



KING COUNTY FIRE PROTECTION DISTRICT 10
BOARD OF FIRE COMMISSIONERS
Regular Meeting Agenda
March 15, 2017
Eastside Fire & Rescue's Headquarters
175 Newport Way NW, Issaquah, WA 98027
4 p.m. – Regular Meeting

CALL TO ORDER, ROLL CALL, FLAG SALUTE

SPECIAL PRESENTATIONS

PUBLIC COMMENT

CONSENT AGENDA *(for approval)*

1. Agenda
2. Agenda Bill D10-2017-08 Page 02
 - 2.1. Regular Meeting Minutes Page 03
 - 2.2. Financial Recap Page 06

RECESS REGULAR MEETING - BOARD OF VOLUNTEER FIREFIGHTERS MEETING

GENERAL ADMINISTRATIVE DISCUSSION

1. 2017 February Revenue and Expense Report Page 07
2. EF&R BOARD ACTIONS:
 - 2.1 Agenda Bill 2017-13 (Surplus Tender)
 - 2.2 Agenda Bill 2017-14 (Surplus Computer and Electronic Equipment)
 - 2.3 Extending the ILA (possible action)
 - 2.4 Fire Chief Performance Evaluation (possible action)

FIRE CHIEF BRIEFING

COMMITTEE REPORTS

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

NEW BUSINESS

1. Agenda Bill D10-2017-09 (Surplus Apparatus) Page 10
2. Volunteer Program Briefing (RB/RT)
3. D10 FBC Formula Discussion (JP)

GOOD OF THE ORDER

CALENDAR REVIEW

- FAC – March 22, 2017 12:30 p.m., Headquarters *(pending Agenda items)*
- EF&R Special Board Retreat/Orientation – March 23, 2017, 4:00 p.m., Headquarters *(RSVP requested/dinner provided)*
- EF&R Awards & Recognition Banquet – March 25, 2017, 1:00 p.m., Issaquah High School *(RSVP requested)*
- EMTG Recruit Academy Graduation – April 14, 2017, 6:00 p.m., Lake Washington High School
- District 10 Board – April 19, 2017, 4 p.m., Headquarters
- EF&R Fireground 101 *(Date Change)* – May 20, 2017, 8:00 a.m., Bellevue Training Facility
- Issaquah City Council – 1st and 3rd Monday at 7 p.m., Issaquah City Hall
- Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m., Sammamish City Hall
- Carnation City Council – 1st and 3rd Tuesday at 7 p.m., Carnation City Hall

SIGNING OF THE DOCUMENTS/ADJOURN REGULAR MEETING



King County Fire Protection District 10
Board of Commissioners
AGENDA BILL D10-2017-08
March 15, 2017

SUBJECT: February 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: \$ 7,289.91

Amount Budgeted: \$ 7,289.91

Funds Utilized: General Fund

ADMINISTRATION'S RECOMMENDATION: Approve the attached Minutes & Financial Recap Agenda Bill.

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: 3/06/17

Action:

Date: 3/15/17

Motion By:

2nd:

District Secretary:

1 **KING COUNTY FIRE PROTECTION DISTRICT 10**
2 **Board of Commissioners**
3 **Regular Meeting Minutes**
4 **February 15, 2017**
5

6 The regular meeting of the Board of Fire Commissioners of King County Fire District 10
7 was held on February 15, 2017, at Eastside Fire & Rescue Headquarters, located at
8 175 Newport Way NW, Issaquah, WA 98027.
9

10 **Present:** Chair Don Smith
11 Commissioner Mike Mitchell
12 Commissioner Larry Rude (*late arrival*)
13 Commissioner Alan Martin
14 Commissioner Michael Fisette
15 Fire Chief Jeff Clark
16 Deputy Chief Jon Parkinson
17 Deputy Chief Richard Burke
18 Deputy Chief Greg Tryon
19 Budget Analyst Scott Faires
20 District Secretary Jamie Formisano
21 Administrative Assistant Jay Hart
22

23 **Audience:**
24

25 **Absent:**
26

27 **Call to Order, Roll Call, and Flag Salute:**

28 Chair Smith called the meeting to order at 4:00 p.m. Chair Smith led the flag salute.
29

30 **Special Order of Business:** None
31

32 **Recognition:** None
33

34 **Citizen Input:** None
35

36 **The regular meeting of King County Fire District 10 was recessed at 4:02 p.m. to**
37 **hold the Fire Benefit Charge (FBC) Appeal Hearing.**
38

39 The Board reviewed appeal #1 with the corresponding parcel and related documents.
40 Parcel No. 192309001. No public comment, discussion ensued.
41

42 **The Fire Benefit Charge Appeal Hearing was adjourned at 4:05 p.m.**
43

44 **Consent Agenda:**

45 Items listed below were distributed to the Board in advance for review and were enacted
46 with one motion.

47 IT WAS MOVED BY COMMISSIONER MARTIN, SECONDED BY COMMISSIONER
48 FISETTE TO: Approve the Consent Agenda. MOTION CARRIED, 4 – 0.

- 49 • Agenda Bill D10-2017-06 Board Minutes and Financial Recap: Approved as
50 written "Motion carried, 4-0".
- 51 • Regular Meeting Minutes

- 52 • Financial Recap

53

54 **General Administrative Discussion:**

55 January Revenue and Expense Report: Reviewed report.

56

57 **EF&R Actions:**

- 58 1. Agenda Bill 2017-08 (Records Custodian Resolution)
- 59 2. Agenda Bill 2017-09 (Additional Audit Officer(s) Resolution)
- 60 3. Election of Officers

61

62 **Fire Chief Briefing:**

63 Provided a summary on Health Care costs.

64 PFOS: Chief and Director Rude met with SammPlat, Issaquah and elected Officials.

65 Issaquah is pursuing legislative action for reporting requirements and clean-up standards. Commissioner Mitchell attended the public session where SammPlat presented on their water table model. Discussion ensued regarding water

66 rights and responsibilities to the aquifer, MOU status, and soil samples from EF&R's consultant.

67

70 **Committee Reports:**

71 EF&R Finance Administrative Committee: The warrant review process has been revised

72 as well as the FAC Charter to include a meeting minute distribution process.

73

74 **New Business:**

75 Agenda Bill D10-2017-07 (Fire Benefit Charge Appeal Results): IT WAS MOVED BY

76 COMMISSIONER MARTIN, SECONDED BY COMMISSIONER FISETTE TO: Deny

77 appeal 1 and instruct the District Secretary to send written confirmation of the Board's

78 action to the taxpayers MOTION CARRIED, 5 – 0.

79

80 **Budget Review & Analysis:** DC Parkinson provided a budget review and analysis.

81 Discussion ensued regarding; the EF&R formula impacts to D-10, five year formula,

82 sleeper program, and rent costs.

83

84 **Good of the Order:**

- 85 • Accolades to the Volunteers at Station 76
- 86 • Future agenda requests:
- 87 • Conduct meeting at Station 74 in Spring/Summer.
- 88 • Assessing Fire Benefit Charge (FBC) formula.
- 89 • Volunteer program briefing.
- 90 • District policies: Staff to perform review and present to Commissioners for
- 91 approval.
- 92 • Firewise community presentation, Tiger Mountain Community Center, Thursday
- 93 at 7:00 p.m.
- 94

95

96 **Calendar Review:**

97 FAC – February 22, 2017, CANCELLED

98 Issaquah City Council – 1st and 3rd Monday at 7 p.m., Issaquah City Hall

99 Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m., Sammamish City Hall

100 Carnation City Council – 1st and 3rd Tuesday at 7 p.m., Carnation City Hall

101 District 10 Board Meeting – March 15, 2017, 4 p.m., EF&R Headquarters

102 EF&R Awards & Recognition Banquet – March 25, 2017, 1:00 p.m., Issaquah High
103 EF&R Fireground 101 – April 15, 2017, 8:00 a.m., Bellevue Training Center

104
105 **Adjournment:** Chair Smith adjourned the meeting at 5:00 p.m.

106
107 **Signing of Documents:**

108
109 _____
110 Commissioner Commissioner

111
112 _____
113 Commissioner Commissioner

114
115 _____
116 Commissioner

117
118 _____
118 Commissioner Attestation: District Secretary

**King County Fire District 10
FINANCIAL RECAP
March 15, 2017**

Blanket Voucher No.	Paid Date	Description	Amount
General Fund - 100100010			
2017-03	February 17, 2017	Weekly vendor invoices	\$ 2,635.06
2017-04	February 24, 2017	Weekly vendor invoices	\$ 4,654.85
Totaling:			\$ 7,289.91
*To be approved at the March 15, 2017 meeting			\$ 7,289.91

FINANCIAL RECAP	\$ 7,289.91
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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 - BFA

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

COMMENTS

Revenue Actual revenues are \$13,466.40 greater than we budgeted for. Most of this is related to the collection of delinquent property taxes and delinquent fire benefit charges coming in higher than budgeted. We also received revenue from the State Forest Fund.

Expenditures Total expenditures are \$1,766.06 greater than budgeted. The sleeper program expenses for January came in higher than budgeted. We will monitor this to see how the program expenses come in for the year.

Bond Fund

Revenues Overall revenue was \$937.86 greater than budgeted. This is mainly due to the collection of delinquent property taxes and state forest fund revenue coming in higher than budgeted.

Expenditures No principal or interest payment due at this time.

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

Account Description	January 2017 Budget YTD	January 2017 Actual YTD	Over (Under)	2017 Annual Budget	% Of Total	Remaining Budget	
2017 Beginning Fund Balance		<u>2,739,572.39</u>					
REVENUE							
Current Taxes and FBC	-	-	-	7,117,834.00	0.00	7,117,834.00	
Delinquent Taxes and FBC	11,499.00	20,583.05	9,084.05	138,000.00	14.92	117,416.95	
Ad Valorem Tax Refund			-	(8,000.00)	0.00	(8,000.00)	
Timber Harvest Tax- Ex Fund			-	2,000.00	0.00	2,000.00	
Leasehold Excise Tax-Ex Fund			-	5,400.00	0.00	5,400.00	
DNR Timber Trust (State Forest Fund)	4,000.00	6,978.32	2,978.32	40,000.00	17.45	33,021.68	
DNR PILT NAP/NRCA (in lieu of taxes)			-	10,300.00	0.00	10,300.00	
Miscellaneous Revenue			-	-	0.00	-	
Interest (Net)	1,176.00	2,580.03	1,404.03	16,025.00	16.10	13,444.97	
Total Operating Revenue	16,675.00	30,141.40	13,466.40	7,321,559.00	0.41	7,291,417.60	
EXPENDITURE							
Commissioner Compensation and Payroll Taxes	2,249.00	2,582.14	333.14	26,978.00	9.57	24,395.86	
Station 76 Compensation & Payroll Taxes	3,410.00	5,691.99	2,281.99	40,907.00	13.91	35,215.01	
Total EF&R Partnership Expenditures	544,803.00	544,803.00	-	6,991,553.00	7.79	6,446,750.00	
Admin Service Fees-EF&R	8,799.00	8,799.00	-	105,583.00	8.33	96,784.00	
Audit Expense	4,000.00	4,095.02	95.02	10,000.00	40.95	5,904.98	
Legal Services Expense	217.00	750.75	533.75	2,600.00	28.88	1,849.25	
Postage Expense			-	4,000.00	0.00	4,000.00	
Professional Services Expense	8,000.00	7,617.45	(382.55)	19,000.00	40.09	11,382.55	
Association Dues	4,450.00	4,198.00	(252.00)	4,450.00	94.34	252.00	
Training & Seminar Expense			-	1,000.00	0.00	1,000.00	
Printing			-	8,000.00	0.00	8,000.00	
Meal Expense			-	400.00	0.00	400.00	
Lodging Expense			-	800.00	0.00	800.00	
Milage Expense			-	400.00	0.00	400.00	
Miscellaneous Expense			-	300.00	0.00	300.00	
Fire Benefit Service Fees-King County	14,549.00	13,925.49	(623.51)	29,097.00	47.86	15,171.51	
Election Expense			-	50,000.00	0.00	50,000.00	
Intergovernmental Grant			-	2,000.00	0.00	2,000.00	
Cap. outlay mach & equip	9,000.00	8,780.22	(219.78)	19,000.00	46.21	10,219.78	
Total Expenditures	599,477.00	601,243.06	1,766.06	7,316,068.00	8.22	6,714,824.94	
January 2017 Operating Fund Ending Fund Balance (Net of current liabilities)		<u><u>2,168,470.73</u></u>					
Unencumbered Funds Available (greater than \$650,000)		<table border="1" style="margin: auto;"><tr><td style="text-align: center;">340,000.00</td></tr></table>	340,000.00				
340,000.00							

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

Account Description	January 2017 Budget YTD	January 2017 Actual YTD	Over (Under)	2017 Annual Budget	% Of Total	Remaining Budget
2012 GO Bond Fund						
Revenue						
Prop. Tax Clearing-current			-	442,127.00	0.00	442,127.00
Prop Tax Clearing-delinquent	483.00	1,233.94	750.94	5,800.00	21.27	4,566.06
Ad Valorem Tax Refund		-	-	(400.00)	0.00	(400.00)
Timber Harvest Tax-Debt Service			-	250.00	0.00	250.00
DNR Timber Trust (State Forest Fund)	247.00	476.48	229.48	1,482.00	32.15	1,005.52
DNR PILT NAP/NRCA (in lieu of taxes)			-	771.00	0.00	771.00
Investment Interest - Debt Service	100.00	53.66	(46.34)	1,200.00	4.47	1,146.34
Investment Fee - Debt Service	(6.00)	(2.22)	3.78	(80.00)	2.78	(77.78)
2012 GO Bond Fund Revenues	824.00	1,761.86	937.86	451,150.00	0.39	449,388.14
EXPENDITURE						
GO bond-Principal		-	-	325,000.00	0.00	325,000.00
St 78 GO Bond-Interest		-	-	126,150.00	0.00	126,150.00
2012 GO Bond Fund Expenditures	-	-	-	451,150.00	0.00	451,150.00



King County Fire Protection District 10
Board of Commissioners
AGENDA BILL D10-2017-09
March 15, 2017

SUBJECT: Surplus Apparatus – 3805

SUMMARY STATEMENT: The vehicle listed below has been replaced as scheduled per the Equipment Replacement Fund. This vehicle is the property of King County Fire Protection District 10.

- EF&R Unit 3805
Year, Make, Model 1989 GMC/White Autocar
VIN 4V2RCBJE7KU502825
License 25540C

Expenditure Required:	Amount Budgeted:
Funds Utilized:	

ADMINISTRATION’S RECOMMENDATION: Apparatus 3805 be declared surplus and made available for sale with the proceeds going into the Equipment Replacement Fund.

RECOMMENDED MOTION: Move to approve Apparatus 3805 be declared surplus and made available for sale with the proceeds going into the Equipment Replacement Fund.

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

EXHIBITS: None

Originator: JP

Administrative Review: 02/23/2017

Action:	Date: 3/15/17	
Motion By:	2nd:	District Secretary: