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EASTSIDE FIRE & RESCUE
FINANCE AND ADMINISTRATIVE COMMITTEE
Meeting Minutes
July 22, 2020
VIRTUAL MEETING

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Alternate Meeting Format: On March 24, 2020, the Governor issued Proclamation 20-28 prohibiting open public meetings from occurring in person. Due to these factors, the regular meeting of the EF&R Finance and Administrative Committee (FAC) was held virtually on July 22, 2020, using a remote meeting platform.

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FAC Members: Chair Karen Moran (City of Sammamish)
Vice Chair Larry Rude (Fire District 10)
Board Director Stacy Goodman (City of Issaquah)
Board Director Alan Gothelf (City of North Bend)

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Present: Board Director Chris Ross (City of Sammamish)
Board Director Alan Martin (Fire District 10)
Alt. Board Director Heather Koellen (City of North Bend)
Chris Gianini (City of Sammamish)
Fire Chief Jeff Clark
Executive Assistant Jamie Formisano

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Absent: Commissioner Ron Pedee (Fire District 38) (*unexcused*)

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The meeting was called to order by Chair Moran at 12:04 p.m.

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Old Business:

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1. June 17, 2020 meeting minutes for approval: IT WAS MOVED BY DIRECTOR GOTHELF, SECONDED BY DIRECTOR RUDE TO: Approve the meeting minutes. MOTION CARRIED 4-0.

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Regular Business:

1. Operations Fund Update: Proposing a flat budget. Collective Bargaining Negotiations will begin August 10, 2020, which will be used to better inform projections for the September FAC meeting.
2. Equipment Replacement Fund Overview and Recommendation: Reviewed the 15-year schedule and discussed strategies as it pertains to funding equipment. The schedule adheres to the [ILA](#) and [Board Policy 0008](#). The ERF has been balanced so there is no payment required from the Partners in 2021-2022. Director Goodman requested that referenced Policies and explanation of changes be included in the packet for transparency and committee preparedness. Discussion ensued.
3. Capital Facilities Maintenance Fund Overview and Recommendation: Reviewed and discussed the CFMF recommendation, which is aligned with [Board Policy 0005](#). The

47 CFMF has been balanced so there is no payment required from the Partners in 2021-
48 2022. Discussed strategies regarding facility upgrades vs. replacements. Discussed
49 projected Partner contributions should the Board accept the proposal to suspend ERF
50 and CFMF fund contributions.

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- 52 4. Flat Budget Strategy Considerations and Potential Impacts: Discussed impacts from
53 the economy and impacts of a flat budget to current initiatives and projects.
- 54 a. Headquarters lease: D10 has contributed the HQ facilities to the partnership at
55 no cost. The intention was to program \$500k to update HQ or lease another
56 facility. HQ staff has been successfully working remotely during COVID-19 and
57 discussions have taken place to continue maintaining remote working as an
58 option moving forward. This would reduce the HQ footprint and directly impact
59 a reduction to the cost of a lease. As a result of the flat budget proposal, no
60 dollars have been programmed for a lease payment.
 - 61 b. Training grounds: Continuously looking for land to conduct training. As a result
62 of the flat budget proposal, no dollars have been programmed for a training
63 ground agreement.
 - 64 c. Accreditation: EF&R staff has done research and training to potentially pursue
65 accreditation. Discussed the benefits of being an accredited fire agency. As a
66 result of the flat budget proposal, no dollars have been dedicated to pursuing
67 the fire service accreditation process.
 - 68 d. Reserve Program: Provided an overview of the sustainability of the program as
69 it relates to financial impacts and lack of recruitment. The projected economic
70 downturn and flat budget may limit the agency's ability to maintain the program
71 at current levels.
 - 72 e. Wildland Preparedness/FireWise Program: Discussed costs associated and
73 impact to the programs. There will be difficulties moving the public education
74 and resources forward without direct funding. As a result of the flat budget
75 proposal, no dollars have been programmed these programs.
 - 76 f. Long-Term Considerations: The goal of the 2021-22 biennial budget is to limit
77 partner expenses while maintaining current service levels. Adopting this
78 strategy comes with the predictable reality that deferred costs from 2021-22 will
79 culminate in a larger than normal increase for the 2023-24 biennium across all
80 funds; ERF, CFMF, and operating.

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82 5. New Fee Discussion and Recommendations:

- 83 a. Treat and Refer Program (T&R) fees: Provided an overview of the T&R
84 program. Recommend pursuing this program with an understanding that
85 meaningful revenue would not materialize until the 2023-24 biennium.
86 Discussed how this integrates with the Mobile Integrated Healthcare (MIH)
87 program. Discussed providing innovative care and resources to citizens, to
88 include a collaboration with police and fire to reimagine how social work can be
89 integrated. If recommended to the EF&R Board for approval, there will be many
90 discussions pertaining to policy and fee structure with the Board.

- 91 b. Motor Vehicle Accident Fees: Recapped the history of the pilot program and
92 new legislature recently passed. The Fire Chief does not recommend
93 implementation due to the time-consuming administrative process and lack of
94 realized revenue.
- 95 c. Ambulance Fees & previous fee discussions: Reviewed the information
96 provided to the FAC and EF&R Board. Recommend establishing a Fee request
97 should there be a need for additional revenue during the September meeting.
98 It was pointed out by Director Martin that a fee, used in this manner, is
99 technically a form of taxation. There was a favorable recommendation to
100 establish a grant program for citizens that are uninsured or have financial
101 hardships. Discussed impacts to taxpayers and the intent to minimize partner
102 contributions. Reiterated that the lion share of the fees is covered by insurance
103 providers.

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105 6. Updated End Fund Balance Discussion: Reviewed the revised potential uses for EFB,
106 which includes intentional department-wide social justice training.

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108 **Good of the Order:**

- 109 • The FAC unanimously agree to cancel the August meeting.
- 110 • Chair Moran thanked the department for responding and working with police at the
111 shooting in Sammamish.
- 112 • Director Rude was thanked for his years of service and value added while on the
113 Board and Committees.
- 114 • Director Rude thanked the FAC for the relationships created during his time on the
115 committee.

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117 The meeting adjourned at 1:19 p.m.

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119 Next meeting: September 23, 2020, 12:00 p.m. – 1:00 p.m. (VIRTUAL)