditor Report: Introduced the audit team and briefed on the process and results of the audit. The 2016-2018 audit concludes EF&R operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. The auditors also reviewed the Clark Nuber financial report and agree with their statements. The final costs reported are approximately $16k. The auditors will be conducting an accountability audit for 2019 and those costs are estimated to be $7k. Discussed resources available to the District from the WA State Auditors website. The audit will be finalized and posted online soon. Chief Clark stated EF&R is 100% up to date with audits, all audits came back with no findings and in full compliance.

COMMITTEE REPORTS:
1. Finance and Administrative Committee (FAC): Elected a new Chair, Director Moran, and Vice Chair, Director Rude. Briefed on the governance discussion and next steps to finalize the language in the articles of incorporation.

FIRE CHIEF BRIEFING:
• PFAS: Executive Committee met to finalize the contract and continue moving forward with the scope of work. Drilling for testing of wells will begin on March 18, 2020 for two weeks. Discussed the transition of personnel from Farallon Consulting and the next Executive Committee meeting scheduled for March 27, 2020.
• SWAT Incident with Fire: Will be reported on at the April Board meeting.
• Media (Community Connect and SR18) event was cancelled due to the COVID-19 event.
• Future HQ discussions: There will be a briefing by the City of Issaquah regarding closure of City Hall NW and the conversations of potentially collaborating on a space together for staff. At this point there are no commitments, only conversations, and those will be brought to the Board for future discussions.
• March 28 Wildfire event postponed.
• Fire Corps lead Jon Bromberg has been nominated and will be receiving a Governor’s Award and will bring to the Board to be presented at a future Board meeting.
• Fireground 101 will be re-assessed not later than April 1, 2020 due to COVID-19.
• FAC meeting on March 25, 2020 will be cancelled.
• Today, between 3pm-4pm, EF&R responded to two working structure fires, one in Issaquah at an apartment complex and a chimney fire in North Bend with two dogs rescued.
REGULAR BUSINESS:

3. Coronavirus (COVID-19) Briefing: Attached Board Memo 2020-001 summarizes the current work with COVID-19 and proactive steps moving forward. Praised the Issaquah Nursing and Rehabilitation center for their leadership in planning and best practices. DC Lane is leading the COVID-19 Task Force and deserves accolades for his time and dedication. Discussed priorities of EF&R, which will focus on response and COVID-19 preparation and planning. Discussion ensued and Board Chair Gothelf stated the City of North Bend has made a declaration of Emergency. Briefed on lessons learned from the City of Kirkland, the Kirkland Fire Department, and the cumbersome testing process the region is facing. EF&R is working with L&I and briefly discussed the EF&R Emergency Funding policy and funding sustainability for short term and long-term planning needs.


5. WALK-ON Agenda Bill 2020-08 (Interagency Agreement with City of Issaquah – PFAS Groundwater Project): Briefed on the intent of the agreement. IT WAS MOVED BY DIRECTOR RUDE, SECONDED BY DIRECTOR REH TO: Approve the revised IAA between the City of Issaquah and Eastside Fire & Rescue. MOTION CARRIED: 7-0.

6. Board Retreat Recap: Briefed on the retreat and the agreement from those who attended it was a success. Discussed the positive and engaged conversations. Board Chair Gothelf will discuss the Board work plan and action items at future Board meetings.

GENERAL ADMINISTRATIVE DISCUSSION:


GOOD OF THE ORDER:

Received accolades from the Snoqualmie Tribe and praised the successful relationship with the agency.

CALENDAR REVIEW:

• FAC – March 25, 2020, 12:00 – 1:00, HQ (lunch provided) (CANCELLED)
• EF&R Agenda Review – March 25, 4:00 p.m., HQ (Sammamish)
• EF&R Warrant Review – April 9, 2020, 3:30 p.m., HQ (Sammamish)
• EF&R Board Meeting – April 9, 2020 4:00 p.m., HQ
• Fireground 101 – May 16, 2020 Bellevue Training Facility (Tentative)

ADJOURNMENT: Chair Gothelf adjourned the meeting at 5:04 p.m.

SIGNING OF DOCUMENTS:

________________________________________  __________________________________________
Board Director                             Board Director

________________________________________  __________________________________________
Board Director                             Board Director
Board Director

Board Director

Board Director
### Blanket Voucher No. 
**Description** | **Amount**
--- | ---
**2020-24** |  
March 9, 2020 | Weekly Vendor invoice payments | $353,779.57
March 10, 2020 | 03/10/2020 payroll voucher payments | $14,819.44
March 13, 2020 | Weekly Vendor invoice payments | $64,784.61
March 23, 2020 | Weekly Vendor invoice payments | $423,924.42
March 25, 2020 | 03/25/2020 payroll voucher payments | $14,836.62
March 30, 2020 | Weekly Vendor invoice payments | $96,151.57
April 6, 2020 | Weekly Vendor invoice payments | $96,730.20
April 10, 2020 | 04/10/2020 payroll voucher payments | $14,894.12
April 10, 2020 | Weekly Vendor invoice payments | $243,725.76
April 10, 2020 | Weekly Vendor invoice payments | $11,911.24
April 17, 2020 | Weekly Vendor invoice payments | $394,919.35
April 24, 2020 | 04/24/2020 payroll voucher payments | $14,836.62
April 24, 2020 | Weekly Vendor invoice payments | $98,117.35
May 5, 2020 | Weekly Vendor invoice payments | $344,840.25
**General Fund Total:** | **$2,048,170.12**

### Cap Fax Maint Fund Total:

2020-25 | March 9, 2020 | Weekly Vendor invoice payments | $2,827.55
2020-28 | March 13, 2020 | Weekly Vendor invoice payments | $5,127.00
2020-32 | March 23, 2020 | Weekly Vendor invoice payments | $2,498.00
2020-34 | April 6, 2020 | Weekly Vendor invoice payments | $11,937.40
2020-37 | April 10, 2020 | Weekly Vendor invoice payments | $87,986
2020-43 | May 5, 2020 | Weekly Vendor invoice payments | $672.00
**Equip Replacement Fund Total:** | **$20,147.93**

### ACH Transfers 
**Description** | **Amount**
--- | ---
**ACH 2020-034** |  
March 5, 2020 | 03/5/2020 Payroll Funding | $14,025.32
**ACH 2020-035** | March 5, 2020 | Transfer Station 79 sale payment for Feb & Mar 2020 | $3,114.94
**ACH 2020-036** | March 10, 2020 | 03/10 Payroll Funding | $4,985.36
**ACH 2020-037** | March 10, 2020 | 03/10 Payroll Funding | $549,670.64
**ACH 2020-038** | March 10, 2020 | 03/10 Payroll tax payment | $177,960.16
**ACH 2020-039** | March 10, 2020 | 03/10 DCP payment | $6,921.36
**ACH 2020-040** | March 10, 2020 | 03/10 457 and Loan payments to Def comp | $86,783.15
**ACH 2020-041** | January 29, 2020 | 01/29 Payroll Funding | $457.22
**ACH 2020-042** | January 29, 2020 | 01/29 Payroll tax payment | $30.00
**ACH 2020-043** | March 12, 2020 | HRA VEBRA Contribution for new hire | $4,065.00
**ACH 2020-044** | March 13, 2020 | February 2020 DRS Payment | $243,650.83
**ACH 2020-045** | March 12, 2020 | HRA VEBRA Contribution for Annual Physical reimbursement | $200.00
**ACH 2020-046** | March 25, 2020 | February 2019 Sales and use tax | $1,345.51
**ACH 2020-047** | March 18, 2020 | HRA VEBRA Contribution for new hire for DCA | $5,520.00
**ACH 2020-048** | March 20, 2020 | Reimbursement revolving fund checks | $4,969.71
**ACH 2020-049** | March 20, 2020 | Transfer funds from GF to ERF per mid-biennium budget adjustment | $642,962.00
**ACH 2020-050** | March 20, 2020 | Transfer funds from GF to CFME per mid-biennium budget adjustment | $250,006.00
**ACH 2020-051** | March 25, 2020 | 03/25 Payroll Funding | $533,539.58
**ACH 2020-052** | March 25, 2020 | Voided | $0.00
**ACH 2020-053** | March 25, 2020 | 03/25 DCP payment | $6,730.05
**ACH 2020-054** | March 25, 2020 | 03/25 457 and Loan payments to Def comp | $80,203.62
**ACH 2020-055** | March 25, 2020 | 03/25 Payroll deductions | $663,50.00
**ACH 2020-056** | March 25, 2020 | 03/25 Payroll Funding | $5,124.45
**ACH 2020-057** | March 25, 2020 | 03/25 Payroll tax payment | $155,969.32
**ACH 2020-058** | March 30, 2020 | HRA VEBRA Contribution for physical reimbursement | $200.00
**ACH 2020-059** | March 30, 2020 | 4th 2019 Qtr WAFPML | $14,369.38
**ACH 2020-060** | April 10, 2020 | 04/10 Payroll Funding | $561,031.24
**ACH 2020-061** | April 10, 2020 | 04/10 Payroll tax payment | $122,038.84
**ACH 2020-062** | April 10, 2020 | 04/10 DCP payment | $6,651.74
**ACH 2020-063** | April 10, 2020 | 04/10 457 and Loan payments to Def comp | $61,610.05
**ACH 2020-064** | April 10, 2020 | 04/10 Payroll deductions | $663.50
**ACH 2020-065** | April 15, 2020 | March 2020 DRS Payment | $245,559.05
**ACH 2020-066** | April 30, 2020 | Q1 2020 L&I payment | $150,416.74
**ACH 2020-067** | April 27, 2020 | March 2020 Sales & Use Tax | $942.51
**ACH 2020-068** | April 24, 2020 | 04/14 Payroll Funding | $589,589.40
**ACH 2020-069** | April 24, 2020 | 04/24 Payroll tax payment | $125,444.69
**ACH 2020-070** | April 24, 2020 | 04/24 DCP payment | $5,053.74
**ACH 2020-071** | April 24, 2020 | 04/24 457 and Loan payments to Def comp | $98,038.15
**ACH 2020-072** | April 24, 2020 | 04/24 Payroll deductions | $693.50
**General Fund Total:** | **$8,035,229.16**  

### Expense Summary Tracking:

**$7,093,641.30**
SUMMARY STATEMENT: The apparatus listed below are scheduled to be replaced, or have been replaced per the equipment replacement fund, or are no longer needed by the agency. It is the recommendation that these vehicles be released to their owners, for surplus and sale with the proceeds going into the Equipment Replacement Fund.

<table>
<thead>
<tr>
<th>Apparatus #</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Vin #</th>
<th>License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1831</td>
<td>2003</td>
<td>Chevrolet</td>
<td>Suburban</td>
<td>3GNGK26G33G229837</td>
<td>36042D</td>
</tr>
<tr>
<td>1834</td>
<td>2004</td>
<td>Chevrolet</td>
<td>Tahoe</td>
<td>1GNEK13Z14J252234</td>
<td>A1828C</td>
</tr>
<tr>
<td>1836</td>
<td>2007</td>
<td>Chevrolet</td>
<td>Suburban</td>
<td>3GNGK26K27G199904</td>
<td>74620C</td>
</tr>
<tr>
<td>2801</td>
<td>2004</td>
<td>Utility</td>
<td>Trailer (Port-A-Potty)</td>
<td>1C9BE12164P691130</td>
<td>72622C</td>
</tr>
<tr>
<td>5814</td>
<td>1992</td>
<td>Isuzu</td>
<td>NPR</td>
<td>JALB4B1KXN7000111</td>
<td>77013C</td>
</tr>
<tr>
<td>7829</td>
<td>2000</td>
<td>F-350</td>
<td>Aid Car</td>
<td>1FDWF36F1YEA35596</td>
<td>49668C</td>
</tr>
<tr>
<td>8837</td>
<td>2004</td>
<td>E-ONE</td>
<td>Typhoon Pumper</td>
<td>4EN6AAA8141008558</td>
<td>72621C</td>
</tr>
<tr>
<td>7836</td>
<td>2006</td>
<td>Ford</td>
<td>E-450 Aid Car</td>
<td>1FDXE45P56DA19329</td>
<td>80621C</td>
</tr>
<tr>
<td>9812</td>
<td>1994</td>
<td>American LaFrance</td>
<td>Tiller</td>
<td>1S91F71J0R1020055</td>
<td>B3733C</td>
</tr>
</tbody>
</table>

Expenditure Required: N/A  
Amount Budgeted: N/A  
Fund Utilized: 

RECOMMENDED MOTION: Surplus and sale of all listed apparatus with the proceeds going into the Equipment Replacement Fund.

ALTERNATIVE(S): Retain the apparatus in current fleet.

EXHIBITS: None

Originator: GT  
Administrative Review: 4/30/20

Action:  
Motion By:  
2nd:  
Date: 5/14/20  
Board Secretary:
SUMMARY STATEMENT: EF&R currently has 15 sets of bunker gear (pants and jackets) that have exceeded their life span of 10 years and can no longer be utilized in the Immediate Danger to Life & Health (IDLH) zone.

Lake Washington Technical School WANIC Program has a need for bunker gear for their students. These members do not operate in the IDLH zone and will only utilize the bunker gear for Training.

<table>
<thead>
<tr>
<th>Expenditure Required: N/A</th>
<th>Amount Budgeted: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fund Utilized: 0</td>
</tr>
</tbody>
</table>

RECOMMENDED MOTION: Approve 15 sets of Bunker Gear for surplus and to be donated to Lake Washington Technical School WAIC Program.

ALTERNATIVE(S): Retain the bunker gear in current inventory.

EXHIBITS: None

Originator: DLS

Administrative Review: 4/30/20
SUMMARY STATEMENT: The equipment listed in the attached document has been replaced and nearing its life expectancy and is recommended to the Board for surplus.

<table>
<thead>
<tr>
<th>EFR #</th>
<th>Description</th>
<th>Detail</th>
<th>Serial #</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFR0205</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN 16213044700022</td>
<td>2011</td>
</tr>
<tr>
<td>EFR0211</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN 1620B055200058</td>
<td>2011</td>
</tr>
<tr>
<td>EFR0212</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN 1620B055200112</td>
<td>2011</td>
</tr>
<tr>
<td>EFR0229</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN 16214035000013</td>
<td>2011</td>
</tr>
<tr>
<td>EFR0231</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN 16214035000011</td>
<td>2011</td>
</tr>
<tr>
<td>EFR0303</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN 16224025700010</td>
<td>2012</td>
</tr>
<tr>
<td>EFR0322</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN 16224025700054</td>
<td>2012</td>
</tr>
<tr>
<td>EFR0324</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN MXL34518PL</td>
<td>2013</td>
</tr>
<tr>
<td>EFR0334</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN MXL34518PK</td>
<td>2014</td>
</tr>
<tr>
<td>EFR335</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN MXL35009TM</td>
<td>2014</td>
</tr>
<tr>
<td>EFR341</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN MXL35009TR</td>
<td>2014</td>
</tr>
<tr>
<td>EFR350</td>
<td>Desktop computer tower</td>
<td></td>
<td>SN MXL4471CNJ</td>
<td>2014</td>
</tr>
<tr>
<td></td>
<td>Server - HP Proliant DL380</td>
<td></td>
<td>SN 2M2439004X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Old Non-functional Phones</td>
<td>qty 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitors non-functional</td>
<td>qty 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UPS Units non-functional - ETR500</td>
<td>qty 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printer - HP 8610</td>
<td>qty 1</td>
<td>SN CN54RF32K0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printer - Brother HL-2040</td>
<td>qty 1</td>
<td>SN U61229M5J457223</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printer - Oki CS150</td>
<td>qty 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Toshiba TV, non-functional</td>
<td>qty 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obsolete switches and routers</td>
<td>qty 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obsolete hard drives</td>
<td>qty 10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDED MOTION: Move to declare the identified items as surplus and available for donation, sale, or disposal.

ALTERNATIVE(S): Retain the equipment

EXHIBITS: None

Originator: GT

Administrative Review: 4/30/20
SUMMARY STATEMENT: The Agency is required by State law to name the Records Custodian.

RECOMMENDED MOTION: Move to adopt Resolution 20-01 establishing Administrative Director Pamela Bryson as the Agency’s Records Custodian.

ALTERNATIVE(S):
1.) Suggest alternate Records Custodian.

EXHIBITS: Resolution 20-01 (Establish Records Custodian)

Action: Date: 5/14/20
Motion By: 2nd: Board Secretary:
RESOLUTION 20-01

A RESOLUTION establishing Administrative Director Pamela Bryson, as custodian of the Agency’s records, records retention, and disposal schedule.

WHEREAS, RCW 40 and WAC 434 call out specifics regarding records keeping, public disclosure, and records destruction and;

WHEREAS, Eastside Fire & Rescue has adopted the State of Washington Local Records Committee guidelines, therefore;

BE IT RESOLVED by the Board of Eastside Fire & Rescue, King County, Washington, that Administrative Director Pamela Bryson hereby be appointed Records Custodian.

ADOPTED by the Eastside Fire & Rescue Board of Directors, King County, Washington, at its regular meeting held on May 14, 2020.

______________________________________
Attest: Board Secretary
SUMMARY STATEMENT: The Agency has various documents that require the Auditing Officer’s signature. The attached Resolution 20-02 revisions include appointing a new Auditing Officer and establishing additional Acting Auditing Officers to serve in the absence of the Agency’s appointed Auditing Officer.

RECOMMENDED MOTION: Move to adopt Resolution 20-02 revision to establish additional Auditing Officer(s).

ALTERNATIVE(S): Refer to Committee.

EXHIBITS:
1.) Resolution 20-02 (Establish additional Auditing Officer(s))

Originator: GT

Administrative Review: 4/30/20

Expenditure Required: N/A
Amount Budgeted: N/A
Fund Utilized: N/A

Date: 5/14/20

Motion By: 2nd: Board Secretary:
WHEREAS, the Agency is required to have an auditing officer per RCW 42.24.080

WHEREAS, the Agency has assigned the duties of the auditing officer to the Budget Finance Analyst position to strengthen financial compliance and oversight with general ongoing business duties;

WHEREAS, the Agency has appointed Scott Faires as Budget Finance Analyst;

WHEREAS, the Agency needs to appoint additional Auditing Officers in the absence of the Budget Finance Analyst;

NOW THEREFORE, by this resolution, the Eastside Fire & Rescue Board of Directors does hereby appoint the following to act as the Auditing Officer in the absence of the Auditing Officer:
  Administrative Director, Pamela Bryson
  Deputy Chief, Greg Tryon
  Deputy Chief, Richard Burke
  Deputy Chief, Ben Lane

ADOPTED by the Eastside Fire & Rescue Board of Directors at its Regular Meeting on May 14, 2020.
The meeting was called to order at 12:05 p.m.

Regular Business:

1. February 26, 2020 meeting minutes for approval: IT WAS MOVED BY DIRECTOR GOTHELF, SECONDED BY DIRECTOR RUDE TO: Approve the meeting minutes. MOTION CARRIED 4-0.

2. Governance Discussion: Chief Clark guided the discussion and reviewed the Articles of Incorporation, the Bylaws, and the Interlocal Agreement. No suggested changes to the Articles of Incorporation or the ByLaws. Reviewed in detail the Interlocal Agreement revisions. Discussion ensued and amended changes agreed to.
   - Section 8. Discussed individual Parties liabilities, any impacts when going for bonds, and the benefits being a cooperative agency as it relates to investors. Discussed responsibility of the Party or Parties as it relates to Capitol Improvement decisions. Clarified the “step-up” provision as it relates to financial responsibilities of each Party and the Parties option to “step-up” in case of financial hardships.
   - Section 9: Agreed to amend language to state EF&R as the Employer of Record.
   - Section 12: Agreed to clarify and amend language to state “all real and personal property that is acquired by one or more of the Parties for use by EF&R…”
With the approved amendments: IT WAS MOVED BY DIRECTOR GOTHELF, SECONDED BY DIRECTOR RUDE TO: Submit the Nonprofit Formation documents to the EF&R Board of Directors for consideration at the June 11, 2020 Board meeting. MOTION CARRIED 4-0.

Executive Session: None

Good of the Order:
The attorneys were thanked for the work dedicated of user-friendly documentations and summaries.
The attorneys stated their appreciation for EF&R staff and offered to attend Board and Council meetings if needed to explain or answer any questions related to the documents.
The meeting adjourned at 12:38 p.m.
Next meeting: May 27, 2020, 12:00 – 1:00 p.m., HQ
April 17, 2020

Board Chair Alan Gothelf
Eastside Fire and Rescue
Board of Directors
175 Newport Way Northwest
Issaquah, WA 98027

Dear Chair Gothelf:

During the last several weeks, our nation has undergone a transformation caused by the devastating impacts of the COVID 19 virus. On behalf of all residents of the City of Issaquah, I want to commend the men and women of Eastside Fire and Rescue (EFR) for their tireless work to keep our community safe.

As the health impacts of COVID 19 continue, the City of Issaquah is now beginning to address the widespread economic impacts that fighting this virus has brought to our City. City of Issaquah FY 2020 budgeted revenues are estimated to decline by $10 million. The City has begun a review of all our expenses and have already taken several steps to address this deficit. These measures include staff reductions, furloughs and other cost saving measures.

I am writing to request that the Eastside Fire and Rescue Board of Directors consider reviewing its FY 2020 budget to identify savings that could be passed on to the City of Issaquah. It is my hope that the City can reduce its monthly payments to EFR by 10% beginning June 1, 2020. I appreciate the careful financial stewardship of the EFR Board demonstrated by the 4.6% reduction in fees for 2020. However, given the financial crisis the City of Issaquah is facing with the aftermath of the COVID 19 epidemic, I am asking for the EFR to consider this request to reduce our monthly payments for the balance of 2020.

Thank you in advance for your careful consideration of this request.

Sincerely,

Mary Lou Pauly
Mayor
April 27, 2020

City of Issaquah  
Mayor’s Office  
130 E. Sunset Way  
Issaquah, WA 98027

Mayor Pauly,

I received your letter dated April 17, 2020 regarding your request that the EF&R Board consider reducing Issaquah’s monthly payment by 10% beginning June 1, 2020 through the end of the year. The Board will consider your request at the May 14, 2020 meeting. Issaquah’s current monthly payment is $605,851. Therefore, a 10% reduction over seven months represents a total reduction of $424,095.

As you are aware, the current ILA has no mechanism for a jurisdiction to reduce its annual payment in the middle of a budget cycle. EF&R is an agency consisting of five local government entities, who have leveraged consolidation of fire services into ongoing cost savings for each agency for the past 20 years. EF&R has consistently demonstrated it is the most cost-effective fire service operation in King County. For EF&R to provide budget relief for Issaquah would require a reduction for the other four agencies as well, resulting in a potential budget reduction for EF&R of $1,470,418.

A large part of EF&R’s success in delivering 20 years of efficient operations can be attributed to all parties adhering to the terms of the ILA. A tremendous advantage for EF&R participants has been the Board’s ability to control cost. This has been accomplished through the direct use of partner funds rather than delegating fundraising to a dedicated property tax stream, such as a fire district or fire authority.

Allowing one partner the ability to adjust their financial obligations in the middle of a budget cycle would establish a precedent that could potentially undermine the long-term viability of EF&R. The impacts of COVID-19 are felt throughout all EF&R partners and have created significant increases in expenses for EF&R. However, these expenses are not being passed on in the form of mid-year new assessments to partners. Rather, EF&R staff has shifted priorities within the annual budget to meet service demands.

In order for the Board to have an informed discussion, it would be helpful if the City could provide a summary of your current financial situation. I have asked Chief Clark to
work with Issaquah City staff to generate information for the May 14, 2020 Board meeting. The information will provide insights into Issaquah’s current financial situation, what your budget response has been to date, and what your plans are moving forward.

In closing, these are difficult times for all public entities, and I wish you luck with the challenges you are facing; I am confident in your ability to lead Issaquah through these challenging times.

Respectfully,

Alan Gothelf
EF&R Board Chair

Cc: EF&R Board of Directors
May 5, 2020

Board Chair Alan Gothelf
Eastside Fire and Rescue
Board of Directors
175 Newport Way Northwest
Issaquah, WA 98027

Dear Chairman Gothelf:

This letter is in response to your April 27, 2020 letter regarding the City of Issaquah’s request that Eastside Fire & Rescue (EFR) identify savings that would reduce the City of Issaquah’s monthly cost by 10% in response to the significant and unprecedented pressures that the COVID-19 economic crisis are placing on the budgets for the City of Issaquah and other local governments. You asked for a summary of the City of Issaquah’s financial situation so that the EFR Board can have an informed discussion about this request at its May 14, 2020 Board meeting. I am happy to provide these details and am available if the Board has additional questions.

**Forecast**

Due to significant dips forecasted in sales tax, business and occupation tax (B&O), utility taxes, and other revenues, the City of Issaquah estimates close to $10 million (or 20%) in reduced revenues to its General Fund revenues in 2020. The City of Issaquah is hit particularly hard by this economic downturn because of its reliance on sales tax and B&O taxes. These two revenue streams represent nearly 44% of Issaquah’s General Fund revenues and are particularly susceptible in times of economic contraction.

**Budget Reductions**

To manage to this new fiscal reality, the City of Issaquah is taking swift and proactive steps to reduce its budget. On April 20, my Administration announced the first phase of budget reductions, including:

**Personnel Reductions**
- Vacating 22 positions through layoffs and retirements
- Freezing 15 vacant positions (in addition to 7 positions that were already frozen in the 2020 Adopted Budget)
• Reclassifying 2 positions
• Implementing a 10-day furlough for non-represented staff
• Reducing the salaries of the City’s Senior Leadership Team by 7%
• Reducing certain benefits for non-represented staff

Service Reductions
• Once reopened, only offering base services at the Community Center, Julius Boehm Swimming Pool, Senior Center and Pickering Barn, which will translate into fewer recreational programs and reduced service hours
• Closing Tibbetts Creek Manor
• Deferring replacement of fitness equipment at the Community Center
• Eliminating a program for expedited building permit review
• Reducing support for the neighborhood engagement program
• Eliminating staff dedicated to processing passport applications
• Reducing staff for video production that covers council, board and commission meetings, as well as community promotions

Together these reductions will generate $5 million in savings to the City’s General Fund – or roughly half of the forecasted revenue shortfall. The City is actively working to identify options to address the remaining $5 million forecasted shortfall, including negotiating with the City’s labor unions for concessions that would further reduce the City’s personnel costs, reviewing the City’s transportation and information technology investments. My Administration will announce the second phase of budget reductions to the Issaquah City Council on May 18, 2020. While the phase two plan will go further to helping the City close the remaining $5 million shortfall, I am anticipating difficulty in entirely closing the remaining gap. Any strategies that the EFR Board could identify to reduce the City of Issaquah’s monthly cost by 10% would be extremely helpful to the City of Issaquah in addressing our new revenue reality.

I am keenly aware of how difficult budget reductions are at a time when demand for services remains high and am appreciative of the EFR Board’s willingness to have a discussion about the City of Issaquah’s request at its May 14 Board meeting.

Sincerely,

Mary Lou Pauly
Mayor
### Revenue

1. **March 2020 Ending Fund Balance**
   - 8,727,011.86

### Expenses

#### Salaries & Wages
- March 2020: 1,380,345.45
- YTD Budget: 3,999,960.00
- YTD Actuals: 4,088,166.23
- YTD Variance: 88,206.23
- Remaining Budget: 15,999,863.00

#### Overtime
- March 2020: 184,184.77
- YTD Budget: 758,876.50
- YTD Actuals: 694,313.84
- YTD Variance: (64,562.66)
- Remaining Budget: 3,058,879.00

#### Educational Incentive Pay
- March 2020: 58,560.30
- YTD Budget: 138,724.50
- YTD Actuals: 136,877.75
- YTD Variance: (1,846.75)
- Remaining Budget: 554,906.00

#### Longevity Pay
- March 2020: 57,898.48
- YTD Budget: 189,564.00
- YTD Actuals: 172,597.91
- YTD Variance: (16,966.09)
- Remaining Budget: 758,274.00

#### Leave Cashout Expense
- March 2020: 16,760.58
- YTD Budget: 126,365.00
- YTD Actuals: 217,117.10
- YTD Variance: (90,752.10)
- Remaining Budget: 238,695.00

#### Total Salary
- March 2020: 1,696,572.40
- YTD Budget: 5,255,516.25
- YTD Actuals: 5,346,943.77
- YTD Variance: 91,427.52
- Remaining Budget: 10,176,733.00

#### Total Benefits
- March 2020: 492,287.12
- YTD Budget: 2,049,610.44
- YTD Actuals: 1,978,996.75
- YTD Variance: 147,781.91
- Remaining Budget: 6,450,856.50

#### Total Supplies
- March 2020: 132,620.46
- YTD Budget: 323,595.92
- YTD Actuals: 422,536.70
- YTD Variance: 98,936.95
- Remaining Budget: 1,146,204.60

#### Total Operating Expenses
- March 2020: 2,725,015.85
- YTD Budget: 8,666,298.44
- YTD Actuals: 8,834,077.30
- YTD Variance: 147,778.86
- Remaining Budget: 31,214,851.00

#### Total Operating Revenue
- March 2020: 3,522,200.85
- YTD Budget: 7,648,535.92
- YTD Actuals: 8,289,193.61
- YTD Variance: 71,459.77
- Remaining Budget: 6,301,795.17

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### Notes

1. **Intergovernmental Revenue**
2. **Fire Protection and Emergency Medical Services - Partner Contributions**
3. **Fire Protection and Emergency Medical Services - Governmental Agencies**
4. **Cost Recovery**
5. **Ambulance Service - AMR**
6. **Laundry Expense**
7. **Professional Services**
8. **Leasing Expense**
9. **Developed Compensation**
10. **Liability Insurance**
11. **Maintenance and Repair**
12. **Small Tools and Equipment**
13. **Total Operating Revenue**
14. **Total Operating Expenses**
15. **Total Benefits**
16. **Total Supplies**
17. **Total Operating Budget**
# EF&R Current and 5-Year Incident History

**For the Month of March Only**

![Graph showing incident history for the month of March only for the years 2016 to 2020.]

<table>
<thead>
<tr>
<th>Year</th>
<th>AFA</th>
<th>EMS</th>
<th>Non-Struc Fire</th>
<th>Struc Fire</th>
<th>MVA</th>
<th>Other</th>
<th>Total</th>
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<td>14</td>
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<td>58</td>
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## Year-to-Date Through March

![Graph showing year-to-date incidents through March for the years 2016 to 2020.]

<table>
<thead>
<tr>
<th>Year</th>
<th>AFA</th>
<th>EMS</th>
<th>Non-Struc Fire</th>
<th>Struc Fire</th>
<th>MVA</th>
<th>Other</th>
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<td>2427</td>
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</table>
Dist 10 Current and 5-Year Incident History

For the Month of March Only

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
--- | --- | --- | --- | --- | --- | --- | ---
2016 | 8 | 59 | 30 | 2 | 27 | 4 | 130
2017 | 12 | 69 | 9 | 4 | 12 | 1 | 107
2018 | 9 | 74 | 11 | 2 | 7 | 2 | 105
2019 | 5 | 69 | 20 | 5 | 13 | 3 | 115
2020 | 2 | 76 | 20 | 2 | 11 | 6 | 117

Year-to-Date Through March

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
--- | --- | --- | --- | --- | --- | --- | ---
2016 | 28 | 203 | 56 | 11 | 41 | 11 | 350
2017 | 31 | 247 | 38 | 11 | 37 | 9 | 373
2018 | 25 | 227 | 29 | 5 | 32 | 9 | 327
2019 | 24 | 241 | 59 | 14 | 41 | 16 | 395
2020 | 32 | 246 | 52 | 4 | 39 | 19 | 392
**Dist 38 Current and 5-Year Incident History**

For the Month of March Only

![Bar chart showing incident history for March 2016 to March 2020.]

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<th>AFA</th>
<th>EMS</th>
<th>Non-Struc Fire</th>
<th>Struc Fire</th>
<th>MVA</th>
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<td>3</td>
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<td>43</td>
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**Year-to-Date Through March**

![Bar chart showing year-to-date incidents for 2016 to 2020.]

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<tr>
<th>Year</th>
<th>AFA</th>
<th>EMS</th>
<th>Non-Struc Fire</th>
<th>Struc Fire</th>
<th>MVA</th>
<th>Other</th>
<th>Total</th>
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<td>6</td>
<td>17</td>
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</tbody>
</table>
 Issaquah Current and 5-Year Incident History

For the Month of March Only

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
-----|-----|-----|----------------|------------|-----|-------|------
2016 | 22  | 278 | 16            | 4          | 17  | 7     | 344  
2017 | 44  | 242 | 4             | 3          | 14  | 9     | 316  
2018 | 37  | 297 | 15            | 5          | 11  | 3     | 368  
2019 | 45  | 337 | 14            | 3          | 13  | 9     | 421  
2020 | 40  | 286 | 14            | 4          | 9   | 11    | 364  

Year-to-Date Through March

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
-----|-----|-----|----------------|------------|-----|-------|------
2016 | 84  | 804 | 40             | 15         | 35  | 25    | 1003 
2017 | 125 | 814 | 43             | 11         | 38  | 32    | 1063 
2018 | 90  | 846 | 42             | 9          | 33  | 18    | 1038 
2019 | 140 | 908 | 47             | 12         | 38  | 31    | 1176 
2020 | 130 | 872 | 49             | 14         | 31  | 31    | 1127 

Page 27 of 35
North Bend Current and 5-Year Incident History

For the Month of March Only

<table>
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<tr>
<th>Year</th>
<th>AFA</th>
<th>EMS</th>
<th>Non-Struc Fire</th>
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Year-to-Date Through March

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<td>4</td>
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</tbody>
</table>
Sammamish Current and 5-Year Incident History

For the Month of March Only

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
---|---|---|---|---|---|---|---
2016 | 19 | 122 | 10 | 4 | 6 | 11 | 172
2017 | 27 | 145 | 11 | 2 | 10 | 3 | 198
2018 | 19 | 129 | 9 | 3 | 8 | 11 | 179
2019 | 22 | 139 | 5 | 4 | 6 | 8 | 184
2020 | 22 | 131 | 12 | 0 | 7 | 16 | 188

Year-to-Date Through March

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
---|---|---|---|---|---|---|---
2016 | 52 | 375 | 32 | 13 | 20 | 22 | 514
2017 | 93 | 391 | 45 | 14 | 18 | 18 | 579
2018 | 72 | 360 | 25 | 14 | 23 | 19 | 513
2019 | 88 | 398 | 29 | 10 | 15 | 25 | 565
2020 | 70 | 385 | 49 | 8 | 19 | 37 | 568
EF&R Current and 5-Year Incident History

For the Month of April Only

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
---|-----|-----|----------------|------------|-----|-------|------
2016 | 71  | 552 | 59             | 18         | 28  | 26    | 754  |
2017 | 72  | 512 | 43             | 13         | 32  | 20    | 692  |
2018 | 71  | 524 | 38             | 9          | 39  | 28    | 709  |
2019 | 63  | 515 | 36             | 8          | 29  | 16    | 667  |
2020 | 71  | 472 | 47             | 8          | 18  | 30    | 646  |

Year-to-Date Through April

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
---|-----|-----|----------------|------------|-----|-------|------
2016 | 252 | 2193| 228            | 63         | 141 | 99    | 2976 |
2017 | 356 | 2283| 202            | 63         | 143 | 84    | 3131 |
2018 | 282 | 2216| 160            | 52         | 137 | 82    | 2929 |
2019 | 343 | 2331| 211            | 53         | 134 | 101   | 3173 |
2020 | 320 | 2226| 228            | 38         | 117 | 144   | 3073 |
### Dist 10 Current and 5-Year Incident History

#### For the Month of April Only

<table>
<thead>
<tr>
<th>Year</th>
<th>AFA</th>
<th>EMS</th>
<th>Non-Struc Fire</th>
<th>Struc Fire</th>
<th>MVA</th>
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#### Year-to-Date Through April

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<th>MVA</th>
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Dist 38 Current and 5-Year Incident History

For the Month of April Only

Non-Struc Fire AFA EMS Struc Fire MVA Other Total

2016 2 40 8 0 2 4 56
2017 1 31 1 1 3 1 38
2018 3 45 4 0 4 3 59
2019 2 32 6 0 2 2 44
2020 2 17 6 1 2 5 33

Year-to-Date Through April

Non-Struc Fire AFA EMS Struc Fire MVA Other Total

2016 8 151 36 1 11 11 218
2017 14 153 21 9 15 5 217
2018 12 168 22 9 10 8 229
2019 7 164 36 5 5 9 226
2020 4 130 25 4 8 22 193
Issaquah Current and 5-Year Incident History

For the Month of April Only

For the Month of April Only

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<tr>
<th>Year</th>
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Year-to-Date Through April

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North Bend Current and 5-Year Incident History

For the Month of April Only

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Year-to-Date Through April

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Sammamish Current and 5-Year Incident History

For the Month of April Only

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
---|-----|-----|----------------|------------|-----|-------|------
2016 | 32  | 125 | 13             | 5          | 3   | 7     | 185  |
2017 | 28  | 126 | 12             | 7          | 3   | 6     | 182  |
2018 | 23  | 101 | 10             | 0          | 6   | 8     | 148  |
2019 | 24  | 109 | 14             | 4          | 8   | 6     | 165  |
2020 | 26  | 114 | 15             | 1          | 3   | 9     | 168  |

Year-to-Date Through April

Year | AFA | EMS | Non-Struc Fire | Struc Fire | MVA | Other | Total
---|-----|-----|----------------|------------|-----|-------|------
2016 | 84  | 500 | 45             | 18         | 23  | 29    | 699  |
2017 | 121 | 517 | 57             | 21         | 21  | 24    | 761  |
2018 | 95  | 461 | 35             | 14         | 29  | 27    | 661  |
2019 | 112 | 507 | 43             | 14         | 23  | 31    | 730  |
2020 | 96  | 499 | 64             | 9          | 22  | 46    | 736  |