



**KING COUNTY FIRE PROTECTION DISTRICT 10**  
**BOARD OF FIRE COMMISSIONERS**  
**Regular Meeting Agenda**  
January 17, 2018  
Eastside Fire & Rescue's Headquarters  
175 Newport Way NW, Issaquah, WA 98027  
4 p.m. – Regular Meeting

CALL TO ORDER, ROLL CALL, FLAG SALUTE

SWEARING IN/PRESENTATION OF CERTIFICATES:

Commissioner Smith, Commissioner Hatcher-Mays, Commissioner Martin

SPECIAL PRESENTATIONS

PUBLIC COMMENT

CONSENT AGENDA *(for approval)*

1. Agenda
2. Agenda Bill D10-2018-01 ..... Page 02
  - 2.1. Regular Meeting Minutes ..... Page 03
  - 2.2. Financial Recap ..... Page 07

GENERAL ADMINISTRATIVE DISCUSSION

1. 2017 December Revenue and Expense Report ..... Page 08
2. EF&R BOARD ACTIONS:  
    Agenda Bill 2018-01 (Monthly Minutes & Financial Recap)

FIRE CHIEF BRIEFING

- PFOS

COMMITTEE REPORTS

1. EF&R Finance Administrative Committee *(no meeting held)*
2. Local 2878
3. Volunteer Workgroup

NEW BUSINESS

1. Elect Chair, Vice Chair, EF&R Board Directors, EF&R Committee Members
2. Potential FD27 Merger

EXECUTIVE SESSION

GOOD OF THE ORDER

CALENDAR REVIEW

- District 10 Board – February 21, 2018, 4 p.m., Headquarters
- Issaquah City Council – 1<sup>st</sup> and 3<sup>rd</sup> Monday at 7 p.m., Issaquah City Hall
- Sammamish City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 6:30 p.m., Sammamish City Hall
- Carnation City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7 p.m., Carnation City Hall
- North Bend City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7 p.m., Mt. Si Senior Center

SIGNING OF THE DOCUMENTS/ADJOURN REGULAR MEETING



**King County Fire Protection District 10  
Board of Commissioners  
AGENDA BILL D10-2018-01  
January 17, 2018**

**SUBJECT: December Monthly Board Minutes & Financial Recap Approval**

**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, and then approving said minutes amended as noted.

District 10 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 Fire Commissioners. 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 Consent Agenda 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.

**Expenditure Required:** \$686,047.81

**Amount Budgeted:** \$686,047.81

**Funds Utilized:** General Fund

**RECOMMENDED MOTION: Move to approve the Consent Agenda as presented.**

**ALTERNATIVE(S):** Approve the attached Consent Agenda stipulating any items rejected and ordering the collection thereof.

**EXHIBITS:** Prior month's Minutes, together with any hand-noted changes, as directed by the Board. Prior month's Financial Recap together with Accounting Certification. Prior month's Blanket Vouchers certified by an Agency Audit Officer.

**Originator:** JF

**Administrative Review:** 1/10/18

Action:

Date: 1/17/18

Motion By:

2<sup>nd</sup>:

District Secretary:

1                                   **KING COUNTY FIRE PROTECTION DISTRICT 10**  
2   **Board of Commissioners**  
3   **Regular Meeting Minutes**  
4   **December 20, 2017**

5  
6 The regular meeting of the Board of Fire Commissioners of King County Fire District 10  
7 was held on December 20, 2017, at Eastside Fire & Rescue Headquarters, located at  
8 175 Newport Way NW, Issaquah, WA 98027.

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10 **Present:**       Chair Don Smith  
11                   Vice Chair Alan Martin  
12                   Commissioner Larry Rude  
13                   Commissioner Mike Mitchell  
14                   Commissioner Michael Fisetto (*late arrival*)  
15                   Acting Chief, Deputy Chief Jon Parkinson  
16                   Deputy Chief Greg Tryon  
17                   Deputy Chief Richard Burke  
18                   Budget Analyst Scott Faires  
19                   District Secretary Jamie Formisano

20  
21 **Audience:**   None

22  
23 **Absent:**       Fire Chief Jeff Clark (*excused*)

24  
25 **Call to Order, Roll Call, and Flag Salute:**

26 Chair Smith called the meeting to order at 4:03 p.m. Chair Smith led the flag salute.

27  
28 **The regular meeting of King County Fire Protection District 10 (KCFD 10) was**  
29 **recessed and the Board of Volunteer Firefighters (BVFF) meeting was called to**  
30 **order at 4:04 p.m. The BVFF meeting was adjourned at 4:12 p.m., and the regular**  
31 **meeting of KCFD 10 was reconvened.**

32  
33 **Special Order of Business:** None

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35 **Recognition:** The Board recognized Commissioner Fisetto for his dedication and service  
36 on the Board of Commissioners.

37  
38 **Citizen Input:** None

39  
40 **Consent Agenda:** Items listed below were distributed to the Board in advance for review  
41 and were enacted with one motion. IT WAS MOVED BY COMMISSIONER MARTIN,  
42 SECONDED BY COMMISSIONER MITCHELL TO: Approve the Consent Agenda.  
43 MOTION CARRIED, 5 – 0.

- 44       • Agenda Bill D10-2017-25 Board Minutes and Financial Recap:
  - 45           • Regular Meeting Minutes
  - 46           • Financial Recap

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48 **General Administrative Discussion:**

49 November Revenue and Expense Report: Overview provided. Discussion ensued.

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**EF&R Actions:** Briefed on the approval of the following Agenda Bills:

- Agenda Bill 2017-37 & 38 Consent Agenda
- Agenda Bill 2017-39 EF&R Administrative Policy 0007 SOC Policy Statement
- Agenda Bill 2017-40 BLS Core Services
- Agenda Bill 2017-41 Surplus Bunker Gear
- Agenda Bill 2017-42 Collective Bargaining Agreements and LOA's
- Agenda Bill 2017-43 Motor Vehicle Accident Revenue Source
- Agenda Bill 2017-44 2017 Fire Chief Performance Evaluation
- Agenda Bill 2017-45 Legal Services Agreement

**Fire Chief Briefing:** DC Parkinson briefed on the joint representation regarding PFOS, District 27 database completed and a tentative joint Board meeting with KCFD 27 is scheduled for January 23, 2017, potential contract for services with Maple Valley Fire, and the Lake Joy fire briefing.

**Committee Reports:**

1. EF&R Finance Administrative Committee: The committee recommended approval to the EF&R Board to enter into a one-year pilot program for MVA recovery costs.
2. Local 2878: None
3. Volunteer Workgroup: None

**Old Business:**

1. Station 74 Update: Status remains the same.

**New Business:**

1. Agenda Bill D10-2017-26 Carnation-Duvall Citizen Corps Council Grant Request: IT WAS MOVED BY COMMISSIONER MITCHELL, SECONDED BY COMMISSIONER RUDE TO: Approve the Carnation-Duvall Citizen Corps Council grant support request of \$2,000. MOTION CARRIED, 5 – 0.
2. Agenda Bill D10-2017-27 Firefighter and Company Officer CBA: IT WAS MOVED BY COMMISSIONER MARTIN, SECONDED BY COMMISSIONER FISETTE TO: Approve the 2018-2020 Firefighter and Company Officer Collective Bargaining Agreement. MOTION CARRIED, 5 – 0.
3. Agenda Bill D10-2017-28 Battalion Chief CBA: IT WAS MOVED BY COMMISSIONER FISETTE, SECONDED BY COMMISSIONER MITCHELL TO: Approve the 2018-2020 Battalion Chief Collective Bargaining Agreement. MOTION CARRIED, 5 – 0.
4. Agenda Bill D10-2017-29 Support Staff CBA: IT WAS MOVED BY COMMISSIONER MITCHELL, SECONDED BY COMMISSIONER RUDE TO: Approve the 2018-2020 Support Staff Collective Bargaining Agreement. MOTION CARRIED, 5 – 0.
5. Agenda Bill D10-2017-30 Firefighter, Company Officer and Battalion Chief Letter of Agreement: IT WAS MOVED BY COMMISSIONER FISETTE, SECONDED BY

98 COMMISSIONER RUDE TO: Approve the Firefighter, Company Officer and Battalion  
99 Chief Letter of Agreement. MOTION CARRIED, 5 – 0.

100  
101 6. Agenda Bill D10-2017-31 Support Staff Letter of Agreement: IT WAS MOVED BY  
102 COMMISSIONER MARTIN, SECONDED BY COMMISSIONER MITCHELL TO:  
103 Approve the Support Staff Letter of Agreement. MOTION CARRIED, 5 – 0.

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105 7. Agenda Bill D10-2017-32 Legal Services Agreement: IT WAS MOVED BY  
106 COMMISSIONER MARTIN, SECONDED BY COMMISSIONER FISETTE TO:  
107 Approve the proposed joint legal representation by William F. Joyce of Joyce, Ziker,  
108 Parkinson, PLLC. as it relates to environmental matters concerning the property.  
109 MOTION CARRIED, 5 – 0.

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111 8. Agenda Bill D10-2017-33 2017 Revenue and Expenditure Budget Amendment: IT  
112 WAS MOVED BY COMMISSIONER FISETTE, SECONDED BY COMMISSIONER  
113 MARTIN TO: Approve the 2017 budget amendment increasing the 2017 General fund  
114 expenditure budget from \$7,316,068 to \$30,716,08. MOTION CARRIED, 5 – 0.

115  
116 **EXECUTIVE SESSION:** None

117  
118 **Good of the Order:**

- 119 • RSVP to Secretary Formisano for the KC Fire Chiefs/Fire Commissioners banquet  
120 being held January 17, 2018 at Rainier Golf and Country Club.
- 121
- 122 • King County EMS Quarterly meeting briefing, which included a Dry-Out/Homeless  
123 Facilities pilot program in South King County funded by a grant through KC EMS. Also  
124 briefed on the Bellevue Fire Department CARES program and the 2019 EMS Levy  
125 planning and timelines.
- 126
- 127 • Discussed potential vacancy on the EF&R Board by Commissioner Mitchell, to be  
128 discussed further in January.

129  
130 **Calendar Review:**

131 District 10 Board Meeting – January 17, 2018, EF&R Headquarters  
132 Issaquah City Council – 1<sup>st</sup> and 3<sup>rd</sup> Monday at 7 p.m., Issaquah City Hall  
133 Sammamish City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 6:30 p.m., Sammamish City Hall  
134 Carnation City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7 p.m., Carnation City Hall  
135 North Bend City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7 p.m., Mt. Si Senior Center

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137 **Adjournment:** Chair Smith adjourned the meeting at 5:06 p.m.

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139 **Signing of Documents:**

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142 Commissioner

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Commissioner

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Attestation: District Secretary

Pending Approval

**King County Fire District 10  
FINANCIAL RECAP  
January 17, 2018**

Blanket Voucher Nc	Paid Date	Description	Amount
<b>General Fund - 100100010</b>			
2017-13	December 20, 2017	State auditor's office	\$ 46.50
2018-01	January 8, 2018	weekly invoice payments	\$ 4,952.33
2018-02	January 11, 2018	weekly invoice payments	\$ 16,509.31
		<b>Totaling:</b>	<b>\$ 21,508.14</b>
		<b>Blanket Voucher Totals:</b>	<b>\$ 21,508.14</b>

ACH Transfers	Paid Date	Description	Amount
<b>General Fund - 100100010</b>			
2018-01	January 12, 2018	Jan 2018 Partnership Contribution	\$ 568,369.67
2018-02	January 12, 2018	2018 Cap Fac Maint fund contribution	\$ 96,170.00
		<b>Totaling:</b>	<b>\$ 664,539.67</b>
		<b>ACH Transfer Totals:</b>	<b>\$ 664,539.67</b>

<b>FINANCIAL RECAP</b>	<b>\$ 686,047.81</b>
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Acknowledgement to the Board of Commissioners:

I have reviewed the consent agenda and believe it represents a complete disclosure of all expenditures within the current period. I will reconcile this consent agenda with the King County Treasury report as it becomes available and report and identify any discrepancy to you.

  
Prepared By - James Craft- GL Accountant

  
Reviewed By - Scott Faires - Budget and Finance Analyst

King County Fire Protection District No. 10  
Revenue and Expenditure Report  
December 2017

**COMMENTS**

**Revenue**

We ended the year with total general fund revenues are \$11,013.67 greater than budgeted. The current property taxes came in less than budgeted by \$18,721.64. This was partially off set by the current FBC which came in \$12,693.48 greater than budgeted. Delinquent property taxes and FBC both came in less than budgeted by \$14,581.11.

We continued to receive revenue from the DNR state lands. We ended the year \$18,458.26 greater than we budgeted.

Also, net interest income came in much higher than budgeted. The year end amount exceeded the budgeted amount by \$9,533.36.

**Expenditures**

Total expenditures are \$44,589.10 less than budgeted. We are seeing this variance in most of the areas except for audit, Professional expenses, and miscellaneous expense. The 2014/2015 audit carried over into 2017. However this has been offset by election cost coming in much lower than expected. Also, commissioner pay and Station 76 pay come in lower than budgeted.

**Bond Fund**

**Revenues**

Overall revenue was \$6,843.98 greater than budgeted. We ended the year with all but two revenue streams coming in higher than budgeted. However, both those streams were under budget by a combined \$101.11.

**Expenditures**

The December principle and interest payments were made.



King County Fire Protection District No. 10  
Revenue and Expenditure Report  
December 2017

Account Description	December 2017 Budget	December 2017 Actual	Over (Under)	December 2017 Budget YTD	December 2017 Actual YTD	Over (Under)	2017 Annual Budget	% Of Total	Remaining Budget
<b>2017 Beginning Fund Balance</b>					<u><u>2,739,572.39</u></u>				
<b>REVENUE</b>									
Current Taxes and FBC	57,834.00	47,402.99	(10,431.01)	7,117,834.00	7,111,805.84	(6,028.16)	7,117,834.00	99.92	6,028.16
Delinquent Taxes and FBC	11,501.00	829.67	(10,671.33)	138,000.00	123,418.89	(14,581.11)	138,000.00	89.43	14,581.11
Ad Valorem Tax Refund	-	(279.95)	(279.95)	(8,000.00)	(5,066.53)	2,933.47	(8,000.00)	63.33	(2,933.47)
Timber Harvest Tax- Ex Fund	-	-	-	2,000.00	2,972.32	972.32	2,000.00	148.62	(972.32)
Leasehold Excise Tax-Ex Fund	700.00	546.02	(153.98)	5,400.00	4,756.38	(643.62)	5,400.00	88.08	643.62
DNR Timber Trust (State Forest Fund)	-	4,288.66	4,288.66	40,000.00	58,458.26	18,458.26	40,000.00	146.15	(18,458.26)
DNR PILT NAP/NRCA (in lieu of taxes)	10,300.00	10,669.15	369.15	10,300.00	10,669.15	369.15	10,300.00	103.58	(369.15)
Interest (Net)	2,136.00	3,856.73	1,720.73	16,025.00	25,558.36	9,533.36	16,025.00	159.49	(9,533.36)
<b>Total Operating Revenue</b>	<u><b>82,471.00</b></u>	<u><b>67,313.27</b></u>	<u><b>(15,157.73)</b></u>	<u><b>7,321,559.00</b></u>	<u><b>7,332,572.67</b></u>	<u><b>11,013.67</b></u>	<u><b>7,321,559.00</b></u>	<u><b>100.15</b></u>	<u><b>(11,013.67)</b></u>
<b>EXPENDITURE</b>									
Commissioner Compensation and Payroll Taxes	2,249.00	1,840.82	(408.19)	26,978.00	19,653.77	(7,324.23)	26,978.00	72.85	7,324.23
Station 76 Compensation & Payroll Taxes	3,407.00	726.64	(2,680.36)	40,907.00	32,214.26	(8,692.74)	40,907.00	78.75	8,692.74
Total EF&R Partnership Expenditures	544,803.00	544,802.58	(0.42)	6,991,553.00	6,991,552.76	(0.24)	6,991,553.00	100.00	0.24
Admin Service Fees-EF&R	8,798.00	8,794.83	(3.17)	105,583.00	105,537.96	(45.04)	105,583.00	99.96	45.04
Audit Expense	-	46.50	46.50	10,000.00	12,813.33	2,813.33	10,000.00	128.13	(2,813.33)
Legal Services Expense	216.00	-	(216.00)	2,600.00	1,003.75	(1,596.25)	2,600.00	38.61	1,596.25
Postage Expense	4,000.00	-	(4,000.00)	4,000.00	-	(4,000.00)	4,000.00	0.00	4,000.00
Professional Services Expense	-	-	-	19,000.00	33,035.16	14,035.16	19,000.00	173.87	(14,035.16)
Association Dues	-	-	-	4,450.00	4,198.00	(252.00)	4,450.00	94.34	252.00
Training & Seminar Expense	-	-	-	1,000.00	-	(1,000.00)	1,000.00	0.00	1,000.00
Printing	6,000.00	-	(6,000.00)	8,000.00	-	(8,000.00)	8,000.00	0.00	8,000.00
Meal Expense	-	-	-	400.00	520.00	120.00	400.00	130.00	(120.00)
Lodging Expense	-	-	-	800.00	-	(800.00)	800.00	0.00	800.00
Mileage Expense	100.00	-	(100.00)	400.00	-	(400.00)	400.00	0.00	400.00
Miscellaneous Expense	-	-	-	300.00	1,803.16	1,503.16	300.00	601.05	(1,503.16)
Fire Benefit Service Fees-King County	-	-	-	29,097.00	29,141.75	44.75	29,097.00	100.15	(44.75)
Election Expense	25,000.00	-	(25,000.00)	50,000.00	21,189.52	(28,810.48)	50,000.00	42.38	28,810.48
Intergovernmental Grant	-	-	-	2,000.00	-	(2,000.00)	2,000.00	0.00	2,000.00
Capital Outlay Machine & Equipment	-	-	-	19,000.00	18,815.48	(184.52)	19,000.00	99.03	184.52
<b>Total Expenditures</b>	<u><b>594,573.00</b></u>	<u><b>556,211.36</b></u>	<u><b>(38,361.64)</b></u>	<u><b>7,316,068.00</b></u>	<u><b>7,271,478.90</b></u>	<u><b>(44,589.10)</b></u>	<u><b>7,316,068.00</b></u>	<u><b>99.39</b></u>	<u><b>44,589.10</b></u>
<b>December 2017 Operating Fund Ending Fund Balance</b>					<u><u>2,800,666.16</u></u>				
<b>(Net of current liabilities)</b>									
<b>Unencumbered Funds Available (greater than \$650,000)</b>					<b>594,000.00</b>				

King County Fire Protection District No. 10  
Revenue and Expenditure Report  
December 2017

Account Description	December 2017 Budget	December 2017 Actual	Over (Under)	December 2017 Budget YTD	December 2017 Actual YTD	Over (Under)	2017 Annual Budget	% Of Total	Remaining Budget
<b>2012 GO Bond Fund</b>									
<b>Revenue</b>									
Prop. Tax Clearing-current	9,627.00	2,580.25	(7,046.75)	442,127.00	444,218.85	2,091.85	442,127.00	100.47	(2,091.85)
Prop Tax Clearing-delinquent	484.00	31.66	(452.34)	5,800.00	7,026.21	1,226.21	5,800.00	121.14	(1,226.21)
Ad Valorem Tax Refund	-	(19.11)	(19.11)	(400.00)	(350.99)	49.01	(400.00)	87.75	(49.01)
Timber Harvest Tax-Debt Service	40.00		(40.00)	250.00	211.54	(38.46)	250.00	84.62	38.46
DNR Timber Trust (State Forest Fund)	-	284.73	284.73	1,482.00	3,894.46	2,412.46	1,482.00	262.78	(2,412.46)
DNR PILT NAP/NRCA (in lieu of taxes)	771.00	708.35	(62.65)	771.00	708.35	(62.65)	771.00	91.87	62.65
Investment Interest - Debt Service	100.00	468.80	368.80	1,200.00	2,344.52	1,144.52	1,200.00	195.38	(1,144.52)
Investment Fee - Debt Service	(6.00)	11.27	17.27	(80.00)	(58.96)	21.04	(80.00)	73.70	(21.04)
<b>2012 GO Bond Fund Revenues</b>	<b>11,016.00</b>	<b>4,065.95</b>	<b>(6,950.05)</b>	<b>451,150.00</b>	<b>457,993.98</b>	<b>6,843.98</b>	<b>451,150.00</b>	<b>101.52</b>	<b>(6,843.98)</b>
<b>EXPENDITURE</b>									
Bond Admin Fee			-	-	300.00	300.00	-	0.00	(300.00)
GO bond-Principal	325,000.00	325,000.00	-	325,000.00	325,000.00	-	325,000.00	100.00	-
St 78 GO Bond-Interest	63,075.00	63,075.00	-	126,150.00	126,150.00	-	126,150.00	100.00	-
<b>2012 GO Bond Fund Expenditures</b>	<b>388,075.00</b>	<b>388,075.00</b>	<b>-</b>	<b>451,150.00</b>	<b>451,450.00</b>	<b>300.00</b>	<b>451,150.00</b>	<b>100.07</b>	<b>(300.00)</b>