



KING COUNTY FIRE PROTECTION DISTRICT 10
BOARD OF FIRE COMMISSIONERS
Regular Meeting Agenda
July 19, 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 D10-2017-15..... 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 June Revenue and Expense Report..... Page 08
2. EF&R BOARD ACTIONS:
 - Agenda Bill 2017-24 (Board Policy 0001 Fire Chief Performance Evaluation)
 - Agenda Bill 2017-25 (Board Policy 0006 Criteria for New Partners)
 - Agenda Bill 2017-26 (Adopting Resolution 91)

FIRE CHIEF BRIEFING

- Emergency Funding Authority Approved by Partners
- Pine Lake Operations
- Snoqualmie Fire Maintenance Agreement
- Legislative Update

COMMITTEE REPORTS

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

OLD BUSINESS

NEW BUSINESS

1. Agenda Bill D10-2017-16 Resolution 17-03 (Closing for funds King County) Page 13
2. Station 74 Discussion

GOOD OF THE ORDER

CALENDAR REVIEW

- FAC – July 26, 2017, 12:30 p.m. – 2:30 p.m., HQ *(lunch provided)*
- District 10 Board – August 16, 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 D10-2017-15
July 19, 2017**

SUBJECT: June 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: \$ 553,781.41

Amount Budgeted: \$ 553,781.41

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: 7/10/17

Action:

Date: 7/19/17

Motion By:

2nd:

District Secretary:

1 **KING COUNTY FIRE PROTECTION DISTRICT 10**
2 **Board of Commissioners**
3 **Regular Meeting Minutes**
4 **June 21, 2017**

5
6 The regular meeting of the Board of Fire Commissioners of King County Fire District 10
7 was held on June 21, 2017, at Eastside Fire & Rescue Station 74, located at 8641
8 Preston-Fall City Road SE, Issaquah, WA 98027.

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

19
20 **Audience:** None

21
22 **Absent:** Commissioner Mike Mitchell (*excused*)

23
24 **Call to Order, Roll Call, and Flag Salute:**

25 Chair Smith called the meeting to order at 4:05 p.m. Chair Smith led the flag salute.

26
27 **Special Order of Business:** None

28
29 **Recognition:** None

30
31 **Citizen Input:** None

32
33 **Consent Agenda:**

34 Items listed below were distributed to the Board in advance for review and were enacted
35 with one motion. IT WAS MOVED BY COMMISSIONER MARTIN, SECONDED BY
36 COMMISSIONER FISETTE TO: Approve the Consent Agenda. MOTION CARRIED, 4 –
37 0.

- 38 • Agenda Bill D10-2017-14 Board Minutes and Financial Recap:
 - 39 • Regular Meeting Minutes
 - 40 • Financial Recap

41
42 **The regular meeting of King County Fire Protection District 10 (KCFD 10) was**
43 **recessed and the Board of Volunteer Firefighters (BVFF) meeting was called to**
44 **order at 4:03 p.m. The BVFF meeting was adjourned at 4:13 p.m., and the regular**
45 **meeting of KCFD 10 was reconvened.**

46
47 **General Administrative Discussion:**

48 May Revenue and Expense Report: Reviewed report. Discussion ensued.

50 **EF&R Actions:** Referred the 2018 Revenue and Expense Budget to the FAC.
51 Approved amendment to the 2017 Liability Reserve Fund.

52
53 **Fire Chief Briefing:** Chief briefed on the following; Legislative updates include; the
54 Treat and Refer program; the Public Records Act; Cities ability to become Fire Districts;
55 Commissioner compensation; Wildland Fire laws; Fire Code updates; Toll Lane
56 Exemptions; and FMLA law; King County Medic One Levy; PFOS update; Tolt Bridge
57 Closure and impacts.

58
59 **Committee Reports:**

60 1. EF&R Finance Administrative Committee: Current tasks include finalizing
61 recommendations for the Fire Chiefs evaluation and compensation, reviewing the
62 Capital Facilities Maintenance Fund, and reviewing a draft Board Policy (Criteria for
63 Addition of Partners).

64
65 **New Business:**

- 66 1. EF&R Volunteer Program Briefing: Discussed facilities needs at Station 74.
67 Discussion ensued regarding the decision to suspend the Volunteer Program fire
68 responses and the impact to service levels, short term vs. long term.
69 2. Potential Collaborations: Discussion ensued regarding potential expansion of
70 partners and a preliminary analysis of merging with Fall City to include; approach for
71 current paid staff, financial impacts, and voter processes. The Board supports the
72 Chief moving conversations forward with Fall City.
73 3. Partner Moment: District 10 will be presenting the Partner Moment during the July
74 13, 2017 EF&R Board meeting. Commissioner Rude to take the lead on the
75 presentation.

76
77 **Good of the Order:**

78
79 **Calendar Review:**

80 FAC – June 28, 2017 – 12:30 p.m., EF&R Headquarters
81 D10 Partner Moment presentation at EF&R Board Meeting – July 13, 2017, 4:00 p.m.,
82 EF&R Headquarters
83 District 10 Board Meeting – July 19, 2017, 4 p.m., EF&R Headquarters
84 Issaquah City Council – 1st and 3rd Monday at 7 p.m., Issaquah City Hall
85 Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m., Sammamish City Hall
86 Carnation City Council – 1st and 3rd Tuesday at 7 p.m., Carnation City Hall
87 North Bend City Council – 1st and 3rd Tuesday at 7 p.m., Mt. Si Senior Center

88
89 **Adjournment:** Chair Smith adjourned the meeting at 5:05 p.m.

90
91 **Signing of Documents:**

92
93 _____
94 Commissioner

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93 _____
94 Commissioner

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97 Commissioner

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Commissioner

Attestation: District Secretary

Pending Approval

**King County Fire District 10
FINANCIAL RECAP
July 19, 2017**

Blanket Voucher No.	Paid Date	Description	Amount
General Fund - 100100010			
2017-06	June 19, 2017	Weekly payables	\$ 184.00
Blanket Voucher Totals:			\$ 184.00

ACH Transfers	Paid Date	Description	Amount
General Fund - 100100010			
2017-10	July 12, 2017	July 2017 Partnership Contribution plus admin fees	\$ 553,597.41
ACH Transfer Totals:			\$ 553,597.41

FINANCIAL RECAP	\$ 553,781.41
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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
June 2017

COMMENTS

Revenue With the first half of the year completed, revenues are \$86,143.70 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 pick up later in the year.

Expenditures Total expenditures are \$30,521.36 less than budgeted. We are seeing 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 \$14,912.88 greater than budgeted. This is mainly due to the collection of current and delinquent property taxes coming in higher than budgeted.

Expenditures The June interest payment was made this month.

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

Account Description	June 2017 Budget	June 2017 Actual	Over (Under)	June 2017 Budget YTD	June 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	30,000.00	36,624.90	6,624.90	3,630,000.00	3,703,412.80	73,412.80	7,117,834.00	52.03	3,414,421.20
Delinquent Taxes and FBC	11,500.00	4,604.83	(6,895.17)	68,996.00	89,699.42	20,703.42	138,000.00	65.00	48,300.58
Ad Valorem Tax Refund	(800.00)	(1,253.63)	(453.63)	(4,000.00)	(4,697.49)	(697.49)	(8,000.00)	58.72	(3,302.51)
Timber Harvest Tax- Ex Fund	-	-	-	1,000.00	374.03	(625.97)	2,000.00	18.70	1,625.97
Leasehold Excise Tax-Ex Fund	3,500.00	6,577.31	3,077.31	4,300.00	7,099.53	2,799.53	5,400.00	131.47	(1,699.53)
DNR Timber Trust (State Forest Fund)	4,000.00	3.16	(3,996.84)	24,000.00	10,180.99	(13,819.01)	40,000.00	25.45	29,819.01
DNR PILT NAP/NRCA (in lieu of taxes)			-		-	-	10,300.00	0.00	10,300.00
Interest (Net)	2,136.00	3,146.15	1,010.15	8,012.00	12,382.42	4,370.42	16,025.00	77.27	3,642.58
Total Operating Revenue	50,336.00	49,702.72	(633.28)	3,732,308.00	3,818,451.70	86,143.70	7,321,559.00	52.15	3,503,107.30
EXPENDITURE									
Commissioner Compensation and Payroll Taxes	2,247.00	1,227.21	(1,019.79)	13,487.10	8,474.31	(5,012.79)	26,978.00	31.41	18,503.69
Station 76 Compensation & Payroll Taxes	3,409.00	3,956.14	547.14	20,458.00	19,847.97	(610.03)	40,907.00	48.52	21,059.03
Total EF&R Partnership Expenditures	544,803.00	544,802.58	(0.42)	3,722,738.00	3,722,737.28	(0.72)	6,991,553.00	53.25	3,268,815.72
Admin Service Fees-EF&R	8,799.00	8,794.83	(4.17)	52,791.50	52,768.98	(22.52)	105,583.00	49.98	52,814.02
Audit Expense		-	-	6,000.00	6,186.79	186.79	10,000.00	61.87	3,813.21
Legal Services Expense	217.00	184.00	(33.00)	1,302.00	934.75	(367.25)	2,600.00	35.95	1,665.25
Postage Expense			-		-	-	4,000.00	0.00	4,000.00
Professional Services Expense	1,000.00		(1,000.00)	10,000.00	7,670.51	(2,329.49)	19,000.00	40.37	11,329.49
Association Dues	-	-	-	4,450.00	4,198.00	(252.00)	4,450.00	94.34	252.00
Training & Seminar Expense	300.00		(300.00)	600.00	-	(600.00)	1,000.00	0.00	1,000.00
Printing	500.00		(500.00)	1,000.00	-	(1,000.00)	8,000.00	0.00	8,000.00
Meal Expense	100.00		(100.00)	200.00	-	(200.00)	400.00	0.00	400.00
Lodging Expense	300.00		(300.00)	600.00	-	(600.00)	800.00	0.00	800.00
Milage Expense	100.00		(100.00)	200.00	-	(200.00)	400.00	0.00	400.00
Miscellaneous Expense	30.00		(30.00)	150.00	1,803.16	1,653.16	300.00	601.05	(1,503.16)
Fire Benefit Service Fees-King County	14,548.00	-	(14,548.00)	29,097.00	13,925.49	(15,171.51)	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		(2,000.00)	2,000.00	-	(2,000.00)	2,000.00	0.00	2,000.00
Cap. outlay mach & equip	10,000.00	-	(10,000.00)	19,000.00	18,815.48	(184.52)	19,000.00	99.03	184.52
Total Expenditures	588,353.00	558,964.76	(29,388.24)	3,909,073.60	3,878,552.24	(30,521.36)	7,316,068.00	53.01	3,437,515.76
April 2017 Operating Fund Ending Fund Balance					<u>2,679,471.85</u>				
(Net of current liabilities)									
Unencumbered Funds Available (greater than \$650,000)					640,000.00				

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

Account Description	June 2017 Budget	June 2017 Actual	Over (Under)	June 2017 Budget YTD	June 2017 Actual YTD	Over (Under)	2017 Annual Budget	% Of Total	Remaining Budget
2012 GO Bond Fund									
Revenue									
Prop. Tax Clearing-current	20,000.00	2,386.69	(17,613.31)	220,500.00	232,551.47	12,051.47	442,127.00	52.60	209,575.53
Prop Tax Clearing-delinquent	483.00	254.44	(228.56)	2,415.00	5,085.63	2,670.63	5,800.00	87.68	714.37
Ad Valorem Tax Refund	(40.00)	(81.74)	(41.74)	(160.00)	(325.80)	(165.80)	(400.00)	81.45	(74.20)
Timber Harvest Tax-Debt Service	-	-	-	85.00	105.77	20.77	250.00	42.31	144.23
Leasehold Excise Tax-Ex Fund	-	239.75	239.75	-	239.75	239.75	-	0.00	(239.75)
DNR Timber Trust (State Forest Fund)	247.00	0.21	(246.79)	741.00	689.12	(51.88)	1,482.00	46.50	792.88
DNR PILT NAP/NRCA (in lieu of taxes)	-	-	-	-	-	-	771.00	0.00	771.00
Investment Interest - Debt Service	100.00	274.87	174.87	500.00	641.78	141.78	1,200.00	53.48	558.22
Investment Fee - Debt Service	(6.00)	(10.50)	(4.50)	(34.00)	(27.84)	6.16	(80.00)	34.80	(52.16)
2012 GO Bond Fund Revenues	20,784.00	3,063.72	(17,720.28)	224,047.00	238,959.88	14,912.88	451,150.00	52.97	212,190.12
EXPENDITURE									
GO bond-Principal	-	-	-	-	-	-	325,000.00	0.00	325,000.00
St 78 GO Bond-Interest	63,075.00	63,075.00	-	63,075.00	63,075.00	-	126,150.00	50.00	63,075.00
2012 GO Bond Fund Expenditures	63,075.00	63,075.00	-	63,075.00	63,075.00	-	451,150.00	13.98	388,075.00

1
2 **EASTSIDE FIRE & RESCUE**

3
4 **FINANCE AND ADMINISTRATIVE COMMITTEE**

5
6 **Meeting Minutes**
7 **June 28, 2017**
8 **Headquarters**
9

10 **Present:** Vice Chair Ron Pedee (District 38)
11 Director Eileen Barber (City of Issaquah)
12 Director Alan Gothelf (City of North Bend)
13 Director Larry Rude (District 10)
14 Councilmember Kathy Huckabay (City of Sammamish)
15 Director Mary Lou Pauly (City of Issaquah)
16 Director Bob Keller (City of Sammamish)
17 Londi Lindell (City of North Bend)
18 Chris Gianini (City of Sammamish)
19 Jennifer Olson (City of Issaquah)
20 Chief Jeff Clark
21 Deputy Chief Jon Parkinson
22 Deputy Chief Greg Tryon
23 Executive Administrative Assistant Jamie Formisano
24

25 **Audience:** None
26

27 **Absent:** Chair Michael Fiset (District 10)
28

29 Vice Chair Pedee called the meeting to order at 12:31 p.m.
30

31 **Old Business:**

32 1. May 31, 2017 meeting minutes for approval. IT WAS MOVED BY
33 COUNCILMEMBER HUCKABAY, SECONDED BY DIRECTOR RUDE TO: Approve
34 the meeting minutes. MOTION CARRIED 5-0.
35

36 2. Fire Chief Performance Evaluation and Compensation:

37 Discussed the potential structure moving forward for Fire Chief pay for performance,
38 capping COLA, and wage compression issues. Recommendation to not pay COLA
39 and establish the Pay for Performance scale as follows and to include the Fire Chief
40 in the recurring market survey:

Outstanding	6%
Very Good	4%
Good	2%
Needs Improvement	0%
Unsatisfactory	0%

41 IT WAS MOVED BY DIRECTOR RUDE, SECONDED BY DIRECTOR BARBER
42 TO: Move the Fire Chief Pay for Performance recommendation to the EF&R
43 Board for approval. MOTION CARRIED 5-0.
44

45 3. Criteria for Adding New Partners:

46 Discussion ensued regarding the draft Board Policy 0006 (Criteria for Adding New
47 Partners). Councilmember Huckabay stated they would prefer to see language
48 regarding zero increase in cost to partners. IT WAS MOVED BY DIRECTOR
49 GOTHELF, SECONDED BY DIRECTOR RUDE TO: Move the draft Board Policy
50 0006 (Criteria for Adding New Partners) recommendation to the EF&R Board for
51 approval. MOTION CARRIED 4-1.
52

53 **New Business:**

54 1. Discuss 2018 Revenue & Budget Draft:

55 Discussion ensued regarding the 2018 Revenue & Expense Budget Draft. The July
56 FAC meeting will be extended to two hours to further discuss the draft 2018 budget
57 in detail along with the Capital Maintenance Fund. Discussion ensued regarding
58 CBA related items included in the budget; Medical, Dental, Salaries, etc.
59 Requested information regarding the possibility of removing the OT Training and
60 Fire Prevention Specialist initiatives to reduce the Partner Contributions below 4%.
61

62 **Good of the Order:**

63 **Executive Session:** None

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

66 **Next Meeting:** July 26, 2017, 12:30 p.m. – 2:30 p.m., Headquarters (*lunch provided*)
67
68



King County Fire Protection District 10
Board of Commissioners
AGENDA BILL D10-2017-16
July 19, 2017

SUBJECT: Adopt Resolution 17-03, consolidating the number of District Funds held on behalf of the District by King County.

SUMMARY STATEMENT: The District opened a capital project fund (Fire 10 CIP 2012 Fund) to be maintained by the King County Treasurer. The fund received the proceeds from the 2012 ULTGO bonds issued for the construction of station 78 and the remodeling of other volunteer stations. Since the completion of station 78 and the remodel of station 85 and 76, the fund is no longer needed. The attached resolution authorizes the King County Treasurer to close the capital project fund (Fire 10 CIP 2012 Fund) and move any remaining balances to the District's general fund (Expense Fund).

Expenditure Required: \$0

Amount Budgeted: \$0

Funds Utilized: N/A

ADMINISTRATION'S RECOMMENDATION: Approve Resolution 17-03 to consolidate the number of District funds held on behalf of District by King County.

RECOMMENDED MOTION: Move to approve Resolution 17-03 to consolidate the number of District funds held on behalf of District by King County.

ALTERNATIVE(S): Do not close any funds

EXHIBITS: Resolution 17-03

Originator: SF

Administrative Review: 7/12/17

Action:

Date: 7/19/17

Motion By:

2nd:

District Secretary:

**KING COUNTY FIRE PROTECTION DISTRICT 10
ISSAQUAH, WASHINGTON
RESOLUTION 17-03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF KING COUNTY
FIRE PROTECTION DISTRICT NO. 10 CONSOLIDATING THE NUMBER OF
DISTRICT FUNDS HELD ON BEHALF OF THE DISTRICT BY KING COUNTY.**

WHEREAS, The Board of Fire Commissioners is empowered to set the number and nature of funds maintained on behalf of the District by the King County Treasurer, and

WHEREAS, it has been determined that the District no longer needs the Fire 10 CIP 2012 Fund (Capital Project Fund) held by the County on behalf of the District, and

WHEREAS, closing the fund and moving the balances to the Expense Fund will reduce the cost of maintaining the extra funds, and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of King County Fire Protection District No. 10 to authorize the Fire Chief to direct staff to close Fire 10 CIP 2012 Fund (Capital Project Fund) with King County and have the balance transferred to the Expense Fund.

ADOPTED by the Board of Commissioners of King County Fire Protection District No.10 in open public meeting on the 19th day of July, 2017.

Commissioner Don Smith

Commissioner Michael Fisette

Commissioner Alan Martin

Commissioner Michael Mitchell

Commissioner Larry Rude

Attestation: _____, District Secretary Scott Faires