



KING COUNTY FIRE PROTECTION DISTRICT 10
BOARD OF FIRE COMMISSIONERS
Regular Meeting Agenda
July 6, 2023, 4:00 p.m.
Station 85 – 3600 Tolt Avenue NE Carnation, WA 98014

You may join the meeting in person at the above address, or virtually using the below 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, and FLAG SALUTE

PUBLIC COMMENT

1. CONSENT AGENDA *(for approval)*
 - 1.1 Agenda Bill D10-2023-14 Page
 - Regular Meeting Minutes 06-01-2023..... Page
 - Financial Recap Page
2. GENERAL ADMINISTRATIVE DISCUSSION
 - 2.1 Revenue and Expense Report..... Page
3. FIRE CHIEF BRIEFING
 - EF&R Agenda Review
4. REGULAR BUSINESS
 - 4.1 Agenda Bill D10-2023-15 (Closing King County Funds)..... Page
5. UPCOMING COMMUNITY EVENTS
6. GOOD OF THE ORDER
7. CALENDAR REVIEW
 - WF&R Board of Commissioners Meeting – July 11, 2023, 5:00 p.m., Station 31
 - EF&R Board of Directors Meeting – July 13, 2023, 4:00 p.m., HQ
 - D38 Board of Commissioners Meeting – July 18, 4:00 p.m., Station 87
 - 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.
8. ADJOURN MEETING



King County Fire Protection District 10
Board of Commissioners
AGENDA BILL D10-2023-14
July 6, 2023

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: \$ 669,084.47	Amount Budgeted: \$ 669,084.47
	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 **June 1, 2023**

5
6 This meeting was held in person and virtually in compliance with the Governor's
7 Proclamation related to the COVID-19 emergency and open public meetings.

8
9 **Present:** Chair Gloria Hatcher-Mays
10 Vice Chair Anita Sandall
11 Commissioner Don Smith
12
13 Chief Ben Lane
14 Board Secretary Nicole Frisch
15 Deputy Chief Will Aho
16 Deputy Director Pam Bryson
17 Deputy Director Jamie Formisano
18 Deputy Chief Doug McDonald
19 Finance Director Joan Montegary
20 Finance Analyst Scott Faires

21
22 **Absent:** Commissioner Ray Mullen
23 Commissioner Michael Dowling
24

25 **Call to Order, Flag Salute, Land Acknowledgement, and Roll Call:** Chair Hatcher-Mays
26 called the meeting to order at 4:00 p.m. and reviewed the virtual meeting guidelines.
27

28 **Public Comment:** None.
29

30 **Consent Agenda:** Items listed below were distributed to the Board in advance for review
31 and enacted with one motion. IT WAS MOVED BY COMMISSIONER SANDALL,
32 SECONDED BY COMMISSIONER SMITH TO: Approve the Consent Agenda as submitted.
33 MOTION CARRIED, 3-0.
34

35 1. Agenda Bill D10-2023-10 Board Minutes and Financial Recap:

- 36 • Regular Meeting Minutes May 4, 2023
 - 37 • Financial Recap
- 38

39 **General Administrative Discussion:**

40
41 Revenue and Expense Report: Reviewed and discussed the April 2023 Revenue and
42 Expense report.
43

44 **Fire Chief Briefing:** Chief Lane reported the following:

- 45 - KCFD 45 RFP Update – Chief Lane and Director Montegary met with one of the
46 Commissioners to answer questions about finances. The Board is expected to make
47 a final decision during their June 28 meeting.

- 48 - Mercer Island RFP Update – Chief Lane and Director Montegary have been in
49 communication with their analyst to answer finance questions. The ad hoc
50 committee will provide a progress update during the June 6 meeting.
51 - PFAS – EF&R continues to work collaboratively with the City of Issaquah and the
52 Washington State Department of Ecology. It was recently announced that the
53 Washington State Attorney General has sued the PFAS developers. Staff will follow
54 that closely and keep the Board updated.
55 - EF&R has secured 10 spots in the upcoming fall recruit academy.
56

57 **Regular Business:**

58
59 Agenda Bill D10-2023-11 (Land Acknowledgement): IT WAS MOVED BY
60 COMMISSIONER SANDALL SECONDED BY COMMISSIONER SMITH TO: Approve the
61 Agenda Bill as submitted. MOTION CARRIED, 3-0.
62

63 Agenda Bill D10-2023-12 (WSRB Letter): IT WAS MOVED BY COMMISSIONER
64 SANDALL, SECONDED BY COMMISSIONER SMITH TO: Approve the Agenda Bill as
65 submitted. MOTION CARRIED, 3-0.
66

67 Agenda Bill D-10-2023-13 (Station 85 Remodel): IT WAS MOVED BY COMMISSIONER
68 SANDALL, SECONDED BY COMMISSIONER SMITH TO: Approve the Agenda Bill as
69 submitted. MOTION CARRIED, 3-0.
70

71 **Upcoming Community Events:** None.
72

73 **Executive Session:** None.
74

75 **Good of the Order:**

76
77 Commissioner Sandall reported that she'll be running the fireworks show in Carnation on
78 July 4 and at Mt. Si on August 12.
79

80 Commissioner Smith reported that, after 54 years, he did not submit for Fire Commissioner
81 and will be stepping down at the end of his term.
82

83 **Calendar Review:**

- 84 • EF&R Board of Directors Meeting – June 8, 2023, 4:00 p.m., HQ
 - 85 • WF&R Board of Commissioners Meeting – June 13, 2023, 5:00 p.m., Station 31
 - 86 • D38 Board of Commissioners Meeting – June 14, 4:00 p.m., Station 87
 - 87 • WFCA Spring Seminar Series – June 3, 2023, Campbell's Resort
 - 88 • 2023 WFCA Conference – October 26-28, 2023, Tulalip Resort
 - 89 • Issaquah City Council – 1st and 3rd Monday at 7 p.m.
 - 90 • Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m.
 - 91 • Carnation City Council – 1st and 3rd Tuesday at 7 p.m.
 - 92 • North Bend City Council – 1st and 3rd Tuesday at 7 p.m.
- 93

94 **Adjournment:** Vice Chair Sandall adjourned the meeting at 4:24 p.m.
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Nicole Frisch, Board Secretary

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Pending Approval

**King County Fire District 10
FINANCIAL RECAP
July 6, 2023**

Blanket Voucher No.	Paid Date	Description	Amount
General Fund - 100100010 2023-06	June 7, 2023	Weekly vendor invoices	\$ 2,980.05
Blanket Voucher Totals:			\$ 2,980.05

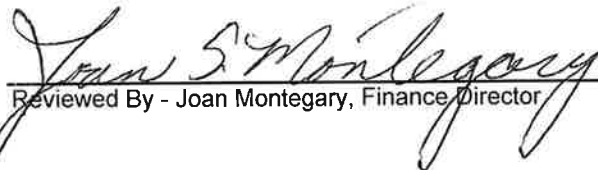
ACH Transfers	Paid Date	Description	Amount
General Fund - 100100010 SD1-060123	June 2, 2023	June 2023 Partner Contribution	\$ 666,104.42
ACH Transfer Totals:			\$ 666,104.42

FINANCIAL RECAP	\$ 669,084.47
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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 - Scott Faires - Budget Finance Analyst


Reviewed By - Joan Montegary, Finance Director

**King County Fire Protection District No. 10
Revenue and Expenditure Report
May 2023**

COMMENTS

Expense Fund

Revenue

Our property tax and fire benefit charge revenues were received at the end of April/beginning of May and are reflected in this report.

Expenditures

At the end of May, there is 58.3 percent of the year remaining and our budget remaining is at 56.2 percent. At 2.1 percent below budget, we are right on target given that the Equipment Replacement contribution to EF&R was paid in January. If this payment was paid out over the year, the budget remaining would be 58.3 percent.

2012 GO Bond Fund

Revenues

As with the Expense Fund, the 2012 GO Bond Fund tax revenues were received at the end of April/beginning of May and are reflected in this report.

Expenditures

The bond next interest payment was paid on June 1st and will be shown on next month's report. The expenditures reported relate to fees charged by King County to manage the funds.

King County Fire Protection District No. 10
Cash/Investment Balances by Fund

For the month ended May 31, 2023

Line #		Expense Fund	Benefit Charge Fund	General Obligation Fund	Total All Funds
1	May 31, 2023	\$5,354,899	\$64,967	\$323,417	\$5,743,284
2					
3	December 31, 2022	\$4,454,344	\$64,397	\$61,923	\$4,580,664
4					
5	Dollar Increase (Decrease)	<u>\$900,555</u>	<u>\$571</u>	<u>\$261,494</u>	<u>\$1,162,620</u>
6					
7	Percentage Increase (Decrease)	20.22%	0.89%	422.29%	25.38%
8					
9	<i>For historical reference, 2018 through 2021 year-end cash/investment balances are shown below.</i>				
10					
11		Expense Fund	Benefit Charge Fund	General Obligation Fund	Total All Funds
12	December 31, 2021	\$4,186,289	\$63,789	\$69,365	\$4,319,443
13					
14	December 31, 2020	\$3,902,771	\$63,362	\$74,034	\$4,040,166
15					
16	December 31, 2019	\$3,309,765	\$62,455	\$81,087	\$3,453,307
17					
18	December 31, 2018	\$3,000,661	\$61,143	\$75,223	\$3,137,026

King County Fire Protection District No. 10
Revenue and Expense Report
For the month ended May 31, 2023

% of Budget Time Remaining 58.3%

Line #	May 2023 Actuals	2023 Annual Budget	2023 YTD Actuals	Remaining Dollars	% of Total Remaining
1					
2	Cash Balance - Beginning of Year		4,518,741		
3					
4	Revenue				
5	Property Tax	670,878	7,640,373	4,040,397	3,599,976 47.1%
6	Timber Harvest Tax	0	6,000	0	6,000 100.0%
7	Leasehold Excise Tax	678	10,000	1,586	8,414 84.1%
8	DNR Timber Trust 2 (State Forest Fund)	4,006	20,000	4,442	15,558 77.8%
9	DNR PILT NAP/NRCA (in lieu of property taxes)	0	20,000	0	20,000 100.0%
10	Fire Benefit Charge Revenue	97,545	1,116,750	573,305	543,445 48.7%
11	Interest (Net)	8,007	46,750	36,540	10,210 21.8%
12	Disposition Of Capital Assets	0	6,600	2,114	4,486 68.0%
13	Total Revenue	781,114	8,866,473	4,658,383	4,208,090 47.5%
14					
15	Total Resources (Beginning Cash + Revenue)		9,177,124		
16					
17	Expenditures				
18	Commissioners Compensation	1,521	33,130	11,475	21,655 65.4%
19	Reserve Expense	0	0	647	(647)
20	EFR Contract Service Expense	666,104	8,304,675	3,641,944	4,662,731 56.1%
21	Collection Fee- Fire Protection	0	11,168	5,181	5,987 53.6%
22	Professional Services Expense	4,548	95,626	23,431	72,195 75.5%
23	Postage Expense	0	5,000	0	5,000 100.0%
24	Travel Expense	0	3,600	0	3,600 100.0%
25	Printing	0	3,500	0	3,500 100.0%
26	Association Dues	0	5,500	5,340	160 2.9%

King County Fire Protection District No. 10
Revenue and Expense Report
For the month ended May 31, 2023

% of Budget Time Remaining 58.3%

Line #		May 2023 Actuals	2023 Annual Budget	2023 YTD Actuals	Remaining Dollars	% of Total Remaining
27	Miscellaneous Expense	0	300	193	107	35.8%
28	Election Expense	0	35,000	0	35,000	100.0%
29	Intergovernmental Grant	0	2,000	0	2,000	100.0%
30	Training & Seminar Expense	0	15,000	140	14,860	99.1%
31	Capital Expenditures	59,011	70,000	68,907	1,093	
32	Total Expenditures	731,185	8,584,499	3,757,257	4,827,242	56.2%
33						
34	End Fund Balance - May 2023			5,419,867		
35						
36	Facilities Reserve			1,700,000		
37						
38	Unencumbered Funds Available (greater than \$650,000)			710,500		

King County Fire Protection District No. 10
Revenue and Expense Report
For the month ended May 31, 2023

% of Budget Time Remaining 58.3%

Line #		May 2023 Actuals	2023 Annual Budget	2023 YTD Actuals	Remaining Dollars	% of Total Remaining
39	2012 GO Bond Fund					
40						
41	Cash Balance - Beginning of Year		61,923	61,923		
42						
43	Revenue					
44	Property Tax	35,968	490,000	256,633	233,367	47.6%
45	Delinquent Property Tax	782	4,440	4,426	14	0.3%
46	Ad Valorem Tax Refund	(74)	(1,000)	(580)	(420)	42.0%
47	Timber Harvest Tax	0	300	0	300	100.0%
48	DNR Timber Trust 2 (State Forest Fund)	157	2,000	174	1,826	91.3%
49	DNR PILT NAP/NRCA (in lieu of property taxes)	0	1,000	0	1,000	100.0%
50	Investment Earnings	397	1,500	862	638	42.5%
51	Investment Earnings Service Fee	(3)	(50)	(7)	(43)	85.4%
52	Total GO Bond Fund Revenue	37,227	498,190	261,507	236,683	47.5%
53						
54	Total Resources (Beginning Cash + Revenue)		560,113	323,430	236,683	42.3%
55						
56	Expenditures					
57	Professional Services Expense	6	350	13	337	96.3%
58	Debt Repayment - Fire/EMS Services	0	450,000	0	450,000	100.0%
59	Interest and Other Debt Svc Cost - Fire/EMS Services	0	58,500	0	58,500	100.0%
60	Total GO Bond Fund Expenditures	6	508,850	13	508,837	100.0%
61						
62	End Fund Balance - May 2023			323,417		



King County Fire Protection District 10
Board of Commissioners
AGENDA BILL D10-2023-15
July 6, 2023

SUBJECT: Close the Fire 10 Study Regional Fire and the Fire 10 CIP 2012 Funds held on behalf of the District by King County.

SUMMARY STATEMENT: The District had established the Fire 10 Study Regional Fire and the Fire 10 CIP 2012 Funds with King County. The District no longer has need for these funds and they can be closed.

Expenditure Required: NA	Amount Budgeted: NA
	Fund(s) Utilized: NA

RECOMMENDED MOTION: Move to approve the attached resolution and direct staff to close the Fire 10 Study Regional Fire and the Fire CIP 2012 Fund held on behalf of the District by King County.

ALTERNATIVE(S): Make no changes.

EXHIBITS: Resolution 23-01

Originator: SF

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

**KING COUNTY FIRE PROTECTION DISTRICT 10
ISSAQUAH, WASHINGTON
RESOLUTION 23-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF KING COUNTY
FIRE PROTECTION DISTRICT 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.

WHEREAS, it has been determined that the District no longer needs all of the funds held by the County on behalf of the District.

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

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of King County Fire Protection District 10 to authorize the Fire Chief to direct staff to close the following accounts with King County and have the balances transferred to the Expense Fund:

- Fire 10 Study Regnl Fire - 100100050
- Fire 10 CIP 2012 - 100103010

ADOPTED by the Board of Commissioners of King County Fire Protection District 10, Washington in open public meeting on the 6th day of July 2023.

Commissioner Gloria Hatcher-Mays

Commissioner Anita Sandall

Commissioner Michael Dowling

Commissioner Ray Mullen

Commissioner Don Smith

Attestation: _____, Board Secretary Nicole Frisch