



KING COUNTY FIRE PROTECTION DISTRICT 10
BOARD OF FIRE COMMISSIONERS
Regular Meeting Agenda
January 10, 2022 4:00 p.m.
VIRTUAL MEETING

Pursuant to the Governor’s Emergency Proclamation, EF&R is unable to provide an in-person location for the public to listen to the virtual Board of Commissioners meeting. Meetings are accessible to the public by a phone-in option.

Phone-In Option

Phone-in Number: (509) 931-1382

Conference ID: 576 046 842#

Written Comment: Written public comment will be accepted until 1:00 p.m. on the day of the meeting. Submit your written comments via email to the Board Secretary at publiccomment@esf-r.org.

Verbal Comment: Up to three (3) minutes of verbal public comment may be provided per person live during the meeting. Please sign-up in advance of the meeting (by 1:00 p.m.) by completing the [Public Comment Sign-Up Form](#). Kindly review the instructions for [Virtual Board and Committee meetings for public attendance and public comment](#) prior to the meeting.

CALL TO ORDER, ROLL CALL

PUBLIC COMMENT

CONSENT AGENDA *(for approval)*

- 1. Agenda Bill D10-2022-01 Page 3
 - 1.1. Regular Meeting Minutes 12/06/21 Page 4
 - 1.2. Financial Recap Page 6

GENERAL ADMINISTRATIVE DISCUSSION

- 1. Revenue and Expense Report Page 7

FIRE CHIEF BRIEFING

- COVID-19
- PFAS
- EF&R Agenda review

COMMITTEE REPORTS

REGULAR BUSINESS

- 1. New Commissioner Process
 - a. Interview & Selection

EXECUTIVE SESSION

GOOD OF THE ORDER

CALENDAR REVIEW

- EF&R Board of Directors Meeting – January 13, 2022, 4:00 p.m. *(Virtual)*
- Save the Date! Annual Awards Banquet – March 4, 2022

- Issaquah City Council – 1st and 3rd Monday at 7 p.m.
- Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m.
- Carnation City Council – 1st and 3rd Tuesday at 7 p.m.
- North Bend City Council – 1st and 3rd Tuesday at 7 p.m.

ADJOURN MEETING



King County Fire Protection District 10
Board of Commissioners
AGENDA BILL D10-2022-01
January 10, 2022

SUBJECT: November 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: \$ 597,975.31	Amount Budgeted: \$ 597,975.31
	Fund(s) 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 regular and special meeting 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

Action:		Date:
Motion by:	2nd:	Board Secretary:

1 **KING COUNTY FIRE PROTECTION DISTRICT 10**
2 **Board of Commissioners**
3 **Regular Meeting Minutes**
4 **December 6, 2021**
5 **VIRTUAL MEETING**
6

7 Effective June 30, 2021, the Governor’s guidance permitted open public meetings to operate
8 in person without regard to capacity limitations. However, the lifting of the restrictions was
9 not, as of June 30, 2021, accompanied by a lifting of the State of Emergency or a modification
10 of Proclamation 20.28-15. Due to these factors, the regular meeting of the Board of Fire
11 Commissioners of King County Fire District 10 was held virtually, using a remote meeting
12 platform.
13

14 **Present:** Chair Gloria Hatcher-Mays
15 Vice Chair Anita Sandall
16 Commissioner Michael Dowling
17 Commissioner Don Smith
18 Board Secretary Nicole Frisch
19 Fire Chief Jeff Clark
20

21 **Absent:** None
22

23 **Call to Order and Roll Call:** Board Chair Hatcher-Mays called the meeting to order at 4:00
24 p.m. and reviewed the virtual meeting guidelines.
25

26 **Public Comment:** None
27

28 **Consent Agenda:** Items listed below were distributed to the Board in advance for review
29 and enacted with one motion. IT WAS MOVED BY COMMISSIONER SANDALL,
30 SECONDED BY COMMISSIONER SMITH TO: Approve the Consent Agenda as submitted.
31 MOTION CARRIED, 4 – 0.
32

- 33 1. Agenda Bill D10-2021-24 Board Minutes and Financial Recap:
34 • Regular Meeting Minutes 11-08-2021
35 • Financial Recap
36

37 **General Administrative Discussion:**

38 Revenue and Expense Report: Reviewed and discussed the October Revenue and Expense
39 report.
40

41 **Fire Chief Briefing:**

- 42 • COVID-19: Chief Clark noted that there is nothing significant to report at this time. The
43 Department is continuing precautionary measures and is offering boosters for staff and
44 elected officials starting this week. Clinics will be established for the tribe and in Issaquah
45 in the coming weeks.
46 • PFAS: Chief Clark met with the Department’s attorney and PFAS consultant to put
47 together a presentation for the monies available from Washington State. The Department

48 will continue to explore options to include the recently passed Infrastructure Bill, which
49 lists PFAS as an eligible expense.

- 50 • EF&R Agenda Review: Chief Clark provided an overview of the EF&R agenda.

51

52 **Committee Reports:**

53 EF&R Finance Administrative Committee – November 17, 2021: Commissioner Hatcher-
54 Mays provided a summary of the FAC meeting. The recommendation put forward by Chief
55 Clark to create additional positions was passed and will be brought to the EF&R Board of
56 Directors at a future meeting.

57

58 **Regular Business:**

59 1. Agenda Bill D10-2021-25 (Disaster and Preparedness Grant Award): IT WAS MOVED
60 BY COMMISSIONER SANDALL, SECONDED BY COMMISSIONER DOWLING TO:
61 award the grant in the amount of \$2,000 to Carnation-Duvall Citizen Corps Council, Inc.
62 MOTION CARRIED, 4 – 0.

63

64 2. Agenda Bill D10-2021-26 (Surplus Apparatus 7831): IT WAS MOVED BY
65 COMMISSIONER SANDALL, SECONDED BY COMMISSIONER DOWLING TO: surplus
66 and make available for sale apparatus 7831, with the proceeds going into the equipment
67 replacement fund. MOTION CARRIED, 4 – 0.

68

69 3. New Commissioner Process: The candidate was not present at the meeting. Board
70 Secretary Frisch will reach out to him to reschedule the interview for the January meeting.

71

72 **Executive Session:** None

73

74 **Good of the Order:**

75

76 Commissioner Hatcher-Mays reported that she received her booster shot at HQ this morning.
77 She extended thanks to all involved in the process.

78

79 **Calendar Review:**

- 80 • Warrant Review – Complete by December 9, 2021 (*D10 rep to schedule with ap@esf-r.org*)
- 81 • EF&R Board of Directors Meeting – December 9, 2021, 4:00 p.m. (*Virtual*)
- 82 • HQ Holiday Closure – December 23, 2021 – December 31, 2021
- 83 • Save the Date! Annual Awards Banquet – March 4, 2022
- 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:** Board Chair Hatcher-Mays adjourned the meeting at 4:19 p.m.


**King County Fire District 10
FINANCIAL RECAP
January 10, 2022**

Blanket Voucher No.	Paid Date	Description	Amount
General Fund - 100100010			
2021-17	December 8, 2021	Weekly vendor invoices	\$ 299.64
Blanket Voucher Totals:			\$ 299.64
ACH Transfers	Paid Date	Description	Amount
General Fund - 100100010			
ACH 2021-19	December 17, 2021	December 2021 Partner Contribution	\$ 597,675.67
ACH Transfer Totals:			\$ 597,675.67
FINANCIAL RECAP			\$ 597,975.31

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 - Scott Faires - Budget Finance Analyst


 Reviewed By - Joan Montegary, Finance Director

**King County Fire Protection District No. 10
Revenue and Expenditure Report
November 2021**

COMMENTS

General Fund

Revenue

Actual revenues are \$168,247.73 greater than we budgeted for. This continues to come from property taxes, Timber Harvest tax, Leasehold taxes and DNR timber Trust 2 (State Forest Fund).

The current property tax revenue is greater than budget by \$48,219.26 while the delinquent property taxes are also coming in greater than budgeted by \$19,583.46.

The current fire benefit charge revenue is \$65.16 less than budgeted while the delinquent fire benefit charge revenue is less than budgeted by \$2,235.07.

Disposal of Capital Assets is greater than budgeted by \$54,896.47. This is due to the sale of land that closed in October.

Expenditures

Total expenditures are \$26,439.62 less than budgeted. We are seeing this in all areas except Eastside Fire Services, Collection Fees - Fire Protection, professional services, and printing expenditures.

2012 GO Bond Fund

Revenues

Overall revenue was \$4,432.47 greater than budgeted. This continues to be due to the collection of current and delinquent property taxes and DNR Timber Trust 2 (State forest Fund) income coming in higher than budgeted.

Expenditures

The next bond principal and interest payment is not due until December 1st. The professional services expenditures reported relate to fees charged by King County to manage the funds.

King County Fire Protection District No. 10
Revenue and Expenditure Report
November 2021

Line #	Title	November 2021 Actuals	November 2021 YTD Budget	November 2021 YTD Actuals	Over / (Under)	Budget Amount	% Of Total	Remaining Budget
1								
2								
3	January 2021 General Fund Beginning Fund Balance			\$ 3,966,132.52				
4								
5								
6								
7	Property Tax	369,236.45	5,562,866.00	5,627,660.03	64,794.03	5,599,029.00	100.51	(28,631.03)
8	Timber Harvest Tax	-	1,000.00	3,610.60	2,610.60	2,000.00	180.53	(1,610.60)
9	Leasehold Excise Tax	717.73	5,300.00	12,313.68	7,013.68	6,000.00	205.23	(6,313.68)
10	DNR Timber Trust 2 (State Forest Fund)	7,839.30	16,000.00	81,947.61	65,947.61	20,000.00	409.74	(61,947.61)
11	DNR PILT NAP/NRCA (in lieu of property taxes)	-	-	-	-	20,000.00	0.00	20,000.00
12	Fire Benefit Charge Revenue	109,552.64	1,700,260.00	1,697,959.77	(2,300.23)	1,711,250.00	99.22	13,290.23
13	Interest (Net)	4,572.18	57,301.00	32,586.57	(24,714.43)	62,470.00	52.16	29,883.43
14	Disposition Of Capital Assets	1,518.29	3,209.00	58,105.47	54,896.47	3,500.00	1,660.16	(54,605.47)
15	Total General Fund Revenue	493,436.59	7,345,936.00	7,514,183.73	168,247.73	7,424,249.00	101.21	(89,934.73)
16								
17								
18	Expenditures							
19	Commissioner's Compensation	1,243.39	30,370.00	23,630.16	(6,739.84)	33,130.00	71.33	9,499.84
20	Reserve Compensation	2,263.74	71,049.00	34,441.18	(36,607.82)	77,508.00	44.44	43,066.82
21	EFR Contract Service Expense	597,675.67	6,510,028.00	6,533,447.33	23,419.33	7,101,848.00	92.00	568,400.67
22	Collection Fee- Fire Protection	-	17,113.00	19,753.84	2,640.84	17,113.00	115.43	(2,640.84)
23	Professional Services Expense	7,313.00	67,125.00	78,408.18	11,283.18	72,500.00	108.15	(5,908.18)
24	Postage Expense	-	5,500.00	2,293.89	(3,206.11)	5,500.00	41.71	3,206.11
25	Travel Expense	-	3,500.00	189.10	(3,310.90)	3,600.00	5.25	3,410.90
26	Printing	-	-	6,406.19	6,406.19	-	0.00	(6,406.19)
27	Association Dues	-	200.00	-	(200.00)	4,800.00	0.00	4,800.00
28	Miscellaneous Expense	-	300.00	125.51	(174.49)	300.00	41.84	174.49
29	Election Expense	-	5,000.00	-	(5,000.00)	25,000.00	0.00	25,000.00
30	Intergovernmental Grant	-	2,000.00	2,000.00	-	2,000.00	100.00	-
31	Training & Seminar Expense	-	15,000.00	50.00	(14,950.00)	15,000.00	0.33	14,950.00
32	Total General Fund Expenditures	608,495.80	6,727,185.00	6,700,745.38	(26,439.62)	7,358,299.00	91.06	657,553.62
33								
34								
35	November 2021 Operating Fund Ending Fund Balance			\$ 4,779,570.87				
36	(Net of current liabilities)							
37								
38	Facilities Reserve			\$ 1,700,000.00				
39								
40	Estimated Unencumbered Funds Available (greater than \$650,000)			\$ 380,000.00				
41								
42								

King County Fire Protection District No. 10
Revenue and Expenditure Report
November 2021

Line #	Title	November 2021 Actuals	November 2021 YTD Budget	November 2021 YTD Actuals	Over / (Under)	Budget Amount	% Of Total	Remaining Budget
43	2012 GO Bond Fund							
44	Revenue							
45	Property Tax	25,514.40	467,896.00	469,312.63	1,416.63	470,400.00	99.77	1,087.37
46	Delinquent Property Tax	249.25	5,500.00	6,329.33	829.33	6,000.00	105.49	(329.33)
47	Ad Valorem Tax Refund	(78.23)	(500.00)	(1,025.93)	(525.93)	(500.00)	205.19	525.93
48	Timber Harvest Tax	414.35	160.00	580.74	420.74	200.00	290.37	(380.74)
49	DNR Timber Trust 2 (State Forest Fund)	-	2,000.00	3,916.98	1,916.98	2,000.00	195.85	(1,916.98)
50	DNR PILT NAP/NRCA (in lieu of property taxes)	-	-	-	-	1,200.00	0.00	1,200.00
51	Investment Earnings	160.62	950.00	1,277.26	327.26	1,000.00	127.73	(277.26)
52	Investment Earnings Service Fee	(2.41)	(76.00)	(35.47)	40.53	(80.00)	44.34	(44.53)
53	Misc Revenue	-	-	6.93	6.93	-	0.00	(6.93)
54	Total 2012 GO Bond Fund Revenues	26,257.98	475,930.00	480,362.47	4,432.47	480,220.00	100.03	(142.47)
55								
56								
57	Expenditures							
58	Professional Services Expense	300.00	275.00	316.76	41.76	300.00	105.59	(16.76)
59	Debt Repayment - Fire Suppression and EMS Services	-	-	-	-	405,000.00	0.00	405,000.00
60	Interest and Other Debt Service Cost - Fire Suppression and EMS Services	-	41,775.00	41,775.00	-	83,550.00	50.00	41,775.00
61	Total 2012 GO Bond Fund Expenditures	300.00	42,050.00	42,091.76	41.76	488,850.00	8.61	446,758.24