



KING COUNTY FIRE PROTECTION DISTRICT 10
BOARD OF FIRE COMMISSIONERS
Regular Meeting Agenda
June 21, 2017
Eastside Fire & Rescue's Station 74
8641 Preston-Fall City Road SE, 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 D10-2017-14..... Page 03
 - 2.1. Regular Meeting Minutes..... Page 04
 - 2.2. Financial Recap..... Page 07

RECESS REGULAR MEETING - BOARD OF VOLUNTEER FIREFIGHTERS MEETING

GENERAL ADMINISTRATIVE DISCUSSION

1. 2017 May Revenue and Expense Report Page 08
2. EF&R BOARD ACTIONS:
 - Agenda Bill 2017-20 (Approve and Refer the 2018 R & E Budget Draft)
 - Agenda Bill 2017-21 (Approval of the 2017 Liability Reserve Funding)

FIRE CHIEF BRIEFING

1. Legislative Update
2. King County Medic One Levy
3. PFOS Update

COMMITTEE REPORTS

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

OLD BUSINESS

NEW BUSINESS

1. EF&R Volunteer Program briefing
2. Potential Collaborations
3. Partner Moment

GOOD OF THE ORDER

CALENDAR REVIEW

- FAC – June 28, 2017 12:30 p.m., HQ
- EF&R Pre-Board Agenda Review – June 28, 2017, 1:30 p.m., Headquarters *(FD10)*
- EF&R Warrant Review – July 13, 2017, 3:30 p.m., Headquarters *(FD10)*
- District 10 Board – July 19, 2017, 4 p.m., Headquarters

- 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 D10-2017-14
June 21, 2017

SUBJECT: May 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: \$ 553,597.41

Amount Budgeted: \$ 553,597.41

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: 6/12/17

Action:

Date: 6/21/17

Motion By:

2nd:

District Secretary:

1 **KING COUNTY FIRE PROTECTION DISTRICT 10**
2 **Board of Commissioners**
3 **Regular Meeting Minutes**
4 **May 17, 2017**

5
6 The regular meeting of the Board of Fire Commissioners of King County Fire District 10
7 was held on May 17, 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:** None

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 **The regular meeting of King County Fire Protection District 10 (KCFD 10) was**
36 **recessed and the Board of Volunteer Firefighters (BVFF) meeting was called to**
37 **order at 4:03 p.m. The BVFF meeting was adjourned at 4:09 p.m., and the regular**
38 **meeting of KCFD 10 was reconvened.**

39 **Consent Agenda:**

40 Items listed below were distributed to the Board in advance for review and were enacted
41 with one motion. IT WAS MOVED BY COMMISSIONER MITCHELL, SECONDED BY
42 COMMISSIONER RUDE TO: Approve the Consent Agenda. Discussion ensued to
43 revise Line 94 to include the Commissioners name. IT WAS MOVED BY
44 COMMISSIONER MITCHELL, SECONDED BY COMMISSIONER MARTIN TO:
45 Approve the Consent Agenda with the revision to the meeting minutes. MOTION
46 CARRIED, 5 – 0.

- 47 • Agenda Bill D10-2017-12 Board Minutes and Financial Recap: Approved as
48 revised “Motion carried, 5-0”.

- 49 • Regular Meeting Minutes
50 • Financial Recap
51

52 **General Administrative Discussion:**

53 April Revenue and Expense Report: Reviewed report. Discussion ensued.
54

55 **EF&R Actions:** Adopted the Board Strategic Objectives, discussed the status of PFOS,
56 the special recognition of the Merritt brothers, and moved the criteria of adding new
57 partners to the FAC.
58

59 **Fire Chief Briefing:** Chief briefed on the following; Automatic Aid update, Adrenal
60 Insufficiency Success, the ILA extension status, Chief and DC Parkinson attended the
61 informative AWC Labor Management Institute, EF&R Fireground 101, and DC Tryon
62 provided an overview on a Fire Code regulation. The King County Fire Commissioners
63 have requested D10 to host their monthly meeting in July or August.
64

65 **Committee Reports:**

- 66 1. EF&R Finance Administrative Committee: The committee is tasked with three items;
67 to review the Fire Chief compensation analysis to possibly tie to the Chief
68 performance evaluation, discuss the Capital Facilities Maintenance Fund, and draft a
69 Board policy for the addition of new partners.
70

71 **New Business:**

- 72 1. PFOS Update: The EF&R Board agreed to develop a public message, continue
73 attending meetings, and suspend additional spending until regulations and
74 standards are established. Discussed a possible solution found in Europe.
75 2. Commissioner Elections: Discussed current terms and deadlines. Current elections
76 to include; Position 1, Position 2 and Position 4.
77 3. Agenda Bill D10-2017-13 (Emergency Funding): IT WAS MOVED BY
78 COMMISSIONER MARTIN, SECONDED BY COMMISSIONER RUDE TO: Approve
79 the addition of section 17 to the D10 Policy Manual. Discussion ensued. MOTION
80 CARRIED, 5 – 0.
81

82 **Good of the Order:**
83

84 **Calendar Review:**

85 FAC – May 31, 2017 – 12:30 p.m., EF&R Headquarters
86 District 10 Board Meeting – June 21, 2017, 4 p.m., Station 74 (Preston)
87 EF&R Fireground 101 – May 20, 2017, 8:00 a.m., Bellevue Training Center
88 Issaquah City Council – 1st and 3rd Monday at 7 p.m., Issaquah City Hall
89 Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m., Sammamish City Hall
90 Carnation City Council – 1st and 3rd Tuesday at 7 p.m., Carnation City Hall
91 North Bend City Council – 1st and 3rd Tuesday at 7 p.m., Mt. Si Senior Center
92

93 **Adjournment:** Chair Smith adjourned the meeting at 4:45 p.m.
94

95 **Signing of Documents:**
96
97

98 _____
Commissioner

Commissioner

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Commissioner

Commissioner

Commissioner

Attestation: District Secretary

Pending Approval

**King County Fire District 10
FINANCIAL RECAP
June 21, 2017**

ACH Transfers	Paid Date	Description	Amount
General Fund - 100100010			
2017-09	June 14, 2017	June 2017 Partnership Contribution plus admin fees	\$ 553,597.41
		Totaling:	\$ 553,597.41
			\$ 553,597.41
FINANCIAL RECAP			\$ 553,597.41

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 - GU Accountant

Reviewed By - Scott Faires - BFA

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

COMMENTS

Revenue With the first half property tax and FBC collection,, revenues are \$86,776.98 greater than we budgeted for. Both property taxes and FBC came in higher than we budgeted for at this time.

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

Expenditures Total expenditures are \$11,203.89 less than budgeted. We are see this variance in most of the areas except for audit and miscellaneous revenue. The 2014/2015 audit carried over into 2017. We expect the audit to be completed in July.

Bond Fund

Revenues Overall revenue was \$11,849.16 greater than budgeted. This is mainly due to the collection of current and delinquent property taxes 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
May 2017

Account Description	May 2017 Budget	May 2017 Actual	Over (Under)	May 2017 Budget YTD	May 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	405,000.00	493,468.20	88,468.20	3,600,000.00	3,666,787.90	66,787.90	7,117,834.00	51.52	3,451,046.10
Delinquent Taxes and FBC	11,500.00	12,845.03	1,345.03	57,496.00	85,094.59	27,598.59	138,000.00	61.66	52,905.41
Ad Valorem Tax Refund	(800.00)	(35.20)	764.80	(3,200.00)	(3,443.86)	(243.86)	(8,000.00)	43.05	(4,556.14)
Timber Harvest Tax- Ex Fund	1,000.00		(1,000.00)	1,000.00	374.03	(625.97)	2,000.00	18.70	1,625.97
Leasehold Excise Tax-Ex Fund	-		-	800.00	522.22	(277.78)	5,400.00	9.67	4,877.78
DNR Timber Trust (State Forest Fund)	4,000.00	1,497.35	(2,502.65)	20,000.00	10,177.83	(9,822.17)	40,000.00	25.44	29,822.17
DNR PILT NAP/NRCA (in lieu of taxes)					-	-	10,300.00	0.00	10,300.00
Interest (Net)	1,176.00	1,576.26	400.26	5,876.00	9,236.27	3,360.27	16,025.00	57.64	6,788.73
Total Operating Revenue	421,876.00	509,351.64	87,475.64	3,681,972.00	3,768,748.98	86,776.98	7,321,559.00	51.47	3,552,810.02
EXPENDITURE									
Commissioner Compensation and Payroll Taxes	2,249.00	1,598.53	(650.47)	11,241.00	7,247.10	(3,993.90)	26,978.00	26.86	19,730.90
Station 76 Compensation & Payroll Taxes	3,409.00	3,337.15	(71.85)	17,049.00	15,891.83	(1,157.17)	40,907.00	38.85	25,015.17
Total EF&R Partnership Expenditures	544,803.00	544,802.58	(0.42)	3,177,934.90	3,177,934.70	(0.20)	6,991,553.00	45.45	3,813,618.30
Admin Service Fees-EF&R	8,799.00	8,799.00	-	43,995.00	43,995.00	-	105,583.00	41.67	61,588.00
Audit Expense				6,000.00	6,186.79	186.79	10,000.00	61.87	3,813.21
Legal Services Expense	217.00	-	(217.00)	1,085.00	672.00	(413.00)	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)	120.00	1,803.16	1,683.16	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	559,507.00	558,537.26	(969.74)	3,320,723.90	3,309,520.01	(11,203.89)	7,316,068.00	45.24	4,006,547.99
April 2017 Operating Fund Ending Fund Balance (Net of current liabilities)					<u>3,198,801.36</u>				
Unencumbered Funds Available (greater than \$650,000)					<u>600,000.00</u>				

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

Account Description	May 2017 Budget	May 2017 Actual	Over (Under)	May 2017 Budget YTD	May 2017 Actual YTD	Over (Under)	2017 Annual Budget	% Of Total	Remaining Budget
2012 GO Bond Fund									
Revenue									
Prop. Tax Clearing-current	20,000.00	25,248.71	5,248.71	220,500.00	230,164.78	9,664.78	442,127.00	52.06	211,962.22
Prop Tax Clearing-delinquent	483.00	672.72	189.72	2,415.00	4,831.19	2,416.19	5,800.00	83.30	968.81
Ad Valorem Tax Refund	(40.00)	(3.27)	36.73	(160.00)	(244.06)	(84.06)	(400.00)	61.02	(155.94)
Timber Harvest Tax-Debt Service	-	-	-	85.00	105.77	20.77	250.00	42.31	144.23
DNR Timber Trust (State Forest Fund)	247.00	99.42	(147.58)	741.00	688.91	(52.09)	1,482.00	46.49	793.09
DNR PILT NAP/NRCA (in lieu of taxes)	-	-	-	-	-	-	771.00	0.00	771.00
Investment Interest - Debt Service	100.00	127.26	27.26	500.00	366.91	(133.09)	1,200.00	30.58	833.09
Investment Fee - Debt Service	(6.00)	(4.88)	1.12	(34.00)	(17.34)	16.66	(80.00)	21.68	(62.66)
2012 GO Bond Fund Revenues	20,784.00	26,139.96	5,355.96	224,047.00	235,896.16	11,849.16	451,150.00	52.29	215,253.84
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

1 **EASTSIDE FIRE & RESCUE**

2 **FINANCE AND ADMINISTRATIVE COMMITTEE**

3 **Meeting Minutes**
4 **May 31, 2017**
5 **Headquarters**

6
7
8
9 **Present:** Chair Michael Fiset (District 10)
10 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 Alt. Director Kathy Huckabay (City of Sammamish)
15 Chris Gianini (City of Sammamish)
16 Jennifer Olson (City of Issaquah)
17 Chief Jeff Clark
18 Deputy Chief Jon Parkinson
19 Budget Analyst Scott Faires
20 Executive Administrative Assistant Jamie Formisano

21
22 **Audience:** None

23
24 **Absent:**

25
26 Chair Fiset called the meeting to order at 12:30 p.m.

27
28 **Old Business:**

- 29 1. April 26, 2017 meeting minutes for approval. IT WAS MOVED BY DIRECTOR
30 PEDEE, SECONDED BY ALT. DIRECTOR HUCKABAY TO: Approve the meeting
31 minutes. MOTION CARRIED 5-0.
32
- 33 2. Fire Chief Performance Evaluation and Compensation
34 Discussed the comparable data presented and potential structure moving forward.
35 Action Item for the Chief and Committee members to bring to the June FAC meeting:
36
 - 37 • Recommendation for COLA
 - 38 • Recommendation for a bonus structure as it relates to top three performance
39 ratings (Far Exceeds, Exceeds, Meets Expectations)
 - 40 • Recommendation for a pay increase as it relates to performance
 - 41 • EF&R staff to draft language in current policy to establish the frequency of a
42 total compensation market study and comparable data.
- 43 3. Discuss the Capital Facilities Maintenance Fund
44 Discussed the draft policy Capital Facilities Maintenance Fund. Agreed to re-address
45 in the July FAC meeting.

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- 55
- EF&R staff to provide inventory as it relates to the Facility Standard vs. Real Property.
 - Recommendation to review the current status condition of stations with both EF&R and Partner facilities personnel.
 - EF&R staff to provide the depreciation schedule/source of the Facility Standard matrix.
 - Define repair vs. maintenance.
 - Include language in the draft policy for staff to modify the Facility Standard as applicable.

56 **New Business:**

- 57 1. Discuss Board Policy (Criteria for Addition of Partners)
- 58 Discussed the draft policy for consideration. Submit revisions to Chief Clark by June
- 59 19, 2017 for staff to draft a final draft for approval.
- 60

61 **Good of the Order:**

62

63 **Executive Session:** None

64

65 The meeting adjourned at 1:34 p.m.

66

67 **Next Meeting:** June 28, 2017, 12:30 p.m., Headquarters

PENDING APPROVAL