



KING COUNTY FIRE PROTECTION DISTRICT 10
BOARD OF FIRE COMMISSIONERS
Regular Meeting Agenda
April 18, 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

PUBLIC COMMENT

CONSENT AGENDA *(for approval)*

1. Agenda
2. Agenda Bill D10-2018-05..... Page 03
 - 2.1. Regular Meeting Minutes..... Page 04
 - 2.2. Financial Recap..... Page 07

GENERAL ADMINISTRATIVE DISCUSSION

1. 2018 March Revenue and Expense Report..... Page 08
2. EF&R BOARD ACTIONS:
 Agenda Bill 2018-09 (Adoption of Station 72 MOU)

FIRE CHIEF BRIEFING

- PFOS/PFAS/PFOA
- Reserve Training Program

COMMITTEE REPORTS

1. EF&R Finance Administrative Committee *(LR)*..... Page 11
2. Local 2878
3. Volunteer Workgroup

NEW BUSINESS

1. Vacant Commissioner position
2. LE Executive Insight Opportunity..... Page 12

OLD BUSINESS

1. Maple Hills Fire Station 79 update

EXECUTIVE SESSION

GOOD OF THE ORDER

CALENDAR REVIEW

- Joint D10/D27 Commissioner Meeting – April 17, 2018, 6 p.m., Fall City Fire Station
- EF&R Pre-Board Agenda Review – April 25, 2018, 1:30 p.m. *(FD10 Rep)*
- EF&R Warrant Review – May 10, 2018, 3:30 p.m., Headquarters *(FD10 Rep)*
- District 10 Board – May 16, 2018, 4 p.m., Headquarters
- EF&R Awards Ceremony – May 19, 2018, 10:30 a.m., Eastridge Church
- 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
- North Bend City Council – 1st and 3rd 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 D10-2018-05
April 18, 2018

SUBJECT: March 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: \$9,749.80

Amount Budgeted: \$9,749.80

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: 4/10/18

Action:

Date: 4/18/18

Motion By:

2nd:

District Secretary:

1 **KING COUNTY FIRE PROTECTION DISTRICT 10**
2 **Board of Commissioners**
3 **Regular Meeting Minutes**
4 **March 21, 2018**
5

6 The regular meeting of the Board of Fire Commissioners of King County Fire District 10
7 was held on March 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 District Secretary Jamie Formisano
16 Fire Chief Jeff Clark
17 Deputy Chief Jon Parkinson
18 Deputy Chief Greg Tryon
19 Deputy Chief Richard Burke
20

21 **Audience:** None
22

23 **Absent:** None
24

25 **Call to Order, Roll Call, and Flag Salute:** Chair Smith called the meeting to order at
26 4:00 p.m. Chair Smith led the flag salute.
27

28 **Citizen Input:** None
29

30 **The regular meeting of King County Fire Protection District 10 (KCFD 10) was**
31 **recessed and the Board of Volunteer Firefighters (BVFF) meeting was called to**
32 **order at 4:01 p.m. The BVFF meeting was adjourned at 4:05 p.m., and the regular**
33 **meeting of KCFD 10 was reconvened.**
34

35 **Consent Agenda:** Items listed below were distributed to the Board in advance for review
36 and were enacted with one motion. IT WAS MOVED BY COMMISSIONER HATCHER-
37 MAYS, SECONDED BY COMMISSIONER RUDE TO: Approve the Consent Agenda.
38 MOTION CARRIED, 5 – 0.

- 39 • Agenda Bill D10-2018-04 Board Minutes and Financial Recap:
 - 40 • Regular Meeting Minutes
 - 41 • Financial Recap
- 42

43 **General Administrative Discussion:**

44 February Revenue and Expense Report: Included in packet. Discussion ensued.
45

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

- 47 1. Agenda Bill 2018-07 (Automatic Aid ILA)
- 48

49 **Fire Chief Briefing:** Waiting on the State for the final report for the 2014-2015 Audit;
50 ClarkNuber is finalizing the report and action plan from their Accounting systems/process
District 10 Board of Commissioners Meeting – March 21, 2018

51 audit for a report out at the April meeting; discussed the potential of the Volunteer Safer
52 Grant and regionalization for standardization of Volunteers; Chief met with the Fall City
53 Citizen Committee regarding the potential merger. Discussion ensued.

54

55 PFOS/PFOA update: Next meeting scheduled April 9, 2018, will report out during the April
56 Board meeting, no funds are being spent at this time.

57

58 **Committee Reports:**

59 1. EF&R Finance Administrative Committee: None

60

61 2. Local 2878: None

62

63 3. Volunteer Workgroup: None

64

65 **New Business:**

66 1. Station 79 Maple Hills Fire Station: HOA is interested in converting the Station into a
67 community center. Discussion ensued pertaining to property rights, maintaining the
68 building as a public use property, retain ownership, and to conduct a market analysis.
69 The Board unanimously agree for the Chief to engage in future conversations.

70

71 **EXECUTIVE SESSION:** None

72

73 **Good of the Order:**

74 Board Vacancy Position: Commissioner Mitchell stated his resignation Board effective
75 April 11, 2018. The Board reviewed the requirements to fill the vacancy within 90 days.

76

77 Commissioner Hatcher-Mays is continuing research regarding the FBC Sprinkler
78 charges.

79

80 DC Tryon briefed on the Executive Leadership program and acknowledged BC Lane for
81 his dedication and successful completion of the program.

82

83 **Calendar Review:**

84 Joint D10 & D27 Board Meeting – April 17, 2018, Fall City Station (4301 334th PI SE)

85 District 10 Board Meeting – April 18, 2018, EF&R Headquarters

86 EF&R Annual Awards Ceremony – May 19, 2018 at 10:30 a.m., Eastridge Church

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

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

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

90 North Bend City Council – 1st and 3rd Tuesday at 7 p.m., Mt. Si Senior Center

91

92 **Adjournment:** Chair Smith adjourned the meeting at 4:45 p.m.

93

94 **Signing of Documents:**

95

96

97 _____
Commissioner

97 _____
Commissioner

98

99

100 _____
101 Commissioner
102
103
104 _____
105 Commissioner

Commissioner

Attestation: District Secretary

**King County Fire District 10
FINANCIAL RECAP
April 18, 2018**

| Blanket Voucher Nr | Paid Date | Description | Amount |
|---------------------------------|----------------|-------------------------|--|
| General Fund - 100100010 | | | |
| 2018-06 | March 26, 2018 | weekly invoice payments | \$ 9,749.80 |
| | | | Totaling: \$ 9,749.80 |
| | | | Blanket Voucher Totals: \$ 9,749.80 |

| ACH Transfers | Paid Date | Description | Amount |
|---------------------------------|-----------|-------------|----------------------------------|
| General Fund - 100100010 | | | |
| | | | ACH Transfer Totals: \$ - |


| | |
|------------------------|--------------------|
| FINANCIAL RECAP | \$ 9,749.80 |
|------------------------|--------------------|

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
March 2018

COMMENTS

General Fund

Revenue

Actual revenues are \$79,500.58 greater than we budgeted for.

Most of this is related to the revenue received from the State Forest Fund, which has exceeded our annual budgeted amount by \$32,489.99.

Also, the fire benefit charge revenue has coming higher than we budgeted for at this time. We will know more at the June meeting whether this trend will continue through the end of the year.

Expenditures

Total expenditures are \$15,266.16 less than budgeted. Most of this is due to Commissioner, sleeper pay, and professional services coming in less than budgeted.

2012 GO Bond Fund

Revenues

Overall revenue was \$3,307.61 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.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

EASTSIDE FIRE & RESCUE
FINANCE AND ADMINISTRATIVE COMMITTEE
Meeting Minutes
March 28, 2018
Headquarters

Present: Chair Larry Rude (District 10)
Vice Chair Stacy Goodman (City of Issaquah)
Commissioner Ron Pedee (District 38)
Director Tom Hornish (City of Sammamish)
Director Alan Gothelf (City of North Bend)
Chief Jeff Clark
Deputy Chief Jon Parkinson
Deputy Chief Richard Burke
Budget Analyst Scott Faires
Executive Assistant Jamie Formisano

Audience: Commissioner Alan Martin (District 10)
Alt. Director Karen Moran (City of Sammamish)
Chris Gianini (City of Sammamish)
Jennifer Olson (City of Issaquah)

Absent: None

Director Gothelf called the meeting to order at 12:30 p.m.

Election of Chair: IT WAS MOVED BY COMMISSIONER PEDEE TO: Nominate Commissioner Rude as Chair. Motion Carried unanimously.

Election of Vice Chair: IT WAS MOVED BY DIRECTOR GOTHELF TO: Nominate Director Goodman as Vice Chair. Motion Carried unanimously.

Old Business:

1. December 5, 2017 meeting minutes for approval: IT WAS MOVED BY COMMISSIONER PEDEE, SECONDED BY DIRECTOR GOTHELF TO: Approve the meeting minutes. MOTION CARRIED 5-0.
2. Station 72 MOU: Reviewed the proposed MOU. IT WAS MOVED BY DIRECTOR GOTHELF, SECONDED BY COMMISSIONER PEDEE TO: Recommend approval of the proposed MOU to the EF&R Board for consideration. Discussion ensued. MOTION CARRIED 5-0.

New Business:

1. Special Events Ordinance Policy: Briefed on the history and intent of consistency and involvement in the planning process with the proposed draft Special Events Code Recommendation. Discussed City vs. Promoter events, threshold of participants,

47 permits, and other parameters to consider during the evaluation process.
48 Unanimously agreed to discuss further.

49

50 2. Overview of FAC documents & EF&R Board Policies: Reviewed the FAC Charter,
51 Warrant Review Process, and current EF&R Board Policies recommended by the
52 FAC. Discussed ensuring the right people are at the table and for Partners to invite
53 their staff/subject matter experts during meetings based on specific topics.

54

55 3. Brycer Compliance Engine: Reviewed the intent of implementing the Fire Prevention
56 software, the testing process, reporting standards, and costs associated. Discussed
57 capturing administrative time associated with maintaining the system as well as
58 continued growth within the EF&R communities.

59 Action Items:

60 • Inquire on a cap implemented of \$25 per system with a max of two (2) systems,
61 then \$12 for additional systems.

62 • Justification of fees

63 • Brycer presentation to the FAC

64

65 The meeting adjourned at 1:30 p.m.

66

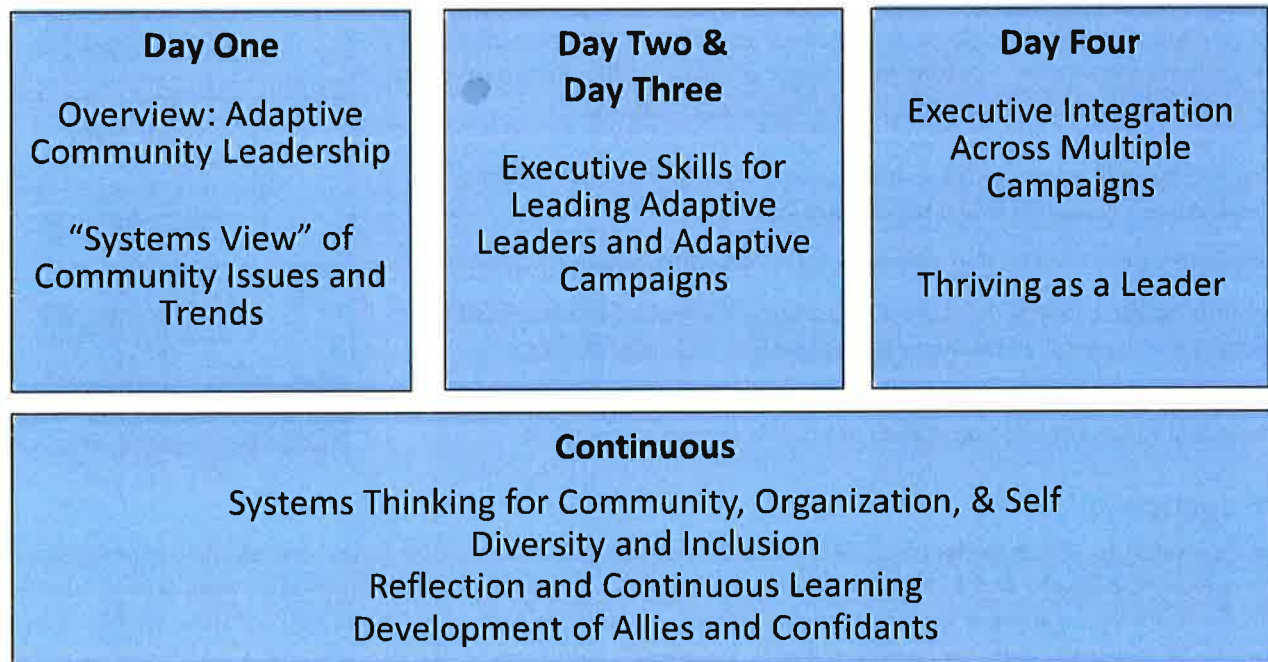
67 **Next Meeting:** April 25, 2018, 12:30 p.m. pending items from the EF&R Board.

PENDING APPROVAL

WHAT TO EXPECT?

Over the four days of the workshop, *Insight* employs a mix of interactive presentations, large-group exercises, small-group discussions, one-to-one ally development, expert counsel, and structured individual reflection to deepen understanding of the executive skills of Adaptive Community Leadership for use within their organization and in the broader community. Each participant uses these skills to analyze and strategize progress concerning one challenge they are currently facing. Participants also develop and explore a snapshot of current Eastside trends & issues.

As is the hallmark for LE programming, a significant portion of the learning results from bringing together a diverse and talented group of people. Through structured and informal interactions participants exchange examples of their successes and perspectives on challenges. The result is a rich set of shared insights applicable to a variety of leadership contexts.



ADAPTIVE COMMUNITY LEADERSHIP //

Adaptive Leadership is an approach to making progress on our most important but challenging issues by mobilizing groups towards a collective purpose beyond individual ambitions. Adaptive Leadership builds on the past while leveraging diversity and experimentation to foster learning and innovation required to thrive in the midst of change. Adaptive *Community* Leadership is Leadership Eastside's custom approach to applying Adaptive Leadership to the pursuit of goals that result in joyful leaders, more successful organizations, and a thriving broader community.

An Executive Workshop in a Retreat Setting //

Executive leadership doesn't come with easy answers. As a result, one of the most important - and most difficult - practices for senior leaders is to set aside urgent matters long enough to reflect on current progress and to strategize about what comes next. Leadership Eastside, the region's leadership convenor, has developed a breakthrough workshop that helps attendees gain new perspectives on their leadership efforts, clarify and advance one of the challenges they currently face in their work, and deepen connections with a diverse cross-section of decision-makers whose organizations influence and are influenced by economic and social conditions in East King County.

LE Executive Insight //

Based on Harvard Center for Public Leadership co-founder Ron Heifetz's seminal work *The Practice of Adaptive Leadership*, LE has cultivated a custom approach to advancing system-wide change. *Insight* is an intensive workshop that facilitates a vigorous exchange of participants' experiences to create a snapshot of today's community trends and hone cutting-edge approaches to leading high-performing leaders. Participants benefit personally and organizationally by:

- Expanding their ability to thrive during challenging periods of executive leadership; decreasing likelihood of burn-out.
- Maximizing their leadership influence; increasing impact and engagement.
- Improving the chances that complex change initiatives will be successful long-term; more fully realizing organizational mission and strategy.
- Growing their circle of allies and confidants; increasing key relationships available to advance business and community development goals.

Participation //

Insight is limited to senior leaders (e.g. CEO's, COO's, Executive Directors, VP's, senior managers, nonprofit board officers, elected officials, and directors in public agencies) as well as other decision-makers who have graduated from LE's multi-year program or legacy organizations — Advance Bellevue, Leadership Institute or Leadership Redmond. Special invitations may be extended to supervisors/sponsors of participants of LE's multi-year program. Each session is limited to no more than 12 participants.

"I got my master's degree in business, but Executive Insight was far more valuable because it was much more practical." – Non-Profit Executive Director

Winter I, 2018
Mercer Slough Environmental
Education Center, Bellevue

Friday, Jan 5

Thursday, Jan 18 Friday, Jan 19

Friday, Feb 2

Winter II, 2018
Mercer Slough Environmental
Education Center, Bellevue

Friday, Feb 16

Thursday, Mar 1 Friday, Mar 2

Friday, Mar 16

Spring, 2018
Mercer Slough Environmental
Education Center, Bellevue

Friday, Mar 9

Thursday, Mar 22 Friday, Mar 23

Friday, Apr 6

All Dates: Breakfast available at 8:00am,
Workshop 8:30am-4:30pm

LEADERSHIP EASTSIDE CONVENES BUSINESS, NON-PROFIT, AND PUBLIC SECTOR LEADERSHIP
FOR THE GREATER GOOD.

Program Cost // \$4,000 (\$2,500 for Alumni, LE Multi-Year Program Alumni, and Program Sponsors)
partial scholarships available

Contact // James Whitfield, President
Leadership Eastside
James@LeadershipEastside.com