



**KING COUNTY FIRE PROTECTION DISTRICT 10**  
**BOARD OF FIRE COMMISSIONERS**  
**Regular Meeting Agenda**  
March 21, 2018 at 4:00 p.m.  
Eastside Fire & Rescue's Headquarters  
175 Newport Way NW, Issaquah, WA 98027

CALL TO ORDER, ROLL CALL, FLAG SALUTE

**RECESS REGULAR MEETING – BOARD OF VOLUNTEER FIREFIGHTER MEETING**

SPECIAL PRESENTATIONS: None

PUBLIC COMMENT

CONSENT AGENDA *(for approval)*

1. Agenda
2. Agenda Bill D10-2018-04..... Page 03
  - 2.1. February Regular Meeting Minutes ..... Page 04
  - 2.2. Financial Recap..... Page 07

GENERAL ADMINISTRATIVE DISCUSSION

1. 2018 February Revenue and Expense Report..... Page 08
2. EF&R BOARD ACTIONS:  
    Agenda Bill 2018-07 (Automatic Aid ILA)

FIRE CHIEF BRIEFING

- ClarkNuber Report Out
- 2014-2015 Audit Update
- Fall City Update
- PFOS Update

COMMITTEE REPORTS

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

NEW BUSINESS

1. Maple Hills Fire Station

EXECUTIVE SESSION

GOOD OF THE ORDER

CALENDAR REVIEW

- FAC – March 28, 2018, 12:30 p.m., Headquarters
- District 10 Board – April 18, 2018, 4 p.m., Headquarters
- EF&R Annual Awards Ceremony – May 19, 2018, 10:30 a.m., Eastridge Church
- 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 D10-2018-04**  
**March 21, 2018**

**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:** \$570,479.53

**Amount Budgeted:** \$570,479.53

**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:** 3/15/18

Action:

Date: 3/21/18

Motion By:

2<sup>nd</sup>:

District Secretary:

1                                   **KING COUNTY FIRE PROTECTION DISTRICT 10**  
2                                   **Board of Commissioners**  
3                                   **Regular Meeting Minutes**  
4                                   **February 21, 2018**

5  
6 The regular meeting of the Board of Fire Commissioners of King County Fire District 10  
7 was held on February 21, 2018, at Eastside Fire & Rescue Headquarters, located at 175  
8 Newport Way NW, Issaquah, WA 98027.

9  
10 **Present:**     Chair Don Smith  
11                   Vice Chair Alan Martin  
12                   Commissioner Larry Rude  
13                   Commissioner Mike Mitchell  
14                   Commissioner Gloria Hatcher-Mays  
15                   Fire Chief Jeff Clark  
16                   Deputy Chief Greg Tryon  
17                   Deputy Chief Richard Burke  
18                   District Secretary Jamie Formisano

19  
20 **Audience:**   None

21  
22 **Absent:**       None

23  
24 **Call to Order, Roll Call, and Flag Salute:** Chair Smith called the meeting to order at  
25 4:00 p.m. Chair Smith led the flag salute.

26  
27 **Citizen Input:** None

28  
29 **The regular meeting of King County Fire District 10 was recessed at 4:02 p.m. to**  
30 **hold the Fire Benefit Charge (FBC) Appeal Hearing.**

31  
32 The Board reviewed Appeals #1 - #33 with the corresponding parcel and related  
33 documents. Discussion ensued.

34  
35 **Public Comment:**

- 36 1. Dave Chervenak, Mitchell Hill Resident, Petition No. 24 provided information related  
37 to his sprinkler system.  
38 2. Pam Mclane, questions on her FBC charge, no appeal submitted.  
39

40 **The Fire Benefit Charge Appeal Hearing was adjourned at 4:11 p.m.**

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

- 46     • Agenda Bill D10-2018-02 Board Minutes and Financial Recap:  
47         • Regular Meeting Minutes  
48         • Financial Recap  
49

50 **General Administrative Discussion:**  
51 January Revenue and Expense Report: Included in packet.

52  
53 **EF&R Actions:** Briefed on the approval of the following Agenda Bills:  
54 1. Agenda Bill 2018-02 (Consent Agenda)  
55 2. Agenda Bill 2018-03 (Surplus Equipment)  
56 3. Agenda Bill 2018-04 (Adopt Resolution 92)

57  
58 **Fire Chief Briefing:** The PFOS process is moving forward with attorneys to develop an  
59 InterLocal Agreement (ILA), EF&R will not move forward until the ILA is signed. The PFOS  
60 family, including PFAS and PFOA, are now being discussed. Discussion ensued.

61  
62 Station 74: Painting of the apparatus doors by a volunteer organization, discussion  
63 ensued. Chief will coordinate a design to be submitted as well as Community input prior  
64 to Board approval.

65  
66 Joint D10/D27 Board meeting debrief. Discussed how the potential process would look  
67 moving forward, to include conversations at all levels between the workforces and  
68 communities to build relationships and a solid foundation moving forward.

69  
70 **Committee Reports:**

- 71 1. EF&R Finance Administrative Committee: None  
72  
73 2. Local 2878: None  
74  
75 3. Volunteer Workgroup: None

76  
77 **New Business:**

- 78 1. Agenda Bill D10-2018-03 (Fire Benefit Charge Appeal Results): IT WAS MOVED BY  
79 COMMISSIONER RUDE, SECONDED BY COMMISSIONER MARTIN TO: Approve  
80 to grant/deny Appeal # 1 – Appeal #33 as presented in the attachment and instruct  
81 the District Secretary to send written confirmation of the Board’s action to the  
82 taxpayers. MOTION CARRIED, 5 – 0.  
83  
84 2. KCFPD 10 Grant Award 2017 Report: Included in packet.

85  
86 **EXECUTIVE SESSION:** The D10 Board moved into Executive Session pursuant to RCW  
87 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment or to  
88 review the performance of a public employee for seven minutes beginning at 4:53 p.m.  
89 Regular Session called to order at 5:00 p.m. No action was taken in Executive Session.

90  
91 **Good of the Order:**

- 92 • Commissioner Rude briefed on the EMS Levy committee meeting.  
93 • Board Secretary to verify KC Fire Commissioners membership and distribution list.

94  
95 **Calendar Review:**

96 District 10 Board Meeting – March 21, 2018, EF&R Headquarters  
97 EF&R Annual Awards Ceremony – May 19, 2018 at 11:30 a.m., Eastridge Church

98 Issaquah City Council – 1<sup>st</sup> and 3<sup>rd</sup> Monday at 7 p.m., Issaquah City Hall  
99 Sammamish City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 6:30 p.m., Sammamish City Hall  
100 Carnation City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7 p.m., Carnation City Hall  
101 North Bend City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7 p.m., Mt. Si Senior Center

102

103 **Adjournment:** Chair Smith adjourned the meeting at 5:05 p.m.

104

105 **Signing of Documents:**

106

107 \_\_\_\_\_

108 Commissioner

109

110

111 \_\_\_\_\_

112 Commissioner

113

114

115 \_\_\_\_\_

116 Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Attestation: District Secretary

Pending Approval

**King County Fire District 10  
FINANCIAL RECAP  
March 14, 2018**

Blanket Voucher Nc	Paid Date	Description	Amount
<b>General Fund - 100100010</b>			
2018-05	March 12, 2018	weekly invoice payments	\$ 532.53
			<b>Totaling: \$ 532.53</b>
			<b>Blanket Voucher Totals: \$ 532.53</b>

ACH Transfers	Paid Date	Description	Amount
<b>General Fund - 100100010</b>			
2018-06	March 7, 2018	Mar 2018 Parntership Contribution payment	\$ 568,369.64
2018-07	March 7, 2018	Reimburse ESFR revolving fund check#3636	\$ 225.00
2018-08	March 16, 2018	Pay Mar 2018 Commissioner and sleeper pay	\$ 1,352.36
			<b>Totaling: \$ 569,947.00</b>
			<b>ACH Transfer Totals: \$ 569,947.00</b>

<b>FINANCIAL RECAP</b>	<b>\$ 570,479.53</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 - Mary Hillier - Controller

King County Fire Protection District No. 10  
Revenue and Expenditure Report  
February 2018

**COMMENTS**

**General Fund**

**Revenue**

Actual revenues are \$51,207.98 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 in January than budgeted. We also received revenue from the State Forest Fund, which was budgeted to be received later in the year.

**Expenditures**

Total expenditures are \$7,168.41 less than budgeted. The february Sleeper pay is expected to be paid in March.

**2012 GO Bond Fund**

**Revenues**

Overall revenue was \$3,271.56 greater than budgeted. This is mainly due to the collection of delinquent property taxes and state forest fund revenue coming in higher than budgeted in January.

**Expenditures**

No principal or interest payment due at this time.



King County Fire Protection District No. 10  
Revenue and Expenditure Report  
February 2018

Line #	Title	February 2018 Budget	February 2018 Actuals	Over / (Under)	February 2018 YTD Budget	February 2018 YTD Actuals	Over / (Under)	2018 Annual Budget	% Of Total	Remaining Budget
1										
2	<b>2018 Beginning Fund Balance</b>					<b>2,846,456.23</b>				
3										
4										
5	<b>REVENUE</b>									
6	Property Tax Revenue	56,283.00	63,077.36	6,794.36	63,366.00	80,261.94	16,895.94	4,773,974.00	1.68	4,693,712.06
7	Timber Harvest Tax			-		-	-	2,000.00	0.00	2,000.00
8	Leasehold Excise Tax	300.00	967.00	667.00	300.00	967.00	667.00	5,400.00	17.91	4,433.00
9	DNR Timber Trust 2 (State Forest Fund)	3,000.00	572.98	(2,427.02)	3,000.00	22,269.97	19,269.97	14,000.00	159.07	(8,269.97)
10	DNR PILT NAP/NRCA (in lieu of property taxes)			-		-	-	9,940.00	0.00	9,940.00
11	Fire Benefit Charge Revenue	24,416.00	31,336.42	6,920.42	28,832.00	41,582.96	12,750.96	2,699,000.00	1.54	2,657,417.04
12	Interest (Net)	1,953.00	2,588.83	635.83	3,906.00	5,530.11	1,624.11	23,450.00	23.58	17,919.89
13	<b>Total General Fund Revenue</b>	<b>85,952.00</b>	<b>98,542.59</b>	<b>12,590.59</b>	<b>99,404.00</b>	<b>150,611.98</b>	<b>51,207.98</b>	<b>7,527,764.00</b>	<b>2.00</b>	<b>7,377,152.02</b>
14										
15										
16	<b>EXPENDITURE</b>									
17	Total Commissioner Compensation & Payroll taxes	2,247.00	859.05	(1,387.95)	4,496.00	2,699.86	(1,796.14)	26,978.00	10.01	24,278.14
18	Total Sleeper and Live in pay	3,930.00	2,825.81	(1,104.19)	7,860.00	2,825.81	(5,034.19)	47,151.00	5.99	44,325.19
19	Total EF&R Partner Expenditures	568,370.00	568,369.64	(0.36)	1,232,910.00	1,232,909.31	(0.69)	7,269,588.00	16.96	6,036,678.69
20	Professional Services Expense	750.00		(750.00)	10,500.00	9,227.42	(1,272.58)	44,000.00	20.97	34,772.58
21	Postage Expense			-		-	-	5,500.00	0.00	5,500.00
22	Travel Expense			-		-	-	1,600.00	0.00	1,600.00
23	Printing			-	3,500.00	3,729.09	229.09	8,000.00	46.61	4,270.91
24	Association Dues			-	4,450.00	4,630.00	180.00	4,450.00	104.04	(180.00)
25	Miscellaneous Expense	30.00		(30.00)	30.00	375.00	345.00	300.00	125.00	(75.00)
26	Professional Services by Gov			-	13,495.00	13,895.88	400.88	26,990.00	51.49	13,094.12
27	Election Expense			-		-	-	60,000.00	0.00	60,000.00
28	Intergovernmental Grant			-		-	-	2,000.00	0.00	2,000.00
29	Training & Seminar Expense			-		-	-	1,000.00	0.00	1,000.00
30	Capital Expenditure - Fire Suppression and EMS Services			-	9,000.00	8,780.22	(219.78)	12,465.00	70.44	3,684.78
31	<b>Total General Fund Expenditures</b>	<b>575,327.00</b>	<b>572,054.50</b>	<b>(3,272.50)</b>	<b>1,286,241.00</b>	<b>1,279,072.59</b>	<b>(7,168.41)</b>	<b>7,510,022.00</b>	<b>17.03</b>	<b>6,230,949.41</b>
32										
33										
34	<b>January 2018 Operating Fund Ending Fund Balance</b>					<b>1,717,995.62</b>				
35	<b>(Net of current liabilities)</b>									
36										
37	<b>Unencumbered Funds Available (greater than \$650,000)</b>					<b>600,000.00</b>				
38										

King County Fire Protection District No. 10  
Revenue and Expenditure Report  
February 2018

39										
40	<b>2012 GO Bond Fund</b>									
41		<b>Revenue</b>								
42	Property Tax	5,000.00	5,457.11	457.11	5,000.00	5,457.11	457.11	455,700.00	1.20	450,242.89
43	Delinquent Property Tax	500.00	987.48	487.48	1,000.00	2,569.19	1,569.19	5,500.00	46.71	2,930.81
44	Ad Valorem Tax Refund	(60.00)	(2.91)	57.09	(60.00)	(19.17)	40.83	400.00	(4.79)	419.17
45	Timber Harvest Tax	40.00		(40.00)	40.00	-	(40.00)	250.00	0.00	250.00
46	Leasehold Excise Tax	40.00		(40.00)	40.00	-	(40.00)	-	0.00	-
47	DNR Timber Trust 2 (State Forest Fund)	-	33.90	33.90	-	1,317.42	1,317.42	600.00	219.57	(717.42)
48	DNR PILT NAP/NRCA (in lieu of property taxes)			-		-	-	770.00	0.00	770.00
49	Investment Earnings	100.00	83.86	(16.14)	200.00	162.59	(37.41)	1,200.00	13.55	1,037.41
50	Investment Earnings Service Fee	(5.00)	(2.86)	2.14	(10.00)	(5.58)	4.42	80.00	(6.98)	85.58
51	<b>Total 2012 GO Bond Revenue</b>	<b>5,615.00</b>	<b>6,556.58</b>	<b>941.58</b>	<b>6,210.00</b>	<b>9,481.56</b>	<b>3,271.56</b>	<b>464,500.00</b>	<b>2.04</b>	<b>455,018.44</b>
52										
53	<b>EXPENDITURE</b>									
54	Professional Services Expense			-		-	-	-	0.00	-
55	Debt Repayment - Fire Suppression and EMS Services			-		-	-	325,000.00	0.00	325,000.00
56	Interest and Other Debt Service Cost - Fire Suppression and EMS Services			-		-	-	138,350.00	0.00	138,350.00
57	<b>Total 2012 GO Bond Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>463,350.00</b>	<b>0.00</b>	<b>463,350.00</b>
58										
59										