



KING COUNTY FIRE PROTECTION DISTRICT 10
BOARD OF FIRE COMMISSIONERS
Regular Meeting Agenda
May 17, 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 D10-2017-12..... Page 02
 - 2.1. Regular Meeting Minutes..... Page 03
 - 2.2. Financial Recap..... Page 06

GENERAL ADMINISTRATIVE DISCUSSION

1. 2017 April Revenue and Expense Report..... Page 07
2. EF&R BOARD ACTIONS:

FIRE CHIEF BRIEFING

COMMITTEE REPORTS

1. EF&R Finance Administrative Committee (MF) Page 10
2. Local 2878
3. Volunteer Workgroup

NEW BUSINESS

1. PFOS Update
2. Emergency Funding

GOOD OF THE ORDER

CALENDAR REVIEW

- FAC – May 24, 2017 12:30 p.m., Station 73
- District 10 Board – June 21, 2017, 4 p.m., Station 74
- EF&R Fireground 101 – 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
- 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 D10-2017-12
May 17, 2017

SUBJECT: April 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: \$ 1,107,194.82

Amount Budgeted: \$ 1,107,194.82

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: 5/8/17

Action:

Date: 5/17/17

Motion By:

2nd:

District Secretary:

1 **KING COUNTY FIRE PROTECTION DISTRICT 10**
2 **Board of Commissioners**
3 **Regular Meeting Minutes**
4 **April 19, 2017**

5
6 The regular meeting of the Board of Fire Commissioners of King County Fire District 10
7 was held on April 19, 2017, at Eastside Fire & Rescue Headquarters, located at 175
8 Newport Way NW, Issaquah, WA 98027.

9
10 **Present:** Chair Don Smith
11 Commissioner Mike Mitchell
12 Commissioner Larry Rude
13 Commissioner Alan Martin
14 Commissioner Michael Fisette
15 Fire Chief Jeff Clark
16 Deputy Chief Greg Tryon
17 Deputy Chief Jon Parkinson
18 Budget Analyst Scott Faires
19 District Secretary Jamie Formisano
20 Administrative Assistant Jay Hart

21
22 **Audience:**

23
24 **Absent:**

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

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

28
29 **Special Order of Business:** None

30
31 **Recognition:** None

32
33 **Citizen Input:** None

34
35 **Consent Agenda:**

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

38 IT WAS MOVED BY COMMISSIONER MITCHELL, SECONDED BY COMMISSIONER
39 FISETTE TO: Approve the Consent Agenda. MOTION CARRIED, 5 – 0.

- 40 • Agenda Bill D10-2017-10 Board Minutes and Financial Recap: Approved as
41 written "Motion carried, 5-0".
 - 42 • Regular Meeting Minutes
 - 43 • Financial Recap

44
45 **General Administrative Discussion:**

46 March Revenue and Expense Report: Reviewed report. Discussion ensued.

47
48 **EF&R Actions:**

- 49 1. Agenda Bill 2017-17 (Revised Fire Chief Performance Evaluation Form)

- 50 2. ILA Extension: Directors to discuss amendments with their respective
51 Cities/Districts
52 3. FAC tasked to discuss: Capital Facilities Plan and Fire Chief Compensation
53

54 **Fire Chief Briefing:**

55 Chief briefed on the following; seven PFOS update: Encourage attendance at the April
56 EF&R Board meeting. There has been additional testing conducted, discussed the lack
57 of reporting requirements and clean-up standards, established finalizing a Joint Defense
58 Agreement (representing EF&R and FD 10).
59

60 Chief briefed on the following; seven recruits graduated last Friday night; two
61 retirement announcements and one resignation; the King County EMS Quality
62 Improvement report regarding the Narcan pilot program and the 100% success rate of
63 EF&R deployments; as well as the revised office hours, closed Fridays at noon,
64 effective May 1 for a six-month pilot program; discussed the FAC being tasked to
65 discuss the Capital Facilities Plan.
66

67 PFOS update: Encourage attendance at the April EF&R Board meeting. There has
68 been additional testing conducted, discussed the lack of reporting requirements and
69 clean-up standards, established finalizing a Joint Defense Agreement (representing
70 EF&R and FD 10).
71

72 **Committee Reports:**

- 73 1. EF&R Finance Administrative Committee: The committee discussed and prepared a
74 revised Fire Chief Performance Evaluation Form for EF&R Board approval. The
75 committee requested the Board to consider assigning the FAC the task of
76 determining how best to link compensation to the Performance Review process.
77

78 **New Business:**

- 79 1. Agenda Bill D10-2017-11 (Revised District 10 Policy Manual): IT WAS MOVED BY
80 COMMISSIONER RUDE, SECONDED BY COMMISSIONER MITCHELL TO:
81 Approve the Revised Policy Manual as presented. Discussion ensued. MOTION
82 CARRIED, 5 – 0.
83

- 84 2. ILA Extension: Discussed proposed amendments. IT WAS MOVED BY
85 COMMISSIONER RUDE TO: Recommend approving the amendments to the ILA as
86 presented by staff. Discussion ensued to entertain separate motions for each
87 amendment to the ILA. Commissioner Rude amended the motion.
88

89 IT WAS MOVED BY COMMISSIONER RUDE, SECONDED BY COMMISSIONER
90 FISETTE TO: Recommend approving Amendment 1 - Term: changes to a five (5)
91 year extension and ten (10) year automatic renewal. Motion Carried 5 - 0.
92

93 IT WAS MOVED BY COMMISSIONER MITCHELL, SECONDED BY
94 COMMISSIONER TO: Recommend approving Amendment 2 - Right to Withdraw:
95 Option 3; changes the withdrawal notice to three (3) years. Motion Carried 5-0.
96

97 IT WAS MOVED BY COMMISSIONER FISETTE, SECONDED BY
98 COMMISSIONER MARTIN TO: Recommend approving Amendment 3 - Phase
99 In/Calculation Years: Option 2; change the funding formula updates to every two (2)
100 years. Motion Carried 5 - 0.

101

102 **Good of the Order:**

- 103 • Commissioner Fissette attended the Carnation City Council meeting to seek
104 interest in filling the Commissioner seat that will be vacated at the end of his
105 term. Discussed the Tolt River presentation.

106

107 **Calendar Review:**

108 FAC – April 26, 2017 – 12:30 p.m., EF&R Headquarters
109 District 10 Board Meeting – May 17, 2017, 4 p.m., EF&R Headquarters
110 EF&R Fireground 101 – May 20, 2017, 8:00 a.m., Bellevue Training Center (*rsvp by May 1*)
111 Issaquah City Council – 1st and 3rd Monday at 7 p.m., Issaquah City Hall
112 Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m., Sammamish City Hall
113 Carnation City Council – 1st and 3rd Tuesday at 7 p.m., Carnation City Hall
114 North Bend City Council – 1st and 3rd Tuesday at 7 p.m., Mt. Si Senior Center

115

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

117

118 **Signing of Documents:**

119

120 _____
121 Commissioner

122

123

124 _____
125 Commissioner

126

127

128 _____
129 Commissioner

Commissioner

Commissioner

Attestation: District Secretary



**King County Fire District 10
FINANCIAL RECAP
May 17, 2017**

ACH Transfers	Paid Date	Description	Amount
General Fund - 100100010			
2017-08	May 12, 2017	Apr & May 2017 Partnership Contribution plus admin fees	\$ 1,107,194.82
		Totaling:	\$ 1,107,194.82
		*To be approved at the May 17, 2017 meeting	\$ 1,107,194.82
FINANCIAL RECAP			\$ 1,107,194.82

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
April 2017

COMMENTS

Revenue

Actual revenues are \$698.66 less than we budgeted for. Most of this is related to the collection of the current fire benefit charges coming in lower than budgeted for this time. This was offset by the delinquent property taxes and delinquent fire benefit charges coming in higher than budgeted.

The state lands revenue coming in less than budget. We will watch this to see if collections picks up later in the year.

Expenditures

Total expenditures are \$7,232.25 less than budgeted. We are see this variance in most of the areas except for audit and FBC collection expenses charged by the County. The 2014/2015 audit carried over into 2017. We expect the audit to be completed in July.

Bond Fund

Revenues

Overall revenue was \$6,493.20 greater than budgeted. This is mainly due to the collection of current and delinquent property taxes, timber tax revenue, 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
April 2017

Account Description	April 2017 Budget	April 2017 Actual	Over (Under)	April 2017 Budget YTD	April 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	2,900,000.00	2,843,979.34	(56,020.66)	3,195,000.00	3,173,319.70	(21,680.30)	7,117,834.00	44.58	3,944,514.30
Delinquent Taxes and FBC	11,499.00	18,488.72	6,989.72	45,996.00	72,249.56	26,253.56	138,000.00	52.35	65,750.44
Ad Valorem Tax Refund	(800.00)	(2,614.23)	(1,814.23)	(2,400.00)	(3,408.66)	(1,008.66)	(8,000.00)	42.61	(4,591.34)
Timber Harvest Tax- Ex Fund	-	-	-	-	374.03	374.03	2,000.00	18.70	1,625.97
Leasehold Excise Tax-Ex Fund	500.00	111.79	(388.21)	800.00	522.22	(277.78)	5,400.00	9.67	4,877.78
DNR Timber Trust (State Forest Fund)	4,000.00	1,550.09	(2,449.91)	16,000.00	8,680.48	(7,319.52)	40,000.00	21.70	31,319.52
DNR PILT NAP/NRCA (in lieu of taxes)	-	-	-	-	-	-	10,300.00	0.00	10,300.00
Interest (Net)	1,172.00	1,685.98	513.98	4,700.00	7,660.01	2,960.01	16,025.00	47.80	8,364.99
Total Operating Revenue	2,916,371.00	2,863,201.69	(53,169.31)	3,260,096.00	3,259,397.34	(698.66)	7,321,559.00	44.52	4,062,161.66
EXPENDITURE									
Commissioner Compensation and Payroll Taxes	2,247.00	1,475.81	(771.19)	8,992.00	5,651.73	(3,340.27)	26,978.00	20.95	21,326.27
Station 76 Compensation & Payroll Taxes	3,410.00	3,673.56	263.56	13,640.00	12,554.68	(1,085.32)	40,907.00	30.69	28,352.32
Total EF&R Partnership Expenditures	544,803.00	544,802.58	(0.42)	2,633,133.00	2,633,131.96	(1.04)	6,991,553.00	37.66	4,358,421.04
Admin Service Fees-EF&R	8,799.00	8,799.00	-	35,196.00	35,196.00	-	105,583.00	33.33	70,387.00
Audit Expense	-	-	-	6,000.00	9,186.79	3,186.79	10,000.00	91.87	813.21
Legal Services Expense	217.00	-	(217.00)	868.00	672.00	(196.00)	2,600.00	25.85	1,928.00
Postage Expense	-	-	-	-	-	-	4,000.00	0.00	4,000.00
Professional Services Expense	-	-	-	9,000.00	7,696.20	(1,303.80)	19,000.00	40.51	11,303.80
Association Dues	-	-	-	4,450.00	4,198.00	(252.00)	4,450.00	94.34	252.00
Training & Seminar Expense	-	-	-	300.00	-	(300.00)	1,000.00	0.00	1,000.00
Printing	-	-	-	500.00	-	(500.00)	8,000.00	0.00	8,000.00
Meal Expense	-	-	-	100.00	-	(100.00)	400.00	0.00	400.00
Lodging Expense	-	-	-	300.00	-	(300.00)	800.00	0.00	800.00
Milage Expense	-	-	-	100.00	-	(100.00)	400.00	0.00	400.00
Miscellaneous Expense	30.00	-	(30.00)	90.00	1,803.16	1,713.16	300.00	601.05	(1,503.16)
Fire Benefit Service Fees-King County	-	-	-	14,549.00	13,925.49	(623.51)	29,097.00	47.86	15,171.51
Election Expense	-	-	-	25,000.00	21,189.52	(3,810.48)	50,000.00	42.38	28,810.48
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	559,506.00	558,750.95	(755.05)	2,761,218.00	2,753,985.75	(7,232.25)	7,316,068.00	37.64	4,562,082.25
April 2017 Operating Fund Ending Fund Balance (Net of current liabilities)					<u>3,244,983.98</u>				
Unencumbered Funds Available (greater than \$650,000)					<u>415,000.00</u>				

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

Account Description	April 2017 Budget	April 2017 Actual	Over (Under)	April 2017 Budget YTD	April 2017 Actual YTD	Over (Under)	2017 Annual Budget	% Of Total	Remaining Budget
2012 GO Bond Fund									
Revenue									
Prop. Tax Clearing-current	180,000.00	182,647.57	2,647.57	200,500.00	204,916.07	4,416.07	442,127.00	46.35	237,210.93
Prop Tax Clearing-delinquent	483.00	989.84	506.84	1,932.00	4,158.47	2,226.47	5,800.00	71.70	1,641.53
Ad Valorem Tax Refund	(40.00)	(184.74)	(144.74)	(120.00)	(240.79)	(120.79)	(400.00)	60.20	(159.21)
Timber Harvest Tax-Debt Service	45.00		(45.00)	85.00	105.77	20.77	250.00	42.31	144.23
DNR Timber Trust (State Forest Fund)		102.92	102.92	494.00	589.49	95.49	1,482.00	39.78	892.51
DNR PILT NAP/NRCA (in lieu of taxes)			-		-	-	771.00	0.00	771.00
Investment Interest - Debt Service	100.00	73.19	(26.81)	400.00	239.65	(160.35)	1,200.00	19.97	960.35
Investment Fee - Debt Service	(10.00)	(2.91)	7.09	(28.00)	(12.46)	15.54	(80.00)	15.58	(67.54)
2012 GO Bond Fund Revenues	180,578.00	183,625.87	3,047.87	203,263.00	209,756.20	6,493.20	451,150.00	46.49	241,393.80
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

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EASTSIDE FIRE & RESCUE

FINANCE AND ADMINISTRATIVE COMMITTEE

Meeting Minutes
April 26, 2017
Headquarters

10 **Present:** Vice Chair Ron Pedee (District 38)
11 Director Mary Lou Pauly (City of Issaquah)
12 Director Bob Keller (City of Sammamish)
13 Director Alan Gothelf (City of North Bend)
14 Commissioner Don Smith (District 10)
15 Alt. Director Kathy Huckabay (City of Sammamish)
16 Dawn Masko (City of North Bend)
17 Chris Gianini (City of Sammamish)
18 Jennifer Olson (City of Issaquah)
19 Chief Jeff Clark
20 Deputy Chief Jon Parkinson
21 Budget Analysis Scott Faires
22 Executive Administrative Assistant Jamie Formisano
23

24 **Audience:**

25
26 **Absent:** Chair Michael Fisette (District 10)
27

28 Vice Chair Pedee called the meeting to order at 12:30 p.m.
29

30 **Old Business:** March 22, 2017 meeting minutes for approval. IT WAS MOVED BY
31 DIRECTOR PAULY, SECONDED BY DIRECTOR GOTHELF TO: Approve the meeting
32 minutes. Discussion ensued to amend the minutes to include Alt. Director Huckabay as
33 an attendee. IT WAS MOVED BY DIRECTOR PAULY, SECONDED BY DIRECTOR
34 GOTHELF TO: Approve the meeting minutes as amended. MOTION CARRIED 6-0.
35

36 **New Business:**

- 37 1. Fire Chief Performance Evaluation and Compensation
38 Discussed evaluating comparable agencies to develop template for further
39 discussion. EF&R staff to compile study for the May FAC meeting. Information to
40 include; bonus, merit, cost of living, current policies regarding compensation and
41 past practices.
42
- 43 2. Discuss the Capital Facilities Maintenance Fund
44 Discussed the intent of defining maintenance vs. replacement and the
45 expectation of EF&R. EF&R staff will draft a policy for review.
46
- Define Maintenance vs. Replacement

- 47 ○ Discussed the expectation of funding on-going maintenance to ensure
- 48 workable and livable conditions.
- 49 ○ Discussed funding improvements at an individual partner level vs.
- 50 EF&R. Exception could be the possibility of operational improvements
- 51 to the whole of EF&R opposed to individual partners.
- 52 ○ Discussed ownership of assets and financial obligations. (i.e., Station
- 53 72 solar panels)
- 54 ○ Discussed accountability for corrective actions (i.e., repeated door
- 55 repairs)
- 56 • What are you expecting of EF&R?
- 57 ○ EF&R to compile a 20-year strategy.
- 58 ○ Address inventory and the associated schedule through policy.
- 59

60 **Good of the Order:**

61

62 **Executive Session:** None

63

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

65

66 **Next Meeting:** May 24, 2017, 12:30 p.m., Headquarters

PENDING APPROVAL