



MEETING AGENDA

September 11, 2019

10AM - 2 PM

Wenatchee Convention Center

Harvest Room

121 N. Wenatchee Avenue

Wenatchee, WA 98801

To join the meeting via conference call:

Conference Line: 888-289-4573

Access Code: 3328221

WFC Board of Directors Meeting

- I. **CALL TO ORDER; 10:00 AM**
 - A. **Introduction of Guests**
 - B. **Approval of Agenda**
 - C. **Approval of Previous Meeting Minutes ***

- II. **CONSENT AGENDA;**
 - A. **CHIEF PAC Financial Report ***

- III. **EXTERNAL AGENCIES – REPORT OF ACTIVITIES**
 - A. **Washington State Fire Marshals Office (Chuck LeBlanc) ***
 - B. **Washington State Association of Fire Marshals (Dave Kokot/Hank Teran) ***
 - **Membership**
 - **Townhomes**
 - C. **Emergency Management Division (Alysha Kaplan/Tabitha Laird)**
 - D. **Department of Natural Resources (Gary Berndt)**
 - E. **Washington State Firefighters Association (Dave Neff)**

“” next to an item means there are inclusions in the WFC Board Packet for this item.*

F. National Fire Protection Association (Gary Honold)

IV. INTERNAL – REPORT OF ACTIVITIES

A. Western Fire Chiefs Report (Brian VanCamp)

B. Sections Reports

- EMS (Ryan McGrady/Mark Correira & Kevin O’Brien)
- Public Fire Educators (Melanie Taylor/Aaron Markham) *
- Training, Safety and Officers (Kurt Stich/Dave LaFave)
- Mechanics (Elliot Courage/Nick Swinhart)
- Administrative Support/IT (Mykel Montgomery/Harold Scoggins)

C. Committee Reports

- Hazardous Materials (Scott Lancaster/Lonnie Rash)
- Legislative (Steve Brooks/Dylan Doty)
 - WFC 2020 Top 5 Legislative Priorities *
 - Candidate Endorsements & Contributions*
- Financial Committee (Mark Correira)
 - 3rd Quarter Budget Report *
 - WFC 2019-2020 Proposed Budget *
- Fire Defense Committee (Steve North) *
- SERC (Bill Whealan) *
 - CBRNE Update
- Washington Survey & Rating Bureau (Nathan Craig /Robert Ferrell)
- Washington Fallen Fire Fighters Foundation (Pat Ellis)
 - Strategic Plan
- L&I Firefighter Safety Committee (Eric Linn/Jim Walkowski)
- L&I Occupational Safety & Health Committee (Walkowski/Cox/Rash)
- Fire Facility Professionals (Michele Spackman) *
- EMAC/PENEMA (Dan Smith)

D. Region Representative Reports

- Clallam, Grays Harbor, Jefferson, Mason & Kitsap (Hank Teran) *
- Spokane, Stevens, Lincoln, Pend Oreille, Whitman (Lonnie Rash) *
- Snohomish, Skagit, Whatcom, San Juan, Island (Kevin O’Brien)
- Okanogan, Grant, Kittitas, Chelan, Douglas, Ferry, Yakima (Aaron Markham)*
- King, Pierce & Thurston (Harold Scoggins)
- Lewis, Clark, Cowlitz, Skamania, Wahkiakum, Klickitat, Pacific (Nick Swinhart)
- Walla Walla, Benton, Adams, Franklin, Columbia, Asotin, Garfield (Rocky Eastman)

V. EXECUTIVE SESSION

A.

VI. ACTION ITEMS

A. **WFC Board Member Responsibility Policy (Wayne Senter) ***

VII. DISCUSSION ITEMS

A. **Event Updates (Kathleen Harmon)**

- **WFC Annual Conference Update**
- **2019 Leadership Seminar December 4-5 Richland**
- **No Secrets Conference November 13-14**

B. **Washington Fire Service Coalition (Wayne Senter)**

C. **JATC Update (Wayne Senter)**

D. **RFA guideline update (Kathleen Harmon)**

E. **Volunteer Fire Chief Seminar (Wayne Senter)**

VIII. OTHER BUSINESS

IX. GOOD OF THE ORDER

A. **2018 - 2019 meetings (Steve Wright)**

- **Executive Committee, October, TBD**
- **November 12, Olympia, 10am -2pm**
- **Executive Committee, December TBD**
- **January 27, Olympia, 10am -2pm**
- **Executive Committee, February TBD**
- **March 27, Virtual Meeting, 10am -2pm**
- **Executive Committee, April TBD**
- **May 18, Wenatchee Convention Center 9am-12pm**

X. ADJOURNMENT



MEETING MINUTES

July 22, 2019

10AM - 2 PM

WFC Office

Pete Spiller Conference Room

605 11th Avenue SE

Olympia, WA 98501

To join the virtual meeting via conference call:

Conference Line: 888-289-4573

Access Code: 3328221

WFC Board of Directors Meeting

I. CALL TO ORDER; 10:00 AM

A. Introduction of Guests

B. Hank Teran, Keith Wright, Steve Wright, Steve North, Melissa Gannie, Kelly Merz, Chad Cross, Katheen Harmon, Wayne Senter, Ryan McGrady, Brian VanCamp. Conferenced in, Rocky Eastman, Mark Corriera, Brian Collins, Dave Kokot, Alysha Kaplan.

C. Approval of Agenda

MOTION: Keith Wright motioned to approve the agenda, Hank Teran seconded and the motion was approved.

D. Approval of Previous Meeting Minutes *

MOTION: Rocky Eastman motioned to approve the minutes, Hank Teran seconded and the motion was approved.

II. CONSENT AGENDA;

A. CHIEF PAC Financial Report *

MOTION: Hank Teran motioned to approve the Consent Agenda, Keith Wright seconded and the motion was approved.

III. EXTERNAL AGENCIES – REPORT OF ACTIVITIES

A. **Washington State Fire Marshals Office (Melissa Gannie)**

Kick off meeting with contractor, at the FTA, for training water treatment system. Timeline will begin work in September on the installation of new equipment. Will open for training between now and September 9th. Will have to drain ponds and from there until December/January and they will not have any ability to use the water system and will have to shut down. No impact currently to late January scheduled events. Two vacant deputy state fire marshal positions currently available at the FTA.

Training Education Work Group – This group has been developing the documents in conjunction with the goals that were sent. They will be presented at the next leadership forum meeting. NFIRS, encouraging agencies to report monthly.

Fire Officers 3 & 4, 6500 candidate applications a year. IFSAC site visit in October (accreditation on 19 levels) No test banks readily available for Fire Officers 3& 4.

Proboard, reached out recently and there is an entity in the state wanting to seek proboard accreditation. They asked the WFC what the benefits of the FM having dual accreditation might be. They are hoping to get an automated system where people could enter their own information, and Chiefs could easily log in and review.

The WFC board would like the SFMO to stay focused with IFSAC since so far there's not a wide amount of interest in Proboard.

B. **Washington State Association of Fire Marshals (Dave Kokot/Hank Teran)**

San Antonio FM Meeting, top 5 issues, cannabis, homeless, food trucks all issues WSAFM has also been working on. Dave Lynam current president. More training, two classes coming up, as well as the FPI. Report in packet. Meeting next Monday with legislators on Food Trucks trying to work out a process/language that will be beneficial for everyone. Meeting with WFC staff to discuss recruitment and retention of members.

C. **Emergency Management Division (Alysha Kaplan/Tabitha Laird)**

Currently working with the FCC on EMAC deployment procedures that will be more user friendly. Can push reimbursement packages, but are getting a lot of questions, so they are working to review those before submitting to CA, so that they reduce the

amount that get kicked back. Training with agencies on FMAG. Getting closer to getting reimbursements completed from 2014.

- D. Department of Natural Resources (Gary Berndt)**
No report.
- E. Washington State Firefighters Association (Dave Neff)**
No report.
- F. National Fire Protection Association (Gary Honold)**
No report.

IV. INTERNAL – REPORT OF ACTIVITIES

- A. Western Fire Chiefs Report (Brian VanCamp) ***
Nothing additional since the meeting minutes attached.
- B. Sections Reports**
 - **EMS (Ryan McGrady/Mark Correira & Kevin O’Brien)**
EMS met in June. Would like to recruit new membership. Re-establish quarterly meetings. WAC, paramedic recert are being reviewed. DOH website has the schedule posted and he would encourage agencies review those and advocate as needed.
 - **Public Fire Educators (Melanie Taylor/Aaron Markham)**
No report.
 - **Training, Safety and Officers (Kurt Stich/Dave LaFave)**
One board member will stepping down, they will be replaced by an alternate. Planning for 2020 conference.
 - **Mechanics (Elliot Courage/Nick Swinhart)**
Working on conference. No report.
 - **Administrative Support/IT (Mykel Montgomery/Harold Scoggins) ***
Report in packet.
- C. Committee Reports**
 - **Hazardous Materials (Scott Lancaster/Bryan Collins)**
Report handed out.
 - **Legislative (Steve Brooks/Dylan Doty)**
 - **WFC 2020 Top 5 Legislative Priorities Process**
A lot of work meeting with legislators, and working on bills that are working to be implemented.

Poll set up as a forced choice. Good response. Those results will be shared with the Legislative Committee on the 30th. Will be presented in September.
 - **Financial Committee (Mark Correira)**
 - **2nd Quarter Budget Report ***

Meeting last week. Written report is in the packet. Also discussed, staff found a fraudulent charge on the credit card. MOTION: BVC, HT, Approved.

- **Fire Defense Committee (Steve North) ***

- **2019 Washington State Wages & Equipment Rates**

Mobilization request forms in the plan are very fire specific. Would like to create all risk forms. Update for next year. Legislation that went through gave state employees a minimum wage of \$14/hr. This created a change to the guide. MOTION: Motion to adopt the revised rate schedule, BVC, HT, Approved.

MOTION: Hank Teran motioned to authorize Wayne Senter to make minor editorial non-substance updates or remedy compliance issues. Wayne will report any changes at the next board meeting. Keith Wright seconded and the motion was approved.

- **EMAC Committee**

Establishing a committee for EMAC. Current documentation points to the Mobe plan, but not all EMAC incidents follow the mobe plan. EMAC/PENEMA mobilization plan. They would like to establish a sub-committee and have a draft that they would like to review. He would like the WFC to establish the sub-committee with Dan Smith as the chair. *MOTION: Brian VanCamp motioned to establish an EMAC/PENEMA committee, Bryan Collins seconded. There was a question about the process of setting up a committee, it was clarified that the president has the authority to set that up. This committee will be an ongoing committee. The board voted and the motion was approved.*

- **SERC (Bill Whealan) ***

Minutes in packet.

- **CBRNE Update**

- **Washington Survey & Rating Bureau (Nathan Craig /Robert Ferrell) ***

Report in packet.

- **Washington Fallen Fire Fighters Foundation (Pat Ellis)**

Report in packet.

- **Fire Facility Professionals (Michele Spackman) ***

Letter setting up new committee in packet.

D. Region Representative Reports

- **Clallam, Grays Harbor, Jefferson, Mason & Kitsap (Hank Teran) ***

Report in packet. They are looking at a food truck bill and Hank Teran will be assisting WSAFM in finding a legislative solution to the food truck bill. Big shift in fire sprinklers regarding support at the SBCC.

- **Spokane, Stevens, Lincoln, Pend Oreille, Whitman (Bryan Collins)**
Not much to report. Fire Activity in Stevens/Spokane picked up this past week. Mild/moderate conditions so far. Spokane went live with a new regional communication center July 1.
- **Snohomish, Skagit, Whatcom, San Juan, Island (Kevin O'Brien)**
Not in attendance.
- **Okanogan, Grant, Kittitas, Chelan, Douglas, Ferry, Yakima (Aaron Markham)**
Not in attendance
- **King, Pierce & Thurston (Harold Scoggins)**
Not in attendance.
- **Lewis, Clark, Cowlitz, Skamania, Wahkiakum, Klickitat, Pacific (Nick Swinhart)**
Not in attendance.
- **Walla Walla, Benton, Adams, Franklin, Columbia, Asotin, Garfield (Rocky Eastman) *** Report in packet. Quad county: Change in national fire danger rating system. It's a concern that it will impact Benton County as it will reduce the number of extreme fire danger days that they have.

V. EXECUTIVE SESSION

A.

VI. ACTION ITEMS

A. **Executive Director Transition Plan (Wayne Senter) ***

Wayne looking to retire. Suggesting that the board adopt this document to use as guidance as he would like to publicly announce with an advertisement in June 2020.

MOTION: Brian VanCamp motioned to approve the Transition Plan. Rocky Eastman seconded and the motioned was approved.

B. **WFC Board Member Responsibility Policy (Wayne Senter)**

At the retreat it was discussed that a policy be put together for the board, to have one document that would have all the information and responsibilities in one place. Will be presented to the executive committee in August and presented to the board in September.

C. **Financial Committee Board Member Position (Mark Correira)**

Keith Wright will be replaced by Steve Wright on the financial committee.

D. **Board resignation and appointment (Wayne Senter)**

Bryan Collins tendered his resignation and has recommended Lonnie Rash for his position. He is recommended by both Jim Walkowski. and Bryan Collins. The Inland Empire has agreed to support him. Wayne recommends that the board appoint Lonnie Rash to the open position. ***MOTION: Hank Teran motioned to appoint Lonnie Rash to board position #2. Keith Wright seconded and the motion was approved.***

VII. DISCUSSION ITEMS

A. **WFC Annual Conference (Kathleen Harmon)**

- **Conference Budget Report ***
Report in packet.

- **Conference Survey Results ***
Report in packet.
- B. WFC Annual Report Satisfaction Survey Report ***
In packet.
- C. 2019 Leadership Seminar December 4-5 Richland (Wayne Senter)**
Meeting later this week to finalize details will be sending out shortly.
- D. LNI FF Technical Review Committee appointment (Wayne Senter)**
Working to repair the disconnect between the field reps and the review committee and better define their authority. Jack Cates has stepped down and he has recommended Eric Linn for the position.
- E. Washington Fire Service Coalition (Wayne Senter)**
Meeting via phone conference this week. Will add Chief Kroon from Bothell. Presentation in September in Maple Valley, FPI Presentation in October and at the WFCA meeting. Big presentation at Committee days for the legislature. Ideas for 2020 to Hank Teran or Wayne Senter.
- F. No Secrets Conference Planning Committee November 13-14 (Kathleen Harmon)**
- G. CAMP Update (Wayne Senter)**
Several agencies possibly signing up shortly. Working to integrate another program and more information will come out shortly about that.
- H. JATC Update (Wayne Senter)**
Meeting scheduled with the WSCFF the first week in Aug. Looking at the possibility of moving the JATC under a community technical college from WSP.
- I. RFA guideline update (Wayne Senter)**
Just about complete. In a final draft and awaiting final feedback.
- J. Volunteer Fire Chief Seminar (Wayne Senter)**
This originated at the retreat. Looking for ways to integrate this program and make it available to the volunteer portion of our membership. There was an idea to hook up with the WFCA, but that did not end up being a feasible solution. It is possible that the program could be offered just before the WFC conference in May. Eventually would like to look at offering regionally. Start at noon/1pm on Saturday and end noon/1pm on Sunday. Send WS names of those who might be interested in serving on a committee to develop the curriculum.

VIII. OTHER BUSINESS

IX. GOOD OF THE ORDER

- A. 2018 - 2019 meetings (Steve Wright)**
 - **September 11, Wenatchee Convention Center, 10am -2pm**
 - **November 12, Olympia, 10am -2pm**
 - **January 27, Olympia, 10am -2pm**
 - **March 27, Virtual Meeting, 10am -2pm**
 - **May 18, Wenatchee Convention Center 9am-12pm**

X. ADJOURNMENT

Adjourn at 11:40am KW, BVC, adjourned!

Washington Fire Chiefs

9/5/2019 4:12 PM

Register: 8296 · PAC 8296

From 01/01/2019 through 09/05/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/14/2019			-split-	Deposit		X	50.00	331.90
01/14/2019			60400 · Bank Fees:604...	Reversal of Ser...		X	9.00	340.90
01/14/2019			60400 · Bank Fees:604...	Reversal of Ser...		X	9.00	349.90
03/13/2019			-split-	Deposit		X	60.00	409.90
05/14/2019			-split-	Deposit		X	60.00	469.90
06/20/2019	1073	Dan Griffey for State...	14000 · Accounts Paya...		150.00			319.90
06/20/2019	1074	Liz Lovelett for State...	14000 · Accounts Paya...		100.00	X		219.90
06/20/2019			8239 · Checking 8239	Funds Transfer ...		X	5,436.00	5,655.90
06/28/2019			-split-	Deposit		X	30.00	5,685.90
08/20/2019			-split-	Deposit			60.00	5,745.90
08/23/2019	1075	Friends of Strom Pet...	14000 · Accounts Paya...		150.00			5,595.90
08/23/2019	1076	Friends of Roger Go...	14000 · Accounts Paya...		150.00			5,445.90
08/23/2019	1077	Gerry Pollet for State...	14000 · Accounts Paya...		150.00			5,295.90
08/23/2019	1078	Committee to Elect J...	14000 · Accounts Paya...		150.00			5,145.90
08/23/2019	1079	Re-Elect Pat Sullivan...	14000 · Accounts Paya...	2019 PAC Con...	150.00			4,995.90
08/23/2019	1080	Friends of Frank Cho...	14000 · Accounts Paya...		150.00			4,845.90
08/23/2019	1081	Friends of Gael Tarle...	14000 · Accounts Paya...		150.00			4,695.90
08/23/2019	1082	Friends of Laurie Jin...	14000 · Accounts Paya...		150.00			4,545.90
08/23/2019	1083	Steve Kirby Campaign	14000 · Accounts Paya...		150.00			4,395.90
08/23/2019	1084	Larry Springer	14000 · Accounts Paya...		150.00			4,245.90
08/23/2019	1085	Timm Ormsby	14000 · Accounts Paya...		150.00			4,095.90
08/23/2019	1086	Brian Blake	14000 · Accounts Paya...		150.00			3,945.90
08/23/2019	1087	Friends to Elect Krist...	14000 · Accounts Paya...		150.00			3,795.90
08/23/2019	1088	Drew Strokesbary	14000 · Accounts Paya...		150.00			3,645.90
08/23/2019	1089	Tom Dent	14000 · Accounts Paya...		150.00			3,495.90
08/23/2019	1090	JT Wilcox	14000 · Accounts Paya...		150.00			3,345.90
08/23/2019	1091	Keith Goehner	14000 · Accounts Paya...		150.00			3,195.90
08/23/2019	1092	Vicki Kraft	14000 · Accounts Paya...		150.00			3,045.90
08/23/2019	1093	Brandon Vick	14000 · Accounts Paya...		150.00			2,895.90
08/23/2019	1094	Mark Mullet	14000 · Accounts Paya...		150.00			2,745.90
08/23/2019	1095	Andy Billig	14000 · Accounts Paya...		150.00			2,595.90
08/26/2019	1096	Christine Rolfes	14000 · Accounts Paya...		150.00			2,445.90
08/26/2019	1097	Senator Dean Takko	14000 · Accounts Paya...		150.00			2,295.90
08/27/2019	1098	Sam Hunt	14000 · Accounts Paya...		150.00			2,145.90
08/27/2019	1099	Annette Cleveland	14000 · Accounts Paya...		150.00			1,995.90
08/27/2019	1100	Mark Schoesler	14000 · Accounts Paya...		150.00			1,845.90
08/27/2019	1101	Senator John Braun	14000 · Accounts Paya...		150.00			1,695.90
08/27/2019	1102	Steve O'Ban	14000 · Accounts Paya...		150.00			1,545.90
08/27/2019	1103	Hillary Franz	14000 · Accounts Paya...		150.00			1,395.90



**State Fire Marshal's Office
September 2019**

The following activity report covers the months July and August 2019.

MEETINGS:

- In late August, WSP, WSU and TEEEX met to discuss partnerships and how all agencies can help to improve and enhance fire service training in Washington. The three parties met over two days visiting both the FTA and WSU Pullman campus.
- On September 17, 2019, the Training and Education Workgroup will be presenting information to the Fire Service Leadership Forum. The Workgroup will also meet following the presentation.
- A Fire Sprinkler Technical Advisory Group (TAG) meeting is scheduled for September 19, 2019.
- A meeting of the Fireworks TAG will be scheduled in early October.
- The Fire Defense Committee met on Tuesday, August 27.

ACTIVITIES:

- The FTA will be shutdown beginning September 2019, through January, 2020, for construction improvements projects. During the shutdown the FTA will be conducting program development, curriculum rewrites and procedural reviews.
- Officer 3 and 4 are being developed for submission to IFSAC for accreditation. Several fire service members are assisting with this effort, and our office is appreciative of the assistance. It is anticipated that the levels will be reviewed during the October 2019 site visit.
- The following Fire Sprinkler Trailer Demonstrations have been scheduled:
 - Skamania 4, Open House, Saturday, September 7, 2019
 - Puget Sound RFA, Open House, Saturday, September 14, 2019
 - East Pierce F&R, 25th Annual Open House and Safety Fair, Saturday, September 28, 2019
 - Longview Fire, Open House, Saturday, October 12, 2019
- The IFSAC reaccreditation site visit will be held October 7 – 11, 2019



INTERESTS & CONCERNS:

- The Training Water Treatment Project will not begin until September 9, 2019. Therefore, the FTA will not be able to run any academies or training while this project is underway.
- The FTA was able to get \$750,000 in the capital budget to repair the burn building that will allow for its continued use while the new burn structures are built.
- The FTA is expecting to begin networking upgrades to begin this fall. The upgrade will bring high-speed internet and WIFI across the campus.
- Fire Training Academy Commander Chad Cross, will be attending Northwestern University's School of Police Staff and Command course at the Criminal Justice Training Center, September 16 through November 11. Command School is an intensive ten-week program that prepares managers for senior positions by uniquely combining academic principles with practical applications. During his absence, Chief Deputy State Fire Marshal Kelly Merz will be the acting Training Academy Administrator.
- A Preproposal Statement of Inquiry CR-101 has been filed for WAC 212-80.

OTHER:

- The FTA has two vacant Maintenance Mechanic 2 positions.
- The FTA has promoted Mike Lant to the Chief Deputy State Fire Marshal position in charge of Instruction.



*David F. Kokot, P.E. – WSAFM President
September 11, 2019
Washington State Association of Fire Marshals*

The following activity report covers the months July-August of 2019.

MEETINGS

- The Board cancelled their August meeting due to a lack of a quorum.
- WSAFM participated in the WFC Legislative Committee meeting.
- WSAFM representatives met with the Food Truck legislators and made an effort to go over the requirements related to food trucks.

ACTIVITIES

- The Association is continuing to look at options for delivery for regular classes to be held throughout the year using a variety of delivery methods.
- We are looking to have an ICC Inspectors Class due to requests from members with the ability to take the test right after the class.
- A Hazmat class is scheduled September 17th using the ICC Certificate we receive as a Chapter. It will be held in Ridgefield.
- The second kitchen hood class is being held in Moses Lake September 18-20th was cancelled due to a lack of registrants. This appears to be a growing issue.
- The Board has approved bylaw changes that will be brought to the membership and have published them for a vote at the FPI in October.
- The 2019 FPI tracks are full. Two keynote speakers were scheduled, and one pulled out. Registration is still open, and we encourage the Chiefs to support this event that will have a stellar list of opportunities for enhanced education. We anticipate a full attendance.
- Members participated in the support of WFC proposals to the Residential Code TAG of the State Building Code Council. Testimony is planned to be provided in Spokane on September 13th.

INTERESTS & CONCERNS

- Registration and certification of food trucks continues to be an item of concern.
- Met with WFC Staff to address concerns about membership recruiting and retention. Several ideas were provided and will be incorporated into the Association business next year.
- WAC 110-300-0170 requires early learning providers to have an annual fire safety inspection with a local government agency. If that is not available, then they must use the State Fire Marshal form for self inspection. This just went into effect 8/1/19 – no warning about it.



Washington
PUBLIC FIRE EDUCATORS
"Ignite Awareness, Extinguish Risk"

Washington Public Fire Educators

Melanie Taylor, WPFE chair

September 2019

SERVICE

The WPFE Board continues to look at the needs of the members AND the citizens that we serve. The WPFE Board is AND will continue to recruit fire educators/Community Risk Reduction Specialist to join the organization.

EDUCATION

This year WPFE offered the following education opportunities (The board is actively engaged in participating in the planning AND implementing of the events):

- ✓ Fire Prevention Institute (Education Track) October 21-25th 2019
- ✓ Youth Fire Setting Intervention, November 4-5 2019, Eastside Fire and Rescue
- ✓ IMPACT – Young Driver Safety Program Train the Trainer Class is scheduled for the first of 2020
- ✓ Washington Safety Summit, 2020
- ✓ Washington Fire Chiefs Conference, May 2020
- ✓ Leadership Training Class, Topic TBD, 2020

Contribute articles for newsletters/websites to the following for the Washington Chiefs AND Washington Fire Marshals.

LEADERSHIP

The WPFE board 2020 theme or focus will be NFPA's theme – "Not Every Hero Wears a Cape", Plan and Practice Your Escape.

WPFE 2020 Officers/Board Members. The following will be proposed to serve on the 2020 Board:

Chair: Ben Shearer, Pasco Fire
Past Chair: Melanie Taylor, Puget Sound Fire
Vice Chair: *waiting on nominations
PIO: Jamie McIntyre, Spokane Fire
Secretary: Shawneri Guzman, Snohomish Fire District 1
Board Members:
Kelly Hawks, Valley Regional Fire Authority
Erica Little, Burlington Fire
Heather Chadwick, Snohomish County District #7

*Recruiting for Washington State Fire Marshal Board Member – 2020 open position

The WPFE board has set a goal for 2020/2021 to provide the following leadership training:

- . Leadership/Training Workshops
- . Actively engage in obtaining membership names AND contact information.
(Recruiting members from other departments that are not currently enrolled.)

2019/2020 WPFE Projects

Currently working on name change to Community Risk Reduction WASHINGTON. New logo, update website AND Facebook, along with promoting the change. Proper protocols will be followed to make the change.

Currently working on bi-laws AND updating officer AND board members duties AND commitment/responsibilities serving on the board.

2020 Child Passenger Safety Law changes and education.

2020 NFPA Fire Prevention Theme

Respectfully Submitted by: *Melanie Taylor, WPFE chair*



Washington Fire Chiefs Legislative Report

Prepared by: J. Dylan Doty, WFC Lobbyist

Date: September 4, 2019

Interim Update

Following the adjournment of the 2019 Legislature in April, attention has focused primarily on Governor Inslee's presidential campaign, as well as the House Democrats' decision on who would succeed Frank Chopp (D-43, Seattle) as Speaker of the House. A handful of other changes at the Legislature have also occurred.

Governor & Statewide Elected Office News

The first major domino has fallen as Governor Inslee has given up his presidential campaign and will be running for Governor a third time. With the decision, many top-level Democrats will remain in their current positions rather than challenging the incumbent Governor. State Attorney General Bob Ferguson has pivoted to running for re-election as AG. Likewise, Hilary Franz will be running for a second term as Commissioner of Public Lands. King County Executive Dow Constantine has similarly announced a re-election bid for his current position. Each of these three had well-known candidates lining up to run as potential replacement, but each will instead be staying put: Rep. Drew Hansen (D-23, Bainbridge Island) will run for re-election to the House instead of AG; Solicitor General Noah Purcell will remain on Bob Ferguson's staff rather than challenge for AG; Seattle City Councilmember Lorena Gonzalez will remain in Seattle rather than running for AG; and Senator Christine Rolfes (D-23, Bainbridge Island) will run for re-election to the State Senate rather than challenge for an open seat as Public Lands Commissioner. At present, only Rep. Mike Pellicciotti (D-30, Federal Way) will for certain be vacating his House seat to run for statewide office, challenging incumbent Republican Duane Davidson for State Treasurer.

On the Republican side, Senator Phil Fortunato (R-31, Auburn/Enumclaw) has announced he will be running for Governor in 2020. Sen. Fortunato is not up for re-election in the Senate until 2022, and thus will not need to vacate his seat to run for Governor. Also announcing a bid for Governor as a Republican is Sheriff Loren Culp from the City of Republic. Former US Representative and King County Sheriff, Dave Riechart, who had been mentioned as a possible candidate, has announced he will not be challenging the Governor in 2020.

Legislative News

House Democrats, at a full caucus meeting on July 31, selected Rep. Laurie Jinkins (D-27, Tacoma) to fill the role of Speaker of the House. Rep. Jinkins has served in the Legislature since 2011 and has most recently served as Chair of the House Civil Rights & Judiciary Committee along with serving on the House Appropriations and Health Care & Wellness Committees. She is expected to take the reins officially when the Legislature reconvenes in January 2020.



Other legislative movement has also occurred:

- Rep. Derek Stanford (D-1, Bothel) has been appointed to the Senate to fill the seat vacated by Guy Palumbo (D-1, Maltby), who resigned in May;
- Bothell City Councilmember Davina Duerr was appointed to fill Rep. Stanford's seat;
- Senator Barbara Bailey (R-10, Oak Harbor) has announced her resignation from the Senate, effective September 30;
- Senator Hans Zeiger (R-25, Puyallup) has announced he will not seek re-election to the Senate but will instead vie for the Pierce Council seat being vacated by the retirement of former Senator Pam Roach;
- Rep. Chris Gildon (R-25, Puyallup) has announced he will be running for the Senate seat held by Sen. Zeiger, thus opening up his House seat in the 2020 election;

In campaign news, Senator Liz Lovelett (D-40, Anacortes) made it through the primary and is a safe bet to retain the seat to which she was appointed in February, replacing Sen. Kevin Ranker, who resigned early in the legislative session. Similarly, Rep. Alex Ybarra (R-13, Quincy) is a safe bet to win election to finish the term originally won by Rep. Matt Manweller, who resigned prior to session. The 2019 General Election will be held on November 5.

Committee Assembly Days

The Legislature will briefly convene for Committee Assembly Days on various days this fall. Committee work sessions and interim updates will be heard by a number of committees during this time. The Senate will meet on November 20-21, while the House will meet on September 12-13, and again on November 21-22. The 2020 Legislature will convene Monday, January 13, 2020, and will run for 60 consecutive days.

2020 Legislative Agenda

The WFC Legislative Committee, after survey results and input from WFC membership, has offered the following as the 2020 Top 5 Legislative Issues:

- Funding/Revenue
 - Cost recovery (HB 1169)
 - Permanent authority for fire benefit charge
 - Restructuring 1% property tax growth limit
 - EMS levy cap increase to \$0.75
 - Constitutional change to move fire outside the \$10 property tax limit
- Wildland Policy
 - Pre-positioning of mobilization
 - Increased funding for wildland fire prevention and suppression (SB 5996)
 - Full reimbursement to jurisdictions for mobilization personnel & equipment costs
- Volunteer FF Pension Increase (HB 1912/SB 5829)



- JATC Funding & Sustainability
- WSAFM Issues
 - Food truck safety (HB 1134)
 - Townhome fire safety
 - Adult Family Home (AFH) fire safety (HB 1023)

Several bills are alive on these issues heading into 2020, and several more will be crafted in advance of the session:

HB 1169 (Peterson/Griffey), Cost Recovery for Auto Accidents – Entitles fire protection districts, regional fire protection service authorities, and municipal fire departments to recover the actual costs associated with the cleanup or removal of hazardous waste and other hazardous materials from insurers.

- Passed the House and passed from the Senate Financial Institutions Committee, but failed to pass the full Senate prior to cutoff; the bill is alive for action in 2020.

SB 5996 (Van De Wege), Funding Wildland Fire Prevention & Suppression – Creates a surcharge on property and casualty insurance premiums to fund the newly-created Wildfire Prevention and Suppression Account, to be used for emergency firefighting, preparedness, fire suppression activities fire prevention, and forest health activities.

- Passed from the Senate Ways & Means Committee but failed to pass full Senate prior to cutoff; alive in 2020.

HB 1912 (Blake)/ SB 5829 (Mullet), Volunteer FF Pension Increase – Increases the annual disability relief fees for members and employers of volunteer firefighters, emergency medical workers, and law enforcement reserve officers. Increases the pension paid to volunteers from a maximum of \$300, to a maximum of \$350 plus \$10 per month for each year the retirement fee is paid beyond 25 years.

- Passed the House but failed to pass the Senate prior to cutoff; alive for 2020.

HB 1134 (Peterson), Food Truck Inspections – Requires the State Building Code Council to establish and adopt rules relating to fire permits for food trucks. Requires all food trucks to: (1) be annually inspected by a local fire district; (2) obtain a valid state fire permit sticker upon successful compliance with the state fire permit requirements; and (3) affix and display a current valid state fire permit. Establishes a check list of requirements that food truck vendors must comply with in order to obtain a valid statewide fire permit. Requires the Department of Licensing to create state fire permit stickers and distribute them to local fire districts throughout the state. Makes it a civil infraction for any person to remove, replicate, or otherwise interfere with the display of a state fire permit.

- Passed from the Local Gov Committee, but failed to pass Appropriations prior to cutoff; alive again in 2020. A different bill regarding health inspections of food trucks did pass.



HB 1023 (Macri), Adult-Family Homes 6-8 Bed Increase – Allows adult family homes to increase their bed capacity from six to seven or eight beds if they meet specified licensing standards, including that the home is in compliance with DSHS rules regarding emergency evacuation and that the home has a residential sprinkler system in place for residents who require assistance during an evacuation.

- Passed both chambers, but failed to receive a concurrence vote by the House; alive again in 2020.

Other Bills of Interest – Wildland

HB 1188 (Dent), Rangeland Fire Protection Associations – Authorizes the creation of Rangeland Fire Protection Associations (RFPAs). Establishes criteria for the formation, operation, and membership of RFPAs. Requires the Department of Natural Resources (DNR) to provide certain information to RFPAs concerning the DNR's wildfire detection, prevention, and suppression activities. Authorizes both the DNR and fire protection service agencies to enter into agreements with RFPAs for the detection, prevention, or suppression of wildfires. Directs the DNR to assist RFPAs, to the extent practicable, in procuring funding, equipment, and training. Authorizes the DNR to develop recommendations concerning the formation, management, operation, and training for RFPAs. Requires the Department of Labor and Industries to adopt an exterior firefighting training and certification standard that is appropriate for rangeland firefighting.

- Failed to pass from House Appropriations prior to cutoff; alive for 2020

SB 5996 (Van De Wege), Wildfire Prevention & Suppression Funding – Creates a surcharge on property and casualty insurance premiums of 0.52 percent. Allocates the revenue raised to the new Wildfire Prevention and Suppression Account. Prioritizes expenditures from the Wildfire Prevention and Suppression account in the following order: (1) emergency firefighting, (2) preparedness, (3) fire suppression activities of agencies other than DNR, (4) fire prevention, and (5) forest health activities.

- Failed to pass prior to adjournment; alive again in 2020.

Other Bills of Interest – WSAFM

HB 1754 (Santos), Hosting of Homeless by Religious Organizations – Places new limitations on the ability of counties, cities or towns, and code cities to regulate outdoor encampments, safe parking efforts, indoor overnight shelters, and temporary small houses on property owned or controlled by a religious organization. Allows a county, city or town, or code city to require a religious organization hosting the homeless and the agency managing the hosting to enter into a memorandum of understanding to protect the public health and safety of residents. Requires religious organizations hosting the homeless to comply with certain regulations relating to sex offender checks, vehicle and driver laws, and the homeless client management information system.



- Failed to pass the House prior to cutoff; alive again in 2020.

HB 1337 (Barkis), Code Enforcement Officers – Expands the list of aggravating circumstances that may support imposition of an exceptional sentence above the standard sentencing range to include assault of a code enforcement officer acting in his or her official capacity.

- Failed to pass the House prior to cutoff; alive again in 2020.

Other Bills of Interest – General

HB 1553 (Riccelli)/SB 5517 (Cleveland), Ambulance Quality Assurance Fee – Establishes a quality assurance fee to be paid by all ambulance transport providers.

- Both bills received hearings but failed to advance prior to cutoff; alive again in 2020.



Washington Fire Chiefs

2020 Legislative Priorities

- Stable funding & revenue for fire service agencies
 - In conjunction with other fire service partners, WFC is exploring various options such as eliminating the Constitutional super-majority requirement for M&O levies, moving fire districts outside the \$10 Constitutional property tax limit (mirroring port districts), restructuring the 1% property tax cap, raising the EMS levy cap from \$0.50 to \$0.75, and other creative proposals to better fund and improve fire service efforts throughout Washington State.
 - In conjunction with other partners, WFC urges passage of HB 1169 (Peterson/Griffey) to clarify state law regarding cost reimbursement from insurance carriers for services and supplies used in the cleanup and removal of debris and hazardous substances that go beyond what taxpayers fund for fire department readiness.
- Wildland Policy
 - Full reimbursement for mobilization costs – WFC, in conjunction with local agencies, is exploring possible legislation to enable fire service jurisdictions sending resources for state-approved mobilization events to recover the full cost of those resources with the aim of mitigating local disincentives to sending needed resources to other jurisdictions.
 - Pre-positioning of mobilization – WFC is exploring possible legislation to allow for the prepositioning of resources in instances of known, forthcoming mobilizations with the aim of engaging suppression efforts earlier.
 - Wildland fire funding increase – WFC strongly supports DNR's request for a significant increase in funding for a variety of issues surrounding wildland fire that would lead to quicker, more robust response, increased prevention efforts, and better forest health practices.
- Volunteer FF Pension
 - WFC is supporting an effort by the WSFFA/BVFF to increase the pension benefit for volunteer firefighters. HB 1912 (Blake) & SB 5892 (Mullet) have been introduced and would increase the base pension by \$50, up to \$350/month, for all current and future retirees; remove the cap of 25 pension payments; increase the annual pension fee from \$60 to \$90; and increase the annual disability fee from \$30 to \$50. There will be no increase in administrative costs to the agency.
- JATC Funding & Sustainability
 - WFC, in conjunction with the WSCFF, is exploring whether the JATC program should be moved from the State Fire Marshal's Office to the Washington State Board for Community & Technical Colleges, where other apprenticeship programs are currently operated.
- Washington State Association of Fire Marshals' Issues
 - WFC supports WSAFM efforts on a number of legislative items, including food truck safety, townhome fire safety, and adult family home (AFH) fire safety.

Candidate (Party-Leg District)	Recommended Contribution	Notes	Campaign Name & Address	Campaign Website
House Candidates				
Strom Peterson (D-21, Edmonds)	\$150.00	Local Gov Vice Chair; champion	Friends of Strom Peterson, 110 James St., Ste. 100, Edmonds, WA 98020	votestrom.com
Roger Goodman (D-45, Kirkland)	\$150.00	Public Safety Chair; key champion	Friends of Roger Goodman, 218 Main St PMB 763, Kirkland, WA 98033	http://rogergoodman.org/ gerrypollet.com
Gerry Pollett (D-46, Seattle/Kenmore)	\$150.00	Local Gov Chair	Gerry Pollett for State Rep, 7750 17th Ave NE, Seattle, WA 98115	gerrypollet.com
John Lovick (D-44, Mill Creek)	\$150.00	Interim Speaker; ally	Committee to Elect John Lovick, 2403 157th Place SE, Mill Creek, WA 98012	http://www.electjohnlovick.com/
Pat Sullivan (D-47, Covington)	\$150.00	Leadership; ally	Re-Elect Pat Sullivan Campaign, 26513 168th Pl SE, Covington, WA 98042	http://votepatsullivan.com/ frankchopp.com
Frank Chopp (D-43, Seattle)	\$150.00	Outgoing Speaker; ally	Friends of Frank Chopp, 4209 Sunnyside Ave N, Seattle, WA 98103	frankchopp.com
Gael Tarleton (D-36, Seattle)	\$150.00	Finance Chair	Friends of Gael, PO Box 9100, Seattle, WA 98109	www.voteforgael.com
Laurie Jinkins (D-27, Tacoma)	\$150.00	Speaker-Elect	Friends of Laurie Jinkins, PO Box 2032, Tacoma, WA 98401	www.lauriejinkins.com
Steve Kirby (D-29, Tacoma)	\$150.00	Business Committee Chair	Steve Kirby Campaign, 9415 Tacoma Ave. South, Tacoma, WA 98444	stevekirby.com
Larry Springer (D-45, Kirkland)	\$150.00	Local Gov champion	Friends of Larry Springer, 10536 NE 122nd St., Kirkland, WA 98034	larryspringer.org
Timm Ormsby (D-3, Spokane)	\$150.00	Approps Chair	People for Timm Ormsby, PO Box 2177, Spokane, WA 99210	
Brian Blake (D-19, Longview)	\$150.00	Natural Resources Chair	Committee to Re-Elect Brian Blake, PO Box 1541, Longview, WA 98632	
Kristine Reeves (D-30, Federal Way)	\$150.00	Insurance Comm. Vice Chair	Friends to Elect Kristine Reeves, PO Box 24163, Federal Way, WA 98093	www.electkristinereeves.com
Drew Stokesbary (R-31, Auburn)	\$150.00	Leadership; key champion	Friends of Drew Stokesbary, PO Box 92, Auburn, WA 98071	https://drewstokesbary.com/
Tom Dent (R-13, Moses Lake)	\$150.00	Wildland fire lead	Committee to Elect Tom Dent, 601 South Pioneer Way, Ste F, PMB 396, Moses Lake, WA 98837	
JT Wilcox (R-2, Yelm)	\$150.00	GOP Leader; ally	Committee to Elect JT Wilcox, PO Box 747, McKenna, WA 98558	https://jtwilcox.org/
Keith Goehner (R-12, Leavenworth)	\$150.00	GOP Local Gov ally	Committee to Elect Keith Goehner, PO Box 38, Leavenworth, WA 98826	
Vicki Kraft (R-17, Vancouver)	\$150.00	GOP Local Gov Lead	Friends to Elect Vicki Kraft, PO Box 821481, Vancouver, WA 98682	
Brandon Vick (R-18, Battle Ground)	\$150.00	Business Comm. Ranking R	Committee to Elect Brandon Vick, PO Box 1434, Battle Ground, WA 98604	
Senate Candidates				
Mark Mullet (D-5, Issaquah)	\$150.00	Business/Insurance Comm. Chair	Mark Mullet for Senate, 3129 NE Harrison St., Issaquah, WA 98029	www.electmarkmullet.com
Andy Billig (D-3, Spokane)	\$150.00	Dem Majority Leader	Friends of Andy Billig, PO Box 145, Spokane, WA 99210	www.andybillig.com
Christine Rolfes (D-23, Bainbridge Island)	\$150.00	Ways & Means Chair	People for Christine Rolfes, PMB 118, 19689 7th Ave. NW, Poulsbo, WA 98370	www.electchristine.com
Dean Takko (D-19, Longview)	\$150.00	Local Gov Chair	Dean Takko for State Senate Committee; PO Box 1025, Longview, WA 98632	www.deantakko.com
Sam Hunt (D-22, Olympia)	\$150.00	State Gov Chair	Sam Hunt for State Senate, PO Box 2573, Olympia, WA 98507	www.samhunt.com
Annette Cleveland (D-49, Vancouver)	\$150.00	Health Care Chair	Annette Cleveland for State Senate, 1111 Main Street, Suite 400, Vancouver, WA 98660	www.annettecleveland.com
Mark Schoesler (R-9, Ritzville)	\$150.00	GOP Leader	Senate Committee for Mark Schoesler, 1588 E. Rosenoff Rd., Ritzville, WA 99169	
John Braun (R-20, Centralia)	\$150.00	GOP Budget lead	John Braun for State Senate; PO Box 234, Chehalis, WA 98532	www.johnbraunforstatesenate.com
Steve O'Ban (R-28, University Place)	\$150.00	GOP Health Care lead	Friends of Steve O'Ban, PO Box 65335, University Place, WA 98464	
Statewide Candidates				
Hilary Franz (D), Commissioner of Public Lands	\$150.00	DNR	Friends of Hilary Franz, PO Box 20664, Seattle, WA 98102	www.hilaryfranz.com
Sub-Total:	\$4,350.00			
Already Delivered				
Dan Griffey (R-35, Allyn)	\$150.00	GOP Fire Service Champion	Griffey for State House, PO Box 83, Allyn, WA 98524	https://www.griffey4statehouse.com/
Liz Lovellett (D-40, Anacortes)	\$150.00	Senate Local Gov champion	Liz Lovellett for State Senate, 104 W Magnolia Street #2433, Bellingham, WA 98225	http://www.lizlovellett.org/
Derek Kilmer (WA-9)	\$250.00	US Rep; Fire Service ally	People for Derek Kilmer, PO Box 1381, Tacoma, WA 98402	https://derekkilmer.com/
Total:	\$4,900.00			

WFC 3rd Quarter Budget Report & Amendments
October 1, 2018-June 30, 2019

40220, Attendee – Due to a busier than anticipated EVIP schedule of classes, and a great attendance so far the Fire Mechanics conference, and some money passing through from WSFFA, we are seeing greater than anticipated attendee revenue. ***We request to amend this budget line from \$271,000 to reflect a new amount of \$290,000.***

40250, Vendor – Attendance at the WFC Expo was higher than anticipated this year, and due to that fact we exceeded our revenue projections. ***We request to amend this budget line from \$38,500 to reflect a new amount of \$42,000.***

40400, SHIP Grant – The WFC received a grant extension through November to conduct a social media marketing campaign for this grant. ***We request to amend this budget line from \$0 to reflect a new amount of \$9000.***

40510, Event Management – This line item reflects revenue received on behalf of WSFFA and a few smaller events we conduct registration for. ***We request to amend this budget line from \$47,175 to reflect a new amount of \$50,000.***

40560, WSAFM – The WSAFM contract was renegotiated this year, and the management revenue increased. ***We request to amend this budget line from \$14,400 to reflect a new amount of \$18,800.***

40630, Memorial – The monies to conduct the memorial are now managed by the WSFFF. ***We request to amend this budget line from \$1500 to reflect a new amount of \$505.00.***

40640, PAC Campaign – Due to a great response to our conference PAC fundraiser, we raised more PAC campaigns than anticipated. ***We request to amend this budget line from \$3000 to reflect a new amount of \$5000.***

60210, Strategic Plan – Due to a partnership with ESCI, and using a fire station for this event, we were able to minimize the cost. ***We request to amend this budget line from \$7400 to reflect a new amount of \$1100.***

60160, Office Supplies – Due to the increased EVIP classes, we provided more supplies (disks & books) than originally anticipated and exceeded our expense projections. ***We request to amend this budget line from \$5000 to reflect a new amount of \$6000.***

61120, Catering/Food – The WFC incurred a higher food & beverage cost at the annual conference due to the decision to take the banquet off site, this was offset by cost savings and higher attendance revenue. Knowing we will have food and beverage costs for the Mechanics conference in September, we would like to raise this line item from the originally budgeted \$111,000.00. ***We request to amend this line item from \$111,000 to a new amount of \$120,000.***

61150, Instructors – Due to the busy EVIP schedule rolling out the new program, we incurred more instructor fees than anticipated. In addition, we spent more than anticipated on the Spring Workshop speakers, and several TSO speakers were offset with a sponsorship. ***We request to amend this budget line from \$80,369 to reflect a new amount of \$100,369.00***

61160, Location Fees – Due to some location fees associated with the 2018 Fall workshop, we saw a bit more expense in this area than anticipated. ***We request to amend this budget line from the originally budgeted amount of \$13,500 to reflect a new amount of \$15,500.***

61175, Merchandise – Mechanics sold the majority of their merchandise at their conference last year. We approved an amendment to allow them to purchase shirts they were able to presale at the event. ***We request to amend this budget line from the originally budgeted amount of \$5500 to reflect a new amount of \$6500.***

61190, Travel – Bus service was a bit more than budgeted for the WFC conference. ***We request to amend this budget line to reflect a new amount of \$2500***

61500, Memorial Expense – The monies to conduct the memorial are now managed by the WSFFF. ***We request to amend this budget line from \$2000 to reflect a new amount of \$385.01.***

61610, Event Management – This is the offsetting expense that includes the funds we accept on behalf of WSFFA and other smaller events we manage. It offsets revenue lines 40510 and 40530. ***We request to amend this budget line from \$40,000 to reflect a new amount of \$68,360.***

62510, Executive Director Expense – We have seen additional expenses in the line item due to involvement with the Washington Fire Service Coalition. We expect to see reimbursement for some of these expenses shortly. ***We request to amend this budget line from \$3000 to reflect a new amount of \$6500.***

62860, Executive Director – This line currently includes the vacation buy back of \$7199.97 that occurred early in 2019.

**Washington Fire Chiefs
Profit & Loss Budget vs. Actual
October 2018 through June 2019**

	<u>Oct '18 - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
40000 · Advertising			
40050 · Website	100.00	500.00	-400.00
Total 40000 · Advertising	100.00	500.00	-400.00
40100 · Association Services			
40110 · Printing	861.11	500.00	361.11
40120 · ID Cards	519.25	500.00	19.25
Total 40100 · Association Services	1,380.36	1,000.00	380.36
40200 · Event Income			
40210 · Conference Scholarship	1,164.00	1,039.00	125.00
40220 · Attendee	227,068.79	271,000.00	-43,931.21
40230 · Merchandise Sales	3,541.00	6,100.00	-2,559.00
40240 · Sponsorships	24,216.84	19,750.00	4,466.84
40250 · Vendor/Exhibitor	37,780.00	38,750.00	-970.00
40260 · Car Show	235.00		
40200 · Event Income - Other	6,375.00		
Total 40200 · Event Income	300,380.63	336,639.00	-36,258.37
40300 · Fellowship Dues			
40320 · Associate	44,700.00	50,000.00	-5,300.00
40330 · Department	234,110.00	225,000.00	9,110.00
40340 · Affiliate	500.00	350.00	150.00
40350 · Section Dues	12,000.00	16,000.00	-4,000.00
Total 40300 · Fellowship Dues	291,310.00	291,350.00	-40.00
40400 · Grants			
40410 · SHIP Grant	-3,000.00		
Total 40400 · Grants	-3,000.00		
40500 · Management Fees			
40505 · FRWC	300.00	600.00	-300.00
40510 · Event Management	47,175.00	40,000.00	7,175.00
40520 · KCFCA	200.00	600.00	-400.00
40530 · WSFFA	21,625.00	35,000.00	-13,375.00
40540 · Sections	26,543.17	30,619.20	-4,076.03
40550 · Sections Website	2,250.00	3,000.00	-750.00
40560 · WSAFM	8,300.00	14,600.00	-6,300.00
40570 · CAMP Program	423.66	15,000.00	-14,576.34
Total 40500 · Management Fees	106,816.83	139,419.20	-32,602.37
40600 · Miscellaneous			
40630 · Memorial	505.00	1,500.00	-995.00
40640 · PAC Contribution	5,736.00	3,000.00	2,736.00
40650 · Section Incentives	0.00	8,624.24	-8,624.24
40600 · Miscellaneous - Other	8,138.97	8,000.00	138.97
Total 40600 · Miscellaneous	14,379.97	21,124.24	-6,744.27
40700 · Products & Services			

**Washington Fire Chiefs
Profit & Loss Budget vs. Actual
October 2018 through June 2019**

	<u>Oct '18 - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
40720 · EVIP	428.00	2,000.00	-1,572.00
40730 · GPO	3,157.57	3,500.00	-342.43
Total 40700 · Products & Services	3,585.57	5,500.00	-1,914.43
41100 · Interest Income	352.02		
Total Income	715,305.38	795,532.44	-80,227.06
Gross Profit	715,305.38	795,532.44	-80,227.06
Expense			
60100 · Admin Management			
60120 · Section Dues	12,000.00	16,000.00	-4,000.00
60100 · Admin Management - Other	26,543.17	30,095.85	-3,552.68
Total 60100 · Admin Management	38,543.17	46,095.85	-7,552.68
60200 · Association Expense			
60210 · Strategic Plan	1,028.26	7,400.00	-6,371.74
60220 · Licenses & Fees	0.00	165.00	-165.00
Total 60200 · Association Expense	1,028.26	7,565.00	-6,536.74
60300 · Awards/Recognition/Gifts	945.16	2,125.00	-1,179.84
60400 · Bank Fees			
60410 · Bank Service Fees	196.24	300.00	-103.76
60420 · Credit Card Processing	6,027.29	6,500.00	-472.71
Total 60400 · Bank Fees	6,223.53	6,800.00	-576.47
60500 · Board Expense			
60510 · Board Meetings	2,929.15	7,500.00	-4,570.85
60520 · Professtional Developement	1,126.76	8,624.24	-7,497.48
60500 · Board Expense - Other	0.00	100.00	-100.00
Total 60500 · Board Expense	4,055.91	16,224.24	-12,168.33
60600 · Building & Occupancy			
60640 · Telephone	5,052.43	5,000.00	52.43
60650 · Utilities, Bldg Mntc & Repairs	4,257.06	10,000.00	-5,742.94
60600 · Building & Occupancy - Other	0.00	300.00	-300.00
Total 60600 · Building & Occupancy	9,309.49	15,300.00	-5,990.51
60720 · Committee Expense			
60740 · Legislative Committee	4,018.64	4,000.00	18.64
60720 · Committee Expense - Other	24.40	300.00	-275.60
Total 60720 · Committee Expense	4,043.04	4,300.00	-256.96
60800 · Dues & Subscriptions	479.00	450.00	29.00
60900 · Employee Benefits			
60910 · HSA Account	2,250.00	4,500.00	-2,250.00
60930 · Dental Insurance	1,174.30	2,200.00	-1,025.70
60940 · Incentives	1,775.00	1,750.00	25.00
60960 · Medical Insurance	8,898.89	14,400.00	-5,501.11
60970 · Retirement	4,961.28	5,766.18	-804.90
60900 · Employee Benefits - Other	0.00	10,000.00	-10,000.00
Total 60900 · Employee Benefits	19,059.47	38,616.18	-19,556.71
61000 · Equipment & Supplies			

**Washington Fire Chiefs
Profit & Loss Budget vs. Actual
October 2018 through June 2019**

	<u>Oct '18 - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
61010 · Computer	0.00	500.00	-500.00
61020 · Copier Lease	8,184.58	9,000.00	-815.42
61030 · Maintenance & Repair	0.00	300.00	-300.00
61060 · Office Supplies	5,623.74	5,000.00	623.74
61070 · Postage Machine Lease	4,044.74	4,250.00	-205.26
61080 · Trailer	0.00	50.00	-50.00
Total 61000 · Equipment & Supplies	17,853.06	19,100.00	-1,246.94
61100 · Event Expenses			
61110 · AV/Technology	1,532.68	6,750.00	-5,217.32
61120 · Catering/Food	61,630.42	111,000.00	-49,369.58
61130 · Event Supplies	41.51	1,100.00	-1,058.49
61140 · Hospitality	309.49	1,000.00	-690.51
61150 · Instructors	71,870.91	80,369.00	-8,498.09
61160 · Location Fees	3,359.00	13,500.00	-10,141.00
61170 · Lodging	11,518.87	19,000.00	-7,481.13
61175 · Merchandise	4,242.38	5,500.00	-1,257.62
61180 · Give Aways	3,812.57	4,000.00	-187.43
61185 · Printing	32.52	200.00	-167.48
61190 · Travel	2,571.13	1,000.00	1,571.13
61195 · Vendor Show	1,000.00	4,350.00	-3,350.00
61100 · Event Expenses - Other	0.00	200.00	-200.00
Total 61100 · Event Expenses	161,921.48	247,969.00	-86,047.52
61200 · Insurance	13,235.29	13,500.00	-264.71
61300 · Lobbying/Advocacy			
61320 · Consulting Services	33,247.40	45,283.00	-12,035.60
61330 · Expenses	3,310.45	6,000.00	-2,689.55
61340 · PAC Contributions to Campaigns	550.00	3,000.00	-2,450.00
Total 61300 · Lobbying/Advocacy	37,107.85	54,283.00	-17,175.15
61500 · Memorial Expense	385.01	2,000.00	-1,614.99
61600 · Miscellaneous Expenses			
61610 · Event Management	68,360.00	40,000.00	28,360.00
61600 · Miscellaneous Expenses - Other	388.69	500.00	-111.31
Total 61600 · Miscellaneous Expenses	68,748.69	40,500.00	28,248.69
61800 · Payroll Expenses	1,725.01	1,900.00	-174.99
61900 · Payroll Taxes			
61910 · FUTA	210.00	300.00	-90.00
61920 · Labor & Industries	753.12	1,300.00	-546.88
61930 · Medicare	2,422.50	2,800.00	-377.50
61940 · Social Security	10,357.61	12,000.00	-1,642.39
61950 · State Unemployment	576.09	600.00	-23.91
Total 61900 · Payroll Taxes	14,319.32	17,000.00	-2,680.68
62000 · Postage/Mailing			
62010 · UPS	0.00	100.00	-100.00
Total 62000 · Postage/Mailing	0.00	100.00	-100.00

Washington Fire Chiefs
Profit & Loss Budget vs. Actual
October 2018 through June 2019

	<u>Oct '18 - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
62100 · President Expense	0.00	1,000.00	-1,000.00
62300 · Professional Services			
62310 · Accounting	1,312.50	2,200.00	-887.50
62340 · Legal	150.00	750.00	-600.00
62350 · Tax	1,100.00	1,100.00	0.00
62360 · Website	2,851.20	7,000.00	-4,148.80
Total 62300 · Professional Services	<u>5,413.70</u>	<u>11,050.00</u>	<u>-5,636.30</u>
62500 · Staff Expense			
62510 · Executive Director Expense	5,977.03	3,000.00	2,977.03
62520 · Employee Education	0.00	750.00	-750.00
62530 · Travel	33.48	500.00	-466.52
62500 · Staff Expense - Other	297.00	500.00	-203.00
Total 62500 · Staff Expense	<u>6,307.51</u>	<u>4,750.00</u>	<u>1,557.51</u>
62600 · Taxes			
62620 · Property Taxes	2,759.20	5,000.00	-2,240.80
Total 62600 · Taxes	<u>2,759.20</u>	<u>5,000.00</u>	<u>-2,240.80</u>
62700 · Technology	3,687.45	9,000.00	-5,312.55
62800 · Wages			
62830 · General Support	23,519.63	31,200.00	-7,680.37
62840 · Financial Support	23,790.02	31,200.00	-7,409.98
62850 · Office Manager	45,714.22	61,025.79	-15,311.57
62860 · Executive Director	74,035.83	79,393.60	-5,357.77
Total 62800 · Wages	<u>167,059.70</u>	<u>202,819.39</u>	<u>-35,759.69</u>
Total Expense	<u>584,210.30</u>	<u>767,447.66</u>	<u>-183,237.36</u>
Net Ordinary Income	<u>131,095.08</u>	<u>28,084.78</u>	<u>103,010.30</u>
Net Income	<u><u>131,095.08</u></u>	<u><u>28,084.78</u></u>	<u><u>103,010.30</u></u>

Washington Fire Chiefs
Profit & Loss Budget vs. Actual
 October 2018 through June 2019

	% of Budget
Ordinary Income/Expense	
Income	
40000 · Advertising	
40050 · Website	20.0%
Total 40000 · Advertising	20.0%
40100 · Association Services	
40110 · Printing	172.22%
40120 · ID Cards	103.85%
Total 40100 · Association Services	138.04%
40200 · Event Income	
40210 · Conference Scholarship	112.03%
40220 · Attendee	83.79%
40230 · Merchandise Sales	58.05%
40240 · Sponsorships	122.62%
40250 · Vendor/Exhibitor	97.5%
40260 · Car Show	
40200 · Event Income - Other	
Total 40200 · Event Income	89.23%
40300 · Fellowship Dues	
40320 · Associate	89.4%
40330 · Department	104.05%
40340 · Affiliate	142.86%
40350 · Section Dues	75.0%
Total 40300 · Fellowship Dues	99.99%
40400 · Grants	
40410 · SHIP Grant	
Total 40400 · Grants	
40500 · Management Fees	
40505 · FRWC	50.0%
40510 · Event Management	117.94%
40520 · KCFCA	33.33%
40530 · WSFFA	61.79%
40540 · Sections	86.69%
40550 · Sections Website	75.0%
40560 · WSAFM	56.85%
40570 · CAMP Program	2.82%
Total 40500 · Management Fees	76.62%
40600 · Miscellaneous	
40630 · Memorial	33.67%
40640 · PAC Contribution	191.2%
40650 · Section Incentives	0.0%
40600 · Miscellaneous - Other	101.74%
Total 40600 · Miscellaneous	68.07%
40700 · Products & Services	

**Washington Fire Chiefs
Profit & Loss Budget vs. Actual
October 2018 through June 2019**

	<u>% of Budget</u>
40720 · EVIP	21.4%
40730 · GPO	<u>90.22%</u>
Total 40700 · Products & Services	65.19%
41100 · Interest Income	
Total Income	<u>89.92%</u>
Gross Profit	89.92%
Expense	
60100 · Admin Management	
60120 · Section Dues	75.0%
60100 · Admin Management - Other	<u>88.2%</u>
Total 60100 · Admin Management	83.62%
60200 · Association Expense	
60210 · Strategic Plan	13.9%
60220 · Licenses & Fees	<u>0.0%</u>
Total 60200 · Association Expense	13.59%
60300 · Awards/Recognition/Gifts	44.48%
60400 · Bank Fees	
60410 · Bank Service Fees	65.41%
60420 · Credit Card Processing	<u>92.73%</u>
Total 60400 · Bank Fees	91.52%
60500 · Board Expense	
60510 · Board Meetings	39.06%
60520 · Profesional Developement	13.07%
60500 · Board Expense - Other	<u>0.0%</u>
Total 60500 · Board Expense	25.0%
60600 · Building & Occupancy	
60640 · Telephone	101.05%
60650 · Utilities, Bldg Mntc & Repairs	42.57%
60600 · Building & Occupancy - Other	<u>0.0%</u>
Total 60600 · Building & Occupancy	60.85%
60720 · Committee Expense	
60740 · Legislative Committee	100.47%
60720 · Committee Expense - Other	<u>8.13%</u>
Total 60720 · Committee Expense	94.02%
60800 · Dues & Subscriptions	106.44%
60900 · Employee Benefits	
60910 · HSA Account	50.0%
60930 · Dental Insurance	53.38%
60940 · Incentives	101.43%
60960 · Medical Insurance	61.8%
60970 · Retirement	86.04%
60900 · Employee Benefits - Other	<u>0.0%</u>
Total 60900 · Employee Benefits	49.36%
61000 · Equipment & Supplies	

Washington Fire Chiefs
Profit & Loss Budget vs. Actual
October 2018 through June 2019

	<u>% of Budget</u>
61010 · Computer	0.0%
61020 · Copier Lease	90.94%
61030 · Maintenance & Repair	0.0%
61060 · Office Supplies	112.48%
61070 · Postage Machine Lease	95.17%
61080 · Trailer	<u>0.0%</u>
Total 61000 · Equipment & Supplies	93.47%
61100 · Event Expenses	
61110 · AV/Technology	22.71%
61120 · Catering/Food	55.52%
61130 · Event Supplies	3.77%
61140 · Hospitality	30.95%
61150 · Instructors	89.43%
61160 · Location Fees	24.88%
61170 · Lodging	60.63%
61175 · Merchandise	77.13%
61180 · Give Aways	95.31%
61185 · Printing	16.26%
61190 · Travel	257.11%
61195 · Vendor Show	22.99%
61100 · Event Expenses - Other	<u>0.0%</u>
Total 61100 · Event Expenses	65.3%
61200 · Insurance	98.04%
61300 · Lobbying/Advocacy	
61320 · Consulting Services	73.42%
61330 · Expenses	55.17%
61340 · PAC Contributions to Campaigns	<u>18.33%</u>
Total 61300 · Lobbying/Advocacy	68.36%
61500 · Memorial Expense	19.25%
61600 · Miscellaneous Expenses	
61610 · Event Management	170.9%
61600 · Miscellaneous Expenses - Other	<u>77.74%</u>
Total 61600 · Miscellaneous Expenses	169.75%
61800 · Payroll Expenses	90.79%
61900 · Payroll Taxes	
61910 · FUTA	70.0%
61920 · Labor & Industries	57.93%
61930 · Medicare	86.52%
61940 · Social Security	86.31%
61950 · State Unemployment	<u>96.02%</u>
Total 61900 · Payroll Taxes	84.23%
62000 · Postage/Mailing	
62010 · UPS	<u>0.0%</u>
Total 62000 · Postage/Mailing	0.0%

Washington Fire Chiefs
Profit & Loss Budget vs. Actual
October 2018 through June 2019

	<u>% of Budget</u>
62100 · President Expense	0.0%
62300 · Professional Services	
62310 · Accounting	59.66%
62340 · Legal	20.0%
62350 · Tax	100.0%
62360 · Website	<u>40.73%</u>
Total 62300 · Professional Services	48.99%
62500 · Staff Expense	
62510 · Executive Director Expense	199.23%
62520 · Employee Education	0.0%
62530 · Travel	6.7%
62500 · Staff Expense - Other	<u>59.4%</u>
Total 62500 · Staff Expense	132.79%
62600 · Taxes	
62620 · Property Taxes	<u>55.18%</u>
Total 62600 · Taxes	55.18%
62700 · Technology	40.97%
62800 · Wages	
62830 · General Support	75.38%
62840 · Financial Support	76.25%
62850 · Office Manager	74.91%
62860 · Executive Director	<u>93.25%</u>
Total 62800 · Wages	<u>82.37%</u>
Total Expense	<u>76.12%</u>
Net Ordinary Income	<u>466.78%</u>
Net Income	<u><u>466.78%</u></u>

WFC 2019-2020 Proposed Budget Report
October 1, 2019 - September 30, 2020

40210, Conference Scholarship – With the FAS moved from Spring to Fall, and the late September revenue coming in for the Fire Mechanics, we currently show a minimal amount in this line item, but will process an amendment after these two conferences to show the actual scholarship monies raised as available revenue in the next budget cycle.

40220, Attendee Revenue – We have adjusted this amount from the 2018-19 budget, due to the fact we are not hosting Legislative Day. This does include anticipated revenue from the WFC Conference and two Leadership Seminars, No Secrets and section events

40510, Event Management – Due to processing the WSFFA as well as a small amount of Stevens County revenue, on their behalf, we show a much large amount of income on this line that is offset by an expense in line 40510, Event Management.

40580, Camp Program – This is a new program being offered by the WFC, and we believe we will start to see significant income start in next fiscal year.

40630, Memorial – The memorial funds are now managed by the WSFFF.

40650, Section Incentives – Currently no sections have hosted an event with a large enough profit to qualify for this program. There is a good chance that the Fire Mechanics will qualify once their conference is complete, and we will amend the budget at that time to reflect the incentive amount earned for the section.

40600, Miscellaneous – Other – There are a number of expenses each year that are rare occurrences and may not have an appropriate home someplace else in our budget. We try to plan for a small amount in this category, as it's a common occurrence. We have moved the significant revenue from CFSI to its own line item 40665 for 2019.

60100, Admin Management, Other – This line item accounts for the Admin Management expense the sections incur. It is offset by the income to the WFC in line 40540.

61500, Memorial – The memorial funds are now managed by the WSFFF.

60740, Legislative Committee – We had previously seen a significant expense in this line item due to the inclusion of the CFSI table expense. We have now moved that to its own line, 60745 item to better track the income and expense for this yearly event.

60900, Employee Benefits – We will see a slight adjustment this year due to Stevie reaching her 1 year anniversary in March and beginning to receive benefits, we see this impact in lines 60910, 60930, 60960, and 60970.

61120, Catering/Food – We have adjusted this amount from the 2018-19 budget, due to the fact we are not hosting Legislative Day. This does include anticipated expenses from the WFC Conference and two Leadership Seminars, No Secrets and section events.

61160, Location Fees – We have adjusted this amount due to the significant savings on the venue in Wenatchee and complimentary meeting space for No Secrets.

61200, Insurance – This line includes the small agency AD&D benefit offered to members in WFC Department membership tier 2.

62510, Executive Director Expense – This line item increased to better match previous year spending.

62860, Wages-Other – This line shows the vacation buyout that occurred according to the terms of the Executive Director contract.

62820, 62830, General Support & Financial Support – These lines have been adjusted for COLA to include a 2.6% increase for the Financial Support position starting 10/1/2019 and a 2.6% COLA for the General Support position starting on 3/1/2020.

62850, Office Manager – This line includes a 2.6% COLA.

62860, Executive Director – This line includes a contracted 2% COLA effective January 1, 2020.

**Washington Fire Chiefs
2019-2020 Proposed Budget**

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	2018-2019 Financial Data				2019-2020 Section Budgets						
	10/1/18-8/13/19	Budget	\$ Over Budget	% of Budget	EMS	ADMIN	MECH	TRNG	PUB ED	WFC	TOTAL
Income											
40000 · Advertising											
40050 · Website	125.00	500.00	-375.00	25.0%	0.00	0.00	0.00	0.00	0.00	250.00	250.00
40000 · Advertising - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 40000 · Advertising	125.00	500.00	-375.00	25.0%	0.00	0.00	0.00	0.00	0.00	250.00	250.00
40100 · Association Services											
40110 · Printing	861.11	500.00	361.11	172.22%	0.00	0.00	0.00	0.00	0.00	800.00	800.00
40120 · ID Cards	519.25	500.00	19.25	103.85%	0.00	0.00	0.00	0.00	0.00	500.00	500.00
40100 · Association Services - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 40100 · Association Services	1,380.36	1,000.00	380.36	138.04%	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
40200 · Event Income											
40210 · Conference Scholarship	1,164.00	1,039.00	125.00	112.03%	0.00	0.00	125.00	0.00	0.00		125.00
40220 · Attendee	278,283.79	271,000.00	7,283.79	102.69%	0.00	41,225.00	78,000.00	90,000.00	500.00	96,000.00	305,725.00
40230 · Merchandise Sales	3,569.00	6,100.00	-2,531.00	58.51%	0.00	1,000.00	2,500.00	200.00	0.00	1,300.00	5,000.00
40240 · Sponsorships	25,675.80	19,750.00	5,925.80	130.0%	0.00	6,700.00	6,000.00	3,000.00	0.00	10,000.00	25,700.00
40250 · Vendor/Exhibitor	41,305.00	38,750.00	2,555.00	106.59%	0.00	0.00	6,500.00	4,500.00	0.00	30,000.00	41,000.00
40260 · Car Show	235.00	0.00	235.00	100.0%	0.00	0.00	235.00	0.00	0.00	0.00	235.00
40200 · Event Income - Other	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 40200 · Event Income	350,232.59	336,839.00	13,393.59	103.98%	0.00	48,925.00	93,360.00	97,700.00	500.00	137,300.00	377,785.00
40300 · Fellowship Dues											
40310 · Alumni	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40320 · Bugle	44,700.00	50,000.00	-5,300.00	89.4%	0.00	0.00	0.00	0.00	0.00	48,000.00	48,000.00
40330 · Department	234,410.00	225,000.00	9,410.00	104.18%	0.00	0.00	0.00	0.00	0.00	235,000.00	235,000.00
40340 · Affilliate (Invidual Section Membership)	550.00	350.00	200.00	157.14%	0.00	200.00	200.00	0.00	0.00	0.00	400.00
40350 · Section Dues	12,000.00	16,000.00	-4,000.00	75.0%	1,419.00	6,197.00	1,520.00	4,820.00	1,014.00	0.00	14,970.00
40300 · Fellowship Dues - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 40300 · Fellowship Dues	291,660.00	291,350.00	310.00	100.11%	1,419.00	6,397.00	1,720.00	4,820.00	1,014.00	283,000.00	298,370.00
40400 · Grants											
40410 · SHIP Grant	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
40400 · Grants - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 40400 · Grants	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00

**Washington Fire Chiefs
2019-2020 Proposed Budget**

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	2018-2019 Financial Data				2019-2020 Section Budgets						
	10/1/18-8/13/19	Budget	\$ Over Budget	% of Budget	EMS	ADMIN	MECH	TRNG	PUB ED	WFC	TOTAL
40500 · Management Fees											
40505 · FRWC	300.00	600.00	-300.00	50.0%	0.00	0.00	0.00	0.00	0.00	600.00	600.00
40510 · Event Management	47,175.00	40,000.00	7,175.00	117.94%	0.00	0.00	0.00	0.00	0.00	45,000.00	45,000.00
40520 · KCFCA	200.00	600.00	-400.00	33.33%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40530 · WSFFA	22,120.00	35,000.00	-12,880.00	63.2%	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00
40540 · Sections	36,470.28	30,619.20	5,851.08	119.11%	0.00	0.00	0.00	0.00	0.00	37,218.00	37,218.00
40550 · Sections Website	3,000.00	3,000.00	0.00	100.0%	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
40560 · WSAFM	14,550.00	14,600.00	-50.00	99.66%	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
40580 · CAMP Program	423.66	15,000.00	-14,576.34	2.82%	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
40500 · Management Fees - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 40500 · Management Fees	124,238.94	139,419.20	-15,180.26	89.11%	0.00	0.00	0.00	0.00	0.00	145,818.00	145,818.00
40600 · Miscellaneous											
40610 · County Chiefs Insurance - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40620 · Alumni Funds	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40630 · Memorial	505.00	15,000.00	-14,495.00	3.37%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40640 · PAC Contribution	5,736.00	3,000.00	2,736.00	191.2%	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
40650 · Section Incentives	0.00	8,624.24	-8,624.24	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40665 · CFSI										7,000.00	7,000.00
40600 · Miscellaneous - Other	9,230.01	8,000.00	1,230.01	115.38%	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total 40600 · Miscellaneous	15,471.01	34,624.24	-19,153.23	44.68%	0.00	0.00	0.00	0.00	0.00	17,000.00	17,000.00
40700 · Products & Services											
40710 · Book Store	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40720 · EVIP	575.00	2,000.00	-1,425.00	28.75%	0.00	0.00	0.00	0.00	0.00	500.00	500.00
40730 · GPO	3,986.94	3,500.00	486.94	113.91%	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
40700 · Products & Services - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 40700 · Products & Services	4,561.94	5,500.00	-938.06	82.94%	0.00	0.00	0.00	0.00	0.00	4,500.00	4,500.00
Total Income	787,669.84	809,232.44	-21,562.60	97.34%	1,419.00	55,322.00	95,080.00	102,520.00	1,514.00	591,168.00	847,023.00
Expense											
60100 · Admin Management											
60120 · Section Dues	12,000.00	16,000.00	-4,000.00	75.0%	0.00	0.00	0.00	0.00	0.00	16,000.00	16,000.00
60100 · Admin Management - Other	36,470.28	30,095.85	6,374.43	121.18%	220.35	7,034.55	13,308.00	16,428.00	227.10	0.00	37,218.00

Washington Fire Chiefs
2019-2020 Proposed Budget

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	2018-2019 Financial Data				2019-2020 Section Budgets						
	10/1/18-8/13/19	Budget	\$ Over Budget	% of Budget	EMS	ADMIN	MECH	TRNG	PUB ED	WFC	TOTAL
Total 60100 · Admin Management	48,470.28	46,095.85	2,374.43	105.15%	202.35	7,034.55	13,308.00	16,428.00	227.10	16,000.00	53,218.00
60200 · Association Expense											
60210 · Strategic Plan	1,028.26	7,400.00	-6,371.74	13.9%	0.00		0.00	0.00	0.00	0.00	0.00
60220 · Licenses & Fees	60.00	165.00	-105.00	36.36%	0.00	0.00	0.00	0.00	0.00	100.00	100.00
60200 · Association Expense - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 60200 · Association Expense	1,088.26	7,565.00	-6,476.74	14.39%	0.00	0.00	0.00	0.00	0.00	100.00	100.00
60300 · Awards/Recognition/Gifts	945.16	2,125.00	-1,179.84	44.48%	0.00	125.00	1,000.00	200.00	0.00	750.00	2,075.00
60400 · Bank Fees											
60410 · Bank Service Fees	196.24	300.00	-103.76	65.41%	0.00	0.00	0.00	0.00	0.00	200.00	200.00
60420 · Credit Card Processing	6,818.36	6,500.00	318.36	104.9%	0.00	0.00	0.00	0.00	0.00	6,900.00	6,900.00
60400 · Bank Fees - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 60400 · Bank Fees	7,014.60	6,800.00	214.60	103.16%	0.00	0.00	0.00	0.00	0.00	7,100.00	7,100.00
60500 · Board Expense											
60510 · Board Meetings	2,929.15	7,500.00	0.00	39.06%	0.00	750.00	1,000.00	500.00	0.00	3,000.00	5,250.00
60520 · Professional Development	1,126.76	8,624.24			0.00	0.00	0.00	0.00	0.00	0.00	0.00
60500 · Board Expense - Other	0.00		0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 60500 · Board Expense	4,055.91	16,124.24	-12,068.33	25.15%	0.00	750.00	1,000.00	500.00	0.00	3,000.00	5,250.00
60600 · Building & Occupancy											
60640 · Telephone	6,101.39	5,000.00	1,101.39	122.03%	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
60650 · Utilities, Bldg Mntc & Repairs	7,813.40	10,000.00	-2,186.60	78.13%	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
60600 · Building & Occupancy - Other			0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 60600 · Building & Occupancy	13,914.79	15,000.00	-1,085.21	92.77%	0.00	0.00	0.00	0.00	0.00	16,000.00	16,000.00
60720 · Committee Expense											
60740 · Legislative Committee	4,062.35	4,000.00	62.35	101.56%	0.00	0.00	0.00	0.00	0.00	750.00	750.00
60745 · CFSI										7,000.00	7,000.00
60720 · Committee Expense - Other	24.40	300.00	-275.60	8.13%	0.00	0.00	0.00	0.00	0.00	300.00	300.00
Total 60720 · Committee Expense	4,086.75	4,300.00	-213.25	95.04%	0.00	0.00	0.00	0.00	0.00	8,050.00	8,050.00
60800 · Dues & Subscriptions	504.00	450.00	54.00	112.0%	0.00	0.00	0.00	0.00	0.00	500.00	500.00
60900 · Employee Benefits											
60910 · HSA Account	2,750.00	4,500.00	-1,750.00	61.11%	0.00	0.00	0.00	0.00	0.00	4,125.00	4,125.00
60930 · Dental Insurance	1,281.60	2,200.00	-918.40	58.26%	0.00	0.00	0.00	0.00	0.00	2,160.00	2,160.00

Washington Fire Chiefs
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	2018-2019 Financial Data				2019-2020 Section Budgets						
	10/1/18-8/13/19	Budget	\$ Over Budget	% of Budget	EMS	ADMIN	MECH	TRNG	PUB ED	WFC	TOTAL
60940 · Incentives	1,775.00	1,750.00	25.00	101.43%	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
60950 · Life Insurance		0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60960 · Medical Insurance	9,637.41	14,400.00	-4,762.59	66.93%	0.00	0.00	0.00	0.00	0.00	9,250.00	9,250.00
60970 · Retirement	5,904.32	5,766.18	138.14	102.4%	0.00	0.00	0.00	0.00	0.00	7,343.04	7,343.04
60900 · Employee Benefits - Other	10,000.00	10,000.00	0.00	100.0%	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Total 60900 · Employee Benefits	31,348.33	38,616.18	-7,267.85	81.18%	0.00	0.00	0.00	0.00	0.00	34,878.04	34,878.04
61000 · Equipment & Supplies											
61010 · Computer	0.00	500.00	-500.00	0.0%	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
61020 · Copier Lease	8,932.48	9,000.00	-67.52	99.25%	0.00	0.00	0.00	0.00	0.00	9,500.00	9,500.00
61030 · Maintenance & Repair	0.00	300.00	-300.00	0.0%	0.00	0.00	0.00	0.00	0.00	300.00	300.00
61040 · Office Equipment	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61050 · Office Furniture	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61060 · Office Supplies	5,724.77	5,000.00	724.77	114.5%	0.00	0.00	0.00	0.00	0.00	6,500.00	6,500.00
61070 · Postage Machine Lease	4,644.74	4,250.00	394.74	109.29%	0.00	0.00	500.00	500.00	0.00	5,000.00	6,000.00
61080 · Trailer	0.00	50.00	-50.00	0.0%	0.00	0.00	50.00	0.00	0.00	0.00	50.00
61000 · Equipment & Supplies - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 61000 · Equipment & Supplies	19,301.99	19,100.00	201.99	101.06%	0.00	0.00	550.00	500.00	0.00	24,300.00	25,350.00
61100 · Event Expenses											
61110 · AV/Technology	1,532.68	6,750.00	-5,217.32	22.71%	0.00	0.00	1,750.00	1,750.00	0.00	1,500.00	5,000.00
61120 · Catering/Food	92,047.54	111,000.00	-18,952.46	82.93%	0.00	37,683.69	35,000.00	32,000.00	150.00	44,000.00	148,833.69
61130 · Event Supplies	718.45	1,100.00	-381.55	65.31%	0.00	300.00	500.00	250.00	0.00	150.00	1,200.00
61140 · Hospitality	309.49	1,000.00	-690.51	30.95%	0.00	0.00	0.00	500.00	0.00	500.00	1,000.00
61150 · Instructors	75,207.40	80,369.00	-5,161.60	93.58%	0.00	6,000.00	30,000.00	30,000.00	200.00	16,000.00	82,200.00
61160 · Location Fees	15,757.74	13,500.00	2,257.74	116.72%	0.00	0.00	2,750.00	2,750.00	0.00	3,000.00	8,500.00
61170 · Lodging	11,518.87	19,000.00	-7,481.13	60.63%	0.00	375.00	3,000.00	8,000.00	0.00	4,000.00	15,375.00
61175 · Merchandise	5,189.37	5,500.00	-310.63	94.35%	0.00	1,500.00	1,500.00	1,000.00	0.00	1,500.00	5,500.00
61180 · Give Aways	3,812.57	4,000.00	-187.43	95.31%	0.00	300.00	1,000.00	2,500.00	0.00	1,000.00	4,800.00
61185 · Printing	32.52	200.00	-167.48	16.26%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61190 · Travel	2,571.13	1,000.00	1,571.13	257.11%	0.00	150.00	500.00	500.00	0.00	1,500.00	2,650.00
61195 · Vendor Show	4,910.00	4,350.00	560.00	112.87%	0.00	0.00	0.00	350.00	0.00	4,000.00	4,350.00
61100 · Event Expenses - Other		200.00	-200.00	0.0%	0.00	0.00	0.00	0.00	0.00	200.00	200.00

**Washington Fire Chiefs
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	2018-2019 Financial Data				2019-2020 Section Budgets						
	10/1/18-8/13/19	Budget	\$ Over Budget	% of Budget	EMS	ADMIN	MECH	TRNG	PUB ED	WFC	TOTAL
Total 61100 · Event Expenses	213,607.76	247,969.00	-34,361.24	86.14%	0.00	46,308.69	76,000.00	79,600.00	350.00	77,350.00	279,608.69
61200 · Insurance	13,235.29	13,500.00	-264.71	98.04%	0.00	0.00	0.00	0.00	0.00	13,235.29	13,235.29
61300 · Lobbying/Advocacy											
61320 · Consulting Services	40,964.60	45,283.00	-4,318.40	90.46%	0.00	0.00	0.00	0.00	0.00	46,460.36	46,460.36
61330 · Expenses	3,574.94	6,000.00	-2,425.06	59.58%	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
61340 · PAC Contributions to Campaigns	550.00	3,000.00	-2,450.00	18.33%	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
61300 · Lobbying/Advocacy - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 61300 · Lobbying/Advocacy	45,089.54	54,283.00	-9,193.46	83.06%	0.00	0.00	0.00	0.00	0.00	56,460.36	56,460.36
61500 · Memorial Expense	385.01	2,000.00	-1,614.99	19.25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61600 · Miscellaneous Expenses											
61610 · Event Management	69,915.00	40,000.00	29,915.00	174.79%	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00
61660 · SHIP Grant	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61600 · Miscellaneous Expenses - Other	388.69	500.00	-111.31	77.74%	0.00	0.00	0.00	0.00	0.00	400.00	400.00
Total 61600 · Miscellaneous Expenses	70,303.69	40,500.00	29,803.69	173.59%	0.00	0.00	0.00	0.00	0.00	65,400.00	65,400.00
61800 · Payroll Expenses	1,929.97	1,900.00	29.97	101.58%	0.00	0.00	0.00	0.00	0.00	1,900.00	1,900.00
61910 · FUTA	210.00	300.00	-90.00	70.0%	0.00	0.00	0.00	0.00	0.00	300.00	300.00
61920 · Labor & Industries	837.64	1,300.00	-462.36	64.43%	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
61930 · Medicare	2,678.42	2,800.00	-121.58	95.66%	0.00	0.00	0.00	0.00	0.00	2,800.00	2,800.00
61940 · Social Security	11,451.79	12,000.00	-548.21	95.43%	0.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00
61950 · State Unemployment	647.53	600.00	47.53	107.92%	0.00	0.00	0.00	0.00	0.00	700.00	700.00
61900 · Payroll Taxes - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 61900 · Payroll Taxes	15,825.38	17,000.00	-1,174.62	93.09%	0.00	0.00	0.00	0.00	0.00	19,000.00	19,000.00
62000 · Postage/Mailing	0.00	100.00									
62010 · UPS			0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62000 · Postage/Mailing - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 62000 · Postage/Mailing	0.00	100.00	-100.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62100 · President Expense	0.00	1,000.00	-1,000.00	0.0%	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
62200 · Printing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62300 · Professional Services											
62310 · Accounting	1,642.50	2,200.00	-557.50	74.66%	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
62340 · Legal	150.00	750.00	-600.00	20.0%	0.00	0.00	0.00	0.00	0.00	500.00	500.00

Washington Fire Chiefs
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	2018-2019 Financial Data				2019-2020 Section Budgets						
	10/1/18-8/13/19	Budget	\$ Over Budget	% of Budget	EMS	ADMIN	MECH	TRNG	PUB ED	WFC	TOTAL
62350 · Tax	1,100.00	1,100.00	0.00	100.0%	0.00	0.00	0.00	0.00	0.00	1,100.00	1,100.00
62360 · Website	3,745.31	7,000.00	-3,254.69	53.5%	600.00	600.00	600.00	600.00	600.00	7,000.00	10,000.00
62300 · Professional Services - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 62300 · Professional Services	6,637.81	11,050.00	-4,412.19	60.07%	600.00	600.00	600.00	600.00	600.00	13,100.00	13,600.00
62400 · Section Marketing	0.00	0.00	0.00	0.0%	0.00		0.00	0.00	0.00	0.00	0.00
62500 · Staff Expense											
62510 · Executive Director Expense	6,462.44	3,000.00	3,462.44	215.42%	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
62520 · Employee Education	0.00	750.00	-750.00	0.0%	0.00	0.00	0.00	0.00	0.00	750.00	750.00
62530 · Travel	33.48	500.00	-466.52	6.7%	0.00	0.00	0.00	0.00	0.00	500.00	500.00
62500 · Staff Expense - Other	297.00	500.00	-203.00	59.4%	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Total 62500 · Staff Expense	6,792.92	4,750.00	2,042.92	143.01%	0.00	0.00	0.00	0.00	0.00	6,750.00	6,750.00
62600 · Taxes											
62610 · Business Taxes	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62620 · Property Taxes	2,759.20	5,000.00	-2,240.80	55.18%	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
62600 · Taxes - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 62600 · Taxes	2,759.20	5,000.00	-2,240.80	55.18%	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
62700 · Technology	4,015.16	9,000.00	-4,984.84	44.61%	0.00	0.00	0.00	0.00	0.00	8,000.00	8,000.00
62800 · Wages											
62830 · General Support	25,859.73	31,200.00	-5,340.27	82.88%	0.00	0.00	0.00	0.00	0.00	28,626.00	28,626.00
62840 · Financial Support	26,563.36	31,200.00	-4,636.64	85.14%	0.00	0.00	0.00	0.00	0.00	34,145.28	34,145.28
62850 · Office Manager	50,799.70	61,025.79	-10,226.09	83.24%	0.00	0.00	0.00	0.00	0.00	62,612.46	62,612.46
62860 · Executive Director	64,285.32	79,393.60	-15,108.28	80.97%	0.00	0.00	0.00	0.00	0.00	80,584.45	80,584.45
62800 · Wages - Other	7,199.97	0.00	7,199.97	100.0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 62800 · Wages	174,708.08	202,819.39	-28,111.31	86.14%	0.00	0.00	0.00	0.00	0.00	205,968.19	205,968.19
Total Expense	686,019.88	767,047.66	-81,027.78	89.44%	802.35	54,818.24	92,458.00	97,828.00	1,177.10	581,941.88	826,543.57
Total Revenue	787,669.84	809,232.44	-21,562.60	0.97	1,419.00	55,322.00	95,080.00	102,520.00	1,514.00	591,168.00	847,023.00
Transfer to Reserves	101,649.96	42,184.78			616.65	503.76	2,622.00	4,692.00	336.90	9,226.12	20,479.43

**Washington Fire Chiefs
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	2018-2019 Financial Data				2019-2020 Section Bugets						
	10/1/18-8/13/19	Budget	\$ Over Budget	% of Budget	EMS	ADMIN	MECH	TRNG	PUB ED	WFC	TOTAL

WFC ACCOUNT BALANCES AS OF AUGUST 1	2019	2018	2017	2016	2015
WFC Checking	\$75,321.81	\$48,281.71	\$24,632.53	\$50,637.71	\$29,829.10
WFC Savings	\$50,457.67	\$60,452.04	\$34,440.51	\$58,226.52	\$73,204.07
PAC	\$5,635.90	\$169.90	\$2,865.90	\$889.90	\$1,637.90
Total	\$131,415.38	\$108,903.65	\$61,938.94	\$112,176.82	\$107,163.99



**Washington State Emergency
Meeting Minutes**

Response Commission Meeting

Tuesday, April 30, 2019
10:00 AM – 12:00 pm
Icicle Village Resort, Leavenworth, WA

MEMBERS PRESENT

Chief Mike Harris, SERC Co-Chair
Rob Dengel, Department of Ecology, Primary
Sue Vezeau, Military Department, Primary
Alysha Kaplan, Military Department, Alternate
John Geppert, Department of Labor and Industries, Primary
Darren James, Department of Labor and Industries, Alternate
Gregory McKnight, Department of Health, Alternate
Chandra Fox, Local Emergency Manager, Primary
Sean Davis, Local Emergency Planning Committee-Eastside, Primary
Sandi Duffey, Local Emergency Planning Committee-Eastside, Alternate
Willie Barrington, Local Emergency Planning Committee-Westside, Alternate
Joe Root, Local Emergency Planning Committee-Westside, 2nd Alternate

MEMBERS PRESENT BY CONFERENCE PHONE

Melissa Gannie, Washington State Patrol, Primary
John Himmel, Department of Transportation, Primary

MEMBERS NOT IN ATTENDANCE

Chief William (Bill) Whealan, SERC Co-Chair
Kim Zabel, Department of Health, Primary
J.M. Havner, Local Emergency Planning Committee-Westside, Primary
Mike Southards, Transportation Industry, Primary

GUESTS PRESENT

Jennifer Rosenberger, King County
JoAnn Boggs, Pend Oreille County
Tom Ling, Kalispel Tribal Public Safety
Horace Ward, Yakima Valley Emergency Management
Tony Miller, Yakima County
Doug ten Hoopen, Skagit County
Cindy Stanley, CRESA
Jamye Wisecup, Clallam County
Lee Shipman, Shoalwater Bay Tribe
Kevin Litteral, Clark County LEPC
Jeff DiDonato, Puget Sound Regional Fire Authority
Jay Weise, Adams County
John Crooks, Jefferson County
Anne Chastain, Clallam County
Dennis Benn, Grays Harbor County LEPC
Daryl Brown, Grays Harbor County LEPC

Eli Elisondo, Benton County LEPC
Barnaby Dow, King County
John Hirsch, Garfield County
Chuck Wallace, Cascadia Rising Early Warning
Jon Uran, 10th CST/WARNG
Luis Torres, 10th Homeland Response Force (HRF)
Matthew Lieuallen, Ecology and Environmental, Inc.

SUPPORT STAFF PRESENT

Susan Forsythe, State Emergency Management Division
Scott Lancaster, State Fire Marshal's Office
Kim Mask, State Emergency Management Division
Diane Fowler, Department of Ecology
Pete Hartmann, State Emergency Management Division
Patrick Wicklund, State Emergency Management Division
Tirzah Kincheloe, State Emergency Management Division (by Conference Bridge)

CALL TO ORDER and INTRODUCTIONS

Chief Harris, co-chair of the SERC, called the meeting to order at 10:08 AM by welcoming everyone and facilitating introductions.

REVIEW AND APPROVAL OF SEPTEMBER 17, 2018 MEETING MINUTES

Correction to February 6th Minutes: Remove "minor" about EPCRA Amendment about water systems. Chandra Fox motioned for the February 6th minutes with change. Greg McKnight seconded the motion. The motion stands to approve the minutes (with change) as written.

WORKGROUPS AND STANDING REPORTS

Training Coordination (Hazmat Training) – Scott Lancaster

The training has increased by 54 courses and expected to be completed by September 2019. This is up by 8-10 courses more than last year. To date, approximately 450 responders have been trained. WSP is looking to do Ammonia training for rural counties.

There was a decline in those attending the HazMat Conference training this year with 56 attendees. There will most likely be change in location next year due to reduction in funding, compared to past years.

EPCRA Compliance and Outreach – Diane Fowler

To date, approximately 4,700 businesses are accounted for submitting EPCRA Tier Two reports or an exemption. About 300 businesses are still outstanding with reports not received by Department of Ecology.

SERC Budget/HMEP Grant Update – Tirzah Kincheloe

TJ Rajcevich is no longer the Preparedness Grants Section Manager. He accepted the position of the Deputy Finance Director of the Military Department.

A vote was presented to the SERC for input to excess funds. Tirzah shared a couple of options to spend both the HMEP grant and SERC budget down. Recommendations is to use the funds for purchasing publications for LEPCs (cost exploration and funding availability added to "Action Tracker") to hand out to public or send representatives to Hazmat Continuing Challenge Conference in Sacramento, CA, September 24-27, 2019. The cost covered would be air transportation, lodging and registration. If there is interest to attend, send email to Kim Mask.

LEPC applications will be reviewed May 2 by selected group. More exact information on budget can be found online at the Military Department's website under SERC or [here](#).

Alysha Kaplan proposed Option 2, Chandra Fox seconded. The SERC approved the proposal.

LEPC Planning Status – Susan Forsythe

Pend Oreille County and City of Seattle have completed and submitted their plans to the SERC. They are currently being reviewed. There is a total of 21 plans that have been submitted. Most of the plans are still being reviewed at the local level.

LEPC Conference Update – Susan Forsythe

This year's conference had 100 attendees. This is a big increase from last year. There was no LEPC that was turned away due to meeting the maximum attendance for the conference.

OLD BUSINESS

CBRNE Study Update – Susan Forsythe

Ecology and Environmental, Inc. did a presentation of the progression of the study. They will attempt to meet with LEPCs during over the next couple of days during the conference.

Roles and Responsibilities and Strategic Planning for SERC – Chief Harris

This may have to move to the next fiscal year due to quickly approaching end of year and going into summer/fire season does not work well for members.

PRESENTATION

Introduction to EPCRA – Chandra Fox

Chandra Fox gave a brief presentation to explain EPCRA to the SERC. Her presentation can be viewed online [here](#).

NEW BUSINESS

House Bill 1169 Analysis – Rob Dengel and Scott Lancaster

This bill would make responsible party's insurance liable for costs associated with a hazmat incident. This was sponsored by the fire agencies trying to recover some of their funding. It has been before the legislature previously but did not pass. It would cover special-purpose districts and local fire districts.

Message to LEPCs concerning Water Infrastructure Act – Greg McKnight and Rob Dengel

Article 23 of the Act enacted an amendment to EPCRA with no implementation period. This effects community water systems at the LEPC level. Department of Health and Ecology are the primary state agencies. Some redundancies have been identified. Ecology and Health will work together to outline who will be LEPC contacts and local health districts. There would be a tiered approach of notification based on the size of the water system. Cindy Stanley asked for recommendations on what needs to be included in LEPC plans. This was added to the "Action Tracker".

Chandra Fox proposed the SERC draft a message to LEPCs as soon as possible to send out.

Follow-up on Hazardous Materials Roundtable Meeting – Scott Lancaster

Scott attended a roundtable seminar in Washington D.C. He shared the information presented with the SERC. The presentation material can be found online or by clicking [here](#).

GOOD OF THE ORDER

Future Agenda Items

- Strategic Planning at the meeting in September, during WSEMA.
- Response to Hooper Train Derailment
- Water Supply Forum (following Cascadia)

- Ecology update on spills which have happened across the state.
- CBRNE Study update, after project is completed.
- House Bill 1169 update from Fire Chiefs Association, to include their response.

CLOSING REMARKS

Final remarks by Chief Harris included announcing the legislative budget approval of continuing the EMD LEPC Regional planners through the end of the next biennium.

NEXT MEETING

September 16, 2019	In conjunction with 2019 WSEMA Conference	TBD
November 6, 2019	Camp Murray	10:00 AM – 12:00 PM

ADJOURN

Meeting was adjourned at 12:00 PM.

DRAFT

Kathleen Harmon

From: Kathleen Harmon
Sent: Wednesday, September 4, 2019 3:18 PM
To: 'wfc'
Cc: Michele Spackman
Subject: Fire Facilities Meeting - September 25, 11am-12:30pm

Fire Facilities Committee Members,

The next Fire Facilities Committee Meeting will be hosted at South King Fire & Rescue, Station 67 (2238 S 223rd St., Des Moines, WA 98198), 11:00am-12:30pm on September 25th.

More information will be sent out closer to the meeting date. In the meantime, if you have any questions, please don't hesitate to reach out Michele Spackman or the WFC Office.

Thank you all for being a part of this committee!

Kathleen Harmon

Association Office Manager

Washington Fire Chiefs

Phone: 360.352.0161

Fax: 360.586.5868

Kathleen@washingtonfirechiefs.org





September 2019

Region 1

No significant issues to report.

State Building Code Council

- The next SBCC public hearing is scheduled Spokane on September 13th. The issue of residential fire sprinklers in Townhomes will be discussed. An additional meeting is scheduled for Olympia on September 27th.
- On July 29th, I attended the House Local Government meeting pertaining to Food Truck Safety. The Food Truck Industry is attempting to standardize the permitting process for food trucks and fire permits. The current proposal is problematic due to a number of issues including:
 - Lack of language allowing for permit revocation capabilities.
 - Single Permit does not allow for local control.
 - Compensation of \$25 fire permit fee is not acceptable and not based on actuals.
- The fire service interest that need to be addressed include:
 - Liability
 - Local control/ autonomy
 - Full reimbursement for costs of local inspections.

A future work session was proposed at the meeting to address concerns.

WSAFM

On August 1st, I participated in a meeting with WFC staff and WSAFM leadership to discuss WSAFM membership challenges. The intent of WSAFM is to recruit and retain membership and educate on the value of the WSAFM association. The meeting was very productive and new ideas of improving membership were explored.

Washington Fire Service Coalition

I will be co-presenting the Fire Service Coalition presentation at the annual Fire Prevention Institute (FPI) conference hosted by WSAFM in October.

Submitted by:

Hank Teran
Position #1
hteran@bifd.org
(206) 818-3920



Lonnie Rash
September 4, 2019
Region 4

The following activity report covers the months: July-August, 2019.

Appointed to fill the vacancy created when Chief Bryan Collins resigned. Appointed during the July WFC Board meeting.

MEETINGS

1. No represented County Fire Chiefs meetings were held during the month of August. I have made contact with most of the represented counties and have scheduled to attend their next scheduled meeting(s).
2. Attended two meetings in Tukwila (August 20 and September 4) representing the Washington Fire Chiefs Association and Eastern Washington. The meetings were to “kick off” the Labor and Industries “Firefighter Safety Initiative”. This initiative outlined in Senate Bill 5175 is to outline best practices to improve safety and health outcomes for firefighters.

ACTIVITIES

Wildland season has been minimal in the region. Several of the represented counties have committed to Incident Management Teams and have been working Type 3 and 2 incidents.

INTERESTS & CONCERNS

In Consultation with Chief Collins, there were no identified issues or concerns at this time to share.



Aaron Markham
August 27, 2019
Region 3

The following activity report covers the months July and August, 2019.

MEETINGS

July 3, 2019 attended YCFD #11 Fire Commissioner's meeting
July 18, 2019 attended Yakima County Fire Chief's Assoc. meeting
July 30, 2019 attended Central Washington PSAP meeting (Ellensburg)

August 15, 2019 attended Yakima County Fire Chief's Assoc. meeting
August 19, 2019 attended YCFD#11 Fire Commissioner's meeting

ACTIVITIES

Several agencies in Yakima County have been working together to improve the ambulance delivery system in our area. We are working to develop RFP language for a sole source ambulance provider to provide ALS transport services for all 911 EMS calls in trauma zone 1.

INTERESTS & CONCERNS

Several PSAPs (Public Safety Answering Points) in Eastern Washington are being impacted by a lack of staffing. Three out four attending agencies are well below staffing and one near critical levels. During the Central Washington PSAP meeting there was a lot of discussion on making improvements to hiring processes to the sharing of radio systems and the transferring of calls.



WASHINGTON FIRE CHIEFS (WFC) BOARD POLICY ***WFC Board Member Roles & Responsibilities***

Purpose: The purpose of this policy is to outline expectations and responsibilities of WFC Board members, and the desired outcomes sought from these actions. It is recognized that the WFC is a member association and that most of the work performed by Board members is voluntary in nature. It is also recognized that the success of the WFC rests with positive, proactive actions from WFC staff and the WFC leadership. The three main services that the WFC provides its members are legislative action, chief officer advocacy and professional development.

General: The WFC Board has 12 positions, there is a President, Vice -President, Past-President, Washington State Director to the Western Fire Chiefs and 8 Directors, seven who are regional directors and one director who is elected from the Board to be their representative on the Executive Committee.

The Executive Committee is comprised of the President, Vice-President and the Director elected as Board representative. The Executive Committee meets in even numbered months in between the WFC Board meetings which are held in odd numbered months. The Executive Committee is authorized to carry out business on behalf of the WFC and includes the WFC Executive Director who serves as staff.

The terms of office are year to year for the President, Vice-President and Executive Committee Director position. Each of the eight regional Directors are elected every two years, even regions in even years, odd regions in odd years. The Washington State Director to the Western Fire Chiefs term is three years. Elections are held at the annual conference in May. If there is a vacancy, the Board is authorized to fill that vacancy and the appointee must run for that position at the next annual conference in May regardless of the set term for that position. In order to be qualified for any position on the WFC Board the candidate must be an active member and have a letter of support from their governance board indicating support from the sponsoring agency. The immediate Past-President on the WFC Board leads the Nominations and Elections process as outlined in our By-Laws.

Current Board members are encouraged to develop future leaders to serve on the WFC Board through their interactions at regional and county fire chief meetings. Typically, a potential WFC Board member would serve at the committee level or on a project to familiarize them with other Board members and learn the business of the WFC. When a vacancy occurs in a leadership position, we look to previous leadership in that position to recommend a suitable replacement for the Board or President to consider for appointment.



WFC Board members will be notified of all official Board meetings and attendance is paramount. It is preferred that Board members attend in person, but if other priorities exist, then at a minimum the Board member can call into the meeting and participate. If circumstances present where the Board member cannot attend or participate in the Board meeting, then that Board member must communicate with the President and/or Executive Director as to the reason for missing the meeting. This reason will be generally described as excused at the beginning of the Board meeting when roll is taken.

Regional Director positions with assigned counties are expected to make regular contact with regional or county fire associations to establish a personal relationship, become a recognized point of contact, inform the local leadership on WFC events, opportunities, professional development offerings, legislative action, and actions taken by the Board. In turn the regional director is expected to solicit feedback from the local leadership on priorities and needs to support those leaders. This exchange should occur once a month, either physically, by phone or electronically. A report of this exchange is expected to be presented in writing to staff in time to be included in the Board meeting agenda packet. In regions or counties where no organized county fire association exists, the WFC regional director is encouraged to reach out to fire chiefs in that area for the information exchange. This function and communication with our membership is vitally important in the establishment of the regional director as a liaison with the county associations. It is these relationships and contacts that link our membership back to our association and staff.

Documents: Board members are encouraged to review WFC documents from time to time to become and remain familiar with the WFC business guidelines. Some of the critical documents to review include: WFC By-Laws, WFC Strategic Plan, WFC annual reports, WFC position papers, legislative reports, policies and procedures. All these documents are available on the WFC website under the "Association Documents" menu selection. The By-Laws Committee is led by the WFC Vice-President and typically includes the WFC Executive Director. All committees are overseen by the director position appointed to the executive committee.

Section Liaisons: WFC Board members are assigned a section to facilitate an information exchange between the Board, Section leadership and WFC staff. Currently the WFC has four active Sections: Training, Safety and Officers (TSO), Fire Administrative Support (FAS), Fire Mechanics and Community Risk Reduction (Formerly Public Fire Educators). When activity or membership falls below the Section level the WFC Board can reclassify Sections to a Committee level, such is the case for EMS and Haz-Mat. Each Section is required to have current Section Protocols that have been approved by



the Section leadership and the WFC Board and are consistent with the WFC Bylaws document.

Washington State Association of Fire Marshals Liaison: One WFC Director will serve as a liaison to the WSAFM to facilitate information exchange, problem solving and ensuring that mutual interests are being met. The WSAFM contracts administrative support from the WFC for membership, finances, legislative action and conference assistance. When a WSAFM member calls the WSAFM office, it rings at the WFC offices and WFC staff field that call and provides assistance.

Washington State Fire Fighters Association: Like the WSAFM services contract, the WFC provides administrative support for the WSFFA, except for legislative action. There is no specific WFC liaison assigned to the WSFFA, however, WFC staff and WFC Board members stay in constant contact with the WSFFA leadership to maintain an information exchange and coordinate activities.

Finances: The WFC Finance Committee meets regularly and at least quarterly to review bookkeeper reports and hear from staff regarding recommended budget adjustments or other events and circumstances related to finances. The two largest sources of revenue are conferences and dues. The largest risk on revenue loss is conferences. Section liaisons, Section leadership and WFC staff must work together to ensure that quality professional development is provided and that systems are in place to limit revenue loss and that leadership follows these systems in place. The WFC staff has an extensive guidebook on event planning and all Section Liaisons and Section leadership should be familiar with this document and use it. The WFC Vice-President is the chair of the Finance committee and WFC staff and members who are involved in finance management are involved.

WFC Board Member Conference Expectations: From a leadership perspective all WFC leadership and staff are encouraged to actively participate at the annual conference. There are opportunities to network with our member chief officers, present and demonstrate the values of the WFC. The WFC Business meeting is extremely important and is usually held on Wednesday during lunch. This is where WFC Board position nominations, elections and the installation ceremony are conducted. Class A's are required for the Board members at this meeting as it is for the memorial service at opening ceremonies on Monday morning. Typically, there is a WFC Board meeting scheduled for Monday morning before the opening ceremonies, like all Board meetings your attendance is critical for our shared success.



Chain of Command: Please refer to the organizational chart in the most current WFC Annual Report. The organization is led by the President then the Vice-President, and Executive Committee Director. The Board has one employee and that is the Executive Director, all WFC staff report to the Executive Director. The Office Manager runs the day-to day business of the WFC and supervises the Finance Support position and Administrative Support position. Generally, the WFC Board has adopted the Carver Governance model where the Board sets the desired outcomes and the WFC staff led by the Executive Director are authorized to accomplish those outcomes through any means if it is legal, moral and ethical. Outcomes are provided by way of strategic goals held within the WFC Strategic Plan and progress on these goals are reported during Executive Committee meetings, Board meetings and the Annual Report.