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EASTSIDE FIRE & RESCUE
FINANCE AND ADMINISTRATIVE COMMITTEE
Meeting Minutes
October 27, 2021
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 EF&R Finance and Administrative Committee meeting. Meetings are accessible to the public by a phone-in option.

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

Present: Alt Director Chris Ross (City of Sammamish)
David Rudat (City of Sammamish)
Chris Gianini (City of Sammamish)
Aaron Antin (City of Sammamish)
Dawn Masko (City of North Bend)
Kristin Carpenter (City of Issaquah)
Fire Chief Jeff Clark
Board Secretary Nicole Frisch

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

The meeting was called to order by Chair Moran at 12:02 p.m.

Old Business:

1. September 22, 2021, meeting minutes for approval: IT WAS MOVED BY DIRECTOR GOTHELF SECONDED BY DIRECTOR HATCHER-MAYS TO: Approve the meeting minutes as presented. MOTION CARRIED 4 – 0.

Regular Business:

1. Wildfire Prevention Program: Chief Clark briefed the group on the current Emergency Manager employment contract before providing an overview of the proposed Wildfire Prevention Program. Corrected proposal is attached hereto.

Discussion topics included personnel, hiring practices, and program implementation options. FAC members agreed that wildfire prevention is critical and requested a FAC meeting be scheduled for November 17, 2021 at 12:00 p.m. to discuss further. They will engage with their respective City Councils and Boards in preparation.

Good of the Order: None.

47 The meeting adjourned at 12:39 p.m.

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49 **Next meeting:** November 17, 2021 at 12:00 p.m.

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Nicole Frisch
Board Secretary Nicole Frisch

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Karen Moran

55 Board Chair Karen Moran

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Absent 11/17/21

58 Vice Chair Gloria Hatcher-Mays

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Stacy Goodman

61 Board Director Stacy Goodman

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Alan Gothelf

64 Board Director Alan Gothelf

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Chris Dahline

Alt. Board Director Chris Dahline



**Eastside Fire & Rescue
Finance & Administrative Committee**

Date: October 25, 2021
To: The Finance and Administrative Committee (FAC) members
From: Fire Chief Jeff Clark
Subject: Proposed Wildfire Prevention Program

This staffing request is intended to implement a wildfire prevention program within the Eastside Fire & Rescue service area. To minimize the impacts of inevitable future fire starts, it is critical we educate homeowners, associations, neighborhoods, and cities on how they can minimize the damage from future wildfires. To accomplish this, we need to develop written plans and deliver information and educational sessions directly to the 135,000+ residents we serve over 190 square miles.

The proposal is to fund a full-time Wildfire Mitigation and Emergency Preparedness Specialist (see attached job description) - a first of its kind in the State of Washington - supported by a full-time Administrative Professional. Ideally, the two new positions would be directed and managed by the Emergency Manager, providing emergency management coverage during times of disaster as collateral duties.

To implement this process, I am proposing that we utilize ending fund balance to fund the first year of operation in 2022. The positions would then be folded into the ongoing budget in the 2023-2024 budget cycle.

Currently, the City of Sammamish pays 100% of the Emergency Manager position via a separate contract with EF&R. Option 1 expands the separate contract to all partners; Option 2 eliminates the separate contract with Sammamish and still provides the service requirements to Sammamish; and Option 3 leaves the contract with Sammamish as-is and adds the two new positions to the EF&R operating budget.

Staff recommends Option 1.

**All costs would be reduced if Woodinville was invited to participated and accepted.*



**Eastside Fire & Rescue
Finance & Administrative Committee**

Option 1: Separate contract for three positions utilizing existing Funding Formula

- a. Separate Agreement with Sammamish is expanded to include all five partners
- b. Wildfire Prevention Program delivered to entire EF&R service area
- c. Emergency management support and technical expertise provided to all partners
- d. Three trained emergency management personnel available to partners in times of disaster

Option 1: Separate Wildfire Prevention Contract, Existing Funding Formula		
Partner	Funding Formula %	Partner Share
Sammamish	31.37%	\$146,768
Issaquah	28.83%	\$134,885
North Bend	4.76%	\$22,270
D10	28.18%	\$131,844
D38	6.87%	\$32,142
Total:	100%	\$467,862

Option 2: Add to Operating Budget utilizing existing EF&R Funding Formula

- a. Separate Agreement with Sammamish is terminated (all provisions in contract still provided by EF&R emergency management team)
- b. Wildfire Prevention Program delivered to entire EF&R service area
- c. Emergency Management support and technical expertise provided to all partners
- d. Three trained emergency management personnel available to partners in times of disaster
- e. Funding adds three personnel to EF&R operating budget

Option 2 – EF&R Funding Formula		
Partner	Funding Formula %	Partner Share
Sammamish	31.37%	\$146,768
Issaquah	28.83%	\$134,885
North Bend	4.76%	\$22,270
D10	28.18%	\$131,844
D38	6.87%	\$32,142
Total:	100%	\$467,862

Option 3: Separate Contract with Sammamish remains, two Wildfire Prevention positions added to EF&R Operations budget

- a. Separate Agreement with Sammamish remains as is
- b. Wildfire Prevention Program delivered to entire EF&R service area
- c. *Limited* emergency management support and technical expertise provided to all partners
- d. Two trained emergency management personnel available to partners in times of disaster

Option 3: Two positions added to EF&R Operations Budget		
Partner	Funding Formula %	Partner Share
Sammamish	31.37%	\$85,784*
Issaquah	28.83%	\$78,839
North Bend	4.76%	\$13,017
D10	28.18%	\$77,061
D38	6.87%	\$18,787
Total:	100%	\$273,460

*Sammamish continues to pay 100% of Emergency Manager in addition to this amount