



**KING COUNTY FIRE PROTECTION DISTRICT 10**  
**BOARD OF FIRE COMMISSIONERS**  
**Regular Meeting Agenda**  
September 19, 2018, 4 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 FIREFIGHTERS MEETING**

SPECIAL PRESENTATIONS

PUBLIC COMMENT

CONSENT AGENDA *(for approval)*

1. Agenda
2. Agenda Bill D10-2018-13..... Page 03
  - 2.1. Regular Meeting Minutes..... Page 04
  - 2.2. Special Meeting Minutes ..... Page 07
  - 2.3. Financial Recap..... Page 09

GENERAL ADMINISTRATIVE DISCUSSION

1. 2018 August Revenue and Expense Report..... Page 10
2. EF&R BOARD ACTIONS:  
    Agenda Bill 2018-24 (Financial Acceptance of PFAS Agreements)

FIRE CHIEF BRIEFING

- PFAS
- Fall City

COMMITTEE REPORTS

1. EF&R Finance Administrative Committee..... Page 13
2. Local 2878
3. Volunteer Workgroup

NEW BUSINESS

1. Finance Benefit Charge:
  - a. Approve Contract for FBC..... Page 15
  - b. Approve Mailer for FBC..... Page 16
2. 2019-2020 Revenue & Expense Budget Discussion
3. 2014-2015 Audit Report *(provided at meeting)*

OLD BUSINESS

1. Agenda Bill D10-2018-14 (Revised District 10 Policy Manual) ..... Page 18

EXECUTIVE SESSION

GOOD OF THE ORDER

## CALENDAR REVIEW

- FAC – September 24, 2018, 12:00 p.m. – 1:00 p.m., Headquarters (**DATE CHANGE**)
- EF&R Pre-Board Agenda Review – September 24, 2018, 1:00 p.m. (*FD10*)
- EF&R Warrant Review – October 11, 2018, 3:30 p.m., Headquarters (*FD10*)
- District 10 Board – October 17, 2018, 4 p.m., Headquarters
- 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 D10-2018-13**  
**September 19, 2018**

**SUBJECT: July 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:** \$1,147,062.08

**Amount Budgeted:** \$1,147,062.08

**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:** SF

**Administrative Review:** 9/11/18

Action:

Date: 9/19/18

Motion By:

2<sup>nd</sup>:

District Secretary:

1                                   **KING COUNTY FIRE PROTECTION DISTRICT 10**  
2                                   **Board of Commissioners**  
3                                   **Regular Meeting Minutes**  
4                                   **July 18, 2018**  
5

6 The regular meeting of the Board of Fire Commissioners of King County Fire District 10  
7 was held on July 18, 2018, at Eastside Fire & Rescue Headquarters (HQ), located at 175  
8 Newport Way NW, Issaquah, WA 98027.  
9

10 **Present:**     Chair Don Smith  
11                   Vice Chair Alan Martin  
12                   Commissioner Gloria Hatcher-Mays  
13                   Commissioner Anita Sandall  
14                   Board Secretary Jamie Formisano  
15                   Fire Chief Jeff Clark  
16                   Deputy Chief Jon Parkinson  
17                   Deputy Chief Greg Tryon  
18                   Budget Analyst Scott Faires  
19

20 **Audience:**   None  
21

22 **Absent:**       Commissioner Larry Rude (*excused*)  
23

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

27 **Citizen Input:** None  
28

29 **Consent Agenda:** Items listed below were distributed to the Board in advance for review  
30 and were enacted with one motion. IT WAS MOVED BY COMMISSIONER MARTIN,  
31 SECONDED BY COMMISSIONER HATCHER-MAYS TO: Approve the Consent Agenda.  
32 MOTION CARRIED, 4 – 0. Discussion ensued.

- 33     • Agenda Bill D10-2018-10 Board Minutes and Financial Recap:
    - 34         • Regular Meeting Minutes
    - 35         • Financial Recap
- 36

37 **General Administrative Discussion:**

38 June Revenue and Expense Report: Included in packet. Discussion ensued.  
39

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

- 41     • Agenda Bill 2018-19 (LOA: Battalion Chief Collective Bargaining Agreement)
  - 42     • Agenda Bill 2018-20 (LOA: Special Teams Deployment)
  - 43     • Agenda Bill 2018-21 (ILA: PFAS investigation in the Lower Issaquah Valley)
- 44

45 **Fire Chief Briefing:** Discussed the agreements between EF&R and the Department of  
46 Ecology pertaining to testing sites, which has been approved; EF&R and the City of  
47 Issaquah relating to the State grant for reimbursement; City of Issaquah and DOE to

48 establish a public communication plan. Reviewed the Farallon schedule of events.  
49 Discussion ensued.

50 Potential merger of Fire District 27/Fire District 10: The Fall City Board shall make a  
51 final decision during their July 24 meeting. The Fire District 10 Board of Commissioners  
52 have a tentative Special Meeting on July 30 should the Fall City Board approve the  
53 merger. Agenda items may include; Staffing levels and Election facilitation.

54

55 Budget: Discussed the AV change in Partner contributions and options for the funding  
56 formula refresh. An in-depth discussion will take place during the FAC meeting on August  
57 1, 12:00 p.m. – 1:30 p.m., EF&R HQ.

58

59 **Committee Reports:**

60 1. EF&R Finance Administrative Committee: Reviewed the first draft of the Revenue &  
61 Expense budget and supporting data.

62

63 1. Local 2878: None

64

65 2. Volunteer Workgroup: None

66

67 **New Business:**

68 1. Agenda Bill D10-2018-11 (Battalion Chief CBA LOA): IT WAS MOVED BY  
69 COMMISSIONER HATCHER-MAYS, SECONDED BY COMMISSIONER SANDALL  
70 TO: Approve the Letter of Agreement of the Battalion Chief Collective Bargaining  
71 Agreement (CBA) and re-sign the CBA. MOTION CARRIED, 4 – 0.

72

73 2. Agenda Bill D10-2018-12 (Special Teams Deployment LOA): IT WAS MOVED BY  
74 COMMISSIONER SANDALL, SECONDED BY COMMISSIONER MARTIN TO:  
75 Approve the Letter of Agreement – Special Teams Deployment. MOTION CARRIED,  
76 4 – 0.

77

78 3. D10 Policy Manual Annual Review: Per policy, the Board shall review the Policy  
79 Manual annually. Revisions shall be submitted to the Board Secretary no later than  
80 September 10, 2018 in preparation for review during the September meeting. Board  
81 suggestions include; establish a month for review on an annual basis, review the WA  
82 Codes and RCWs for updates to ensure compliance, revise language pertaining to  
83 approval for training requests.

84

85 4. Commissioner Request for Training: Commissioner Sandall requested approval to  
86 attend the WA State Fire Commissioners Annual Conference. Discussion ensued. IT  
87 WAS MOVED BY COMMISSIONER HATCHER-MAYS, SECONDED BY  
88 COMMISSIONER MARTIN TO: Approve the request for Commissioner Sandall to  
89 attend the WA State Fire Commissioners Annual Conference using funds from the  
90 D10 budget. MOTION CARRIED, 4 – 0.

91

92 **Good of the Order:** None

93

94 **EXECUTIVE SESSION:** None

95

96 **Calendar Review:**

- 97 • District 10 Board Special Meeting - July 30, 2018, 4 p.m., HQ **(PENDING)**
- 98 • FAC – August 1, 2018, 12:00 – 1:30 p.m., HQ
- 99 • District 10 Board meeting – August 15, 2018, 4 p.m., HQ **(CANCELLED)**
- 100 • FAC – August 22, 2018, 12:00 – 1:30 p.m., HQ
- 101 • Issaquah City Council – 1<sup>st</sup> and 3<sup>rd</sup> Monday at 7 p.m., Issaquah City Hall
- 102 • Sammamish City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 6:30 p.m., Sammamish City Hall
- 103 • Carnation City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7 p.m., Carnation City Hall
- 104 • North Bend City Council – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7 p.m., Mt. Si Senior Center

105  
106 **Adjournment:** Chair Smith adjourned the meeting at 5:15 p.m.

107  
108 **Signing of Documents:**

109	109
110	110
111 Commissioner	Commissioner
112	112
113	113
114	114
115 Commissioner	Commissioner
116	116
117	117
118	118
119 Commissioner	Attestation: District Secretary



## **KING COUNTY FIRE PROTECTION DISTRICTS 10**

### **BOARD OF FIRE COMMISSIONERS**

#### **Special Meeting Agenda**

**July 30, 2018**

**Eastside Fire & Rescue's Headquarters  
175 Newport Way NW, Issaquah, WA 98027**

**4 p.m.**

1  
2 A special meeting of the Board of Fire Commissioners of King County Fire District 10 was  
3 held on July 30, 2018, at Eastside Fire & Rescue's Headquarters at 175 Newport Way  
4 NW, Issaquah, WA 98027.

5  
6 **Present:** Chair Don Smith  
7 Vice Chair Alan Martin  
8 Commissioner Larry Rude  
9 Commissioner Gloria Hatcher-Mays  
10 Commissioner Anita Sandall  
11 Fire Chief Jeff Clark  
12 Deputy Chief Jon Parkinson  
13 Deputy Chief Richard Burke  
14 Budget Analyst Scott Faires  
15 District Secretary Jamie Formisano  
16

17 **Absent:** None  
18

19 **Audience:** None  
20

#### **Call to Order, Roll Call, and Flag Salute:**

21  
22 Chair Smith called the meeting to order at 4:00 p.m. and led the flag salute.  
23

#### **Public Comment:**

24  
25

#### **Old Business:**

- 26  
27 1. Agenda Bill D10-2018-11 (Resolution 18-01 Approve the Petition to merge from King  
28 County Fire Protection District 27): IT WAS MOVED BY COMMISSIONER MARTIN,  
29 SECONDED BY COMMISSIONER RUDE TO: Adopt Resolution 18-01, approving the  
30 petition of King County Fire Protection District No. 27 to merge into King County Fire  
31 Protection District No. 10. Discussed the KCFD 27 Town Hall meeting and timeline  
32 for the February/April ballot. MOTION CARRIED, 5 – 0.  
33  
34 2. Other Merger Considerations: The following items were discussed.  
35 a. Legal Counsel: KCFD 27 shall retain Brian Snure as legal counsel moving  
36 forward. KCFD 10 shall establish separate legal counsel as needed.

- 37 b. Transition Team: A team shall be established to include staff from both  
38 departments to begin strategic discussions pertaining to staff, apparatus, and  
39 facilities. This shall include a timeline to potentially hire two firefighters and the  
40 budget impact.
- 41 c. Joint Board of Commissioners Meetings: Establish a timeline for joint Board  
42 meetings to discuss re-naming and other Board considerations.
- 43 d. Election Costs: Ensure future discussions take place pertaining to costs and  
44 contributions associated with marketing, advertising and consultant costs.
- 45 e. Change Management: Discussed the importance of change management at all  
46 levels during the process.

47

48 Good of the Order:

- 49 • Chair Smith thanked Chief and his staff for their hard work and dedication on the  
50 merger.

51

52 Adjournment: The meeting was adjourned at 4:33 p.m.



**King County Fire District 10  
FINANCIAL RECAP  
September 19, 2018**

Blanket Voucher No.	Paid Date	Description	Amount
<b>General Fund - 100100010</b>			
2018-10	August 13, 2018	Snure Law	\$ 528.00
2018-11	August 27, 2018	Wa Fire Comm Assoc	\$ 330.00
2018-12	September 5, 2018	Interface Systems Management	\$ 6,025.00
		<b>Totaling:</b>	<b>\$ 6,883.00</b>
		<b>Blanket Voucher Totals:</b>	<b>\$ 6,883.00</b>

ACH Transfers	Paid Date	Description	Amount
<b>General Fund - 100100010</b>			
2018-15	July 27, 2018	July 2018 Partnership contribution payment	\$ 568,369.67
2018-16	July 27, 2018	Commissioner pay for June 2018	\$ 1,228.79
2018-17	August 24, 2018	Aug 2018 Partnership contribution payment	\$ 568,369.67
2018-18	August 24, 2018	Commissioner pay for July 2018	\$ 2,210.95
		<b>Totaling:</b>	<b>\$ 1,140,179.08</b>
		<b>ACH Transfer Totals:</b>	<b>\$ 1,140,179.08</b>

<b>FINANCIAL RECAP</b>	<b>\$ 1,147,062.08</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. reconcile this consent agenda with the King County Treasury report as it becomes available and report and identify any discrepant 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  
August 2018

**COMMENTS**

**General Fund**

**Revenue**

Actual revenues are \$149,542.11 greater than we budgeted for. All revenue streams are coming in higher than budgeted at this time.

Property tax revenue is \$44,760.47 greater than budgeted. Both current and delinquent taxes came in higher than budgeted.

Fire Benefit Charge also came in higher than budgeted by \$47,936.08. As with the property taxes, both current and delinquent fire benefit charge revenue came in above budget.

**Expenditures**

Total expenditures are \$40,229.51 less than budgeted. Most of this continues to be due to sleeper pay and professional services coming in less than budgeted.

**2012 GO Bond Fund**

**Revenues**

Overall revenue was \$16,603.87 greater than budgeted. This continues to be due to the collection of current property taxes, delinquent property taxes, and state forest fund revenue coming in higher than budgeted.

**Expenditures**

The bond principal and interest payment is not due until December 1, 2018





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**EASTSIDE FIRE & RESCUE**  
**FINANCE AND ADMINISTRATIVE COMMITTEE**  
**Meeting Minutes**  
**August 22, 2018**  
**Headquarters**

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**Present:** Chair Larry Rude (District 10)  
Vice Chair Stacy Goodman (City of Issaquah)  
Commissioner Ron Pedee (District 38)  
Director Karen Moran (City of Sammamish)  
Director Alan Gothelf (City of North Bend) *(late arrival)*  
Alternate, Councilmember Chris Ross (City of Sammamish)  
Jennifer Olson (City of Issaquah)  
Aaron Antin (City of Sammamish)  
Londi Lindell (City of North Bend)  
Chief Jeff Clark  
Deputy Chief Jon Parkinson  
Deputy Chief Richard Burke  
Budget Analyst Scott Faires  
Executive Assistant Jamie Formisano

Chair Rude called the meeting to order at 12:00 p.m.

**Old Business:**

1. August 1, 2018 meeting minutes for approval: IT WAS MOVED BY COMMISSIONER PEDEE, SECONDED BY DIRECTOR GOODMAN TO: Approve the meeting minutes. MOTION CARRIED 4-0.
2. Review of FAC Charter: Discussed the history and intent of the FAC, including voting accountability and delegates. Agreed to move the discussion to a future FAC meeting to amend the FAC Charter.
3. Introduction of Potential Policy Updates: Reviewed the recommended Policy updates.  
Budget Management Policy: Should the smoothing option not be approved the language would remain as is. Discussed the Funding Formula Recalculations and clarified the intent as it relates to paybacks, smoothing and revenue. Discussed ensuring 85/15 language is consistent with the ILA.  
Minimum Staffing Policy: Reviewed the changes, which reflect the adjustments proposed in the 2019-2020 budget. Recommendation to move this policy forward with the Budget packet in October.
4. Review of Draft EF&R 2019-2020 Biennial Budget: Reviewed and discussed the draft summary of the 2019-2020 Budget. Fall City is not included in this proposed draft.

- 45 5. Wage Study Report: Reviewed the Support Staff and Exempt Staff Wage Study, which  
46 used comparable data with similar Departments and Cities. Discussed the 2015 Moss  
47 Adams Wage Study and impact of turnover vs. compensation.  
48
- 49 6. Fall City Scenarios: Briefed on the meetings taking place between leadership with Fall  
50 City to discuss the potential transition, election dates, mid-2019 budget impacts, and  
51 staffing levels. A deeper dive and specifics to the potential merger shall be provided  
52 as the process progresses.  
53

54 **Executive Session:** None

55  
56 **Good of the Order:** None

57  
58 The meeting adjourned at 1:00 p.m.  
59

60 **Next Meeting: 2018 FAC Calendar (note date/time changes)**

- 61 ➤ **September 24, 2018 (Date change) 12:00 – 1:00 p.m.**  
62 Potential Policy Update final recommendations  
63 Finalize Draft FAC 2019-2020 Biennial Budget  
64 Fall City Scenarios  
65
- 66 ➤ **October 11, 2018 EF&R Board of Director's Meeting**  
67 Adopt Final 2019-2020 Biennial Budget  
68 Adopt Final Policy change recommendations

# *interface*

## Systems Management Consultants

August 6, 2018

Jon Parkinson  
Deputy Chief  
Eastside Fire & Rescue  
175 Newport Way NW  
Issaquah, WA 98027

Deputy Chief Parkinson,

Attached is a copy of the Benefit Charge Maintenance Contract for the 2019 assessment. You will receive two bills: one in September; and the second after the notices have been mailed in January. We also asked the districts last year to make the required up-front postage deposit in September which we later adjust based on the actual number of taxpayer notices mailed.

Also attached is a copy of last year's taxpayer notice for your district. PLEASE READ OVER THE ENTIRE STATEMENT AND MARK UP THIS COPY so we can have an up-to-date statement for this year.

We were successful in using the Bulk Carrier Route Sort again last year which minimized postage costs. Last year you mailed approximately 7,547 taxpayer notices in the District. The current price quote on preparing the taxpayer notice printing, folding and mail preparation will be \$0.45. The basic fee for this year will be \$8,000.

There are several costs that are allocated between all districts on a weighted average basis: \$995 annual mailing software update; \$1,978 for a \$1,000,000 professional liability E&O insurance policy, \$220 for a Postage Permit and \$792 for the ShareFile FTP site for immediate file uploads and downloads. Your portion of this \$3,985 is 9% and will be approximately \$359 this year.

We look forward to continuing to serve you. If you have any questions or comments, please call me.

Sincerely,



Neil A. Blindheim  
President *interface* Systems



**KING COUNTY FIRE PROTECTION DISTRICT 10**

*A Proud Partner in Eastside Fire & Rescue*

175 Newport Way NW

Issaquah, WA 98027

Phone (425) 313-3200 · Fax (425) 391-8764

[www.eastsidefire-rescue.org/154/Fire-District-10](http://www.eastsidefire-rescue.org/154/Fire-District-10)



January 2018

**THIS IS NOT A BILL**

The **purpose** of this letter is to **notify you of your portion** of the **2018 Fire Benefit Charge** that will be collected with your 2018 Property Tax. You will find the Fire Benefit Charge listed under the **“Special”** category on your property tax statement.

-----  
To Our Fellow Property Owners:

The Fire Benefit Charge (FBC) is an alternative method of securing operating funds for the provision of fire services. The FBC was originally approved by District voters in 2003, and reauthorized in 2009 and in 2015 by more than a 79% margin. Under State Law, the FBC may be applied by the Fire Commissioners to cover up to 60% of the annual operating budget of the District. In 2017 the FBC was used to cover 39.8% of the annual operating budget. Continued use of the FBC must be approved by District voters every six years.

The FBC is combined with a flat rate tax not to exceed \$1 per thousand of assessed value, to create the primary funding sources for the District. The FBC, in the opinion of the Commissioners, is the fairest method of assessing for services provided, and is the most stable way to ensure funding is available in the future.

The Fire Benefit Charge method allows:

- King County offers two types of tax relief for people 60 and older. If you are a senior citizen or disabled, you may qualify for a property tax reduction. The requirements and forms are available on-line at: [www.kingcounty.gov/depts/assessor/common-questions/seniorss.aspx](http://www.kingcounty.gov/depts/assessor/common-questions/seniorss.aspx)
- The flexibility to charge only what is needed each year.
- A fairer distribution of cost to benefit (i.e., residential, multi-family, commercial, mobile home, etc.)
- Recognition of greater risk so it is not applied to land; the FBC applies only to structures.
- Discounts to structures with qualified sprinkler systems.
- An appeal process at the local Fire District level through the Fire Commissioners instead of King County.

We strive to provide the best service, balanced with the ability to pay. This approach is applied in every decision we make and is most evident through the creation of Eastside Fire & Rescue (EF&R), of which the Fire District is a founding partner. This model has proven most effective, because, when several entities combine, overhead is reduced, service levels increase, and costs are avoided.

Your Fire Commissioners,

Michael Fisette

Donald Smith

Lawrence Rude

Alan Martin

Mike Mitchell



Fire District 10 is a partner of Eastside Fire & Rescue. Please contact us as provided on this letterhead for further information or assistance.

Parcel Number:	2018 Fire Benefit Charge:	
Square Feet:	Property Use:	(Residential, Mobile Home, Apartment or Commercial)
Fire Sprinkler Discount applied:	(Yes) / (No)	

If you feel the Fire Benefit Charge for this parcel is in error, you may appeal. Appeal forms may be obtained from the Eastside Fire & Rescue/District 10 Headquarters at 175 Newport Way NW, Issaquah, or by visiting our web page, listed on the front page. You may deliver, mail, or fax your form to us. Appeal forms must be returned to Fire District 10 by 5 p.m. on February 5, 2018 (even if you attend the appeal hearing later). You do not need to be present at the appeal hearing for appeal consideration. The appeal hearing will be held on February 21, 2018. You may be present at the hearing to give oral comments regarding your appeal. The meeting will begin at 4 p.m. at the Headquarters Building.

NOTE: Square footage figures and property use are based upon data supplied by the King County Assessors Office. Garages are included in these figures. If using the county data for comparison you must add the garage space to total living space for an accurate comparison.



175 Newport Way NW  
Issaquah, WA 98027

PRESORT STD.  
US POSTAGE  
**PAID**  
OLYMPIA, WA  
PERMIT NO. 583

### BENEFIT CHARGE EXPLANATION (This is Not a Bill)

State law authorized Fire Districts in the State, with the approval of voters in the District, to assess a Benefit Charge as a supplemental means of financing the services provided by the Fire District.

The Benefit Charge is uniformly applied to all real property, (e.g. buildings). The Benefit Charge formula is based upon the Insurance Services Organization (ISO) formula for fire flow. To this we apply a Category Factor and a Fire Flow Benefit Factor to calculate the Fire Benefit Charge for each parcel of property.

**Formula:**

$$\text{Square Root of the Square Feet} \times 18 \times \text{Category Factor} \times \text{Fire Flow Benefit Factor} = \text{Fire Benefit Charge}$$

**Category Factors:**

<b>Residential</b>	= 0.933	<b>Commercial</b>		
<b>Mobile Home</b>	= 0.650	Comm1	1.10	<= 4,000 SqFt
<b>Apartment</b>		Comm2	2.00	<= 10,000 SqFt
MF1	= 4.25 <= 50,000 SqFt	Comm3	3.25	<= 30,000 SqFt
MF2	= 6.25 <= 200,000 SqFt	Comm4	4.25	<= 100,000 SqFt
MF3	= 8.25 > 200,000 SqFt	Comm5	5.25	<= 200,000 SqFt
		Comm6	6.00	> 200,000 SqFt



**King County Fire Protection District 10**  
**Board of Commissioners**  
**AGENDA BILL D10-2018-14**  
**September 19, 2018**

**SUBJECT: Revised District 10 Policy Manual**

**SUMMARY STATEMENT:** The District 10 Policy Manual has been revised per the annual review of the District 10 Board of Commissioners to reflect updated and current practices and policies.

**Expenditure Required: 0**

**Amount Budgeted: 0**

**Funds Utilized: N/A**

**RECOMMENDED MOTION:** Move to approve the revised District 10 Policy Manual as presented.

**ALTERNATIVE(S):**

1. Do not accept changes and continue to revise draft.

**EXHIBITS:** District 10 Policy Manual.

**Originator:** JF

**Administrative Review:** 9/11/18

Action:

Date: 9/19/18

Motion By:

2<sup>nd</sup>:

District Secretary:



# Policy Manual 2018

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**SECTION 1  
LEGAL AUTHORITY**

- 1.1. Legal Status
  - 1.1.1. King County Fire Protection District 10 was legally formed under the laws of the State of Washington by King County Commissioners' Resolution No. 8067, dated June 30, 1941.
  - 1.1.2. The current status of King County Fire Protection District 10 is of a political subdivision of the state and it is a municipal corporation within the laws and Constitution of the State of Washington.
  - 1.1.3. King County Fire Protection District 10 constitutes a body corporate and possesses all of the usual powers of a corporation for public purposes as well as all other powers that may now or hereafter be specifically conferred by law (RCW 52.12.011).
- 1.2. District Authorization
  - 1.2.1. King County Fire Protection District 10 is authorized by RCW 52.02.020 to provide fire prevention services, fire suppression services, emergency medical services, and other services for the protection of life and property.
- 1.3. Commissioners, Authorization and Power
  - 1.3.1. The affairs of the District shall be managed by a Board of Fire Commissioners composed of five registered voters residing in the District. See RCW 52.14.010, RCW 52.14.015 and 52.14.020.
  - 1.3.2. The Board has the power and duty to adopt a seal of the District, to manage and conduct the business affairs of the District, to make and execute all necessary contracts, to employ any necessary services, and to adopt reasonable rules to govern the District, and to perform its functions, and generally to perform all such acts as may be necessary to carry out the objects of the creation of the District (RCW 52.14.100).
- 1.4. Establishment of policies
  - 1.4.1. The Board of Fire Commissioners of King County Fire Protection District 10, having the power and duty to adopt reasonable rules to govern the District, hereby establishes these District Policies; changes to these policies as may occur from time to time.

**SECTION 2**  
**NUMBER OF MEMBERS AND TERMS OF OFFICE**

- 2.1. The Board of Fire Commissioners
  - 2.1.1. Shall consist of five members, elected by ballot by the registered voters of the Fire District (RCW 52.14.015).
  - 2.1.2. Except as otherwise provided by law, Commissioners shall hold office for terms of six years and until their successors are elected and qualified (RCW 52.14.060).
  - 2.1.3. Terms of Commissioners shall be staggered as provided by law (RCW 52.14.060).
- 2.2. Newly Elected Commissioners elected to a full term of six years:
  - 2.2.1. Shall take office at the first meeting in January following an election, provided:
    - 2.2.1.1. Election results have been certified by the county auditor.
    - 2.2.1.2. The newly-elected Commissioner has taken and subscribed to an oath or affirmation that he/she will faithfully and impartially discharge the duties of the office to the best of his/her ability.
  - 2.2.2. A Commissioner elected to less than a full term shall assume office as soon as the election results have been certified and he/she has taken and subscribed to the oath of office.

**SECTION 3**  
**FIRE DISTRICT ELECTIONS**

- 3.1 Fire Protection District Elections must be held in accordance with applicable state laws.
- 3.2 To become a fire commissioner, a person must be a U.S. citizen and a registered voter whose principal residence is within the boundaries of the District.

**SECTION 4  
RESIGNATIONS**

- 4.1 If a Commissioner's principal residence ceases to be in the Fire District, the Commissioner shall resign immediately.
- 4.2 Upon receipt of a Commissioner's written resignation for this or any other reason, the Board shall consider the resignation at its next regular meeting or a special meeting called for that purpose.
  - 4.2.1 The Board shall then accept the resignation by formal action and declare the Board position vacant unless the resignation is withdrawn any time prior to the Board's action.



## **SECTION 5 VACANCIES**

- 5.1 In case of a Board vacancy, the remaining Commissioners shall fill such vacancy by appointment. The vacancy:
- 5.1.1 Shall, within ninety (90) days, be filled by appointment of a resident elector of the District by a vote of the remaining Fire Commissioners. (See RCW 52.14.050 and RCW 42.12.070)
  - 5.1.2 The person appointed shall serve until a successor has been elected and qualified.
  - 5.1.3 If the Board of Commissioners fails to fill the vacancy within the ninety (90) day period, the county legislative body shall make the appointment. If the number of vacancies is such that there are not three or more Commissioners in office, the county legislative body shall, within thirty days of the vacancies, appoint the required number of commissioners to create a majority, to fill the vacancies on an interim basis through the next general election.
  - 5.1.4 An appointee shall meet the requirements provided by law and shall serve until the next regularly scheduled Fire District election, at which time a Commissioner shall be elected for the unexpired term.
- 5.2 The Board Secretary shall inform the King County Elections Office of the vacancy.

**SECTION 6  
OATH OF OFFICE**

- 6.1 Each Fire Commissioner and the Secretary shall take an oath to support the Constitutions of the United States and the State of Washington and to faithfully discharge the duties of his/her office to the best of his/her ability.

Oath of Office:

"I \_\_\_\_\_, having been duly elected to the office of King County Fire Protection District No. 10 Position No. \_\_\_\_\_ do solemnly swear (or affirm) that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America."

- 6.2 A notary public shall administer such oaths;
- 6.2.1 The oath must be signed by the member.
  - 6.2.2 The Board Secretary shall file the signed oath of office ~~must be filed~~ with the King County Auditor's office or other office empowered to administer elections.

**SECTION 7  
ANNUAL ORGANIZATIONAL MEETING**

- 7.1 At the first regular meeting in January, the Board of Fire Commissioners shall elect from among its members a Chair and Vice-Chair to serve for a one-year term.
- 7.1.1 A new Chair shall not be elected following the appointment of a Commissioner to fill a vacancy on the Board unless a majority of the Board is appointed.
- 7.1.2 If a Commissioner is unable to continue to serve as Chair, a replacement shall be elected immediately.
- 7.2 In order to provide a record of the proceedings of each meeting of the Board, the Board shall appoint a Secretary of the District (See RCW 52.14.080).
- 7.3 At the first regular meeting in January, the Board of Fire Commissioners shall elect from among its members ~~two-three~~ representatives, ~~and two~~ primaries and one alternate, to the Eastside Fire & Rescue Board of Directors.
- 7.3.1 A Director or alternate representing King County Fire District 10 may be replaced at any time by a majority vote of the Commissioners.
- 7.4 The normal order of business shall be modified for the annual organization meeting by considering the following matters after the approval of the minutes of the previous meeting:
- 7.4.1 Welcome and introduction of the newly-elected Commissioner(s) by the Chair.
- 7.4.2 Administration of the "Oath of Office" to the newly-elected Commissioner(s).
- 7.4.3 Call for nominations for Chair to serve during the ensuing year.
- 7.4.4 Election of a Chair.
- 7.4.5 Assumption of office by the new Chair.
- 7.4.6 Call for nominations for Vice Chair to serve during the ensuing year.
- 7.4.7 Election of a Vice Chair: Nothing shall prevent the Chair or Vice Chair from being elected to successive terms.
- 7.4.8 Call for nominations for two representatives and one alternate to the Eastside Fire & Rescue Board of Directors.
- 7.4.9 Election of representatives and alternate.
- 7.4.9.1 Nomination and election of representatives and alternate shall occur one at a time.
- 7.4.9.2 Nothing shall prevent representatives and alternates from serving successive terms.

7.5 Organizational meeting policies shall continue from year to year and Board to Board ~~until and~~ unless the Board changes them.

**SECTION 8  
COMMITTEES**

- 8.1 The Chair shall appoint Board members to represent the Board on such committees as deemed necessary and appropriate. Board representation shall be limited to no more than two members.

**SECTION 9  
OFFICERS OF THE BOARD**

- 9.1 Chair. The Chair shall:
- 9.1.1 Preside at all Board meetings and sign all papers and documents as required by law and as authorized by the action of the Board.
  - 9.1.2 The Chair shall conduct the meetings of the Board in the manner prescribed by the Board's policies,
    - 9.1.2.1 The Chair shall have the full right to participate in debate without relinquishing the chair.
    - 9.1.2.2 The Chair shall have the right to vote on all matters put to a vote.
  - 9.1.3 The Chair shall conduct the meeting so that:
    - 9.1.3.1 Deliberation is clear, concise, and directed to the issue at hand;
    - 9.1.3.2 Discussion and/or action is summarized before moving on to the next agenda item;
    - 9.1.3.3 The meeting is managed in an expeditious manner.
  - 9.1.4 The Chair shall confer with the Fire Chief or his/her designee regarding sensitive issues which need immediate attention.
  - 9.1.5 In dealing with the media and the public in general:
    - 9.1.5.1 The Chair or his/her designee will serve as the spokesperson of the Board.
    - 9.1.5.2 The Chair is authorized to report and discuss those actions which have been taken and those decisions made by the Board as a body.
    - 9.1.5.3 The Chair should avoid speculating upon actions or decisions which the Board may take but has not yet taken.
  - 9.1.6 The Chair, and designees, are authorized to make purchases and create District debt to the limit defined by the Annual Expenditure Budget and the purpose intended by the Board of Fire Commissioners, subject to required approval of vouchers as set forth by state statute.
- 9.2 Vice Chair. The Vice Chair shall:
- 9.2.1 Preside at Board meetings in the absence of the Chair.
  - 9.2.2 Perform the duties of the Chair in case of his/her absence or disability.
- 9.3 Secretary – A District Secretary shall be appointed by majority vote of the Board of Fire Commissioners.

- 9.3.1 The term of the Secretary's appointment shall be determined and established by resolution.
- 9.3.2 The Secretary, if a member of the Board, shall not receive additional compensation for serving as Secretary (See RCW 52.14.080).

**SECTION 10  
DUTIES OF COMMISSIONERS**

- 10.1 Commissioners:
  - 10.1.1 The authority of Commissioners is limited to participating in action taken by the Board when legally in session.
- 10.2 Commissioners shall not assume responsibilities of the Chief or other staff members.
- 10.3 The Board, or staff, shall not be bound in any way by any action taken or statement made by any individual Commissioner except when such statement or action is pursuant to specific instructions through official action taken by the Board.
  - 10.3.1 Each Commissioner is obligated to attend Board meetings regularly.
  - 10.3.2 Whenever possible, each Commissioner should give notice to the Chair and Secretary of their inability to attend a Board meeting.
  - 10.3.3 Absence from regularly-scheduled meetings will ordinarily be excused, upon request, due to unforeseen employment schedule or assignments, illness or death in the family, and similar reasons.
    - 10.3.3.1 After two (2) consecutive unexcused absences, a Commissioner shall be sent notification to appear at the next regularly-scheduled meeting or be subject to loss of his/her position.
    - 10.3.3.2 The Board shall declare a Commissioner's position vacant after three (3) consecutive unexcused absences from regular Board meetings.
  - 10.3.4 The Board, by its representation on the Eastside Fire & Rescue Board of Directors, shall have the authority to participate in fixing the compensation to be paid to the Chief and all other employees or agents for the District.
  - 10.3.5 Commissioners shall review the WA State Codes and RCWs for updates to ensure compliance.
- 10.4 Secretary
  - 10.4.1 The Board shall appoint a Secretary of the District for such term as they shall determine. (Reference 9.3.1)
  - 10.4.2 The Secretary of the District shall keep a record of the proceedings of the Board. (Reference 12.11)



- 10.4.3 Shall perform other duties as prescribed by the Board or by law.
- 10.4.4 Shall take and subscribe to an official oath like that of the Fire Commissioners, which shall be filed in the same office as that of the Commissioners.
- 10.4.5 The Secretary of the Board shall be the official custodian of correspondence, and other official records, ~~to the Board and other official records~~ of the Board.

## SECTION 11 DISTRICT POLICIES

- 11.1 Adoption and Amendment of Policies
  - 11.1.1 Proposed new policies and ~~proposed~~ changes in existing policies shall be presented in writing for reading and discussion.
  - 11.1.2 Unless it is deemed by the Board that immediate action would be in the best interests of the Fire District, the final vote for adoption shall take place ~~not earlier than~~ the next succeeding regular or special Board meeting.
    - 11.1.2.1 If immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the Fire District and no further action is required.
  - 11.1.3 Any written statement by any person relative to a proposed policy or amendment should be directed to the Chair prior to the second reading.
  - 11.1.4 The Board may invite oral statements during any meeting in which a policy is discussed.
  - 11.1.5 All new or amended policies shall become effective upon adoption; unless a specific effective date is provided in the motion for adoption.
  - 11.1.6 Policies, as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the Fire District's policy manual.
  
- 11.2 Policies of the Fire District shall be reviewed annually by the Board ~~of Commissioners~~ at the September Board meeting, with adoption of revisions at the October Board meeting-.
  
- 11.3 A policy ~~of the Board shall~~ may be subject to suspension by a majority vote of the ~~Commissioners-Board~~ present, provided:
  - 11.3.1 An emergency or unique situation exists; and
    - 11.3.1.1 Failure to suspend the policy could result in the loss of emergency services, cause unacceptable costs to the District, create a liability exposure for the District, or violate law, and
    - 11.3.1.2 All Commissioners had received notice of the meeting, and
    - 11.3.1.3 Provided the notice included a proposal to suspend a policy and an explanation of the purpose.
  - 11.3.2 If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all Board members present.

## SECTION 12 MEETINGS

### 12.1 Types of Meetings

- 12.1.1 Regular - Regular meetings are held as established by Resolution, unless a quorum is not available. In that event, the meeting may be rescheduled.
- 12.1.2 Special - any Board meeting other than the Regular Board meeting. Notice shall be given in writing at least 24 hours in advance, to all Board members, the Public, and ~~to~~ any media that have so requested to receive notice.
  - 12.1.2.1 A Special Board meeting may be scheduled by the Chair or at the request of a majority of the Commissioners.
- 12.1.3 Emergency - A Special Board meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage.
  - 12.1.3.1 Emergency meetings may be called by the Chair or a majority of Commissioners. The minutes will indicate the reason for the emergency.
- 12.1.4 Study Session – a special meeting of Board members to discuss issues, provide input to the Fire Chief/~~Administrator~~, and to keep the Board members informed on critical issues ~~before them~~. Study sessions allow for discussion and input only, no final actions are normally taken.
  - 12.1.4.1 Items requiring a decision by the Board shall normally be brought forward at a regular or special Board meeting for final action.
  - 12.1.4.2 Study sessions may be called in the same manner as other special meetings.
- 12.1.5 Executive Session - a portion of a Board meeting that is closed except to the Board, and those authorized to attend by the Board. The public is restricted from attendance.
  - 12.1.5.1 Executive sessions may be held during Regular, Special or Emergency Board meetings and shall be announced by the Chair. The purpose of the session, the relevant statute and the expected time for the session shall be announced. Should the session require more time, a public announcement shall be made that the session is being extended.

12.1.5.1.1 Executive session subjects are limited to considering only those items specified in [RCW 42.30.110](#) ~~(examples include but are not limited to: matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments and attorney-client discussions).~~

**Commented [JF1]:** Recommend striking examples and link to the RCW for further clarification.

12.2 Public and Meeting Notices shall be properly given for:

~~12.2.1 Any Special meetings and Study session. (Study session?)~~

~~12.2.2 Regular meetings, including changes to time or location for regular meetings.~~

~~12.2.3 If the Board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice and announcements to the press stating the time, place and purpose of the meeting.~~

~~12.2.3.1 A Fire District is required to notify newspapers and radio and television stations which have filed a request for such notification, of all special meetings.~~

~~12.2.3 Each Fire Commissioner Board member shall should have electronic access to, ~~or receive a printed~~ an agenda twenty-four (24) hours in advance of any special meeting.~~

~~12.2.4 While other items of business may be discussed at a special meeting, no action can be taken on topics which have not been identified on the printed agenda.~~

~~12.2.4.1.1 If an item is to be discussed in executive session at a special meeting, the item of business must also appear on the agenda or in the public notice if final action is to be taken following the executive session.~~

~~12.2.4.2 An open meeting is not required when the Board is meeting for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit. See RCW 42.30.140. This is sometimes referred to as a closed session.~~

~~12.3 Open meetings~~

~~12.3.3 All meetings shall be open to the public with the exception of executive sessions authorized by law, and sessions held pursuant to RCW 42.30.140.~~

**Commented [JF2]:** Recommend removing as it is stated above and in the RCW.

~~12.3.4 Any final action will be taken at an open meeting.~~

~~12.3.5 All special meetings, including study or work sessions, must be advertised as meetings open to the public.~~

~~If a Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session, the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes as stated above in Section 12.1.5.1.~~

~~12.412.3~~ During the interim between meetings:

12.3.1 Eastside Fire & Rescue Headquarters shall be the office of the Board.

12.3.1 The Chair of the Board shall have the responsibility for official Board representation and communications with the Fire Chief.

12.3.2 The Fire District's Public Records shall be open for inspection in the manner provided by, and subject to, the limitations of law. The Fire District shall comply with the requirements of the Public Records Act (RCW 42.56).

12.4 Agenda

12.4.1 The Secretary shall be responsible for preparing the agenda for each meeting, in conjunction with the Chair.

12.4.2 ~~Copies of the~~The agenda, minutes of the previous meeting and relevant supplementary information shall be ~~delivered to each Fire Commissioner~~distributed at least three (3) days in advance of the meeting and ~~will be~~available to the public any interested citizen at the District's office twenty-four (24) hours prior to the meeting.

12.4.3 If a Commissioner wishes to have an item placed on the agenda, ~~the onus shall be upon the Commissioner to notify the District office (they shall notify the Secretary, Fire Chief, and Chair)~~ prior to 12 noon on the ~~Friday-Wednesday~~ preceding the meeting.

12.4.4 No item may be added to the agenda on the day of the meeting except in an emergency in which a stoppage of public business may result if the Commission is unable to make an immediate decision.

12.4.5 In such a case, the un-posted agenda item shall be announced at the Commissioner meeting.

12.5 Quorum

12.5.1 Three of five Commissioners shall constitute a quorum for the transaction of all business. A quorum may be established

with two commissioners present and the third via telephone.

#### 12.6 Conduct and Order of Business

- 12.6.1 All Board meetings shall be conducted in an orderly and business-like manner, using the parliamentary procedures as described in "Appendix B" of these policies and Robert's Rules of Order as a guide for subjects not covered.
- 12.6.2 The order of business shall be that indicated on the agenda. Any additions or changes in the order of agenda items may be allowed by the Chair.
- 12.6.3 All votes on motions and resolutions shall be by "voice" vote unless a roll call vote is requested by the Chair or other Board member.

#### 12.7 Audience Participation

- 12.7.1 The Board recognizes the value of public comment on fire services issues and the importance of involving members of the public.
  - 12.7.1.1 To permit fair and orderly expression of such comment, the Board may provide a period at the beginning of the meeting during which visitors may make formal presentations. Such presentations should be requested and scheduled in advance with the Board Secretary.
- 12.7.2 The Board may ~~also~~ allow individuals to express an opinion prior to Board action on agenda items.
  - 12.7.2.1 Individuals wishing to be heard by the Board shall first be recognized by the Chair.
    - 12.7.2.1.1 Individuals, after identifying themselves, shall proceed to make comments as briefly as the subject permits.
    - 12.7.2.1.2 The Board prefers participants be residents of the Fire District, staff of the Fire District, or the designee of such residents or staff.
    - 12.7.2.1.3 Any representative of a firm eligible to bid on materials or services solicited by the Board may be allowed to express an opinion.
  - 12.7.2.2 The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The Board shall have the final decision in determining the appropriateness of such rulings.
  - 12.7.2.3 At the end of the meeting, the Chair may allow individuals to speak to any issue not included on the agenda. The Board reserves the right to set a time limit on any such presentation.

#### 12.8 Meeting Adjournment and Continuances

- 12.8.1 The Board may adjourn a regular, special, or adjourned meeting to

a specific future times. Proper public notification shall be posted.  
~~12.8.2 Notice of such an adjournment or continuation must be posted on the door of the meeting room and place of normal meeting posting.~~  
~~12.8.3~~12.8.2 Notification to the press is not necessary.

## 12.9 Meeting Minutes

12.9.1 The Secretary shall record the minutes of all Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the Fire District. When issues are discussed that may require detailed record, the Board may direct the Secretary to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of six (6) years. ~~Any other verbatim records of a meeting shall be destroyed after the minutes have been approved.~~ Minutes shall be comprehensive and shall show:

- 12.9.1.1 The date, time, and place of the meeting.
- 12.9.1.2 The presiding officer.
- 12.9.1.3 Members in attendance.
- 12.9.1.4 Items discussed during the meeting, motions, and results of ~~and the results of~~ ~~any~~ voting that occurred.
- 12.9.1.5 Action taken to recess for executive session with a statement of the purpose and the duration.
- 12.9.1.6 Time of adjournment

12.9.2 ~~Unofficial d~~Draft minutes shall be ~~delivered-distributed~~ to Commissioners in advance of the next regularly scheduled meeting of the Board ~~and shall also be available to other interested citizens.~~

12.9.3 Minutes need not be read publicly, provided Commissioners have had an opportunity to review them before adoption.

12.9.4 A file of permanent minutes of all Board meetings shall be maintained in the District office and shall ~~to be made available for inspection upon the request~~ ~~of any interested parties~~ for public records requests.

(Legal Reference: RCW 42.32.030 Public meetings – Minutes, RCW 52.14.090 Office—Meetings, RCW 52.14.100 Meetings-- Powers and duties of board, RCW 42.17 Disclosure--Campaign finance--Lobbying—Records, RCW 42.30 Open public meetings act RCW 42.32.030 Minutes, RCW 42.30.050 Interruptions – Procedures, RCW 42.30.070 Times and Places for Meetings Emergencies – Exceptions, RCW 42.30.080 Special Meetings, RCW 42.30.080 Adjournments, RCW 42.30.100 Continuances, RCW 42.30.110 Executive sessions, RCW 42.30.140 Chapter Controlling – Application, RCW 52.14.100 Meetings – Powers and duties of board, WAC 414-24-060 Records

**SECTION 13**  
**CONDUCT OF FIRE COMMISSIONERS**

13.1 Conduct of Public Officials

- 13.1.1 Except as provided by law, a Commissioner shall not:
- 13.1.1.1 Ask or receive, directly or indirectly, any compensation, gratuity, or reward, or promise thereof, for omitting or deferring the performance of any official duty; or for any official service which has not been rendered, except in case of charges for prospective costs or fees demandable in advance in a case allowed by law.
  - 13.1.1.2 Be beneficially interested, directly or indirectly, in any contract, sale, lease, or purchase which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of ~~his~~ office.
  - 13.1.1.3 Accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested therein.
  - 13.1.1.4 Employ or use any person, money, or property under ~~his~~ official control or direction, or in ~~his~~ official custody, for the private benefit or gain of ~~himself-themselves~~ or another.
- 13.1.2 Any such action may constitute a gross misdemeanor. Any contract, sale, lease or purchase as stated above shall be declared void.
- 13.1.3 In addition to all other penalties, a violation of the provisions of Chapter 42.23 RCW "Code of Ethics for Municipal Offices" by any Commissioner shall work a forfeiture of office.

13.2 Conflicts of Interest

13.2.1 Remote Interest

- 13.2.1.1 A Commissioner shall not be deemed to be beneficially interested in a contract as described in Article 13.1.1.2 if;
- 13.2.1.1.1 The interest is only remote; and
  - 13.2.1.1.2 If the fact and extent of such interest is disclosed to the Board and noted in the official minutes prior to the formation of the contract, and
  - 13.2.1.1.3 The Board approves, authorizes or ratifies the contract in good faith by a vote of a majority of the Board without counting the vote of the Commissioner having the remote interest.

13.3 Board Relations with Staff

- 13.3.1 The Board is the policy maker of the Fire District and has legal authority to make decisions of behalf of the District.
- 13.3.1.1 No individual Commissioner has authority over District staff, equipment or property except as authorized by the Board.
  - 13.3.1.2 The Board Chair shall be the contact point between the Board and Fire Chief and his/her designee.



- 13.3.1.2.1 The Chair has the authority to contact the Fire Chief or his/her appointed representative as often as is necessary to stay informed regarding District business of interest to the Board.
- 13.3.1.2.2 Except as would be exercised by any citizen, Commissioners other than the Chair should refrain from occupying staff time unless serving an assignment by the Board or Chair.

(Legal Reference: RCW 42.20.010 Misconduct of public officer, RCW 42.23.030 Interest in contracts prohibited – Exceptions, RCW 42.23.040 Remote interest, RCW 42.23.050 Prohibited contracts void – penalties)

**SECTION 14**  
**COMMISSIONERS COMPENSATION & EXPENSES**

14.1 Compensation:

- 14.1.1 A Commissioner is eligible to receive compensation as established in [RCW 52.14.010](#) (Appendix B), for the following activities:
- 14.1.1.1 Attending regular, special, or emergency meetings of the Board of Fire Commissioners; study sessions or workshops.
- 14.1.1.2 Serving as a designated representative of the Board, including but not limited to, such activities as: Fire District committees, community development and/or betterment committees, joint labor management committee meetings, meetings on community business representing the District and serving a public purpose, etc.
- 14.1.1.3 Attending ~~Board-approved budgeted~~ training and/or development activities, including, but not limited to; Regional, state, or national fire district association conferences, Board in-service education and training, etc. This may also include time involved in traveling to and from the activity.
- 14.1.1.4 Attending special Board-related activities including, but not limited to: Staff promotions, retirements and memorials, building dedications, and other ceremonies when the Board member is on District business serving a public purpose; and performing other business necessary or beneficial to the District.
- 14.1.2 Total compensation for a calendar year shall not exceed the allowable daily rate times 96, plus reasonable expenses incurred for travel, meals, and lodging.
- 14.1.3 Any Fire Commissioner may waive all or any portion of compensation for any month or months during term of office, or by a written waiver filed with the Fire District. The waiver may be filed any time after the Commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.
- 14.1.4 A Commissioner may submit a ~~monthly claim, a quarterly claim or an annual claim~~ which verifies the nature and amount of approved activities for which compensation is claimed.
- 14.1.5 A Commissioner is only eligible to make one compensation claim for a given day or portion thereof.
- 14.1.6 Each Commissioner is responsible to fill out their own claim sheet and submit it to the Secretary with a proper signature(s) on the form designated by the District. Claims shall be submitted prior to the last day of the month.

- 14.1.7 Any disputes related to Commissioner claim forms shall be resolved by the Board Chair, or by the full Board if so requested by the affected Commissioner.
- 14.1.8 Compensation is considered taxable income by the IRS for which an annual W-2 form will be issued.

14.2 Travel and Expenses: Provide elected officials who incur authorized travel, subsistence, registration, and related expenses while on ~~District~~District business, reasonable and timely mechanisms for the reimbursement and/or the advancement of such necessary expenditures. It is recognized that Agency payment for business-related food and beverage for non-travel purposes shall be incurred by the Board wherein reimbursement shall be provided. This policy serves to provide guidelines by which to determine whether expenditures by Commissioners may be reimbursable, and to determine refreshments and related costs ~~served or made available at meetings involving volunteers and other quasi-employees~~ are legitimate District expenditures.

14.2.1 The District shall follow Eastside Fire & Rescue Policy 3516 – Per Diem and Travel Reimbursement (see Appendix C).

14.2.2 TRAVEL: Reimbursement for reasonable costs of business travel is authorized. General guidelines are as follows:

14.2.2.1 AGENCY VEHICLE: Parking, bridge or ferry tolls, or any out-of-the-area costs of vehicle operation, such as gas, oil, tires and necessary repairs.

14.2.2.2 PERSONAL VEHICLE: Out of area use of personal vehicles for District business shall be reimbursed at the IRS established per mile rate plus parking, bridge, or ferry tolls.

14.2.2.3 RENTAL VEHICLE: Use of a rental vehicle is authorized when out of town conducting District business that would otherwise be inefficient by use of public transportation or taxi service.

14.2.2.4 AIR TRAVEL: Arrangement for air travel on District related business may be arranged by the Commissioner requesting travel or Board Secretary, or as otherwise designated by the Chair. Flight arrangements shall not be made for first class but at the lowest available rate (non-stop if available). The District shall pay or reimburse for all associated travel expenses such as, but not limited to, baggage handling, parking, flight delays, rerouting, etc.

14.2.2.5 ACCOMMODATIONS: When a Commissioner is out of town on District business, reasonable ~~hotel/motel~~lodging accommodations ~~will~~may be made by the Commissioner traveling or normally be arranged by the District Secretary and paid by the District credit card. Should a situation require an official to make such arrangements, ~~they~~he/she ~~will be~~shall be reimbursed at the maximum of the single room rate.

14.2.2.6 CEREMONIES AND CELEBRATIONS: Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate district expenditures and reimbursable by the District. Private celebrations ~~rather than public celebrations~~ are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate District expense.

**SECTION 15  
CONFERENCES**

- 15.1 In keeping with the need for continuing in-service training and development of the Board encourages the participation of its members at appropriate Board conferences, workshops, and conventions. Funds for participation at such meetings shall be budgeted on an annual basis.

**SECTION 16**  
**LIAISON WITH WASHINGTON FIRE COMMISSIONERS ASSOCIATION (WFCA)**  
**AND OTHER ORGANIZATIONS**

16 Liaison with WFCA and other organizations

16.1 Membership and Subscriptions

16.1.1 The Board recognizes the importance of maintaining relations with allied organizations through payment of dues and for subscriptions to publications that will enhance the operation of the District. The Fire Chief may recommend such memberships and is authorized to subscribe to service related publications.

16.1.2 The District shall arrange ~~that all Fire~~ Commissioners are members of the Washington Fire Commissioners Association.

16.1.2.1 In that the Fire District contributes to the financial resources of the Association, Commissioners are encouraged to participate in the governance of the Association.

2. (Legal Reference: RCW 52.12.031 Association of districts)