KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES **July 11, 2023**

SPECIAL MEETING BOARD OF COMMISSIONERS
at Northshore Fire Department's Headquarters Station 51
and Virtual Meeting via Zoom

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

Chair Lisa Wollum called the meeting to order at 5:00 PM.

Persons in attendance for NSFD Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 20 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard comments from Kenmore residents, C. Brown, Stacey Valenzuela, David Maehren, Kenmore City Councilmember Debra Srebnik, Andy Johnson, and Ken Dehn.

III. APPROVAL OF THE AGENDA

Commissioner Webster moved to adopt the agenda as presented. Commissioner Adman seconded. The motion passed unanimously 5-0.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Discussion of Policy 1400 – Board Meetings

- The Board and Legal Counsel Matt Paxton discussed the legal requirements of Zoom chat during open public meetings.

Commissioner Adman moved to amend Policy 1400 Section 7.8.3 to read, "For meetings with virtual attendance (online/Zoom) enabled, the "chat" function shall only be turned on during the public comment portion of the agenda." Commissioner Webster seconded. The motion passed unanimously 5-0.

4.2 Presentation and discussion of Station 54 property

- Commissioner Wollum stated that the presentation and report will be available on the website after the meeting and that the public should email the Board Secretary with questions to be answered at the next Board meeting.
- Chief Cowan presented to the Board a summary of the Levrum Consultant's analysis of the property at NE 153rd Place (Station 54).

- Commissioner Webster and Commissioner Byers will create a subcommittee to work with Chief Cowan regarding next steps for Station 54.

4.3 Discussion of Audio/Visual Bids Station 51 public meeting room

- Chief updated the Board on the solicitation of bids for A/V replacement for Station 51 public meeting space.
- The $75K proposal from JMarc was accepted and work will commence in six months.
- Zeb Middleton will provide Board with a project overview at the next meeting.

4.4 Discussion of Training Consortium Outbuildings

- Chief Cowan updated the Board on next steps for the Outbuildings at Station 51.
- Commissioner Webster and Commissioner Adman will create a subcommittee to work with Chief Cowan regarding Outbuilding at Station 51.

4.5 Discussion of Surplus Aid Car and Transfer Agreement

- The Chief updated the Board on the potential value of the aid car. The average resale for aid cars is $9,500.
- The Board discussed donating the current surplus aid car to Peru and developing a process for donating future surplus apparatus.

V. BOARD RESOLUTIONS

5.1 Resolution 2023-01: Surplus and Transfer of Apparatus.

Commissioner Adman moved to approve Resolution 2023-01 for Surplus and Transfer of Apparatus. Commissioner Byers seconded. The motion passed unanimously 5-0.

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled $ 2,852.96
- The Reserve Fund Vouchers totaled $ 39,495.18

6.2 Commissioner Compensation

6.3 Meeting Minutes: 6/6/2023

Commissioner Webster moved to accept the consent agenda as presented. Commissioner Adman seconded. The motion passed unanimously 5-0.

VII. REPORTS

7.1 Fire Chief Report

- Chief updated the Board on budget tracking.

7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

- None

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

The next meeting on August 1, 2023 meeting will include the standard agenda items as well as reports from subcommittees from Station 54 and subcommittee on Outbuildings at Station 51, a presentation from Zeb Middleton on A/V bid and discussion of Commissioner laptops, a discussion NAFO conference in Las Vegas, an update on aid car 157 usage, and an update on revenues generated aid car transports.

This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 6:22PM.

NEXT MEETING DATE

The next regular scheduled meeting will be Tuesday, August 1st, 2023 at 5:00PM.

Attachments: Agenda, Policy 1400, Station 54 Presentation and Analysis Report, Aid Car Transfer Agreement, Resolution 2023-01, Vouchers, Commissioner Compensation, Meeting Minutes 6/6/23, and Chief's Report.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, Member

RICK WEBSTER, Member

LISA WOLLUM, Member

ATTEST

Amy Oakley

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on August 1, 2023.

Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Special Meeting Agenda

Tuesday, July 11, 2023

5:00PM

Meeting held virtually, via Zoom, and in-person at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028

To provide public comment, please see instructions at the end of the agenda.

To attend this meeting live, click the link below and enter the ID & Password provided.
A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldPZ1dSSU1ZYy9LSXVQQT09

Call in to Zoom Meeting at: (253) 215-8782

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Special Northshore Board Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Agenda

3.1 Approval of the Meeting Agenda

IV. Board Discussion and Possible Action Items

4.1 Discussion of Policy 1410- Board Meetings

4.2 Presentation and discussion of Station 54 property

4.3 Discussion of Audio/Visual Bids Station 51 public meeting room

4.4 Discussion Training Consortium Outbuildings

4.5 Discussion of Surplus Aid Car and Transfer Agreement

V. Board Resolutions

5.1 Resolution 2023-01 - Surplus and Transfer of Apparatus

VI. Consent Agenda

6.1 Vouchers

6.2 Commissioner Compensation

6.3 Meeting Minutes: Regular Meeting 6/6/2023

VII. Reports

7.1 Fire Chief Report

7.2 Commissioner Reports

7.3 Legal Counsel Report

VIII. Upcoming Board Agendas

8.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, August 1st, 2023 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

Individuals wishing to comment may comment by appearing at the virtual meeting and "raising their hand" or the equivalent. The chair shall recognize those persons and provide them the opportunity to comment. Three minutes are allowed for comment.

If you wish to provide written public comment, you may do so by submitting a written statement to boardsecretary@northshorefire.com. Any comments received up to one hour before the posted meeting time, will be read during the public comment period.

To ensure your written comments are received and read at the proper meeting, your email must include:

- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to

Emails without this information may not be read at the meeting. And, in accordance with normal procedure, messages of an overly repetitive or inappropriate (vulgarity) nature may be declined to be read at the discretion of the meeting Chair.

Please check the District's AV Capture for the most up-to-date information about individual meetings.

Questions? Email Board Secretary Amy Oakley at boardsecretary@northshorefire.com.

KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

NOTICE OF SPECIAL MEETING

DATED June 1, 2023

NOTICE IS HEREBY GIVEN that due to the federal holiday, the regularly scheduled meeting on July 4th, 2023 is canceled. A special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held via Zoom, and in-person at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028, Tuesday the 11th day of July 2023, at 5:00PM. Meeting agenda posted separately.

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Board Meetings

Policy Number:	1400	**Approved By:**	Board of Commissioners
Effective Date:	Unknown	**Revision Date:**	July 11, 2023
Pages:	5	**Attachments:**	0

1 PURPOSE

1.1 Provides rules and guidelines for Commissioner Board meetings.

2 REFERENCES

2.1 RCW 52.14.090, *Office--Meetings*

2.2 RCW 52.14.100, *Meetings--Powers and duties of Board*

2.3 Ch. 42.30 RCW, *Open Public Meetings Act*

3 RESPONSIBILITY

3.1 It is the responsibility of the Board Chair to conduct meetings in an orderly and businesslike manner according to the policies of this section. The District's legal counsel will assist as needed. All Commissioners, the Fire Chief and participating members shall comply with the conduct guidelines contained in this policy.

4 DEFINITIONS

5 POLICY

5.1 Board meetings will be scheduled in compliance with Ch. 42.30 RCW (Open Public Meetings Act) and RCW 52.14.100 (Fire Commissioners – Meetings). The Act broadly defines meetings to include the transaction of the official business of the Board including, but not limited to, "receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations and final actions".

6 BOARD MEMBERSHIP

6.1 **Voting members** of the Board are restricted to sworn Fire Commissioners.

6.2

7 PROCEDURES/GUIDELINES

7.1 The Board will function through regular, special, and emergency meetings.

7.1.1 REGULAR MEETINGS – The Board shall have at least one meeting per month. The date, time and place of the regular meeting must be established by written resolution.

7.1.2 SPECIAL MEETINGS – A special meeting is any meeting other than a regular meeting.

7.1.2.1 Special meetings may be called by the Chair or upon a petition of a majority of the Commissioners. As a courtesy, prior to the establishment of the date, time and place of any special meeting, the Chair shall attempt to contact the other members of the Board to determine their availability for any such special meeting. The Board may not take final action on any item not specified in the special meeting notice, which shall be provided to the public pursuant to RCW 42.30.080

7.1.2.2 While other items of business may be discussed at a special meeting, no action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session, the item of business must also appear on the agenda if final action is to be taken following the executive session.

7.1.2.3 Notice of Special Meetings must be provided to the public at least 24 hours in advance of the meeting.

7.1.3 EMERGENCY MEETINGS – An emergency meeting is a special board meeting held without the usual required notice. The Chair or a majority of the Board may call an emergency meeting when the conditions of RCW 42.30.070 are met.

7.2 NOTICES –

7.2.1 All regular or special meetings of the Board must be advertised as meetings that are open to the public. If the Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session, the special meeting should be called to order and recessed to an executive session. The purpose and expected duration of the executive session should be announced and recorded in the minutes (e.g., personnel matters).

7.2.2 A regular meeting does not require a public notice. If the Board does not meet at its regular location or time, the meeting should be treated as a special meeting with proper notice and announcements to the media stating the time, place and purpose of the meeting. The District will notify newspapers and radio and television stations which have filed a request for such notification.

7.3 ATTENDANCE – Meetings may be convened in-person and/or by conference call, online, or other alternative format as determined by the chair, subject to the requirements of the Open Public Meetings Act, chapter 42.30 RCW.

7.4 AGENDA – The board shall provisionally establish the agenda for each subsequent meeting as a part of regular and special meeting business.

7.4.1 Agenda items may be suggested by any commissioner or the fire chief. The board will assess the proposed agenda items including the time

needed for discussion, the required meeting materials and the priority of the topic. The board chair or designee and the fire chief will collaborate to assure that the appropriate meeting materials are provided in the meeting materials packet or other format as required. If during preparation of the meeting materials packet a lack of documentation or readiness prohibits discussion the agenda topic, that topic will remain on the agenda with a notation explaining the status of the item. When needed, agenda topics may be added at the discretion of the fire chief and the board chair.

7.4.2 The meeting materials packet will typically include; the agenda, draft minutes of the previous meeting and relevant supplementary information. The meeting materials packet will be available to each Commissioner by the end of business at least six days in advance of the meeting and will be available to any interested citizen via the department website and at the district headquarters as early as possible but no less than twenty-four hours prior to the meeting. Late edits to the meeting agenda or meeting materials will be provided to board members and the public as soon as possible.

7.4.3 The general format for the agenda document will include:

7.4.3.1	I.	Open Meeting
7.4.3.2	II.	Approval of Agenda
7.4.3.3	III.	Public Comment
7.4.3.4	IV.	Board Discussion and Possible Action Items
7.4.3.5	V.	Board Resolutions
7.4.3.6	VI.	Reports
7.4.3.7	VII.	Fire Commissioner Compensation Request Review (1st meeting of the month)(may be included as part of the Consent Agenda)
7.4.3.8	VIII.	Meeting Minutes Review and Approval (May be included as part of the Consent Agenda)
7.4.3.9	IX.	Consent Agenda
7.4.3.10	X.	Executive Session
7.4.3.11	XI.	Next Meeting Agenda
7.4.3.12	XII.	Adjournment
7.4.3.13		Notation of the next scheduled Regular meeting and or Special meeting date and time.

7.5 QUORUM – Three Commission members shall constitute a quorum for the transaction of all business. Quorum shall be determined by counting each Commissioner present for the call for the vote.

7.6 CONDUCT – All Board meetings will be conducted in an orderly and businesslike manner, and when necessary using simplified parliamentary procedures as described in Policy 1410.

7.6.1 The order of business will be indicated in the agenda. Any amendments to the agenda will be voted on at the beginning of the meeting.

7.6.2 All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by a member of the Board.

7.6.3 Meetings should be conducted in accordance with the following ground

rules:

7.6.3.1 Members are to listen actively and respect others when they are talking. Refrain from side conversations during discussions. Wait until the presenter has finished before asking questions.

7.6.3.2 Consider ideas with an open mind. Ideas may be respectfully challenged by asking questions – focus on ideas and refrain from personal attacks.

7.6.3.3 Members wishing to bring items for discussion should provide background information to other members in advance of the meeting, in conjunction with the meeting materials packet.

7.6.3.4 Each member should actively participate in discussions. There may be times when members do not agree 100% with an idea. Members should share their thoughts if they can't accept a proposal, but also consider what they can accept even without 100% agreement.

7.6.3.5 Each member should try to keep discussions on task and efficient.

7.6.3.6 Instead of invalidating others' suggestions, share your own new idea or contribution.

7.6.3.7 Issues which have been decided will only be reopened in rare instances and with agreement of the majority of the Board.

7.6.3.8 Prior to the Board voting on a motion the Chair or District Secretary will restate the motion.

7.6.3.9 Decisions made by the Board will be summarized by the Chair or District Secretary prior to moving to the next topic.

7.7 VOTING –

7.7.1 The vote on all matters shall be oral. Results will be announced immediately and recorded in the minutes.

7.7.2 When the vote is not unanimous the meeting minutes shall record the yeah, nay and abstentions by name for each commissioner.

7.7.3 A Commissioner may change his/her vote if the change is announced before the Chair announces the results of the vote.

7.7.4 Any Commissioner may abstain from voting at any call for the vote. The reason for the abstention should be stated and recorded in the minutes of the meeting.

7.8 PUBLIC PARTICIPATION – The Board recognizes the value of public comment on fire and emergency medical services issues and the importance of involving members of the public in its meetings.

7.8.1 A period for public comment shall be included in the agenda.

7.8.2 Individuals wishing to be heard by the Board may participate in person, by virtual attendance using the 'hand raise' function, or by written comment submitted to the board secretary in advance of the meeting. Individuals shall first be recognized by the Chair. After identifying themselves, each commenter will have up to three minutes to address the board. Commenters are encouraged to make comments as briefly as the subject permits. The Chair shall maintain order and ensure the appropriateness of

discussion.

7.8.3 For meetings with virtual attendance (online/Zoom) enabled, the “chat” function shall only be turned on during the public comment portion of the agenda

Shoreline Fire Department

South Kenmore, Station 54, Growth and Deployment Analysis

LEVRUM
DATA TECHNOLOGIES

Sven Dugogevic
Carl Niedner
July 10, 2023

1 Executive Summary

In April, 2023, the Shoreline Department (SFD) chartered us (Levrum, Inc.) to study impacts of planned growth in the South Kenmore area of SFD's jurisdiction, along with the implications of potentially re-opening Fire Station 54 to address growth in that area. We studied three alternate deployments within the context of a feasible growth model: (00) the current deployment and operational model, (01) the same model with the addition of a staffed aid unit (2.0 FTE/shift), and (02) the same model with the addition of a cross-staffed engine/aid unit at Station 54 (3.0 FTE/shift).

Simulation and modeling indicated with high confidence that re-opening Station 54 would improve response times in the South Kenmore area and equalize the "balance of trade" between SFD and its partner agencies, Bothell Fire Department and Kirkland Fire Department. Response time improvements were predicted to be significantly greater with models (01) and (02), with the greatest improvement in model (02).

2 Acknowledgements

We gratefully acknowledge the contributions of the following individuals and organizations to this study:

- The SFD command staff, particularly Chiefs Hochstein and Cowan for their accessibility and prompt and clear guidance of the study.
- Senior Analyst Kevin Bryson of Eastside Fire and Rescue, for maintaining high-quality historical incident data from the legacy CAD system and providing a 5-year extract of this data on short notice, without which the project would not have been possible.
- Administrative Specialist Maura Query of the City of Kenmore, who provided timely and useful guidance on general development patterns in the area;
- SFD Fire Marshal Ryan Burgess, who provided detailed information on proposed dwelling unit additions relevant to the study;
- SFD Firefighter Lauren Chase, who devoted a number of hours to building accurate analogy models of existing Shoreline multi-unit dwellings during the previous Station 65 study [3], which formed the basis for much of this study's future workload modeling.

3 Methodology

In this section, we describe the means by which we developed this analysis.

3.1 Glossary

It is worth defining several terms and acronyms used throughout this report:

- AOR or Area of Responsibility: a geographical area for which one fire station is primarily responsible. Generally, a station's AOR corresponds approximately to the area in which it is closest by street distance or travel time. AORs are also sometimes called "first due areas" or "still alarm areas."
- Call File: a digital file containing essential information about a collection of emergency incidents or calls, including each incident's dispatch date/time, type, location and other parameters.
- Initial Response Time or IRT: the elapsed time between the initial dispatch of an incident to the arrival of the first unit at the scene of the incident.

- Model; a digital representation of one potential way of organizing a fire agency, including station locations, staffing, apparatus placement, scheduling, dispatch policies and other variables. Models typically include a "base model" (encoding the deployment and behavior of the current operational model) and the subsequent study items are altered from the base model to create new deployments.
- Response Time: the time between a unit's notification (dispatch) of an incident and its arrival at the scene of the incident.
- Scenario: a digital collection of incidents designed to represent a possible future state of workload demand. Scenarios are typically generated by a statistical modeling process involving historical data, observed growth rates, and general and detailed development plans.
- Simulation: the process of performing detailed prediction of the behavior of a model or models, in response to a set of incidents (scenario or call file), at the level of individual staff members and apparatus on individual incidents.
- Travel Time: the time between a unit's departure enroute to an incident and its arrival at the scene of the incident.
- Turnout Time; the time between a unit's notification (dispatch) of an incident and its departure enroute to the incident.

3.2 General Approach

This study used a combination of simulation and modeling, along with future growth projection tools available in Levrum's Code3 Strategist software. The general course of the work was as follows:

- Historical incident and response data for the entirety of Zone 1 was retrieved from the legacy CAD system, for the period 1/1/2018 – 7/11/2022, including over 280,000 incident records.
- We imported this data into the Code3 Strategist software, with extremely high data quality metrics (0.002% rejection of incidents, 0.19% rejection of unit responses).
- We used Code3 Strategist to build and validate digital models of current (00) and proposed alternate deployments involving reopening Station 54 (01) Aid Car and (02) Cross-Staffed Engine/Aid.
- We used Code3 Strategist to build alternate workload growth scenarios for development in Kenmore, Shoreline, Bothell and Kirkland, consistent with extrapolating observed growth rates five years into the future, along with the impact of planned developments anticipated within Shoreline as described in the previous Station 65 study [3], along with the addition of planned developments in Kenmore that were identified during this study.
- We simulated the behavior of the alternate deployment models against recent historical workload as well as the workload growth scenarios described above.
- We used a combination of Code3 Strategist analytics and custom Python scripts to produce analytical tables, charts and maps to summarize the differences between the deployment models.

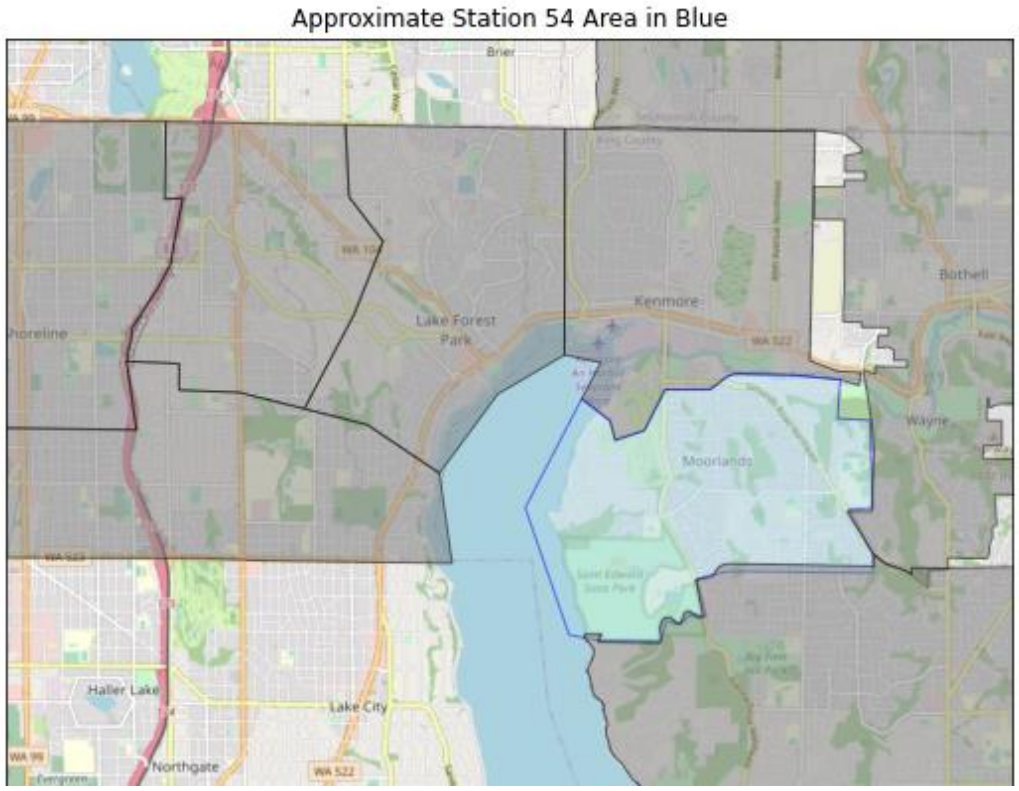
The following subsections describe this process in detail.

3.3 Growth Modeling

We built a detailed model of potential growth of the South Kenmore area, in the context of general growth within SFD's primary area of responsibility, using Code3 Strategist 2.10.0.7251. We used this model to generate several different scenarios of potential growth in workload, in order to bracket the

inherent uncertainty of making predictions. The growth/workload model was predicated upon several factors:

- Actual SFD and Zone 1 incident history for the most recent 12 months available (July 12, 2021 to July 11, 2022), enhanced by predicted impact of approved new developments in the City of Shoreline identified in the prior Station 65 study [3];
- Impact of workload growth rates observed in each of SFD's current primary station areas, plus Station 54's (hypothetical) area of responsibility (AOR) as shown in Map 1 below;



Map 1 Map of Station 54's approximate area.

- Similar growth rate extrapolations observed for areas of impact within the primary jurisdictions of Kirkland and Bothell Fire Departments;
- Impact of specific developments currently planned or approved in the City of Kenmore;
- Two different options gleaned from proposals for the development of the Lakepointe property in Kenmore.

Figure 1 on the next page provides a graphical overview of this process.

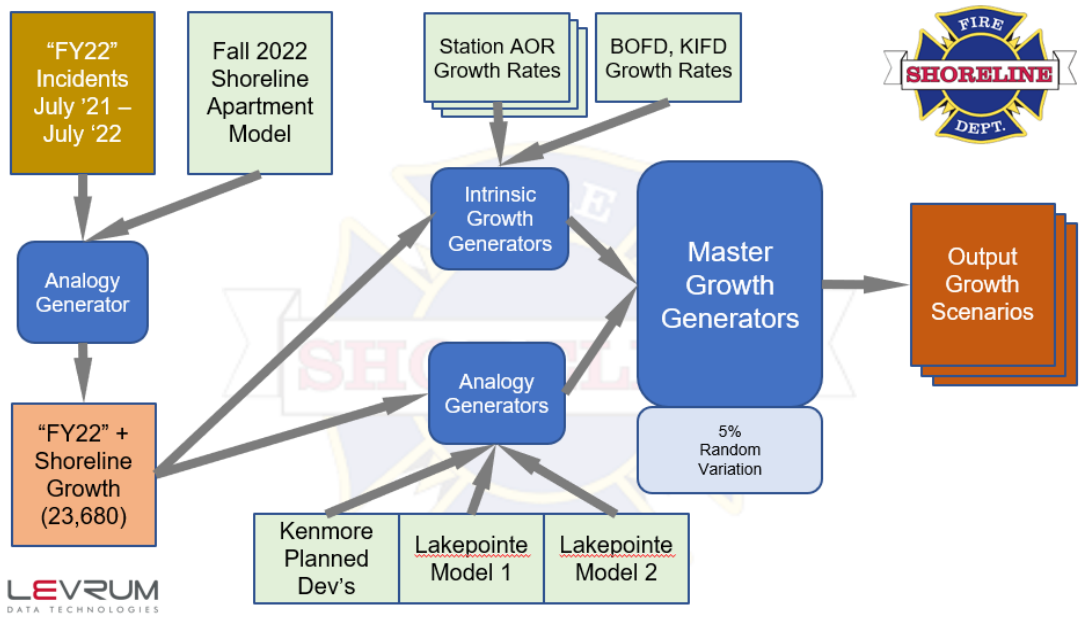


Figure 1 Workload Modeling Process

3.3.1 Baseline Incident Dataset

To build our future workload models, we started with the latest available full year of incident data, running from July 12, 2021 through July 11, 2022 (due to the Zone 1 CAD conversion project, only legacy data from the previous CAD system were available. We gratefully acknowledge the work of Senior Analyst Kevin Bryson of Eastside Fire and Rescue in obtaining, curating and providing this data).

3.3.2 Intrinsic Growth by Station Area

We used an "intrinsic growth" model, per station area, to simulate the effects of ongoing growth in workload demand. In this context, the phrase "intrinsic growth" indicates workload growth (or change) that can be observed in historical data, for which causal information is either unavailable or too complex to analyze – i.e., "we know we are growing at a certain rate but can't quantify the reasons for it." This model assumes that growth factors will remain in place, and replicates the kinds, locations and time signatures of historical incidents. Specifically, it replicates the behavior of "frequent flyer addresses" and areas of high or increasing call density, with respect to the types and time signatures of incidents that they generate.

To estimate growth rates, we reviewed incident data from each full calendar year from 2018 through 2021 and computed the four-year compound average growth rate (CAGR). This is the rate that, if sustained uniformly each year, would result in the total observed growth. It takes "compounding" into account – i.e., the effect of including Year N's growth into Year N+1's baseline. As an extreme example, if call volume is growing at 10% annually (i.e., each year's call volume is 110% of the previous year's), the call volume at the end of five full years of growth will be about 61% larger than the original call volume, rather than 50% larger, as the total growth is given by $(110\%)^5$. Conversely, CAGR figures will result in slightly lower growth rates than would be obtained by simply dividing the total growth by the length of

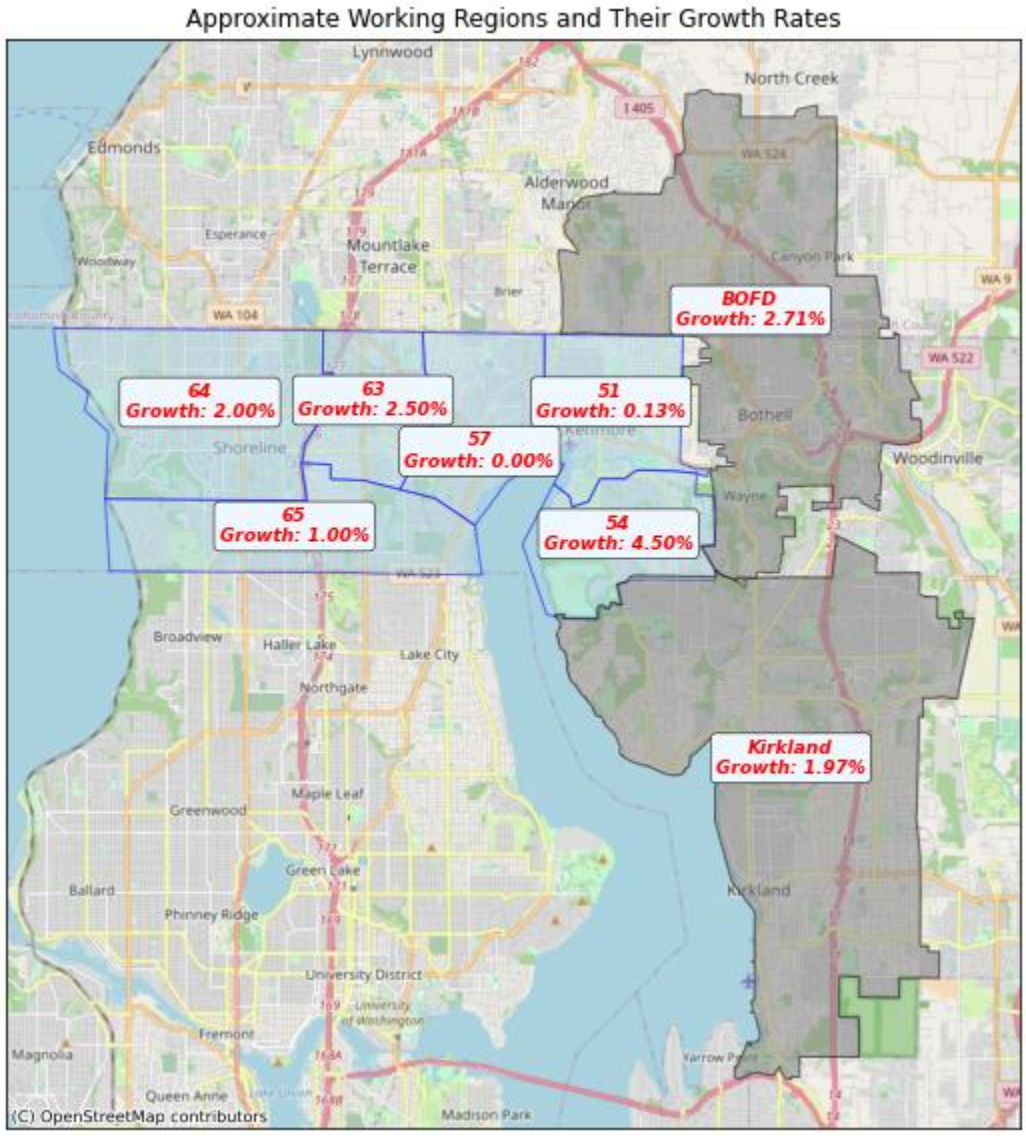
the period. In the example above, the CAGR required to give 50% growth after five full years would be about 8.45% instead of 10%.

Since 2020 was an anomalous year, we also calculated the growth rate from 2018-2019 and 2019-2021, and computed the average of those rates, as a bracketing statistic. We then made a growth rate assumption based upon these two statistics as shown in the table below. These growth rate assumptions were used as "anchors" for generating future workload scenarios.

Station Area	CY 2018	CY 2019	CY 2020	CY 2021	4-Year CAGR (%)	'18-19 vs '19-22 Average Growth (%)	Model Assumption
St-51	1378	1378	1329	1385	0.13%	0.13%	**0.13%**
St-54	464	494	494	543	4.01%	5.65%	**4.50%**
St-57	680	699	658	660	-0.74%	-0.02%	**0.00%**
St-63	1366	1422	1373	1492	2.23%	3.27%	**2.50%**
St-64	3817	4056	3785	4104	1.83%	3.43%	**2.00%**
St-65	2087	2067	2007	2171	0.99%	0.76%	**1.00%**

Table 1 Approximate areas and their growth rates as observed by 4.5 years of data.

Note: Our data reveals that the highest growth rates are observed in areas with the smallest call volumes. This is a common trend, as regions with lower initial populations or volumes often exhibit a higher percentage growth rate compared to those with larger initial populations or volumes. This is because a small absolute increase in a small number can represent a significant percentage increase.



Map 2 Approximate station areas and their respective growth rates shown a percentage point.

Growth rates during the historical interval were highly variable, even accounting for the anomalous pandemic year, 2020. Figure 2 shows workload change by station area, expressed as proportion of 2018 workload, in percentage form. Station 54's area, although it has the lowest absolute workload, demonstrates both the most consistent and the largest overall workload growth rate of any of the station areas.

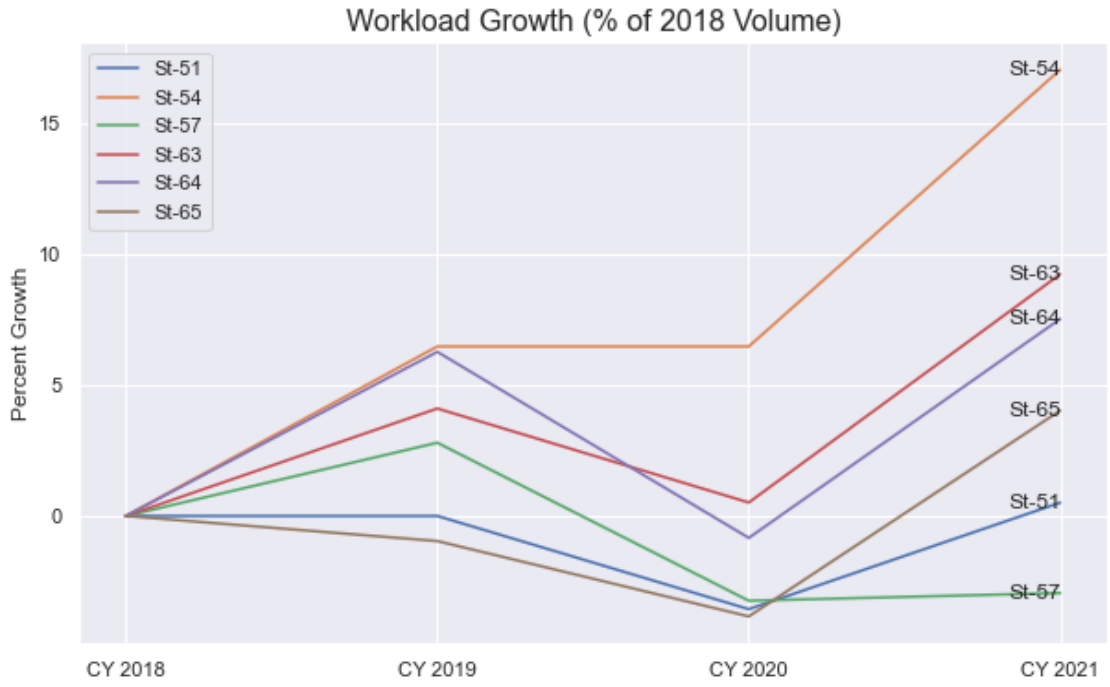


Figure 2 Workload Growth by Station Area

3.3.3 Specific Planned Development in Kenmore

Four areas within Kenmore were identified for the application of analogy growth: 25 Degree, Balbimie Park, Beechwood 2, and Camp United. The respective growth magnitudes for these regions can be seen in the table below.

Area Name	Number of Units	Analogy Source
25 Degree	275	Medium Intensity Apartment
Balbimie Park	84	Medium Intensity Apartment
Beechwood 2	52	Medium Intensity Apartment
Camp United	35	High Intensity Apartment

Table 2 Area names and their respective intensity.

Information pertaining to 25 Degree, Balbimie Park, and Beechwood 2 can be accessed via the City of Kenmore's current projects webpage. Conversely, data on Camp United was obtained directly from the Shoreline Fire Department staff. The medium intensity multi-unit dwelling model developed in the prior Station 65 study [3] was used for the first three developments. As Camp United We Stand is

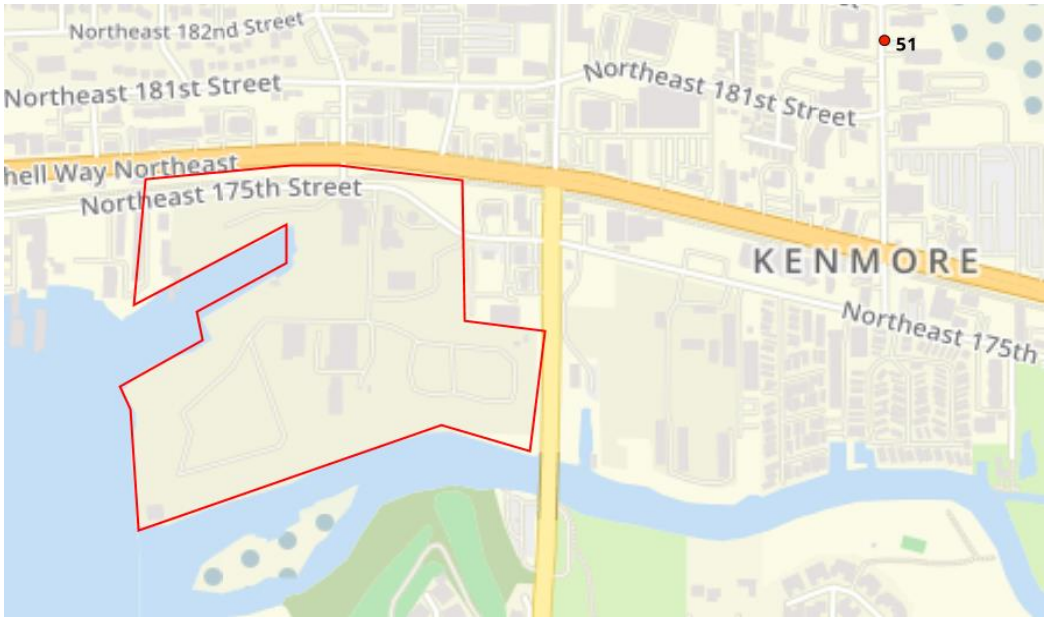
temporarily permitted as shelter for unhoused people, we used the high-intensity model from the prior Station 65 study [3], which was sourced from existing housing. We gratefully acknowledge the assistance of Firefighter Chase and Fire Marshal (ret.) LaFontaine in developing these analogy sources during the prior study.

The following map shows the general location of these potential developments within the city of Kenmore.

Map 3 Map of Kenmore Analogy growth regions – destinations.

3.3.4 The Lakepointe Development

The Lakepointe property is situated at the northeast extremum of Lake Washington, including the mouth of the Sammamish River, as shown in the map immediately below.



Map 4 Map of Lakepointe development area.

This site has the potential for significant development, but is subject to considerable uncertainty about the feasibility, timing and nature of such potential development [7]. To identify existing land uses for the Lakepointe office space, retail, and manufacturing space buildout, we accessed the King County open data portal on ArcGIS. We then looked at the 4.5 year historical dataset, specifically searching for hotspots within the city of Kenmore that had a high incidence of commercial fire alarms. These hotspots were then considered as potential analogy regions applicable to the Lakepointe development

The first scenario was informed by the pre-application concept drawing, which detailed the planned commercial use of the development. According to these plans, the development will encompass 1.8 million square feet of office space, 100,000 square feet of retail space, and a hotel with 350 keys. We termed this scenario as "Growth Scenario C." (We previously built a Scenario A using older data that we refined for a longer reaching future projection, now seen as B).

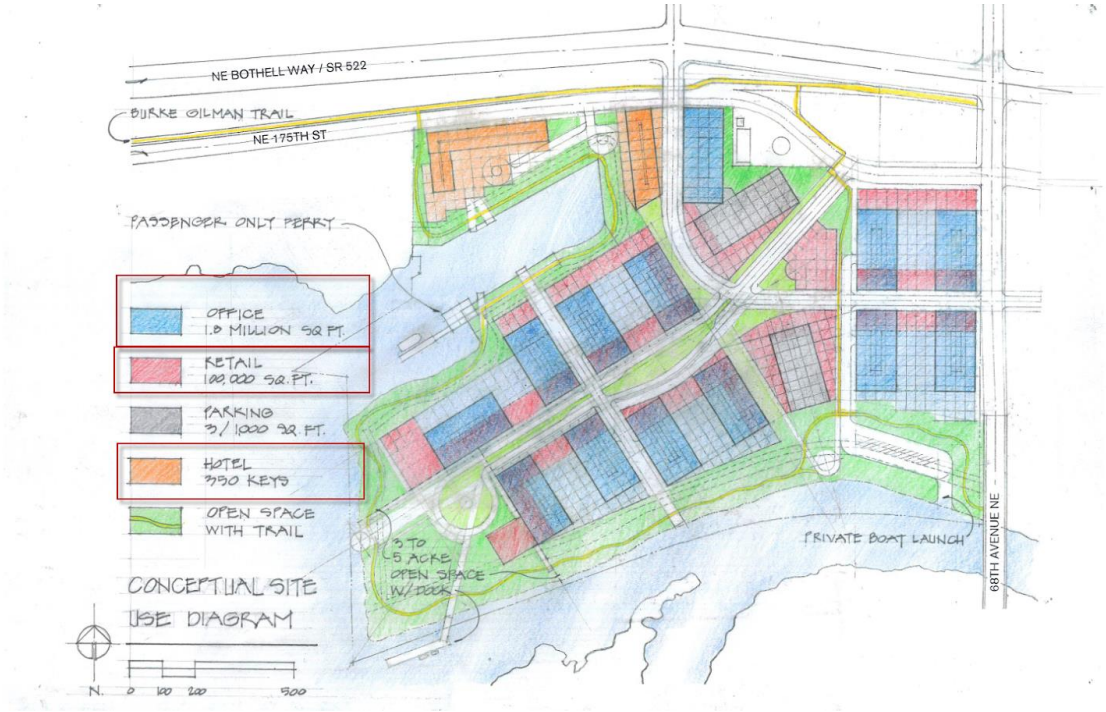


Figure 3 Concept site plan submitted with a conceptual site plan July 7, 2021.

The second scenario was based on an independent feasibility and profitability study conducted by a separate consultant. This study was submitted to and published online by the City of Kenmore. The study identified one profitable option which consisted of 708 residential units, 539,000 square feet of office space, and 29,500 square feet of light manufacturing. We termed this scenario "Growth Scenario D."

The following table details the feasibility of each of the design scenarios using a land basis of $40 million, each considering the variable development costs required of each design:

Feasibility Summary (with $40 million Land Basis)	Scenarios						
	1	2	3	4A	4B	5	6
Total Residential Units	441	836	929	978	1279	708	777
Office Space	120,104 SF	207,703 SF	219,638 SF	175,122 SF	174,992 SF	539,015 SF	278,310 SF
Light Manufacturing	44,309 SF	44,309 SF	44,309 SF	59,078 SF	59,078 SF	29,539 SF	29,539 SF
Site FAR	0.536	0.704	0.766	0.759	0.928	0.815	0.775
Total Direct (Hard) Costs	$43,180,300	$42,572,300	$36,767,600	$41,119,500	$42,099,800	$37,973,200	$38,586,100
Total Indirect (Soft) Costs	$14,392,000	$14,462,000	$12,944,000	$13,879,000	$13,736,000	$12,617,000	$13,276,000
Land Basis	$40,000,000	$40,000,000	$40,000,000	$40,000,000	$40,000,000	$40,000,000	$40,000,000
Development Costs (no land)	$57,572,300	$57,034,300	$49,711,600	$54,998,500	$55,835,800	$50,590,200	$51,862,100
Total Development Costs (with land)	$97,572,300	$97,034,300	$89,711,600	$94,998,500	$95,835,800	$90,590,200	$91,862,100
Gross Aggregate Retail Lot Value	$91,757,300	$96,898,790	$105,738,200	$99,820,820	$100,693,940	$124,111,265	$106,745,880
Net Proceeds	$83,863,021	$88,451,963	$96,475,987	$91,101,339	$92,032,494	$113,369,375	$97,378,709
Gross Profit (Proceeds - Costs)	-$13,709,279	-$8,582,337	$6,764,387	-$3,897,161	-$3,803,306	$22,779,175	$5,516,609
Gross Profit to Cost	-14.1%	-8.8%	7.5%	-4.1%	-4.0%	25.1%	6.0%
Gross Profit to Retail Value	-14.9%	-8.9%	6.4%	-3.9%	-3.8%	18.4%	5.2%
Gross Profit to Equity	-40.2%	-25.3%	21.6%	-11.7%	-11.3%	71.9%	17.2%
Required Equity	$34,122,300	$33,934,300	$31,361,600	$33,248,500	$33,535,800	$31,690,200	$32,112,100
Net Profit (Gross Profit - Equity Cost)	-$23,263,523	-$18,536,399	-$1,598,707	-$12,763,428	-$13,640,474	$16,441,135	-$2,618,456
Net Profit to Cost	-23.8%	-19.1%	-1.8%	-13.4%	-14.2%	18.1%	-2.9%
Net Profit to Retail Value	-25.4%	-19.1%	-1.5%	-12.8%	-13.5%	13.2%	-2.5%
Net Profit to Equity	-68.2%	-54.6%	-5.1%	-38.4%	-40.7%	51.9%	-8.2%

Residential Variant

Figure 4 Summary of findings from the cost and feasibility study done 2019-2020.

Figure 5 Site plan of concept 5 from cost and feasibility study 2019-2020.

Within the residential allocation of the second scenario, based on the nature of the proposed build, we allocated 600 units to what we defined as 'light residential' and the remaining 108 units as 'medium residential'.

To identify suitable uses for both the office buildings and potential locations for light manufacturing within the development, we sought the expertise of the Shoreline Fire Department staff. As they are familiar with the Zone One area, they were able to assist us in identifying areas where office parks are typically four to six stories tall and are concentrated within several dozen acres. This allowed us to realistically accommodate the proposed 1.8 million square feet of office space in the model.

We received valuable recommendations from the Shoreline Fire Department staff regarding potential office parks. One notable suggestion was Carillon Point, located in Kirkland. This is a riverfront retail/office mixed-use development, which we considered for our analogy source for the mixed residential/office buildout for Lakepointe.

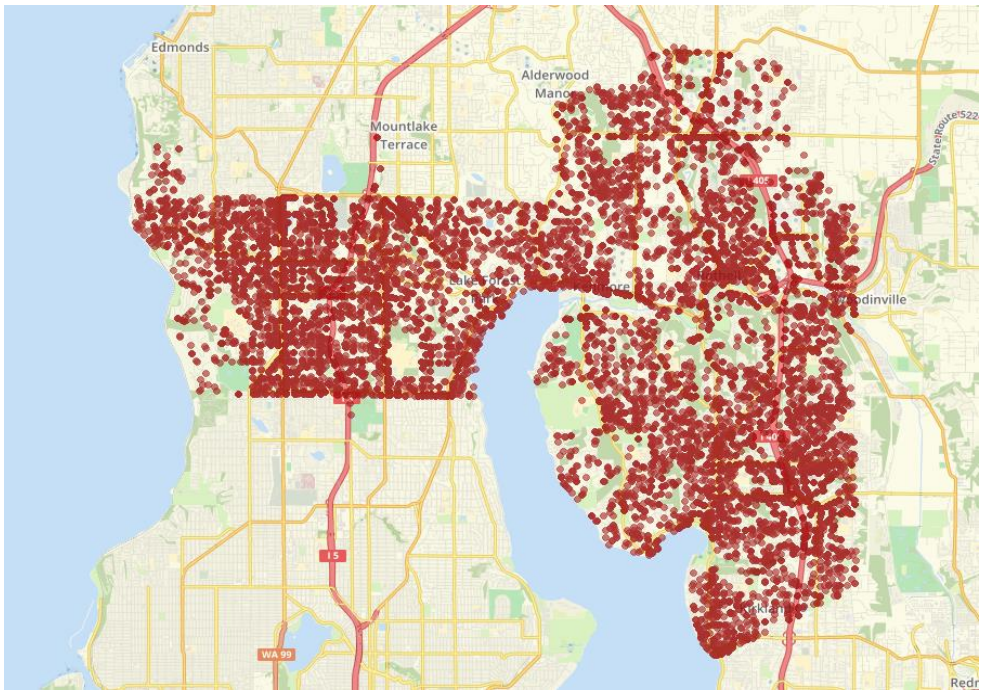
In addition to Carillon Point, we examined the Microsoft office park and an office park named Canyon Park as potential analogy sources. Our decision to consider Canyon Park was influenced by an online news article detailing the park's sale. This article provided specifics regarding the square footage of the property, offering insight into the volume of office space relative to the number of calls it generated. We chose not to use Microsoft's office park as an analogy source because there are too many unknowns that would be difficult to determine; office square footage, laboratory and research space, manufacturing space, etc.

Carillon Point and Canyon Park emerged as suitable analogy sources for different scenarios; Carillon Point for the Lakepointe mixed office/residential scenario, specifically for its office component, and Canyon Park for the office space in our fully commercial Lakepointe simulation. We did this because in our opinion, the Canyon Park area seemed to better represent an area dominated by offices, whereas Carillon point seemed to better represent a mixed-use environment.

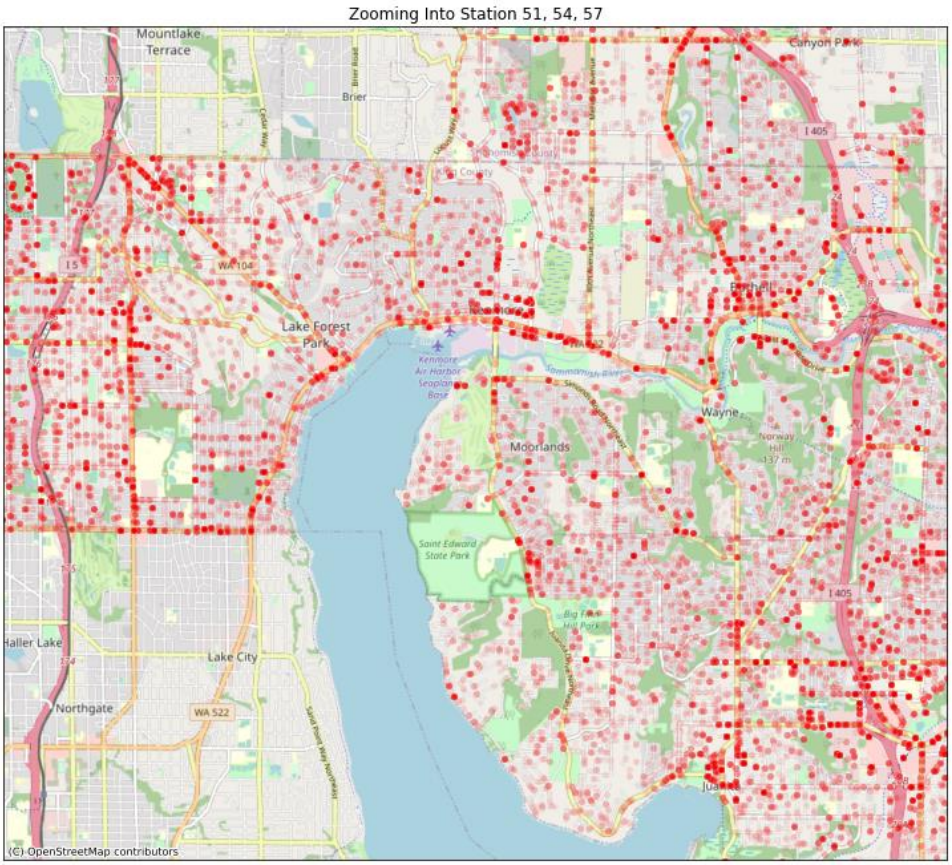
In the light office and mixed residential scenario, there was mention of a light industrial zoning of approximately 30,000 square feet. We examined several city planning publications, particularly their zoning PDFs, and we looked at historical data around areas zoned for light industrial use. From our analysis, it became clear that these light manufacturing areas typically generate only one or two calls per year, so we decided to omit this zoning type as a significant call generator for the mixed residential/office simulation.

3.3.5 Adjoining Agency Workload

A key consideration of this analysis is to determine the effects of a potential re-activation of units at Station 54 on the "external balance of trade" experienced by SFD – i.e., the number of times it receives automatic aid from, and gives aid to, its adjoining agency partners, particularly Kirkland Fire Department and Bothell Fire Department. To assess this, we added the latest historical year workload for each of these agencies to the study dataset, so we could accurately assess the impact of these agencies' workload on their own units, and hence their ability to respond to SFD incidents, and their need for SFD to respond to their incidents. Map 5 on the next page shows the geographic distribution of these incidents.



Map 5 illustrates the area of influence considered for this study.



Map 6 Detailed Incident Density Near South Kenmore

Map 6 shows a detailed view of incident density in the vicinity of South Kenmore. Darker pixels indicate higher call densities at specific locations. (Methodology: initial alpha = 0.05).

3.4 Scenario Generation Procedure and Results

We built three "master" scenarios assembling these intrinsic and analogy growth scenario components:

- “Growth Scenario B” - Analogy + Intrinsic Growth, this model showed only intrinsic growth for the five SFD operated station areas and automatic aid jurisdictions, as well as analogy growth scenarios for the four developments identified in 3.3.3.
- "Growth Scenario C" - this scenario included the "Analogy + Intrinsic Growth" scenario, and added the commercial development of the Lakepointe parcel.
- "Growth Scenario D" - this scenario included the "Analogy + Intrinsic Growth" scenario, and added the mixed residential development of Lakepointe parcel.

These master scenarios were run in "bracketing" mode, each generating one low and one high output dataset, respectively at 80% and 110% of the nominal growth model, and allowed for up to 5% random variation in the weighting of individual components. This resulted in a total of six output datasets available for use in simulation and modeling as described in the following section. The table below shows the progression of the initial dataset through this pipeline.

Step	Data/Scenario	# Incidents	% Growth Over Baseline
1	Zone 1 incidents, 4.5 years	284,580	—
2	Filter to area of impact, 7/12/22 - 7/11/21	22,321	0.0%
3	Generate SFD apartment impact from prior study	23,619	5.8%
4	Add intrinsic + Kenmore analogy growth only (Growth Scenario B)	25,673 - 26,429	15.0 - 18.4%
5	Add Growth Scenario C (above plus Lakepointe commercial)	25,745 - 26,588	15.3% -19.1%
6	Add Growth Scenario D (above plus Lakepointe mixed residential)	25,861 - 26,752	15.9% -19.9%

Table 3 Summary of growth scenarios and their associated incident growth.

3.5 Deployment Modeling Methodology

We used the Code3 Strategist 2.10.0.7251 software to perform future scenario generation, deployment model building, simulation and analysis.

There were three primary models that explored four scenarios: one recent year's actual incidents, and three growth scenarios. In the context of this report, a *model* is a configuration of units, stations, personnel, and rules. A *scenario* consists of an array of different 911 calls. A *scenario* of 911 calls is fed through a Code 3 Strategist *model* to produce results. Please note, a growth scenario is not predicting the volume of calls over a 5-year period. Instead, it suggests that in 5 years, this is what a year's worth of calls would look like.

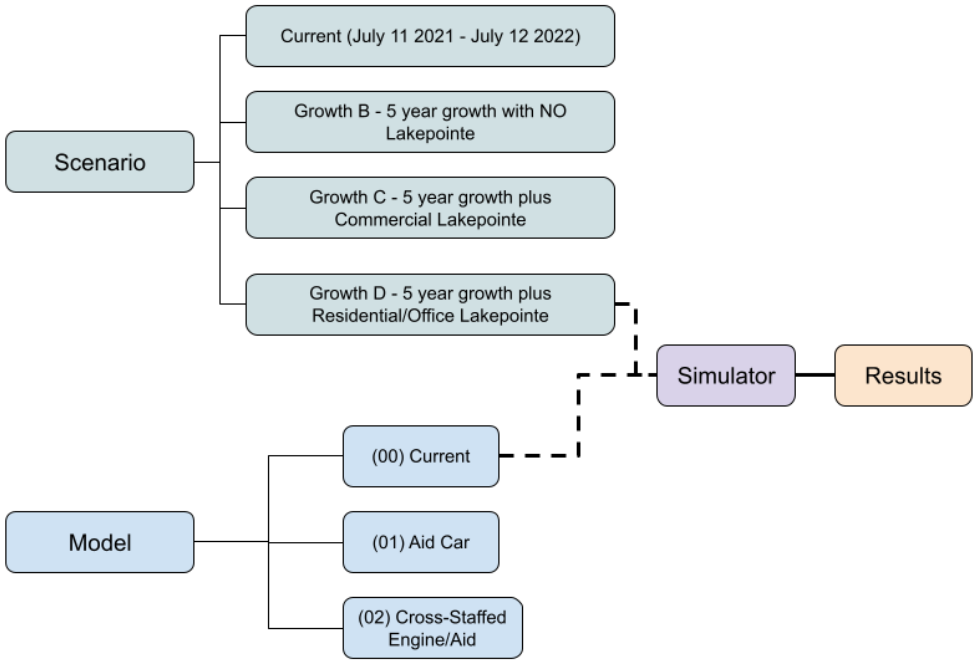


Figure 6 Visual representation of the relationship between scenarios and models.

3.6 Deployment Models Considered

We considered three alternate deployment models:

Model Name	Description
(00) Current	This is the current unit deployment with no new stations or units.
(01) Aid Car	This model has station 54 open with a 2-person Aid car only.
(02) Cross-Staffed Engine/Aid	This model has station 54 open with a cross-staffed Engine / Aid being operated by a 3-person company.

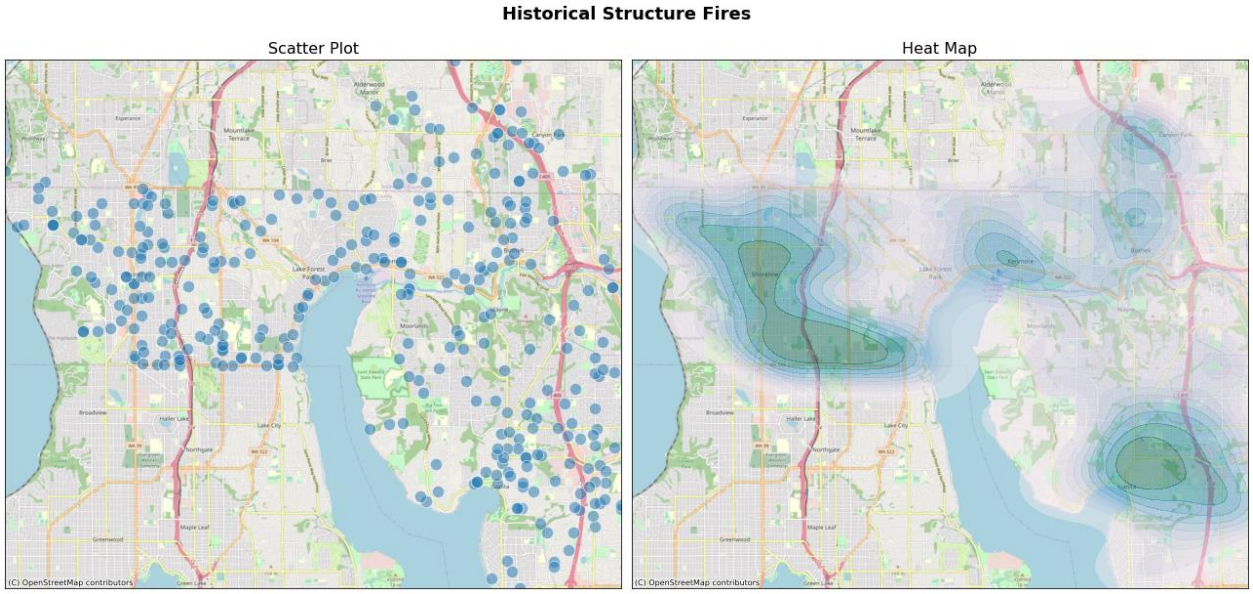
Table 4 Summary of models and their descriptions.

4 Analysis

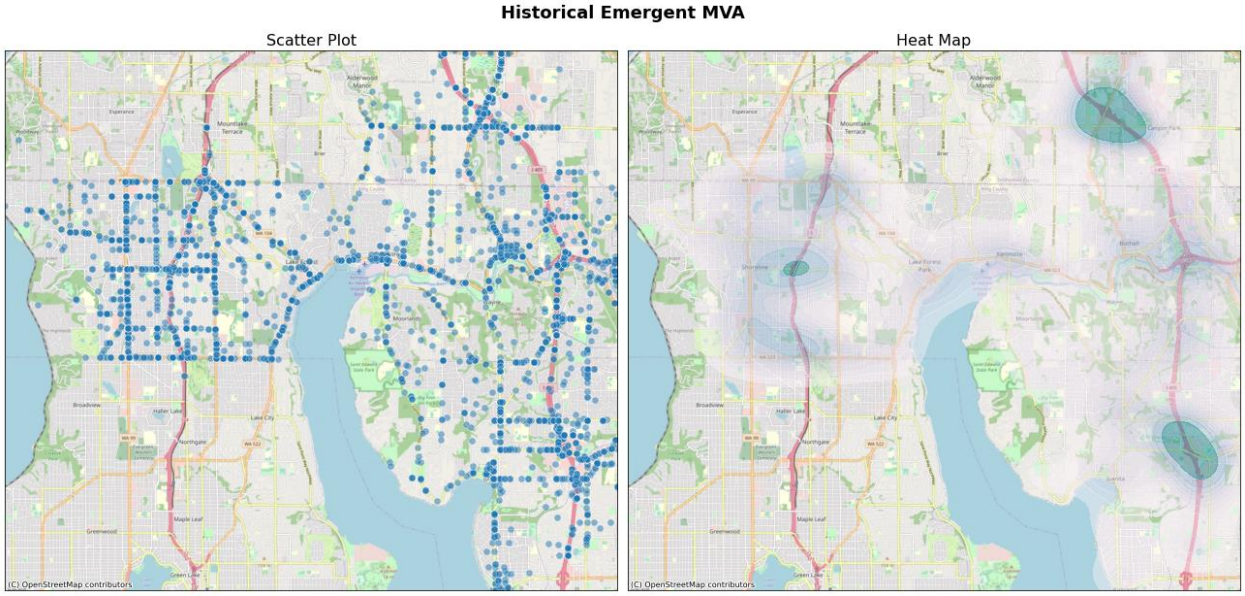
This section presents the results of our analysis in four areas: historical patterns of demand, predicted response time differences across deployment models, predicted workload differences, and estimated street network coverage under the different deployment models.

4.1 Historical Incident Distribution

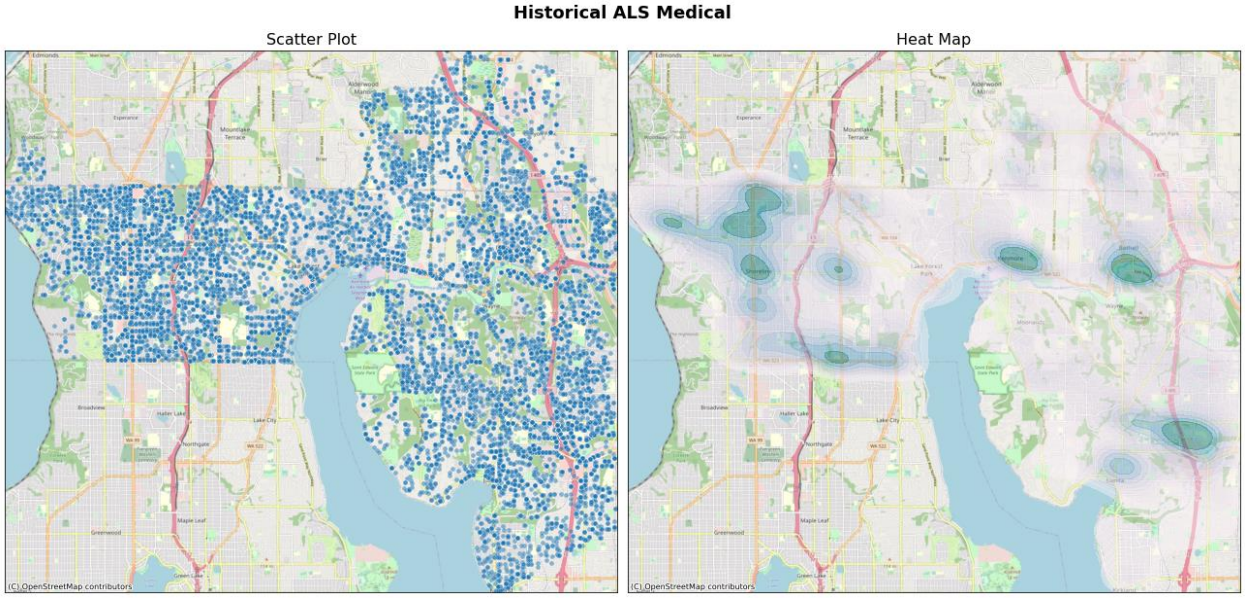
The figures below and on the next page visualize the location of various critical emergencies between January 1, 2018, and July 12, 2022. The tracking of critical calls is important due to the emergent nature of these incidents. These types of calls are more likely to result in a threat to life or greater loss of property.



Map 7 Scatterplot and kernel density estimate (KDE) plot of structure fires Jan 1 2018 to July 12 2022.



Map 8 Scatterplot and kernel density estimate (KDE) plot of ALS and rescue MVA incidents Jan 1 2018 to July 12 2022.



Map 9 Scatterplot and kernel density estimate (KDE) plot of ALS medical calls Jan 1, 2018 to July 12, 2022.

The following charts identify the number of critical incidents by station area over a 4.5 year span and then also by calendar year.

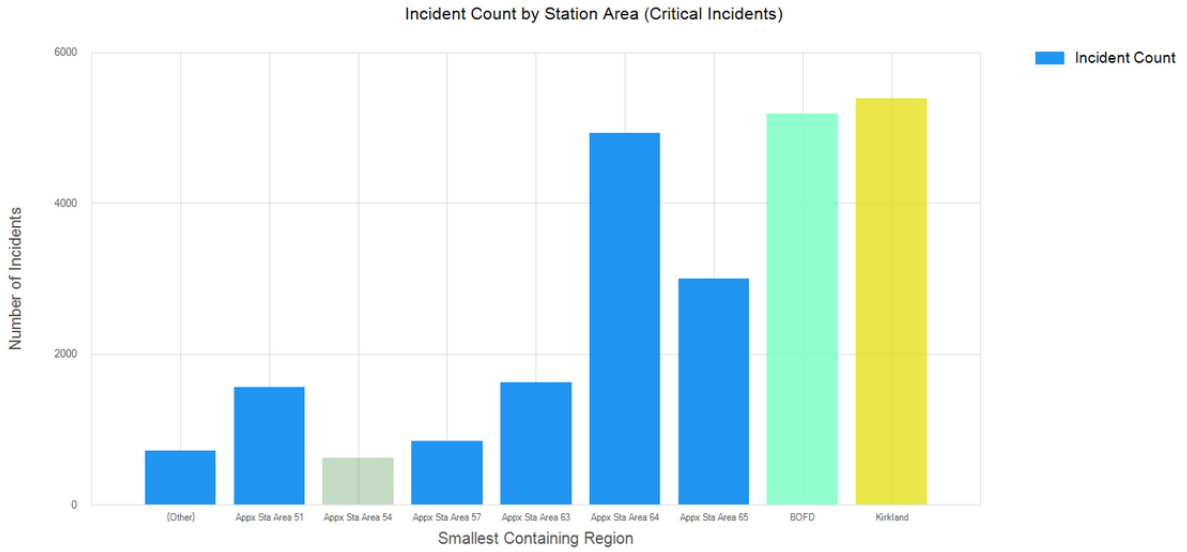


Figure 7 Critical incidents by station area from 1/1/18 to 7/11/22.

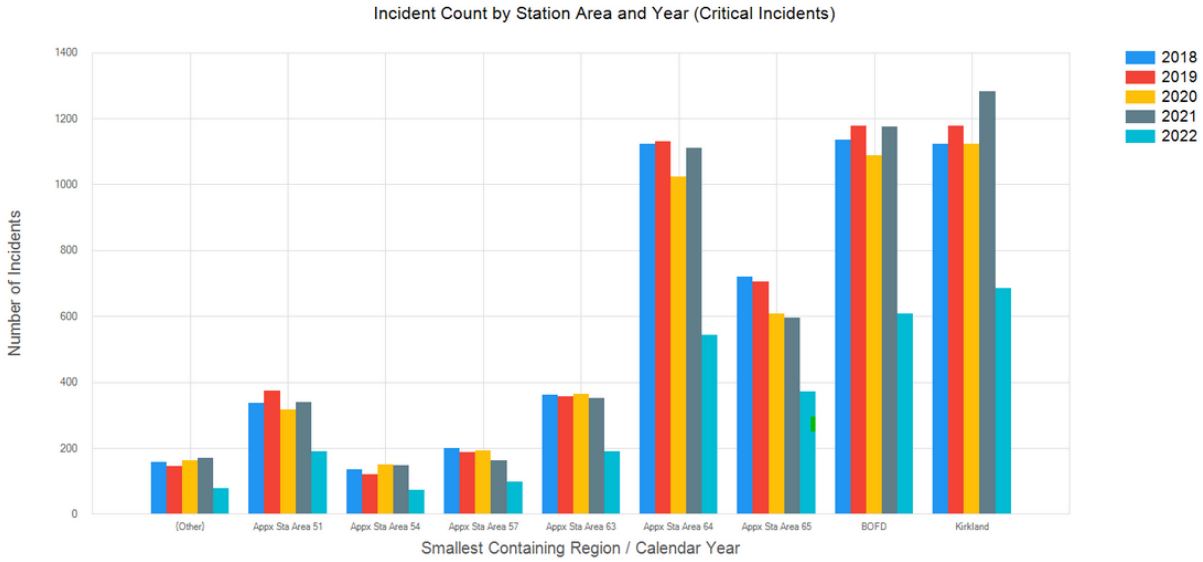
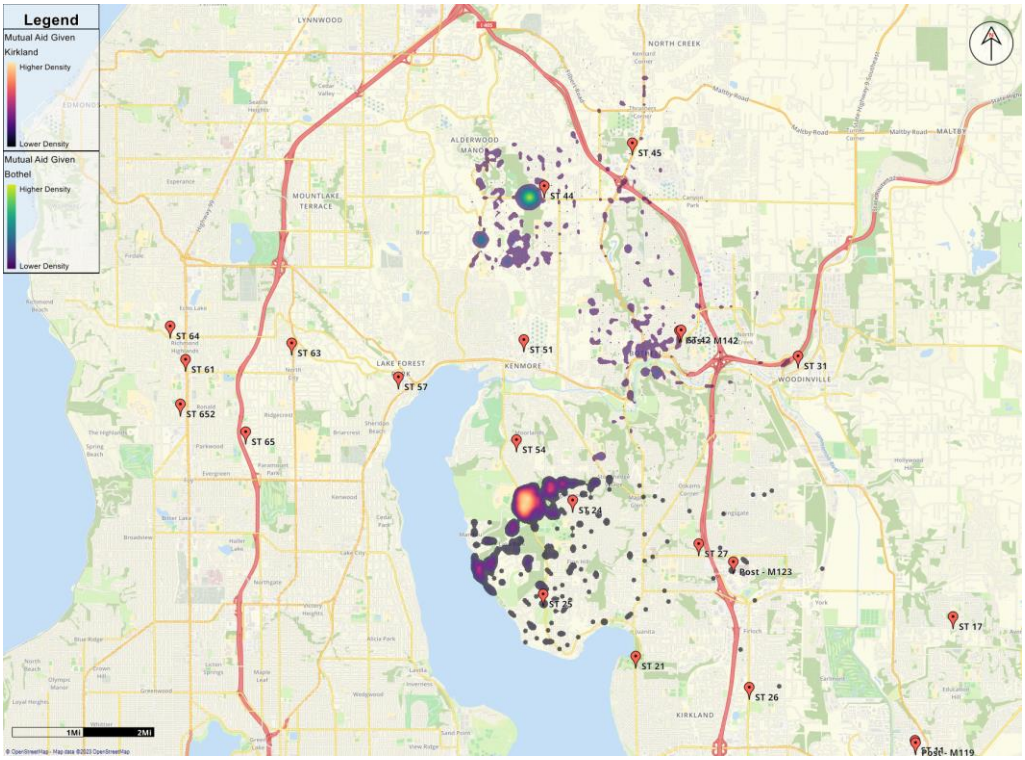
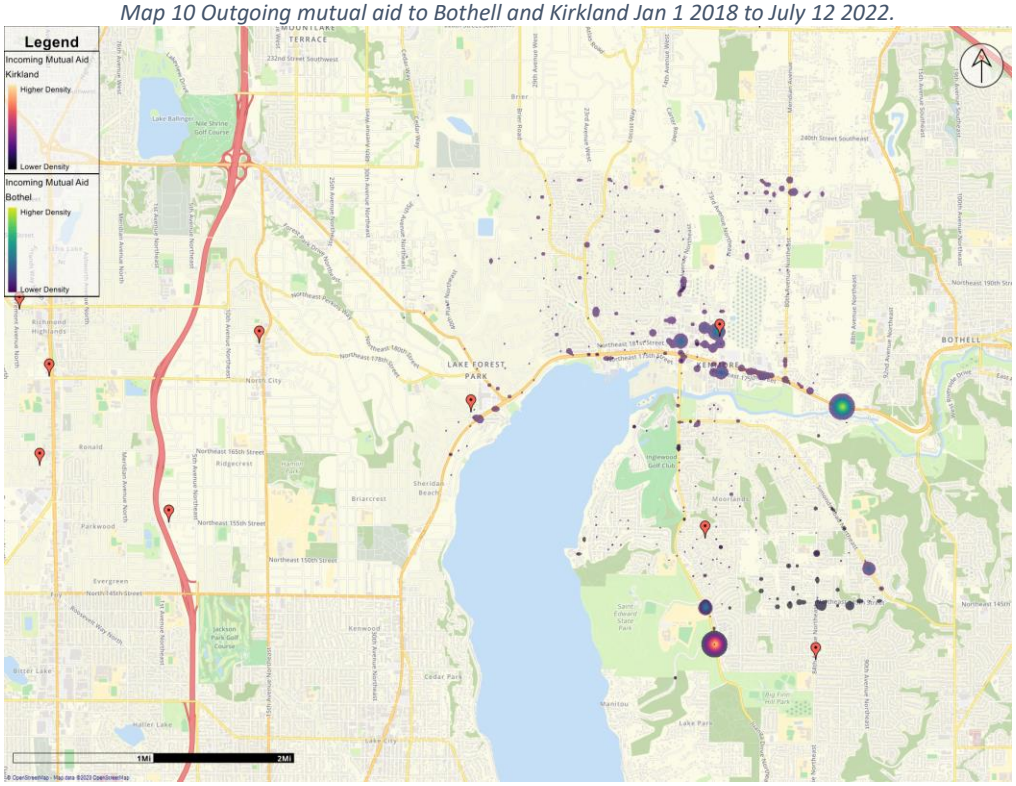


Figure 8 Critical incidents by station area for calendar years 2018 thru 2022.

The following figures show the areas of highest concentration of outgoing and incoming mutual aid.



Map 10 Outgoing mutual aid to Bothell and Kirkland Jan 1 2018 to July 12 2022.



Map 11 Incoming mutual aid from Bothell and Kirkland Jan 1 2018 to July 12 2022.

4.2 Response Time Analysis

The inclusion of Station 54 has led to a significant decrease in the Initial Response Time (IRT), quantified at the 90th percentile below. For non-urgent calls with no immediate life-threatening component, the IRT per approximate area is detailed below.

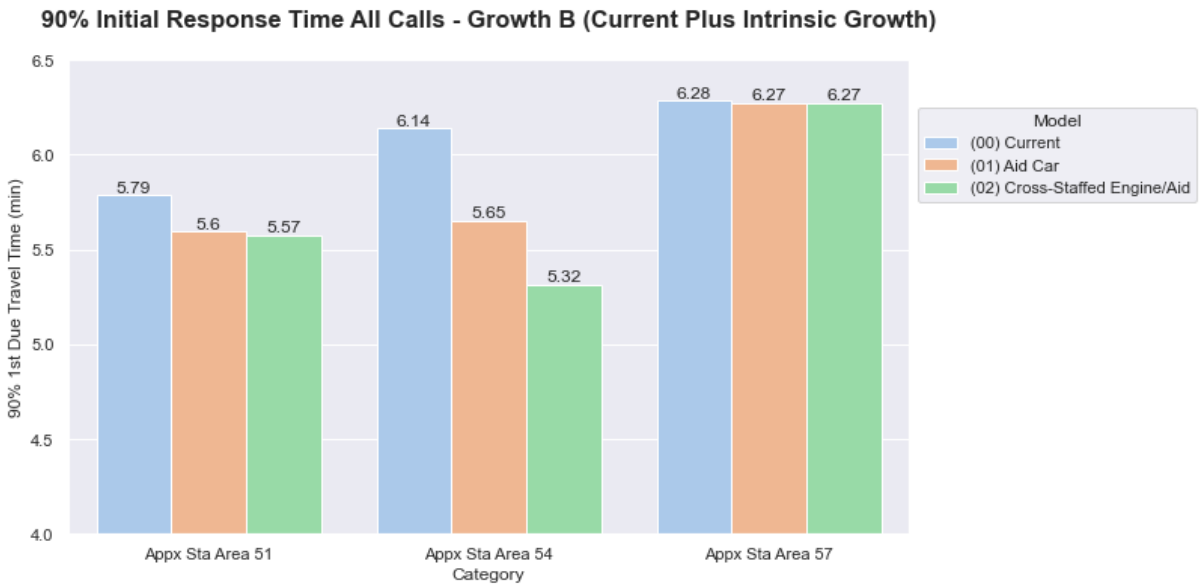


Figure 9 90% IRT for all calls regardless of severity.

By contrast, when we filter for only critical calls - such as structure fires, Advanced Life Support (ALS) medical calls, cardiac arrests, and rescue calls requiring ALS - the performance between the (01) Aid Car and (02) Cross-Staffed Engine/Aid deployments in the context of South Kenmore's area appears almost identical. The figure below illustrates this.

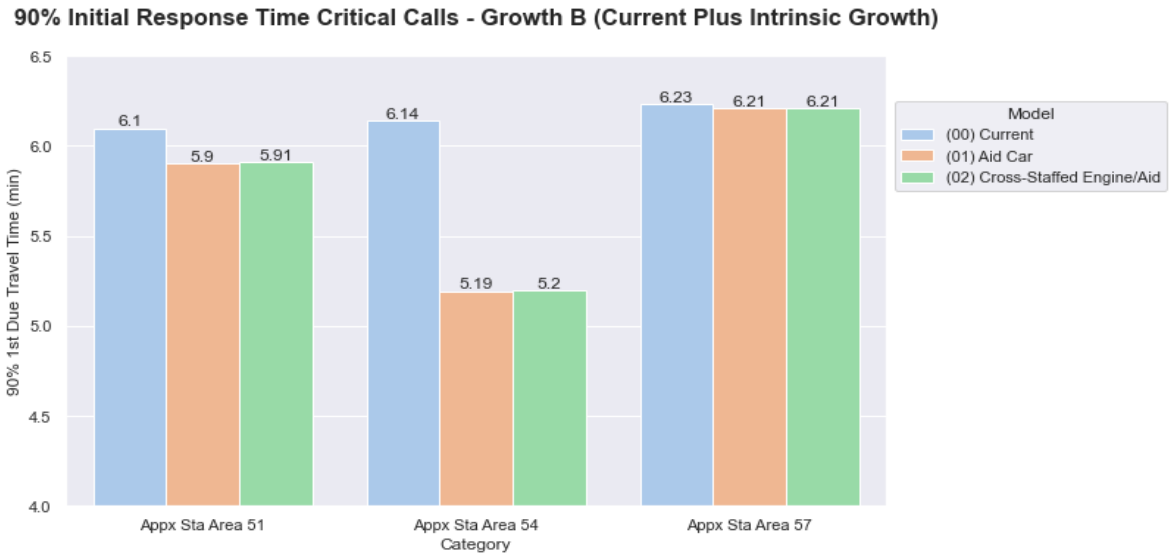


Figure 10 90% IRT for confirmed fires, ALS calls, and rescue call. We deemed these 'critical calls' due to their time sensitive nature.

The ability of SFD to arrive at an emergency in South Kenmore within 4, 5, and 6 minutes dispatch is drastically improved with the opening of station 54. Even opening station 54 with an aid car only deployment, the 4, 5, and 6 minute response times increase by 16.11%, 30.00%, 34.92% respectively.

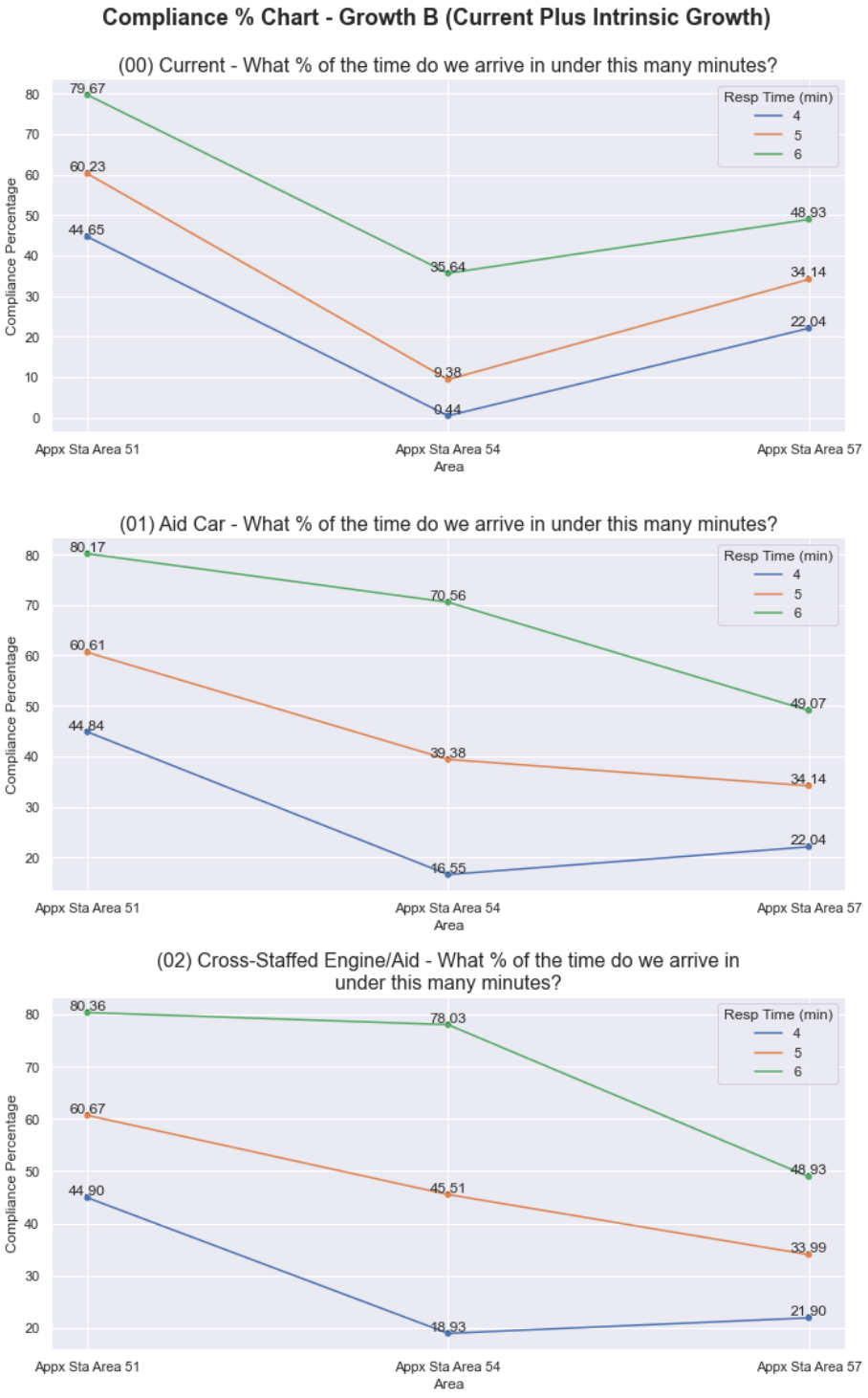


Figure 11 Compliance percentage by station area.

4.3 Workload Analysis

In this section, we show current and predicted patterns of overall demand and unit workload for the deployment models under consideration.

4.3.1 Overall Demand Patterns

The greatest variance in growth scenarios is seen in Station 51's area. This is due to the fact that this area received all of the analogy growth scenarios, as well as the Lakepointe development. That being said, the area of South Kenmore does experience a high degree of growth relative to its current population (4.5% /year over 4.5 years).

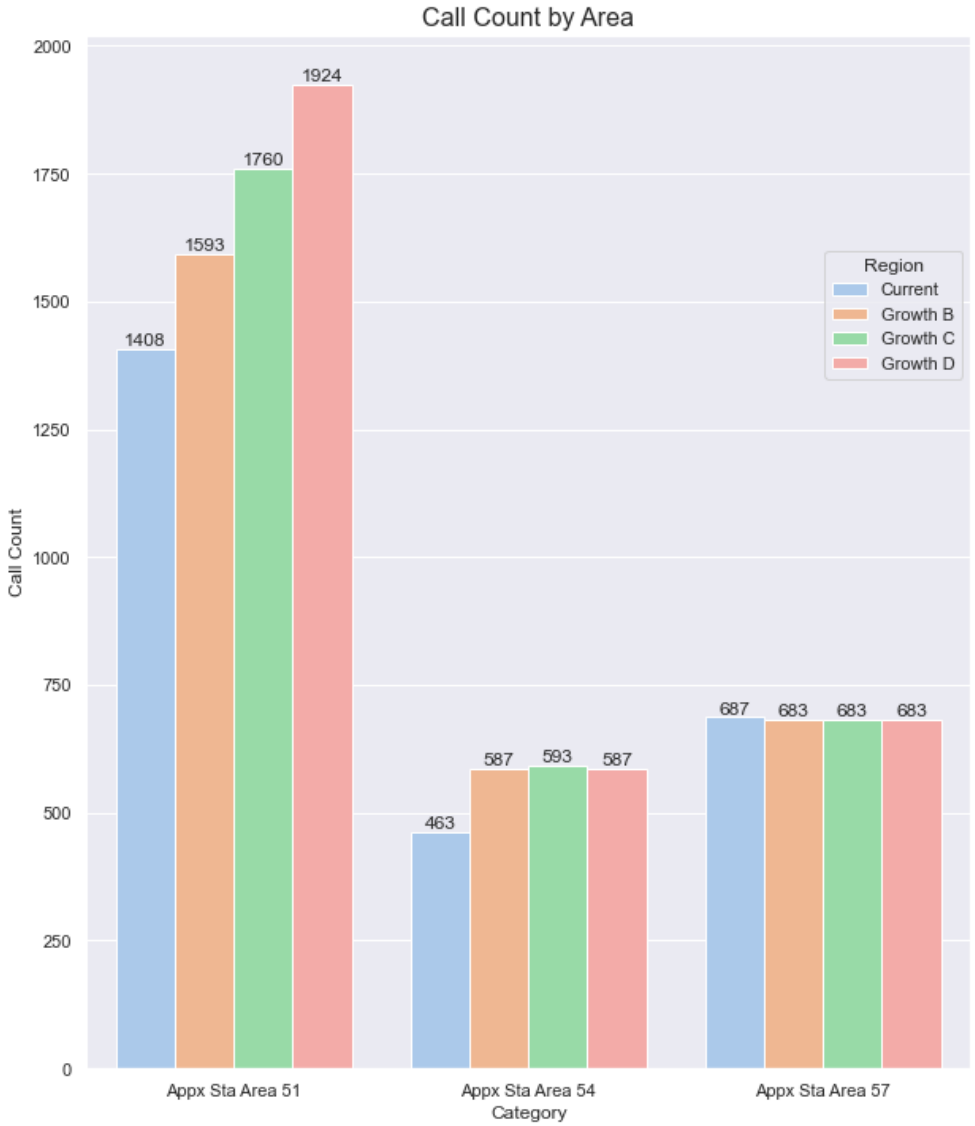


Figure 12 Call count by station area.

The figure below illustrates the variations in activity across different areas and times of the day. This can serve as a valuable tool in discerning if the region's general population and activities are influenced by the time of day, implying that individuals might be commuting to these areas for work or leisure, and then departing in the evening. This can potentially help us understand the balance between residential and commercial usage in these areas.

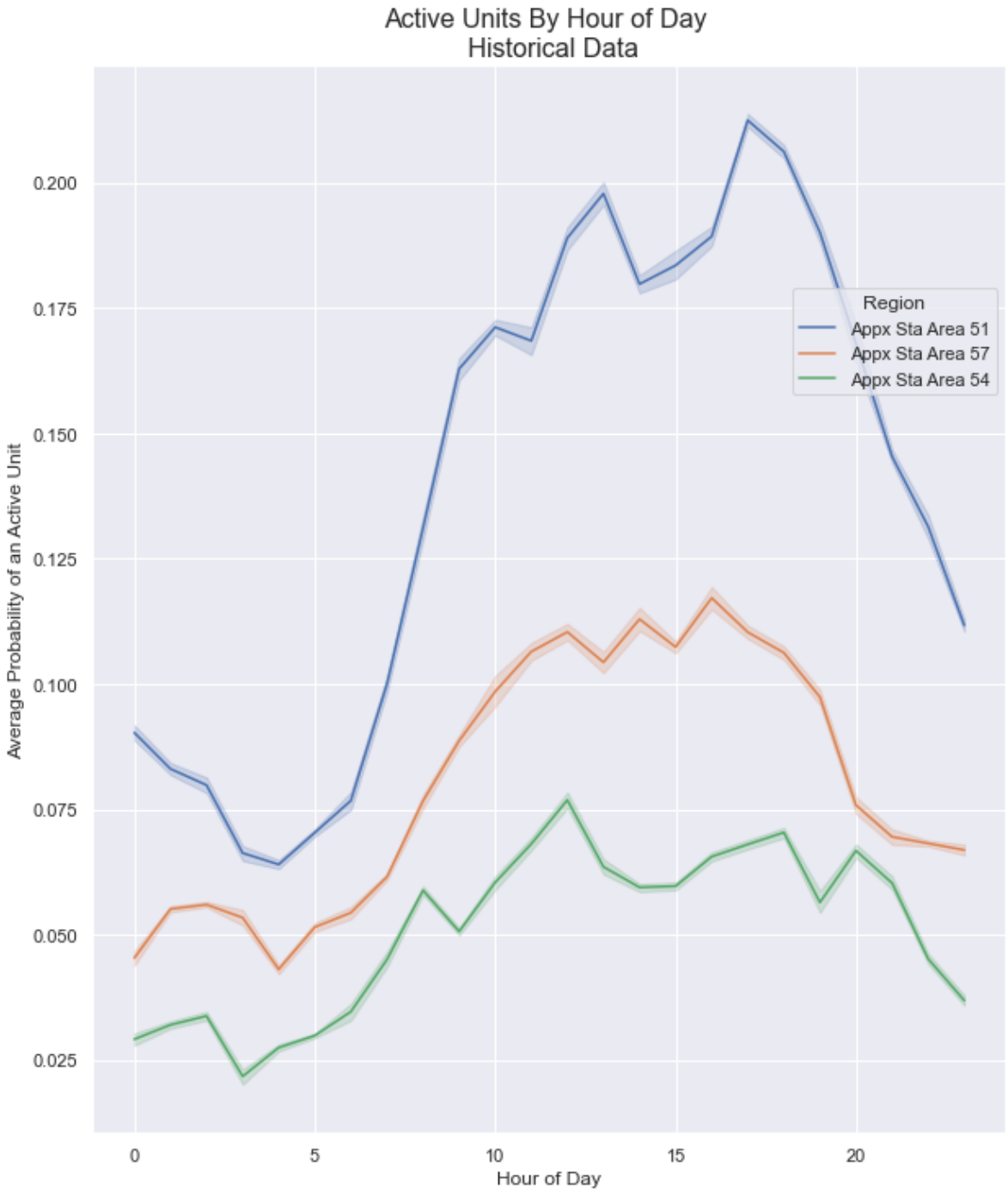


Figure 13 Average Number of Units Currently Committed by Station Area and Time of Day

4.3.2 "Balance of Trade"

In this section, we examine the implications of the alternate deployments on the aspect of workload called "balance of trade:" i.e., the relative number of times SFD provides aid to and receives aid from its partner agencies – in this case, primarily Bothell Fire Department (BOFD) and Kirkland Fire Department (KIFD).

The figure below shows that outgoing mutual aid is expected to increase, however this is combining the outgoing mutual aid responses into both Bothell and Kirkland. Due to proximity, staffing station 54 will increase outgoing mutual aid to neighbors while also drastically reducing the need for incoming mutual aid. The figure compares baseline workload against Growth Scenario B.

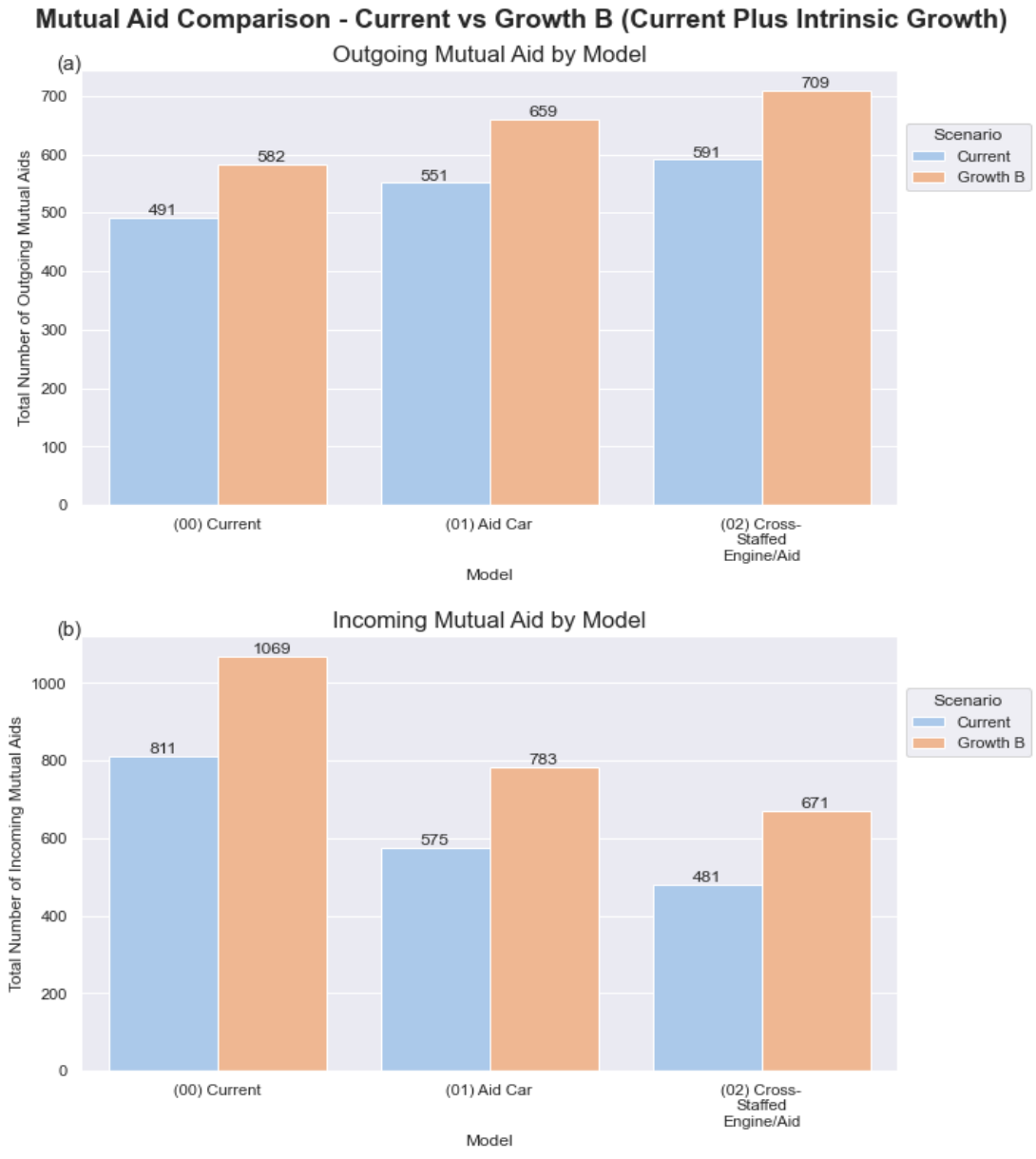


Figure 14 (a) Incoming and (b) outgoing mutual aid given and received by Bothell and Kirkland.

More detailed visualizations of the alternate deployments' impact on balance of trade between Station 54 and the city of Kirkland can be seen below.

Adding resources at Station 54 is strongly predicted to move toward equalizing the balance of trade. It may be counter-intuitive that, even with an engine/aid company at Station 54, KIFD still provides more aid to the area than it receives, but this appears to be due to the large proportion of multi-company and ALS responses as described in Section 8.3.

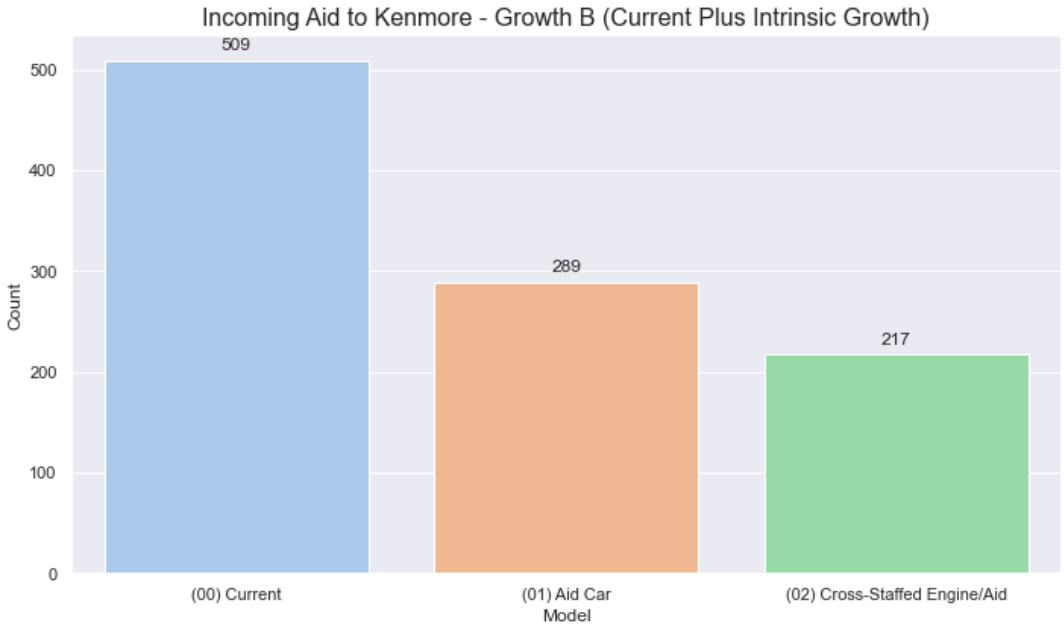


Figure 15 Incoming aid from Kirkland

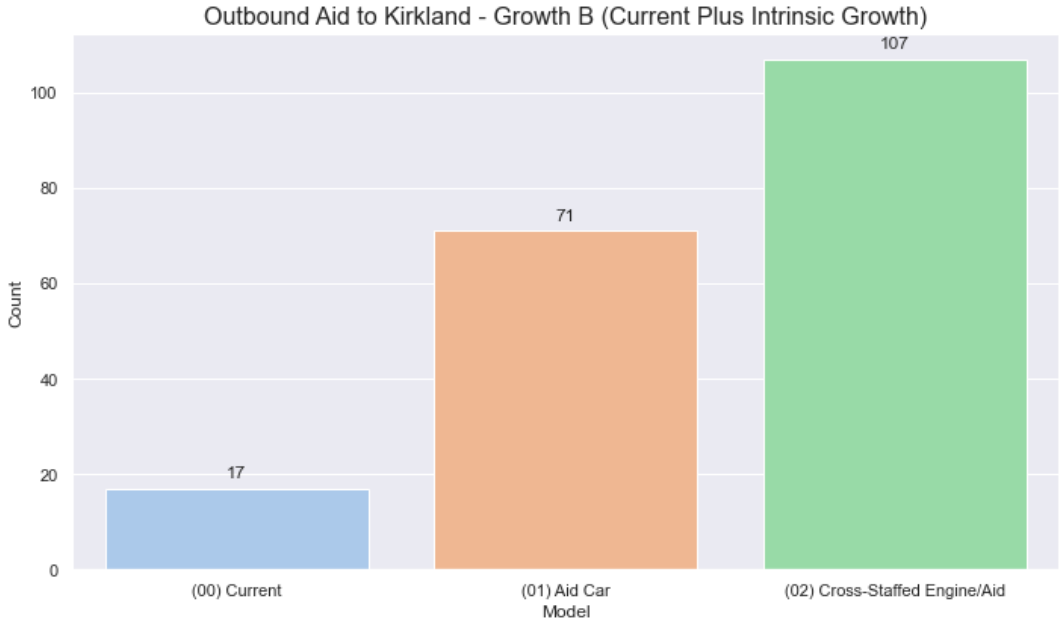


Figure 16 Outgoing aid to Kirkland

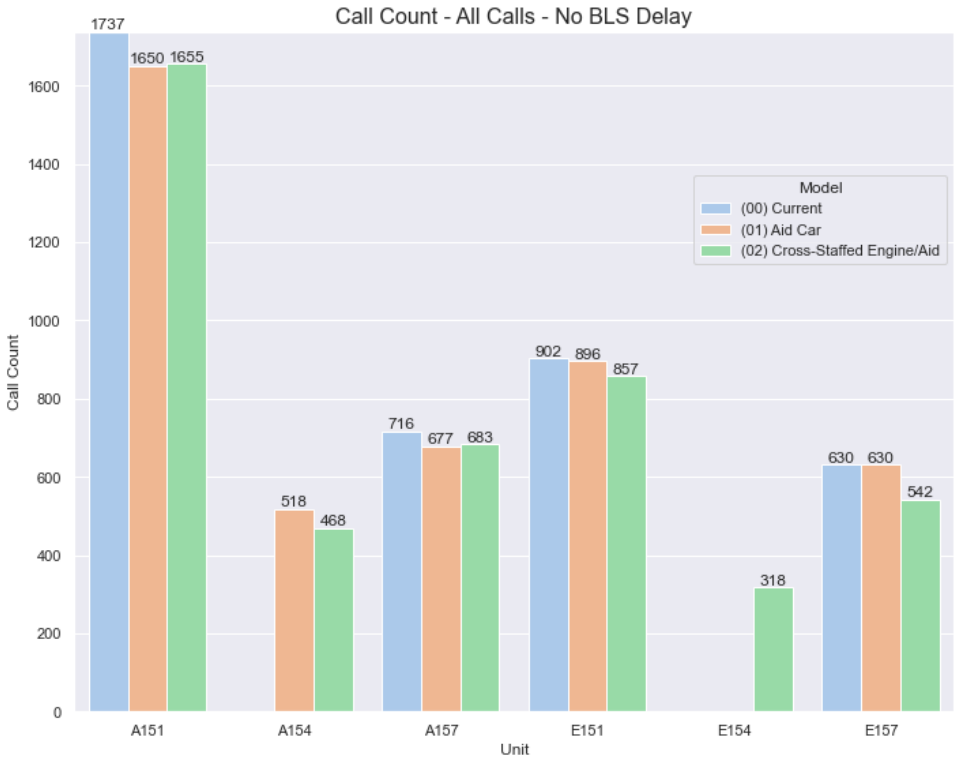


Figure 17 All calls run by the displayed unit without any time penalty or jurisdiction preference.

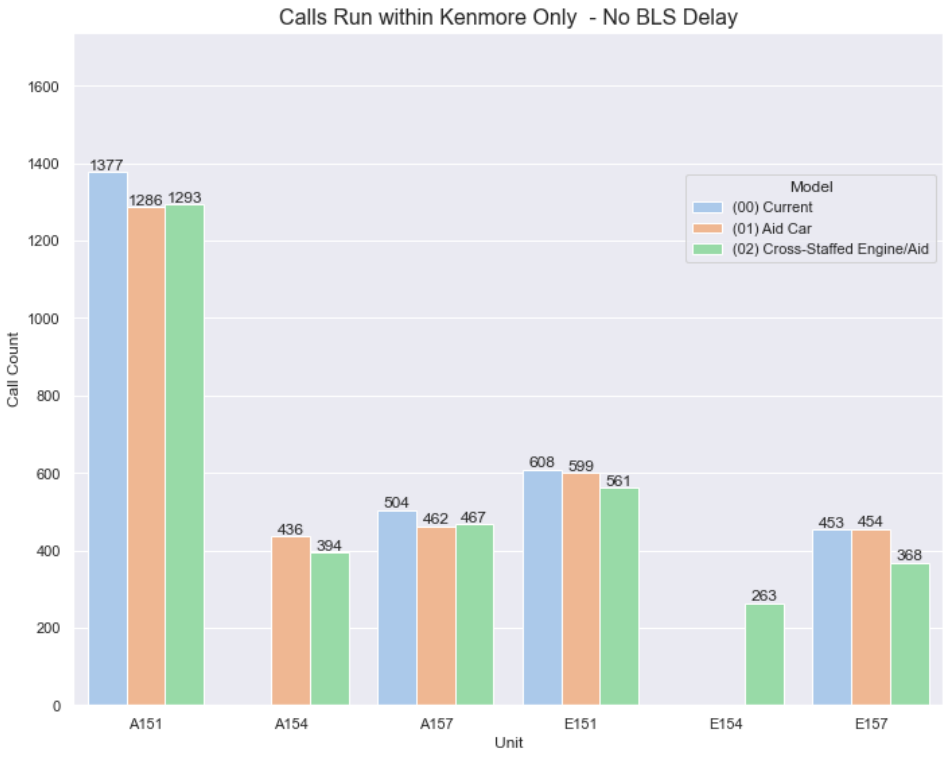


Figure 18 Calls run by the displayed unit within Kenmore only without any time penalty or jurisdiction preference.

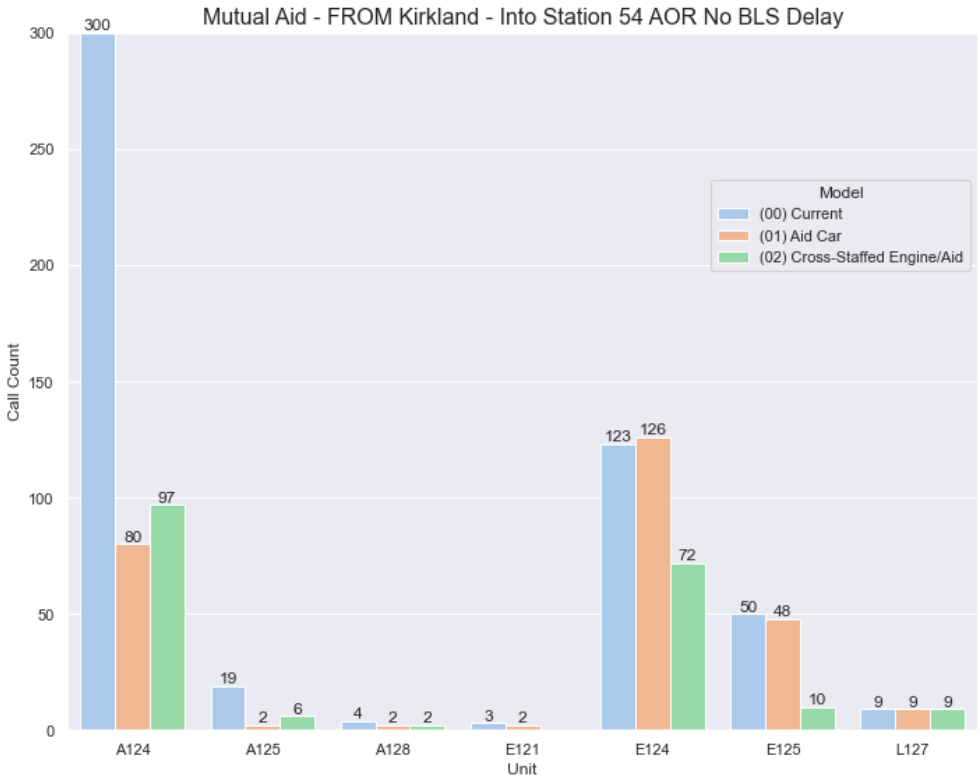


Figure 19 Mutual aid from Kirkland into the station 54 AoR without any time penalty or jurisdiction preference.

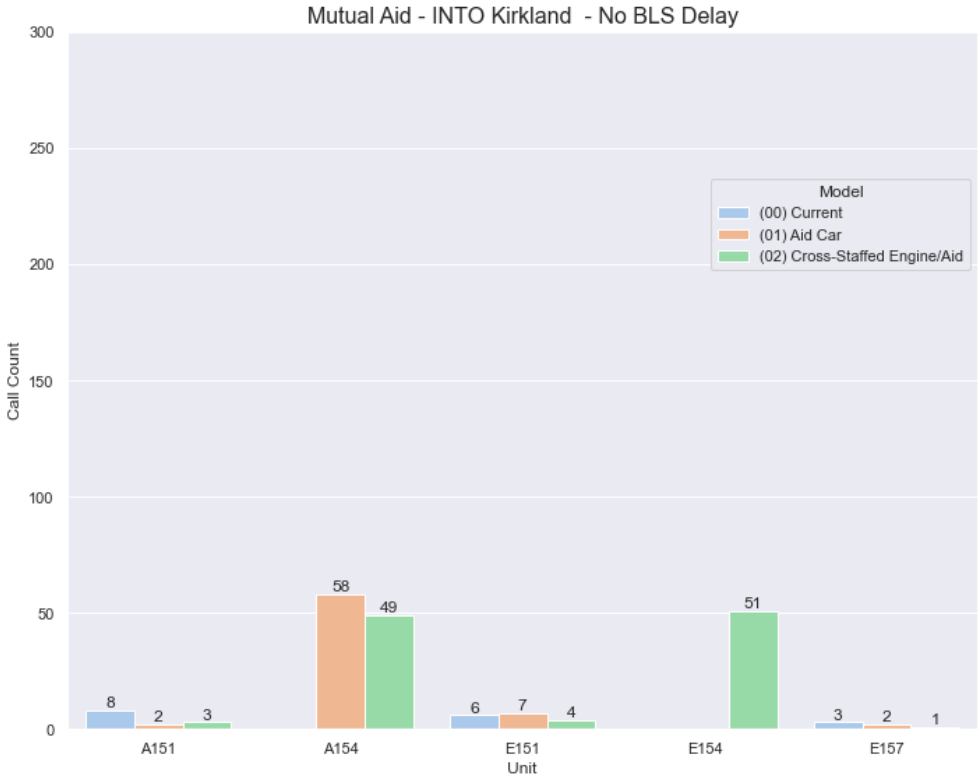


Figure 20 Mutual aid into Kirkland without any time penalty or jurisdiction preference.

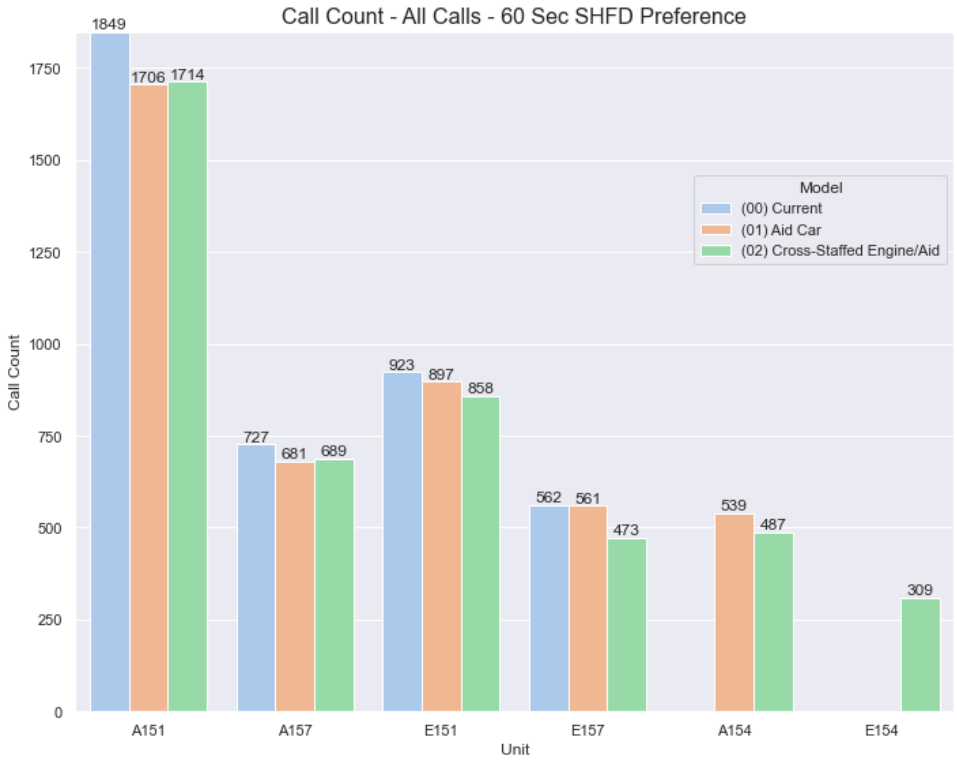


Figure 21 All calls run by the displayed unit with a 60 second preference for Shoreline units for non-emergent calls.

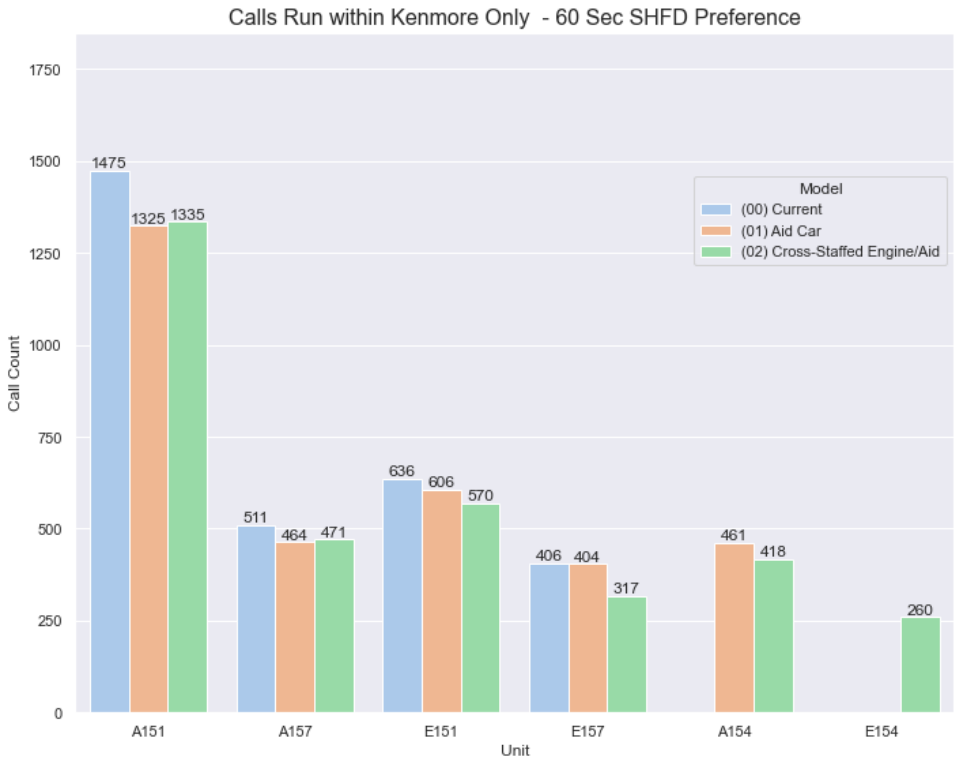


Figure 22 Calls run by the displayed unit within Kenmore only with a 60 second preference for SFD units, non-emergent calls.

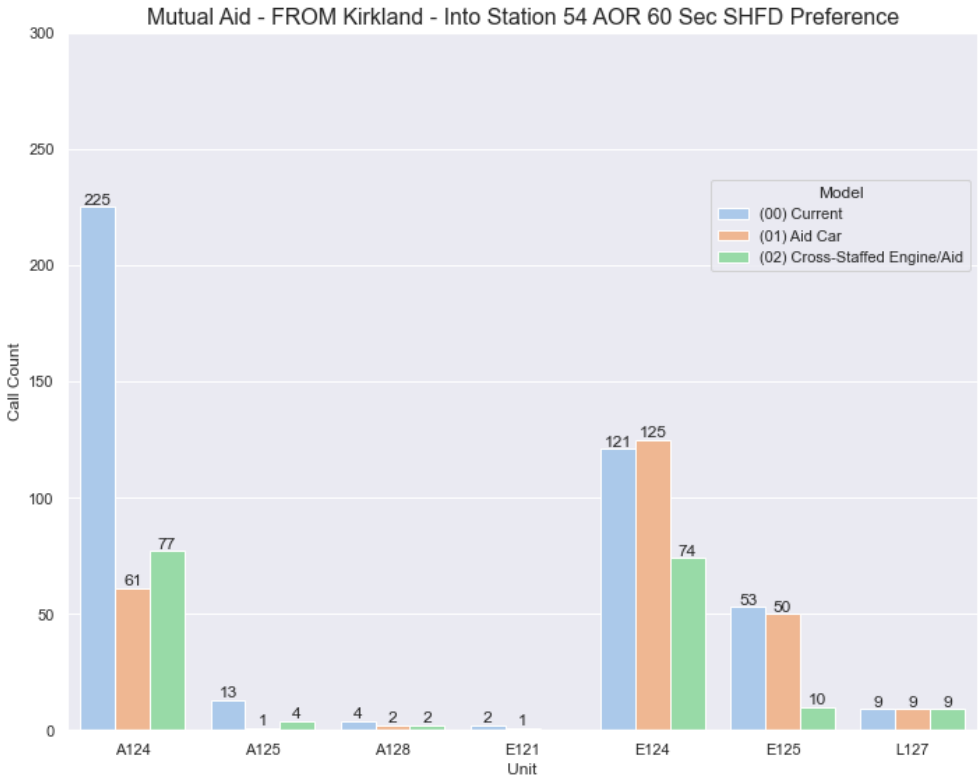


Figure 23 Mutual aid from Kirkland into station 54 AOR with a 60 second preference for SFD units, non-emergent calls.

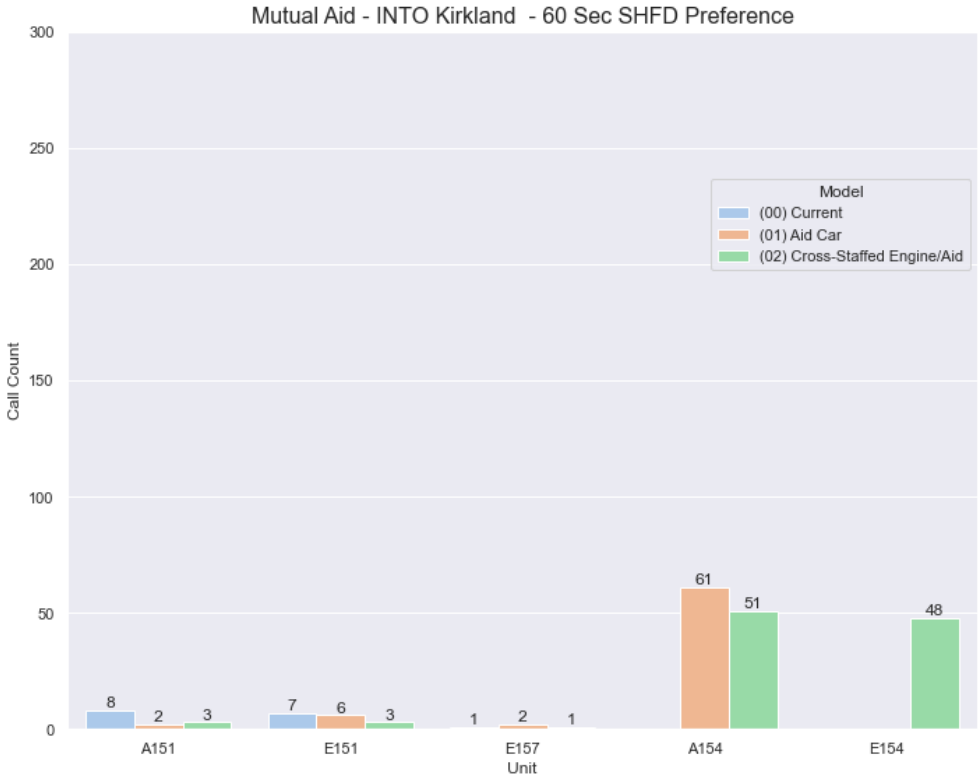
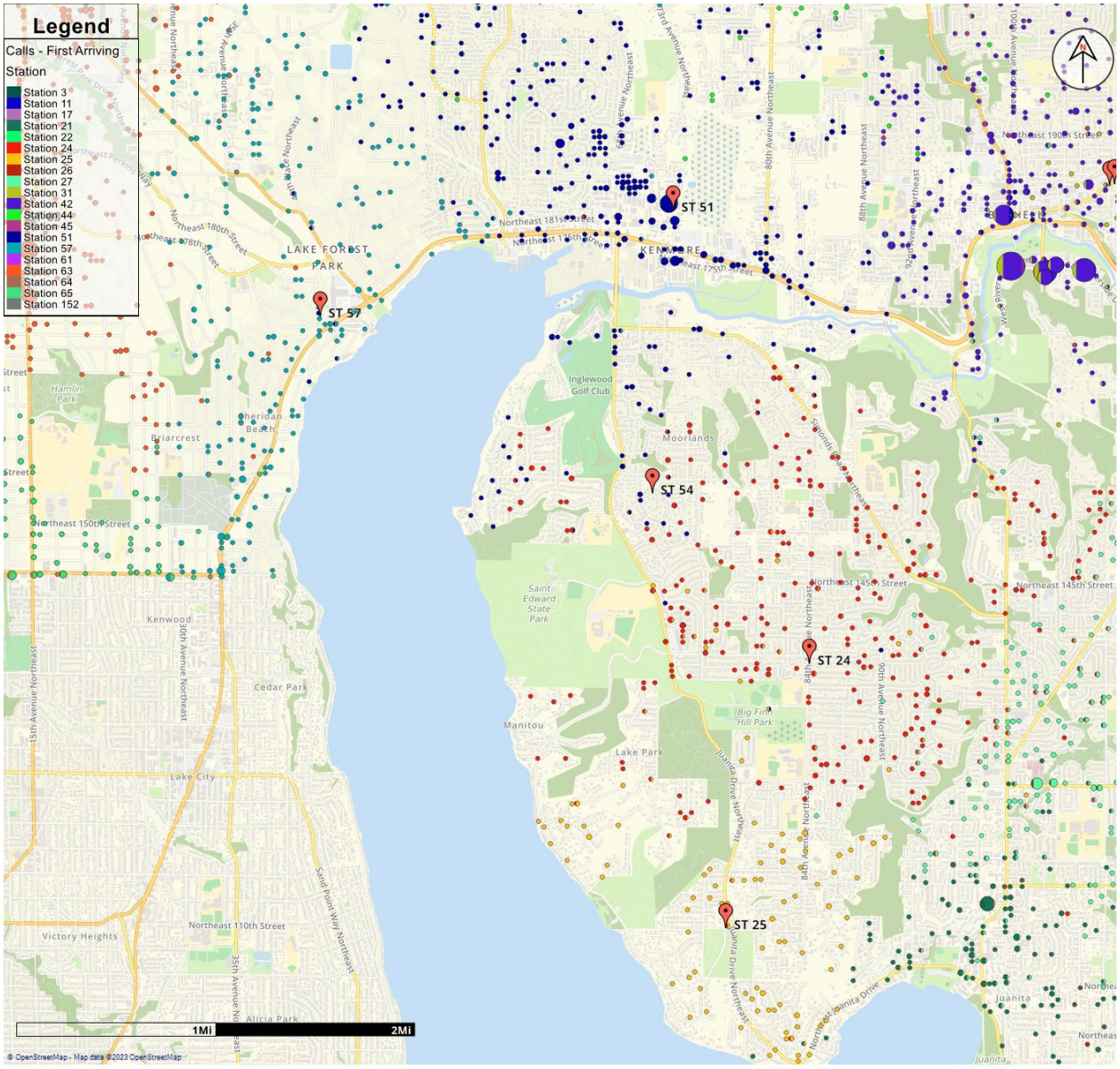


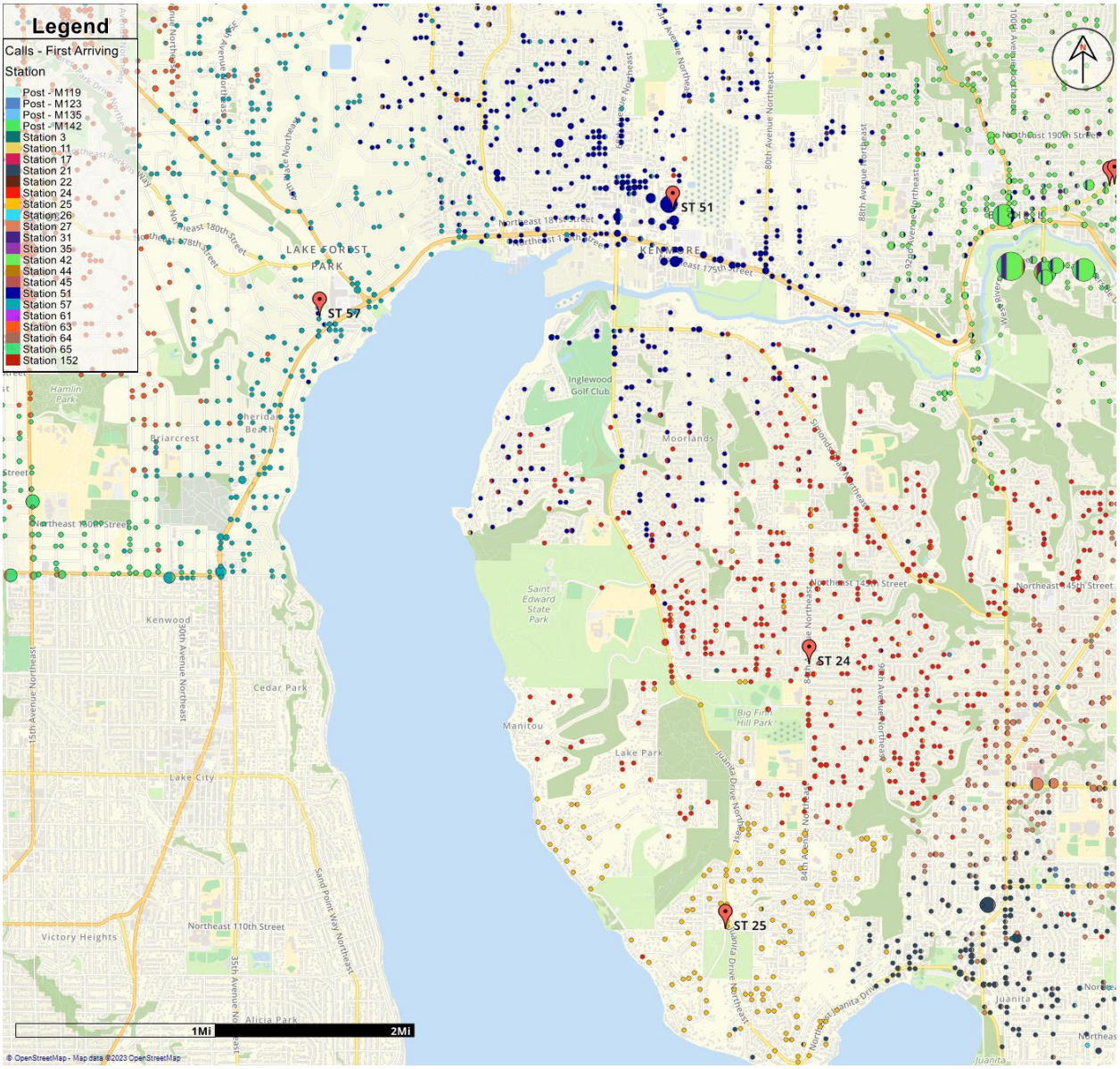
Figure 24 Mutual aid into Kirkland with a 60 second preference for Shoreline units for non-emergent calls.

The following 3 maps illustrate the effects of assigning a delay or penalty on a unit role based on jurisdiction. For example, if an agency wanted to prioritize dispatching their own apparatus in a region that is closely shared by two jurisdictions, they may apply a travel penalty to the units of another jurisdiction so that their own units have a higher dispatch priority. This is often done for low acuity, non-emergent calls where a response delay of a few minutes does not threaten life or limb. The first map, Map 12, is representative of the majority of the models seen in this report. In this instance, there are no 'unit penalties' and the closest unit is dispatched for emergent and non-emergent calls.



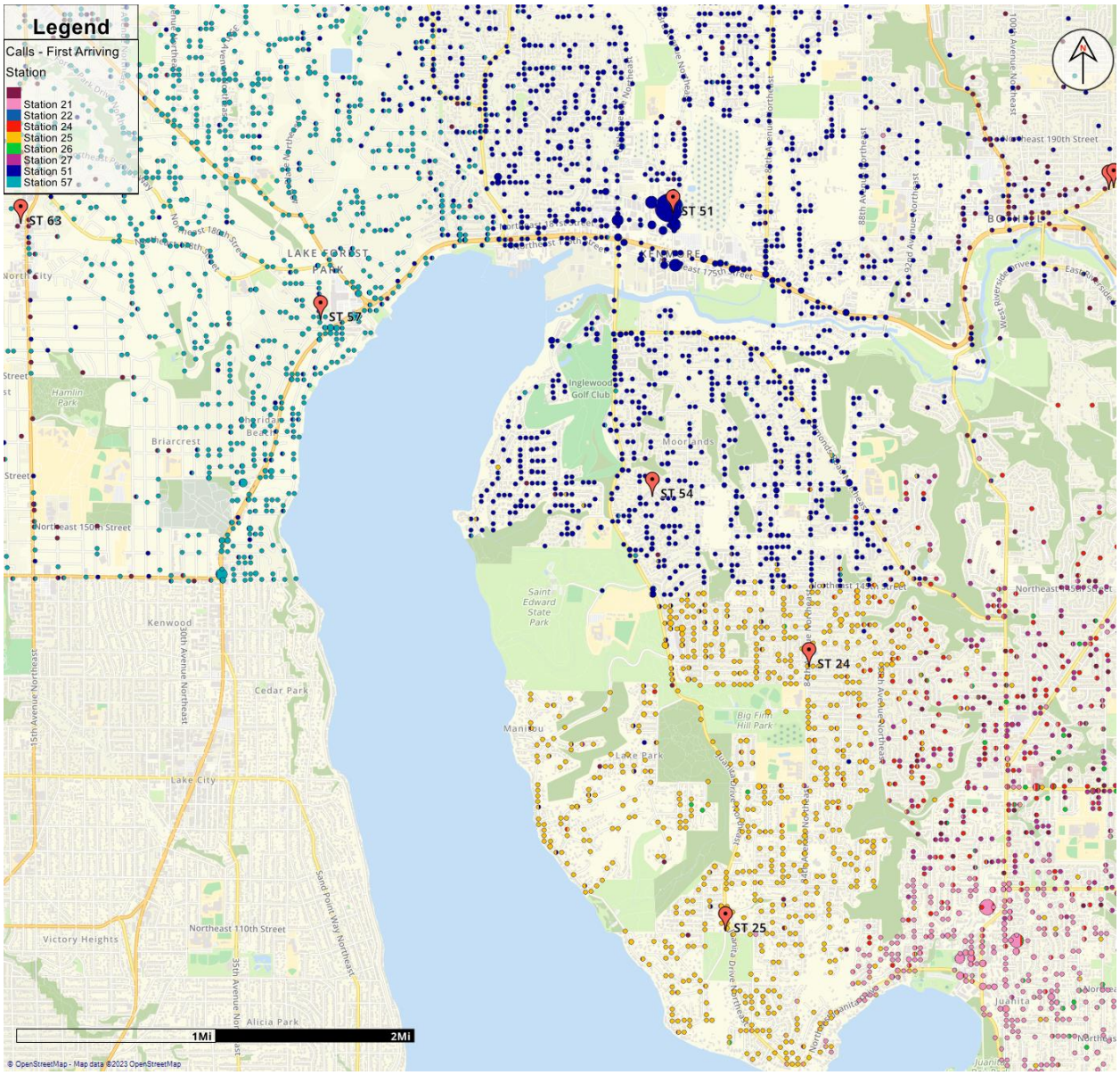
Map 12 A Map of calls colored by first due station. This map has no unit delays or preferences for specific agencies and will send the closest unit.

In the next map, there is a 60 second penalty applied for non-Shoreline units within the S Kenmore area. Please note, this penalty is not applied on emergent calls such as fires, ALS medical, cardiac arrest, etc. It is evident that the natural 'border' between the two agencies will shift south and to the east with a greater time penalty. The presence or absence of such a policy could have meaningful impacts on how two agencies utilize mutual aid.



Map 13 A Map of calls colored by first due station. This map has a 60 second preference for Shoreline units for non emergent calls. This means that if the Shoreline unit is 1 min 59 sec away and another agency unit is 59 sec way, the selected unit will be the Shoreline Unit.

The third map, seen below, is the historical data from Jan 1 2018 – July 12 2022. It is evident that there was likely some type of preference granted to Shoreline units within the S Kenmore area up to the border with Kirkland.



Map 14 A Map of calls colored by first due station. This map is from historical data from Jan 1 2018 – July 12 2022. When compared to Map 13, it appears that historically there may have been a unit preference in favor of Shoreline units that may have been deemed necessary at the time.

In the following two figures, we examine the impacts of the alternate deployment models in terms of shifting workloads among units. In both models (01) Aid Car and (02) Cross-Staffed Engine/Aid, a station 54 unit replaced A124 nearly 250 times. The next largest unit replacements are A151 and E151.

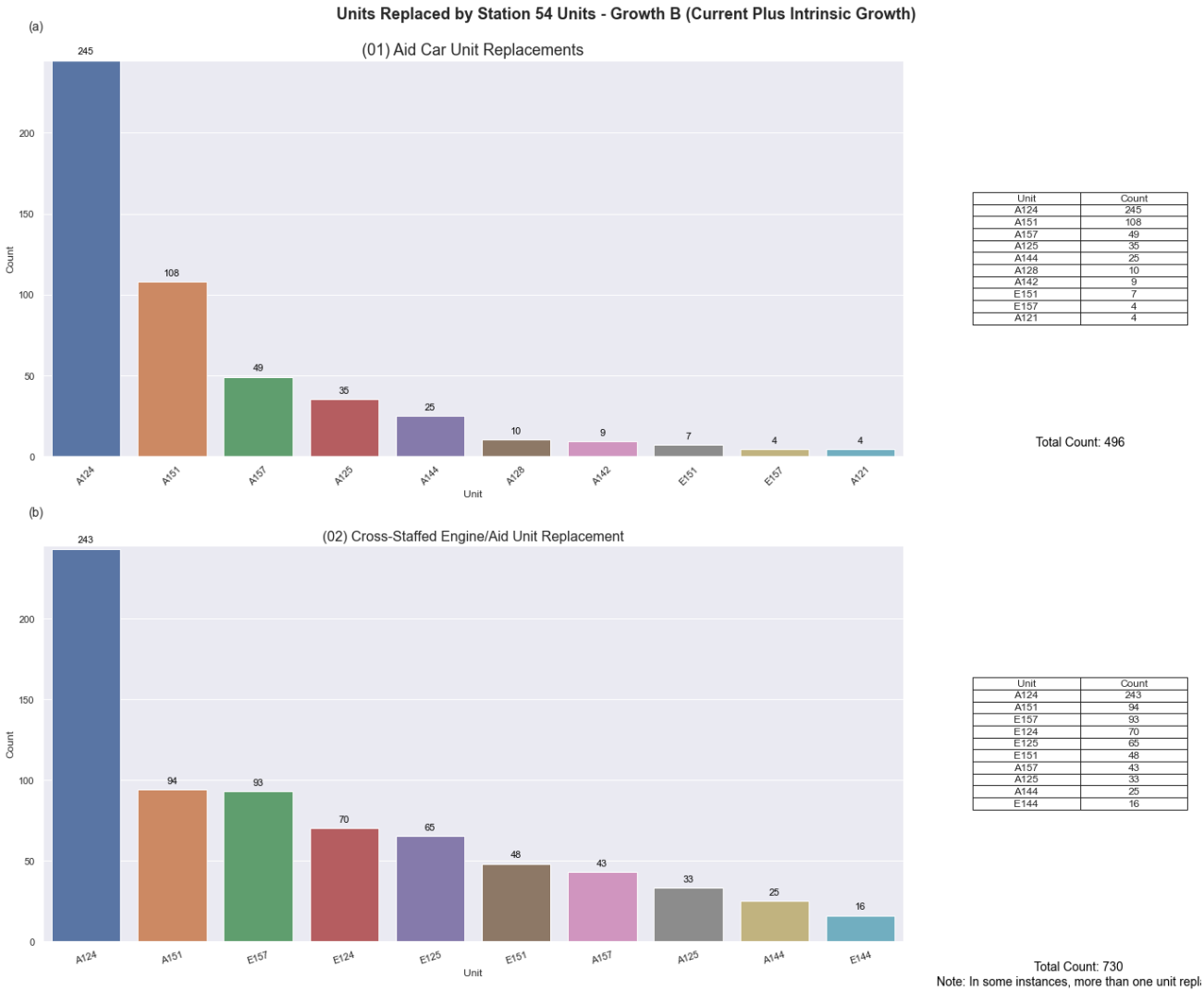


Figure 25 (a)(b) Unit replacement report. Units that were replaced by either E154 or A154.

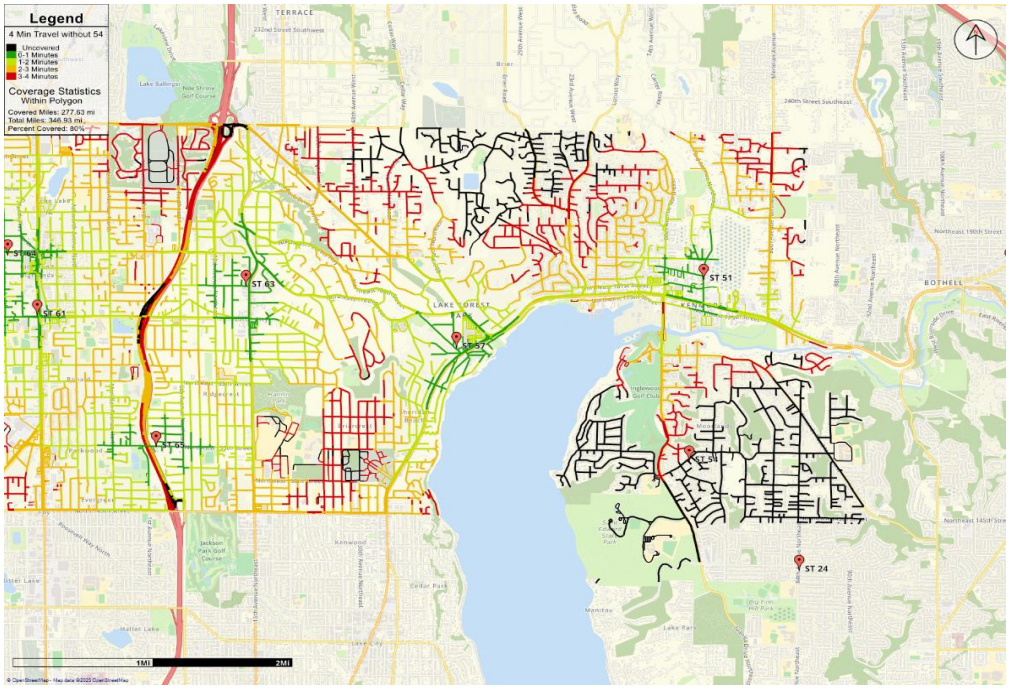
4.4 Street Network Coverage

The preceding analyses have focused on measuring predicted performance based upon the locations of historical and predicted incident locations. Another method of assessing performance against risk is to quantify the ability of various deployments to cover the SFD jurisdiction within specified response times. In this section we analyze the impact of coverage of the entire street network within SFD's jurisdictional boundaries within four minutes' travel time, which is the current NFPA benchmark for emergent responses.

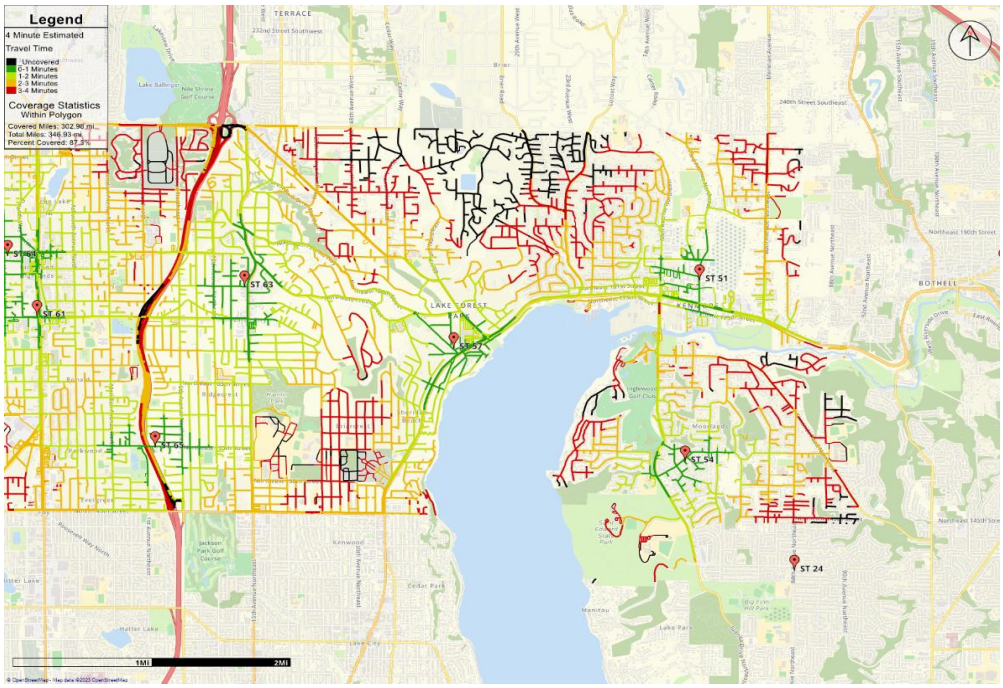
Adding station 54 increased the total road coverage, as defined as within 4 minutes of travel time, of the Shoreline Fire District.

- Prior to opening station 54: 80.2%
- After opening station 54: 87.3%

The overall gain of road coverage for the district was 7.3%. Details of the road coverage can be seen in the maps below.



Map 15 Coverage map of current deployment based on travel time.



Map 16 Coverage map with station 54 built.

5 Conclusions

The table below presents a summary of the performance for each deployment model under the Growth B scenario. We have chosen to focus on this scenario due to its strong potential for realization, given the lengthy discussions surrounding the Lakepointe development, which have been ongoing for decades.

Attribute	Scenario	(00) Current	(01) Aid Car	(02) Cross-Staffed Engine/Aid
Incoming Mutual Aids	Growth B	1069	783	671
Outgoing Mutual Aids	Growth B	582	659	709
Predicted 90%ile Initial Unit Travel Time- S Kenmore (Critical Calls) (min)	Growth B	6.14	5.19	5.2
Total Calls Run	Growth B	0	503	764
Units Replaced	Growth B	0	496	730

Table 5 Summary of performance of Growth B.

5.1 Impact of Lakepointe

The development of Lakepointe, and its potential traffic impact, have been significant concerns among the command staff with respect to South Kenmore. However, the intricate details of traffic impacts, flow, congestion, and other consequences associated with major developments exceed the scope of this study and the capabilities of the software used for analysis. Despite this, our assessment indicates that the Lakepointe developments would likely have the most direct impact on the area around Station 51.

Given these considerations, we recommend focusing on the Growth B model when drawing conclusions about the future of Station 54 based on the three deployment models. Here are the key findings derived from the results.

- An engine/aid configuration results in a lower number of incoming mutual aids compared to either an aid-only configuration or the absence of a station.
- Outgoing mutual aids increase with the (02) Engine/Aid staffing vs either the (00) Current staffing or the (01) Aid only staffing.
- Incoming mutual aid decreases for both models, with the (02) Engine/Aid model reducing incoming mutual aids by a greater amount than the (01) Aid only model.
- An engine/aid deployment will handle 30% more calls than an aid-only deployment.
- The most substantial reduction in initial response time was observed in the (02) Engine/Aid deployment. This indicates that incidents requiring one or more suppression units are

associated with higher initial response times (IRTs). Thus, the strategic location of an engine in South Kenmore significantly cuts down the travel time to incidents that need an engine.

The 'Units Replaced' attribute compares all incidents to which either A154 or E154 was dispatched and quantifies the number of units replaced by either of these in the 00 Current Deployment models.

5.2 Summary

Our analysis has highlighted several clear outcomes:

- Reactivating Station 54 will notably enhance response times in South Kenmore;
- This will significantly reduce reliance on incoming aid from the Bothell and Kirkland Fire Departments, thereby creating a balanced 'external trade' in terms of aid;
- Deploying a cross-staffed engine/aid company offers certain advantages, especially for responses to structure fires, compared to deploying an aid-only company.

Whether this is the best possible use of resources for Shoreline Fire Department and the City of Kenmore is a policy decision that must be considered in the wider context of public good.

7 References

[1] Chase, L. "Fwd: New Developments." Email to carl.niedner@levrum.com, July 20, 2022.

[2] ____. Code3 Strategist 2.9.4 User Manual. Corvallis, OR: Levrum, Inc. December 20, 2021.

[3] ____. "Shoreline Fire Department: Station Location Analysis." Corvallis, OR: Levrum, Inc. October 10, 2022.

[4] Newmark. "Newmark Knight Frank Announces the Sale of Canyon Park Business Center: A 17-Building, 632,591 SF Value-Add Property on Seattle's Eastside." Accessed on 6/9/2023. https://www.nmrk.com/insights/press-releases/newmark-knight-frank-announces-the-sale-of-canyon-park-business-center-a-17-building-632-591-sf-value-add-property-on-seattles-eastside

[5] O'Connor, B., & Peavey, R., O'Connor Consulting Group, LLC. 2020. "Cost and Feasibility Study." Published March 19, 2020. Accessed on 6/7/2023. https://www.kenmorewa.gov/home/showpublisheddocument/1950/637701696944200000

[6] City of Kenmore, Washington. (2023). Current Projects. Retrieved May 26, 2023, from https://www.kenmorewa.gov/our-city/projects/current-projects.

[7] _____. "Lakepointe Development." City of Kenmore, Washington. https://www.kenmorewa.gov/our-city/projects/lakepointe-development. Retrieved June 20, 2023.

8 Appendix: Technical Methodology

Additional details that may provide perspective on emergency call statistics are provided in this appendix.

8.1 Cross Plotting All Models vs. All Scenarios

The figures below are cross plots generated from all models and scenarios. Each row represents a different model (unit deployment) while each column represents a growth scenario (C,D,E). The purpose of these grid plots is to scan for any major abnormalities between models, scenarios, or both.

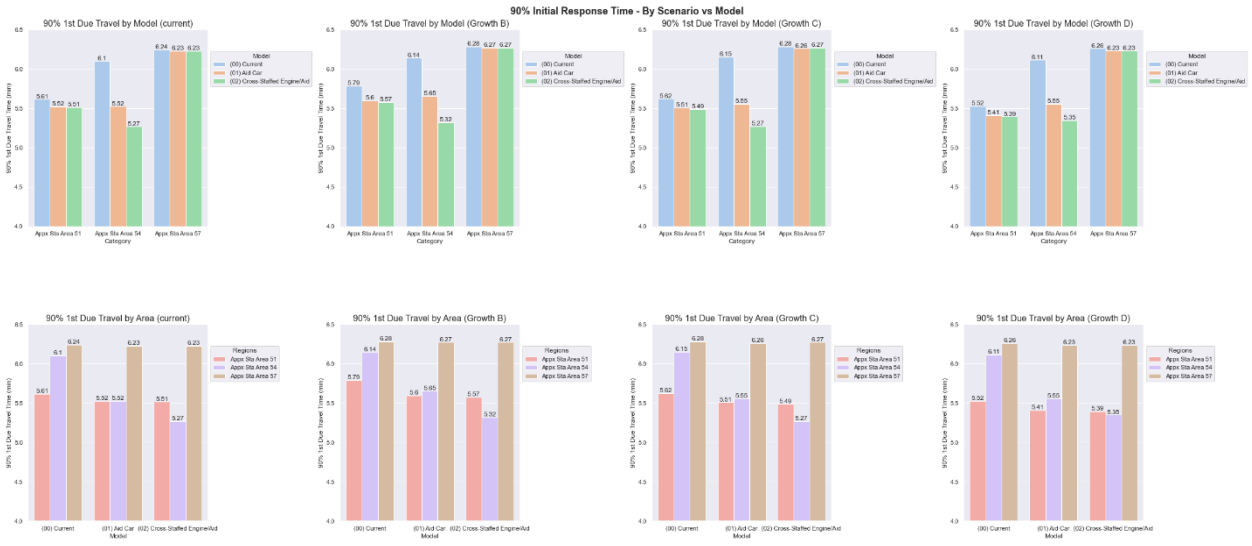


Figure 7 90% IRT of all models and scenarios. Models are rows, scenarios are columns.

8.2 Suppression Company Requirements

There exists a category of calls that require an engine but are not necessarily time-critical emergencies. We analyzed the following nature codes to create the 'Engine Calls' column, which includes emergent and non emergent engine calls:

> *nature_codes = ["MVC - Aid Emergency", "MVC - Medic", "MVC - Rescue", "AFA - Commercial", "AFA - Multi-Family", "AFA Water Flow - Commercial", "AFA Water Flow - Multi-Family", "AFA Water Flow - Residential", "AFA - Drill", "AFA - False", "AFA - Malfunction", "AFA - Reset", "AFA - Residential", "AFA - Trouble", "Aircraft - Crash", "Appliance - Fire", "Dumpster - Fire", "Explosion - No Structure", "Extinguished Fire", "Haz", "Hazmat", "Natural Gas - In the Area", "Natural Gas - Line Fracture", "Confirmed Fire - Commercial", "Confirmed Fire - Multi/Fam", "Confirmed Fire - Residential", "Working Fire - Commercial", "Working Fire - Multi/Fam", "Working Fire - Residential", "Natural Gas - Commercial", "Natural Gas - Major", "Natural Gas - Minor", "Natural Gas - Multi-Family", "Natural Gas - Odor", "Natural Gas - Residence", "Smoke - Commercial", "Smoke - Multi-Family", "Smoke - Residence", "Smoke - Ventilation", "Structure Fire - Unconfirmed", "Vehicle - Fire", "Wildland - Fire"]*

And then looked at only confirmed structure fires. The results are seen below:

Year	Count of Confirmed Fires	Count of Engine Calls
2018	1	60

2019	1	80
2020	3	72
2021	1	80
2022	1	39

Table 6 Summary of confirmed and unconfirmed fires by year.

We evaluated the relative proportion of incidents requiring suppression units (fire and MVA responses, excluding fire alarms) and structure fires by station area, as shown in the following table and charts, over the 4.5-year 2018-2022 study period. We found that Station 54's area had the highest proportion of suppression-required responses but not dramatically so, related to Station 51's and 63's areas. Station 54's area exhibited the highest proportion of structure fires relative to all incidents by a significant margin.

Region	Total Incidents	Suppression Required	% Suppression Required	Structure Fires Confirmed & Unconfirmed	% Structure Fires
Appx Sta Area 51	6196	586	9.46%	51	0.82%
Appx Sta Area 54	2236	284	12.70%	41	1.83%
Appx Sta Area 57	3063	360	11.75%	39	1.27%
Appx Sta Area 63	6434	745	11.58%	86	1.34%
Appx Sta Area 64	18015	1549	8.60%	180	1.00%
Appx Sta Area 65	10715	1056	9.86%	140	1.31%

Table 7 Summary of suppression requiring incidents and confirmed / unconfirmed fires.

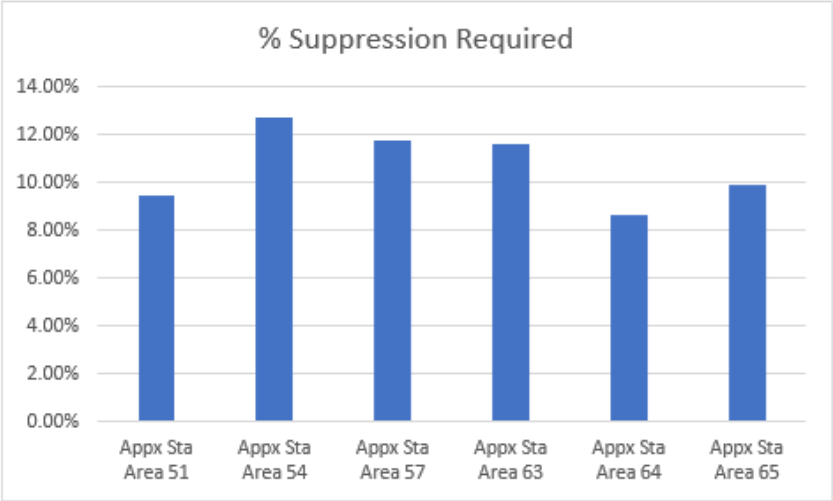


Figure 8 Graphical representation of suppression requirements.

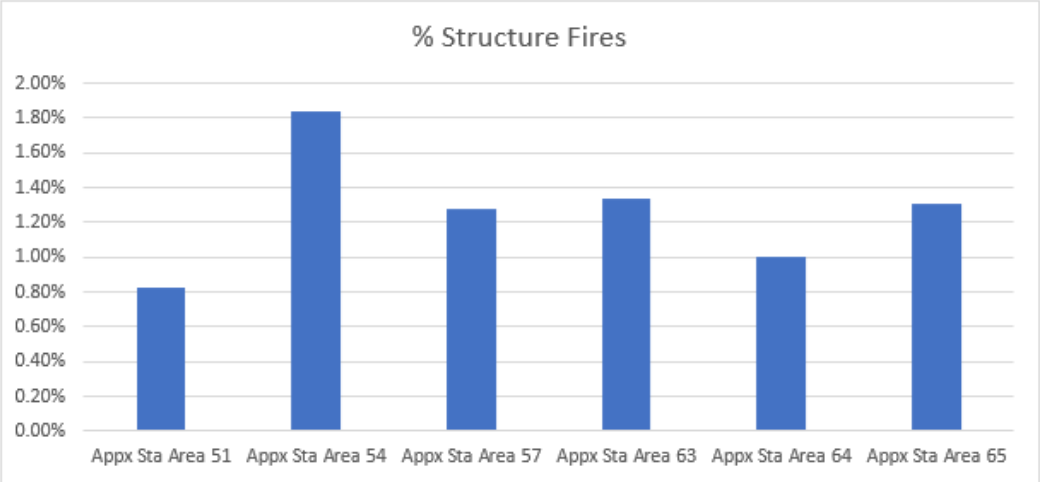


Figure 9 Graphical representation of structure fires as a percent of total calls.

The conclusion of these supplemental analyses is that, although South Kenmore's absolute number of incidents is low, its proportion of structure fires and responses requiring suppression companies are the highest in SFD's jurisdictional areas. This may add additional evidence to the case for eventually placing an engine company at Station 54, and may also provide guidance for concentration of community risk reduction efforts.

8.3 Analysis of Incoming KIFD Aid to South Kenmore

At first glance, it seemed counter-intuitive that, even with the additional resources deployed at Station 54, KIFD provided more aid to South Kenmore than units from Stations 51, 54 and 57 provided to Kirkland.

On deeper investigation, however, the effect seems plausible as shown below.

Figure 10 shows the breakdown of incoming aid responses by incident type. Most of these represent calls that require multiple units or resources not present in Station 54:

- 46.6% were multi-company responses (structure fires, alarms, CPR, MVA, rescue, etc)
- 29.6% were BLS incidents that would ordinarily be handled by Station 54 (see below)
- 19.9% were ALS incidents for which the closest resource was in Kirkland
- 3.9% were in other categories not investigated.

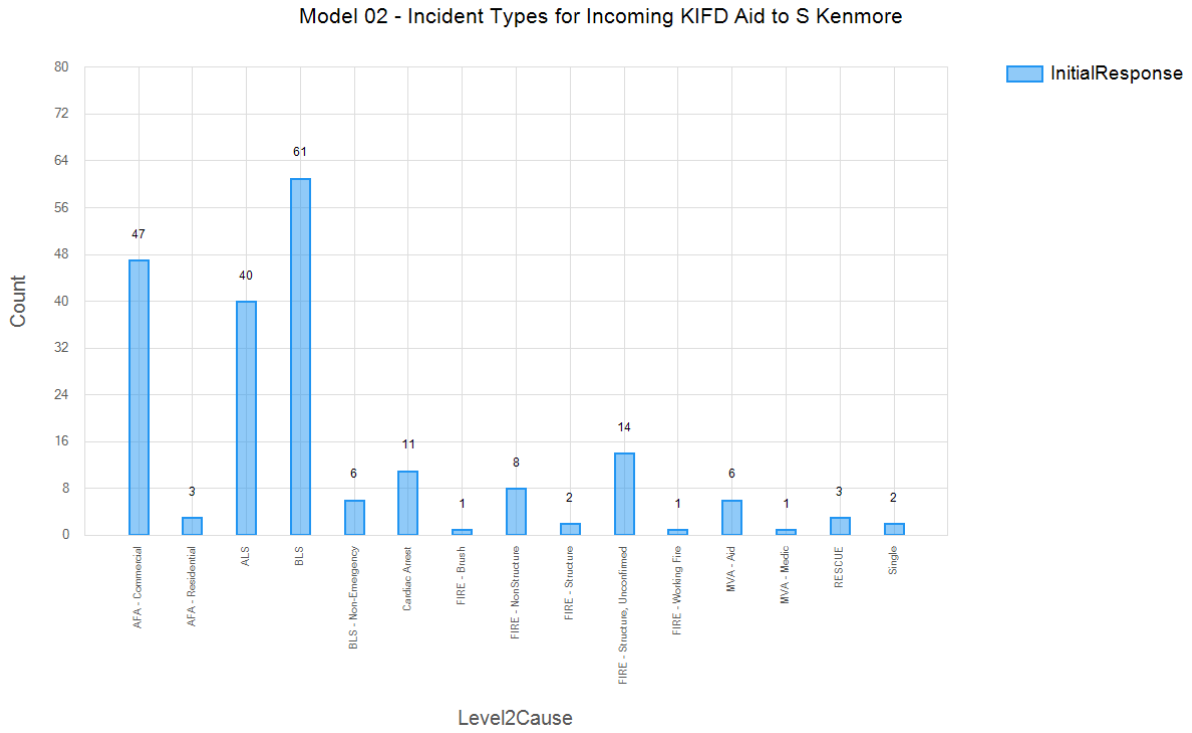


Figure 10: Incident Types Receiving KIFD Aid In S Kenmore

Of the roughly 30% of incoming Kirkland aid responses that were BLS-related, 54 of 61 (89%) were in the southwestern corner of South Kenmore, more accessible by road from Station 24 than Station 54, as shown in Figure 11. The remaining seven were split between instances where A154 was unavailable because its crew was on E154 for a previous incident, or A154 was itself previously committed to an incident.

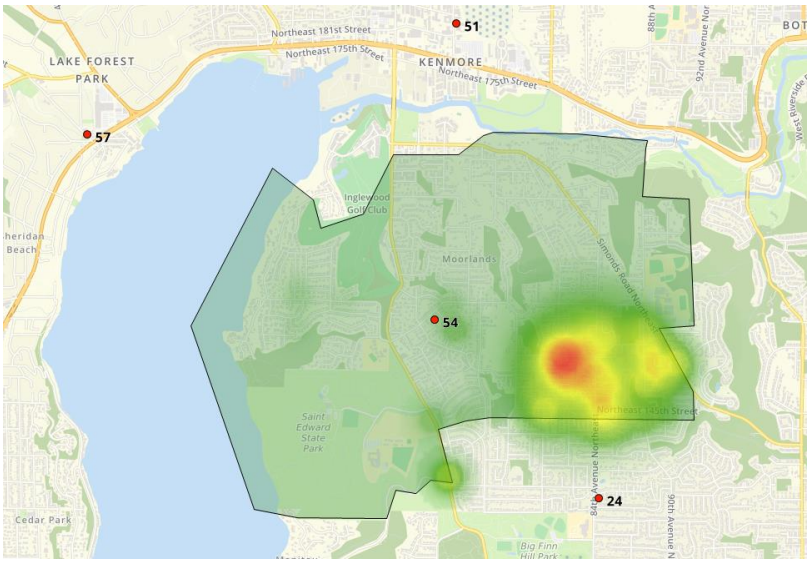


Figure 11: South Kenmore BLS Incidents Receiving KIFD Aid

Presentation of Final Report
July 11, 2023

Data Analysis Performed by
Sven Dugojevic
Carl Niedner

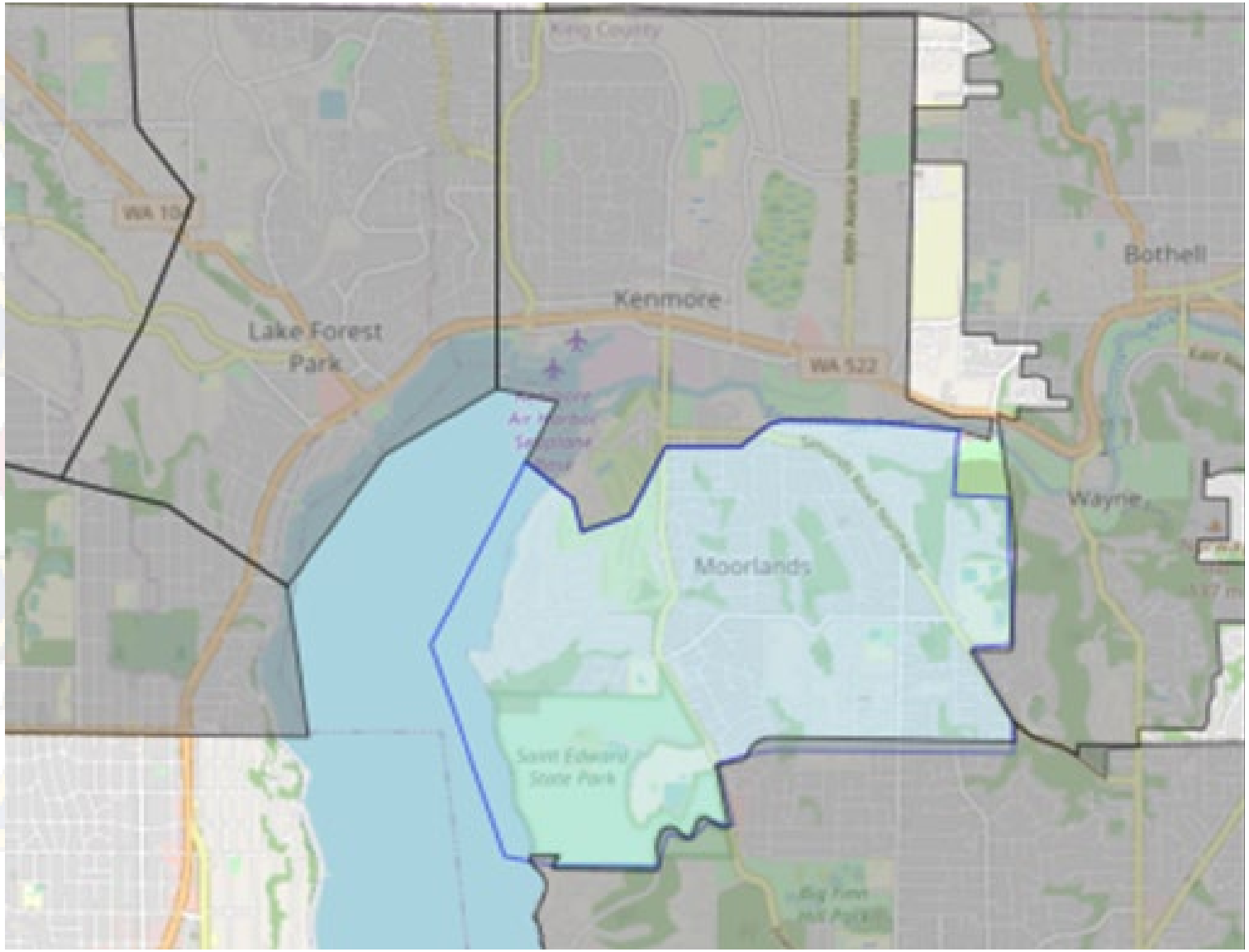
LEVRUM
DATA TECHNOLOGIES

OBJECTIVES

1. Thanks!
2. Expectations.
3. Evaluate different growth scenarios.
4. Consider the different deployment models.
5. Determine performance levels.
6. Analyze workload impacts including mutual and automatic aid.
7. Identify different options.
8. Provide a recommendation to the Board for consideration.
9. Move forward with plan of action.

DESCRIPTION

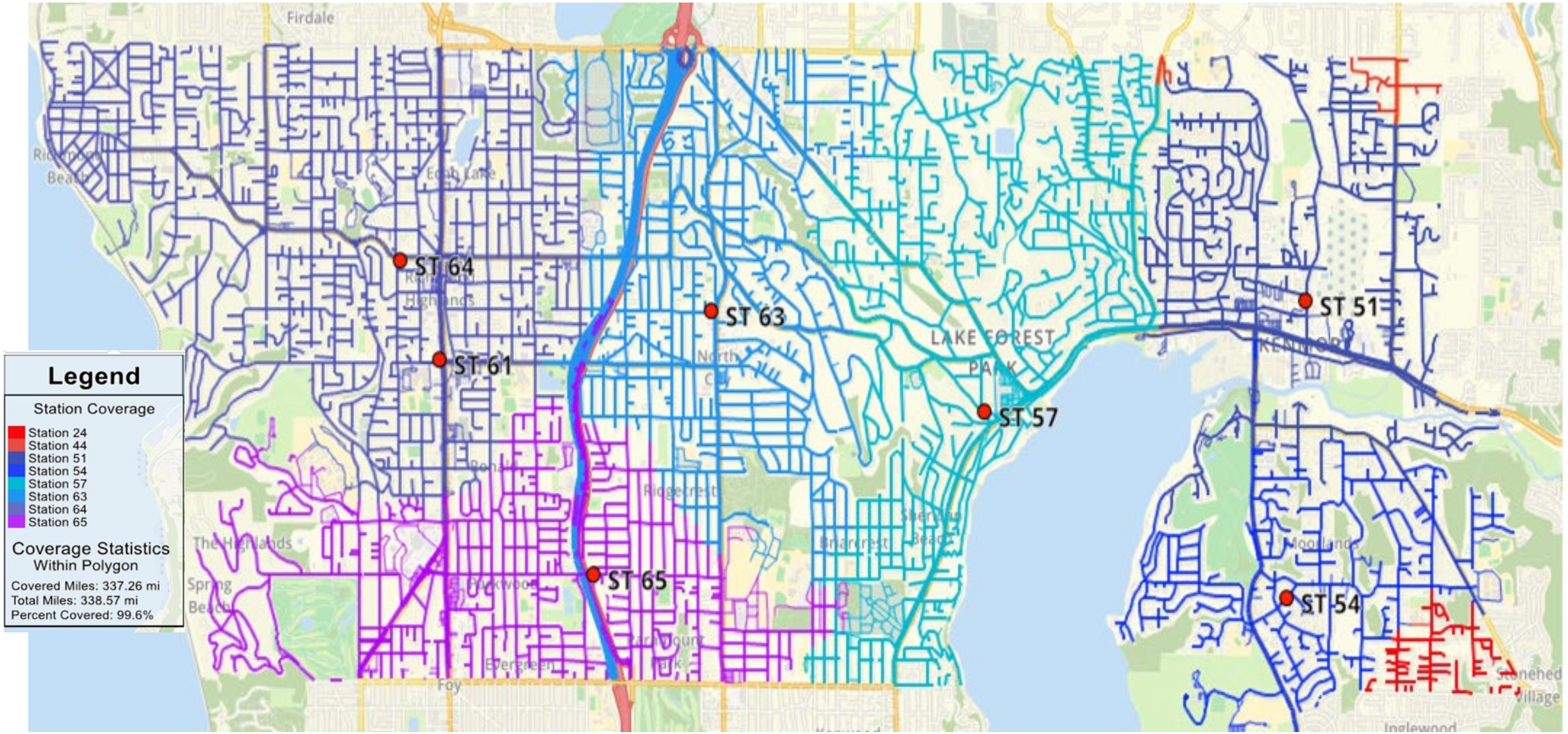
- The area in question is in south Kenmore.
- Currently being served by Station 51 and the Kirkland Fire Department.
- Primary access for our units is to travel south on 68th across the Sammamish River bridge.



STATION 54


Kenmore, Washington
Google Street View
Jun 2022
See more dates

STATION COVERAGE



GROWTH RATES

Overall number of incidents is not very high for the first due area.

Incidents in 2022 confirmed growth pattern.

Growth of 4.5% is high, but will also fluctuate much greater due to the lower number of calls.

Station Area	CY 2018	CY 2019	CY 2020	CY 2021	4-Year CAGR (%)	'18-19 vs '19-22 Average Growth (%)	Model Assumption
St-51	1378	1378	1329	1385	0.13%	0.13%	**0.13%**
St-54	464	494	494	543	4.01%	5.65%	**4.50%**
St-57	680	699	658	660	-0.74%	-0.02%	**0.00%**
St-63	1366	1422	1373	1492	2.23%	3.27%	**2.50%**
St-64	3817	4056	3785	4104	1.83%	3.43%	**2.00%**
St-65	2087	2067	2007	2171	0.99%	0.76%	**1.00%**

GROWTH RATES

Used known information and built three growth patterns for the future.

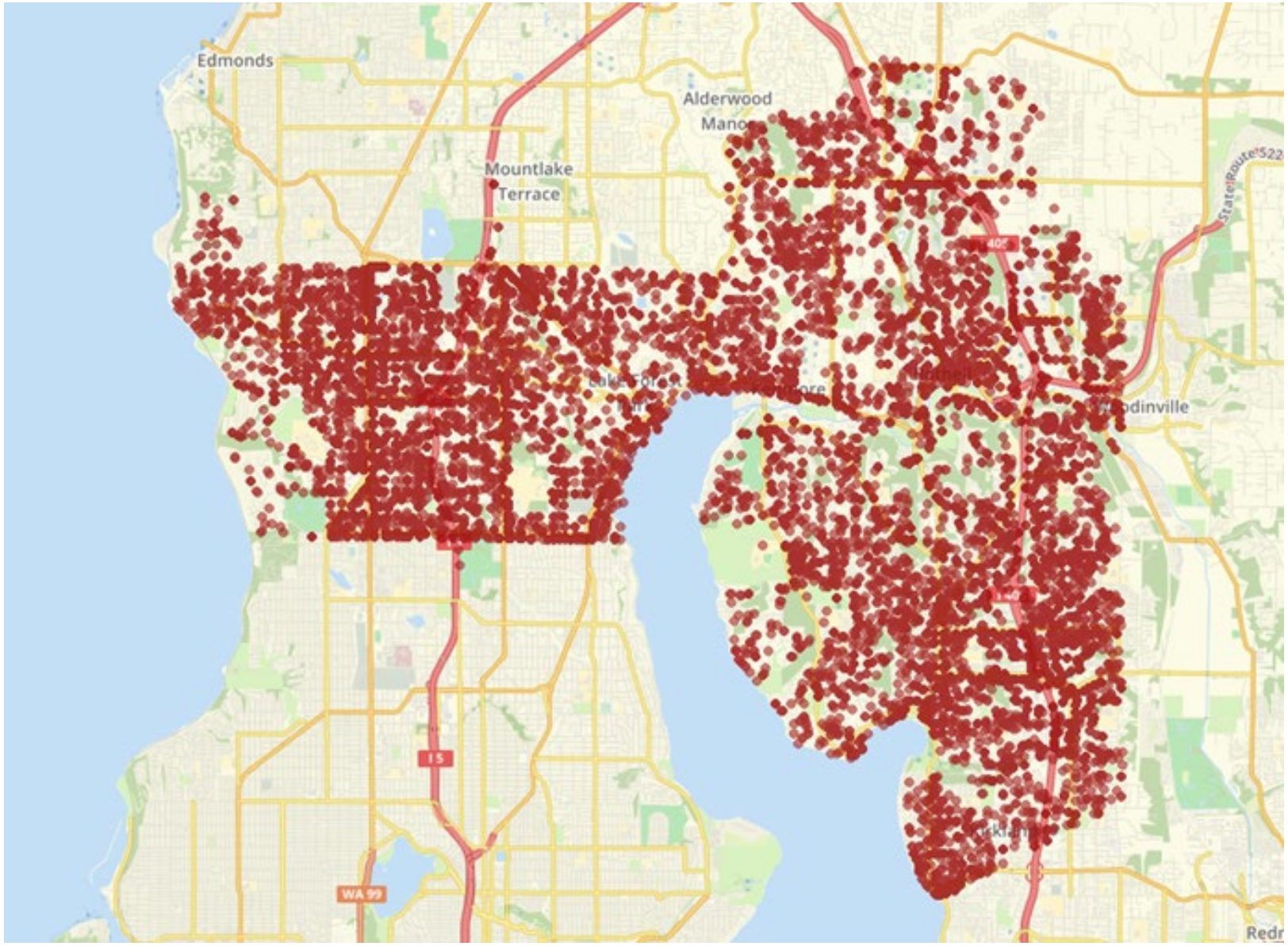
Growth scenario B uses known call volumes from existing developments and city zoning with 4.5% growth rate.

Growth scenario C uses same approach plus Lakepointe, commercial.

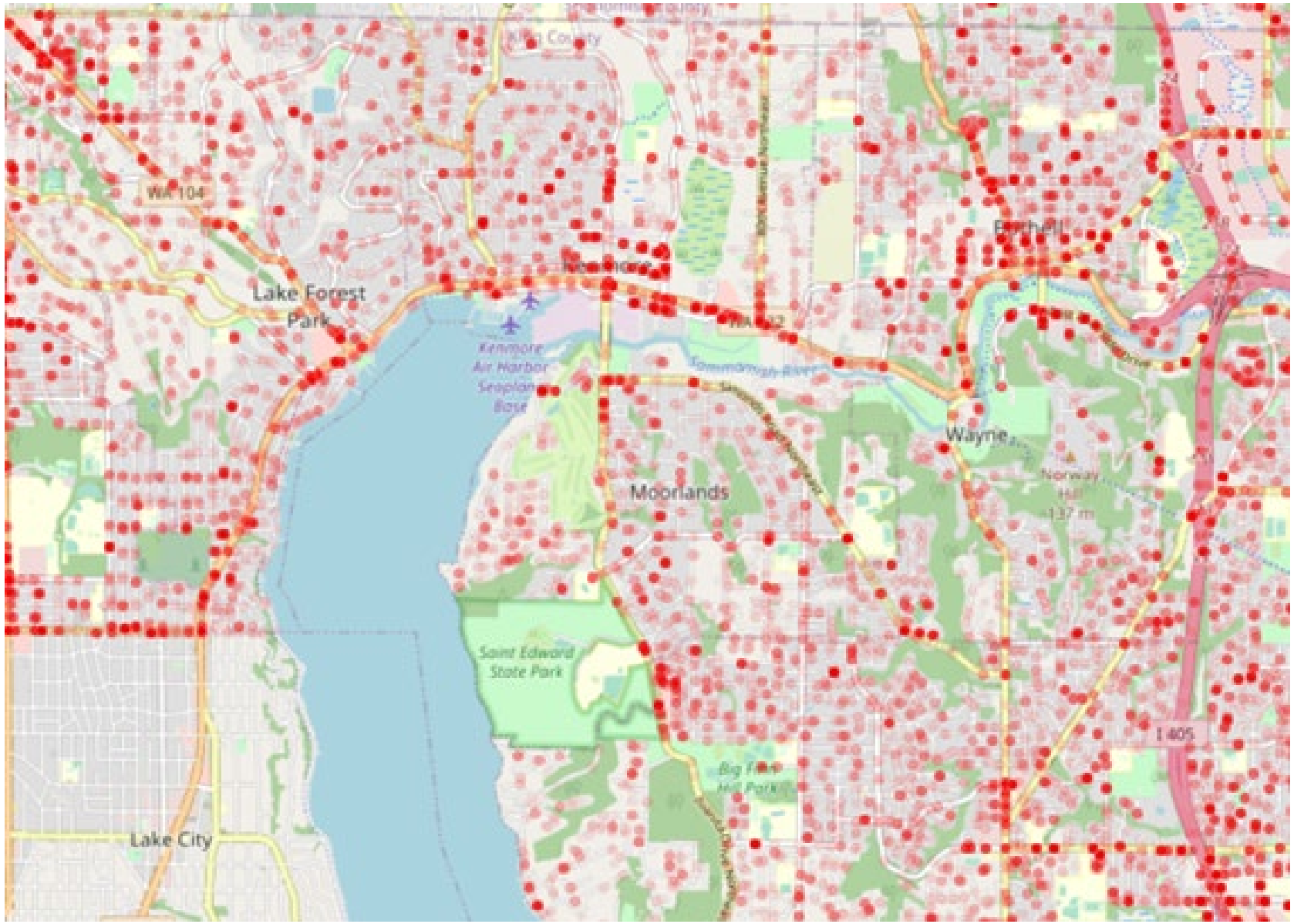
Growth scenario D uses same approach plus Lakepointe, mixed residential.

Ultimately, we used growth B as it is the most realistic, but kept consideration of Lakepointe as a factor.

CALL CONCENTRATIONS



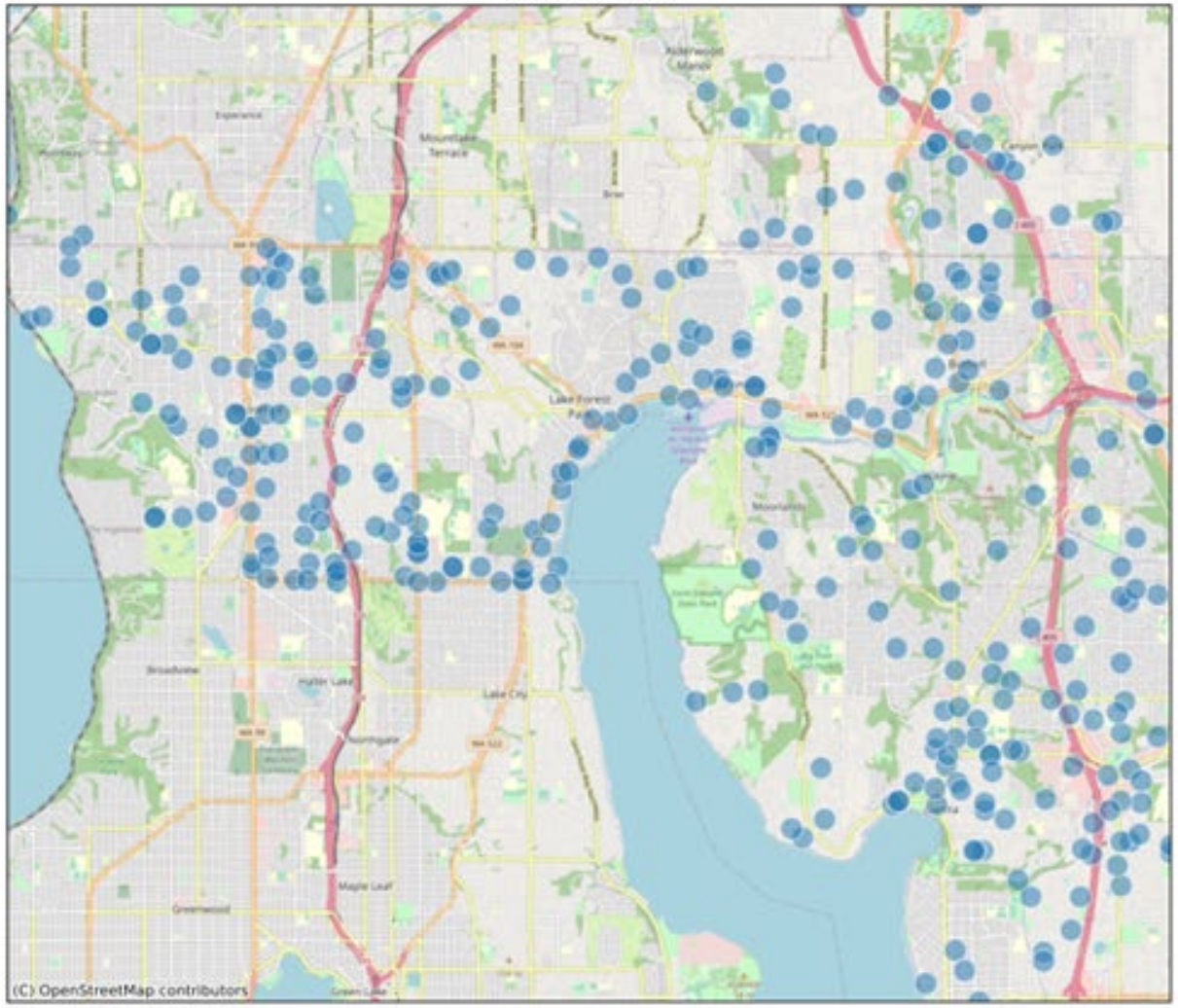
CALL CONCENTRATIONS



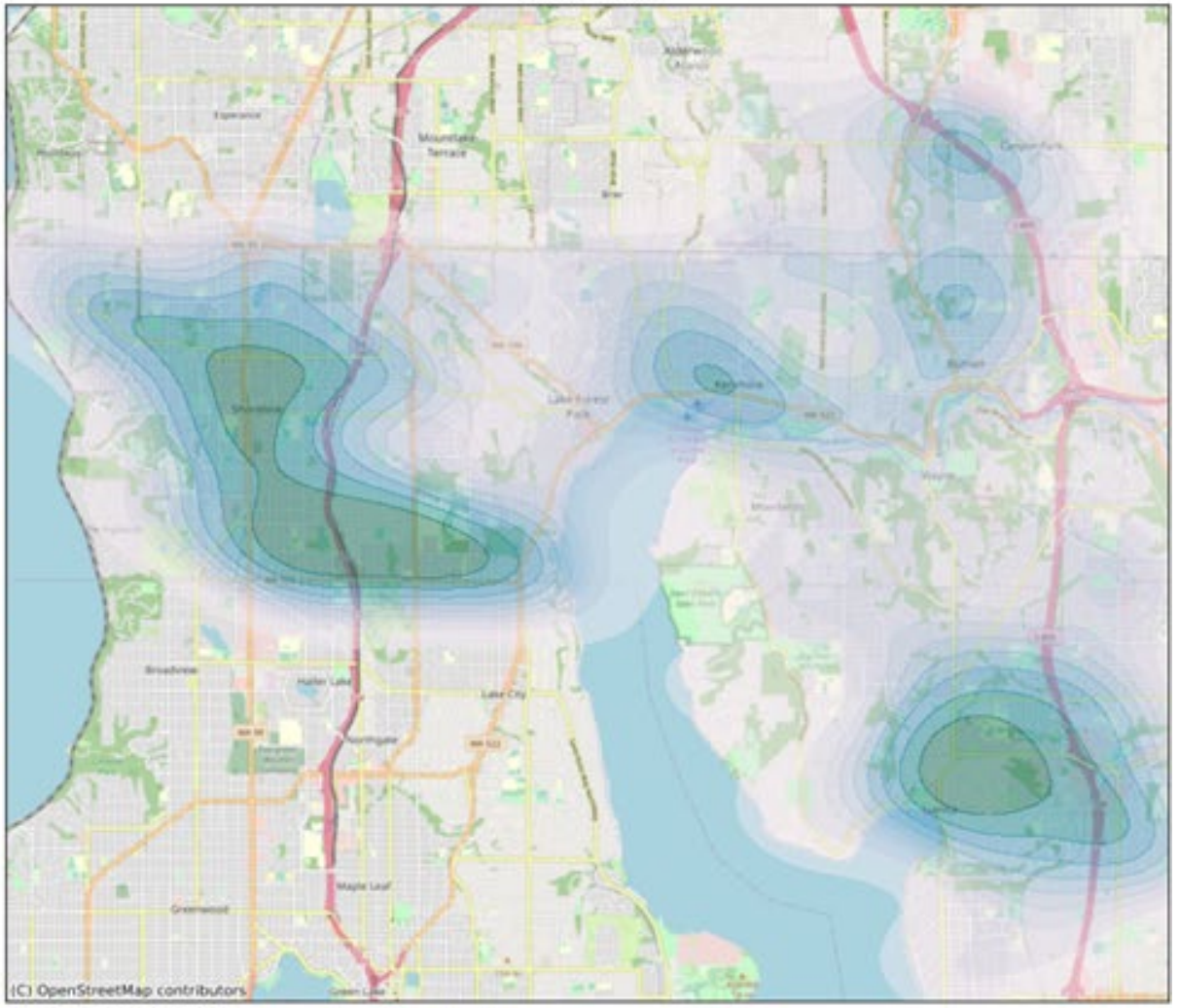
STRUCTURE FIRE CONCENTRATIONS

Historical Structure Fires

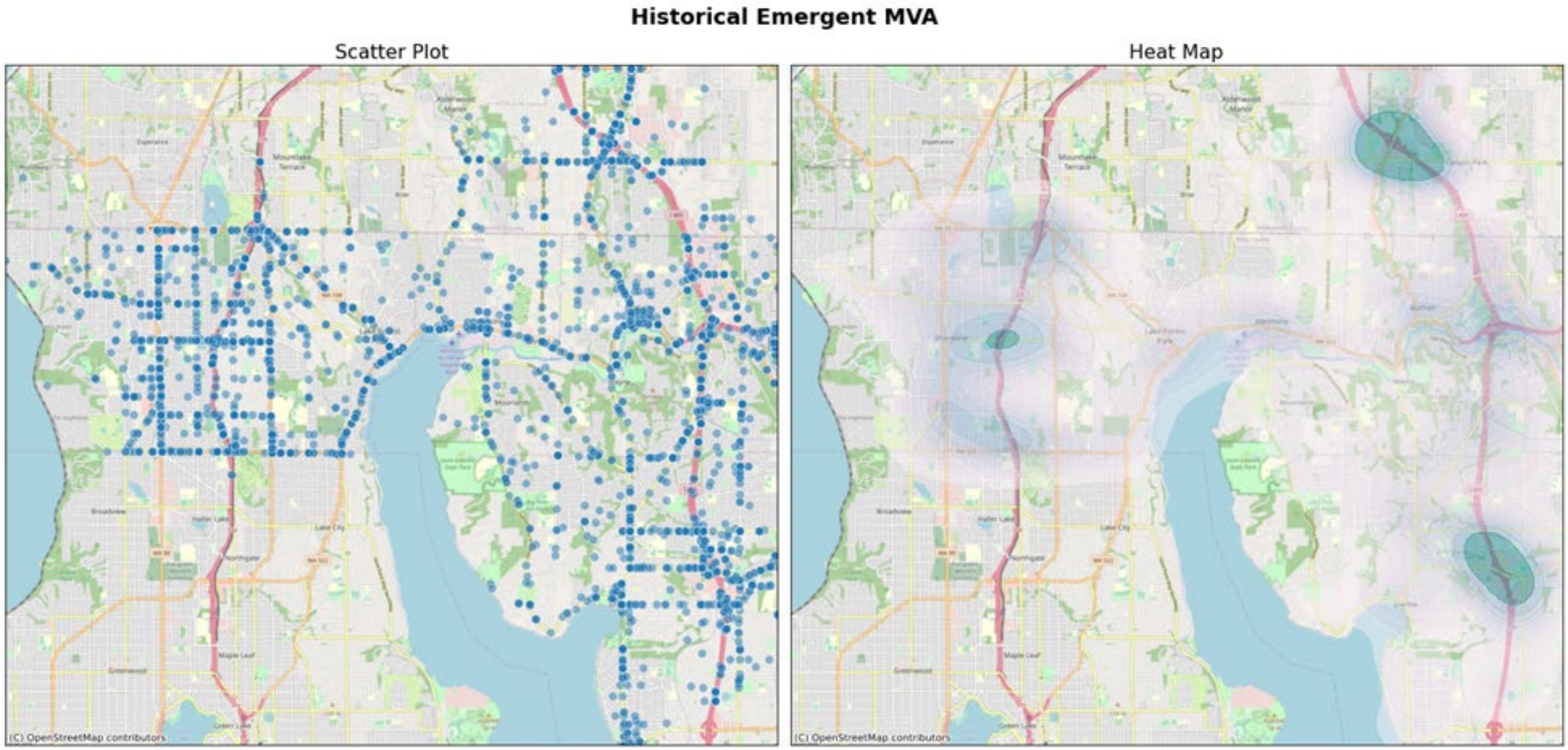
Scatter Plot



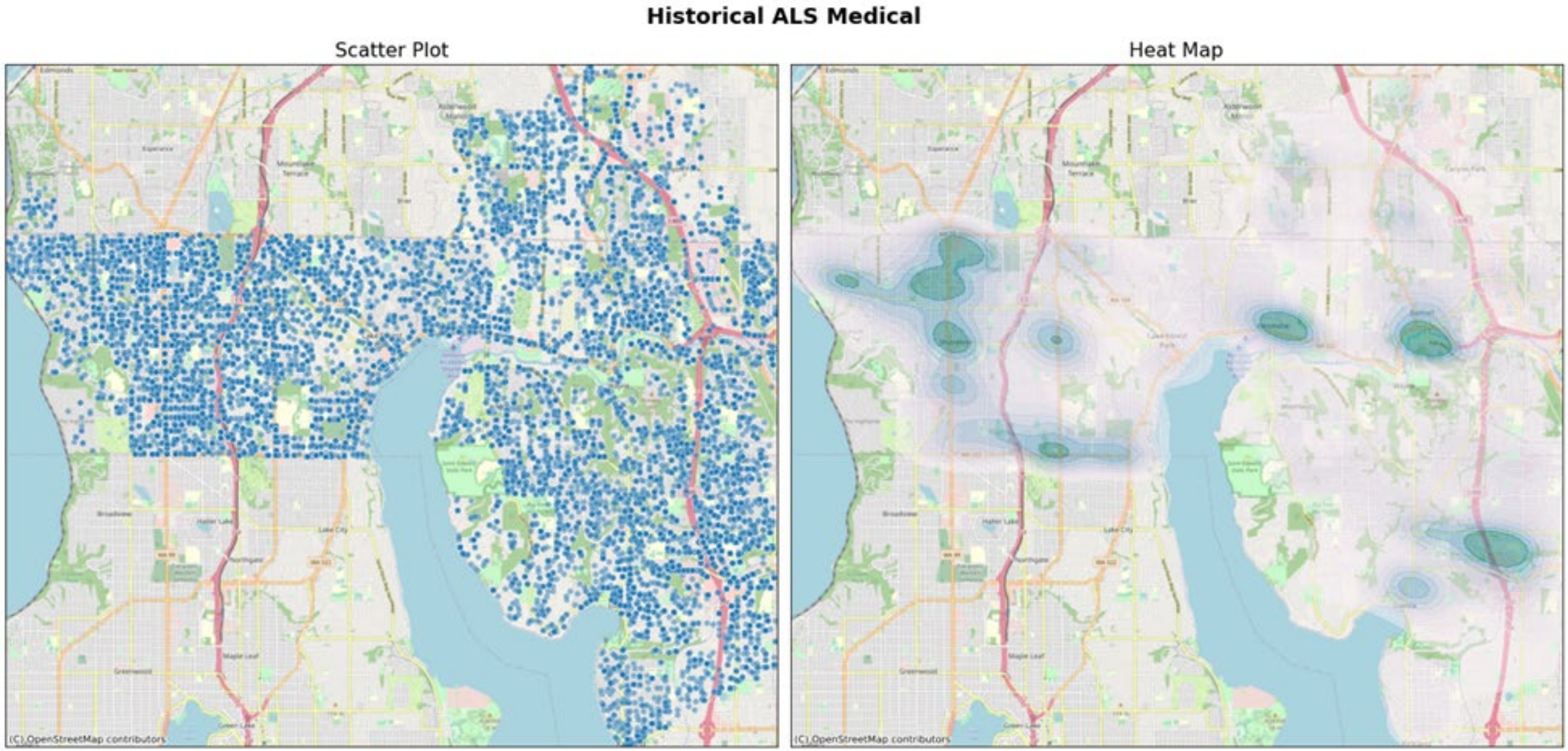
Heat Map



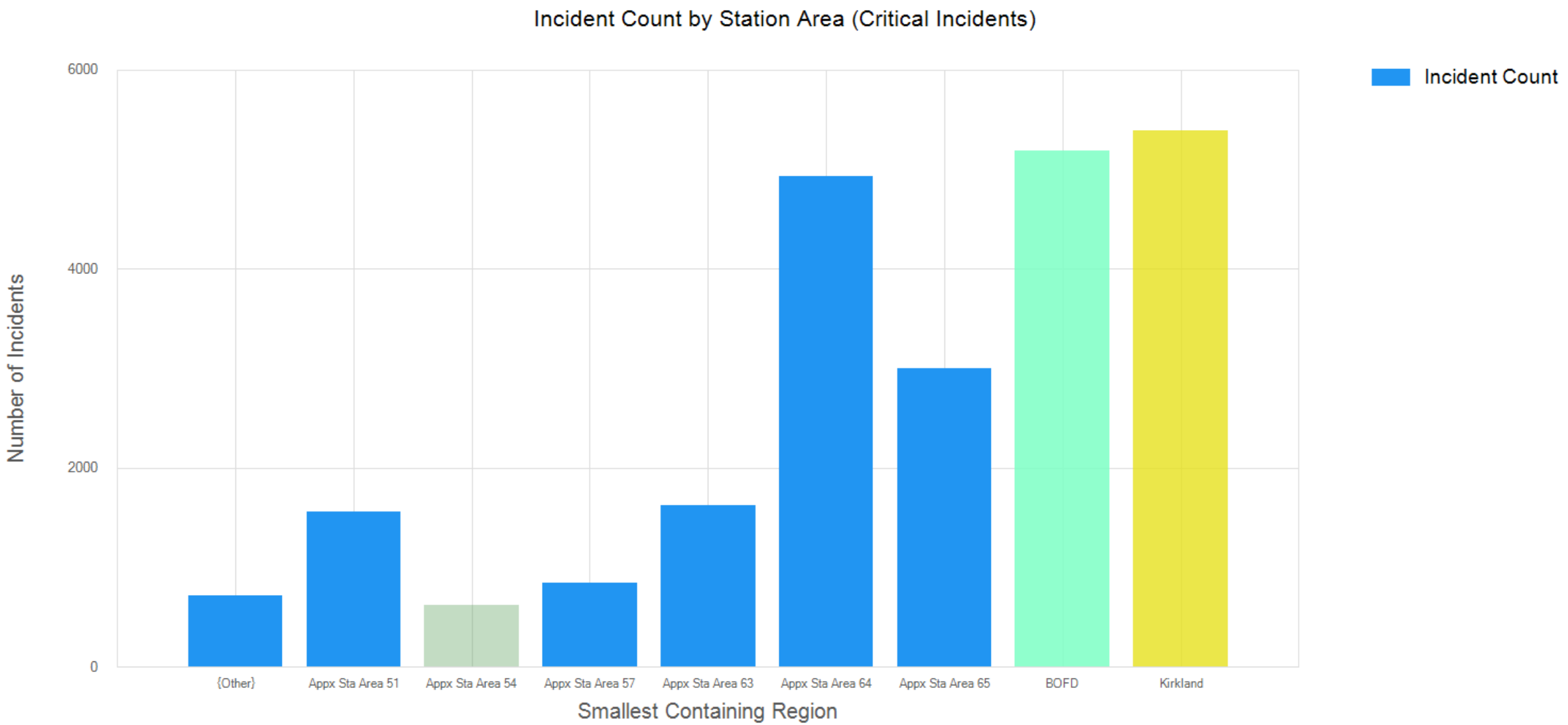
EMERGENT VEHICLE ACCIDENT CONCENTRATIONS



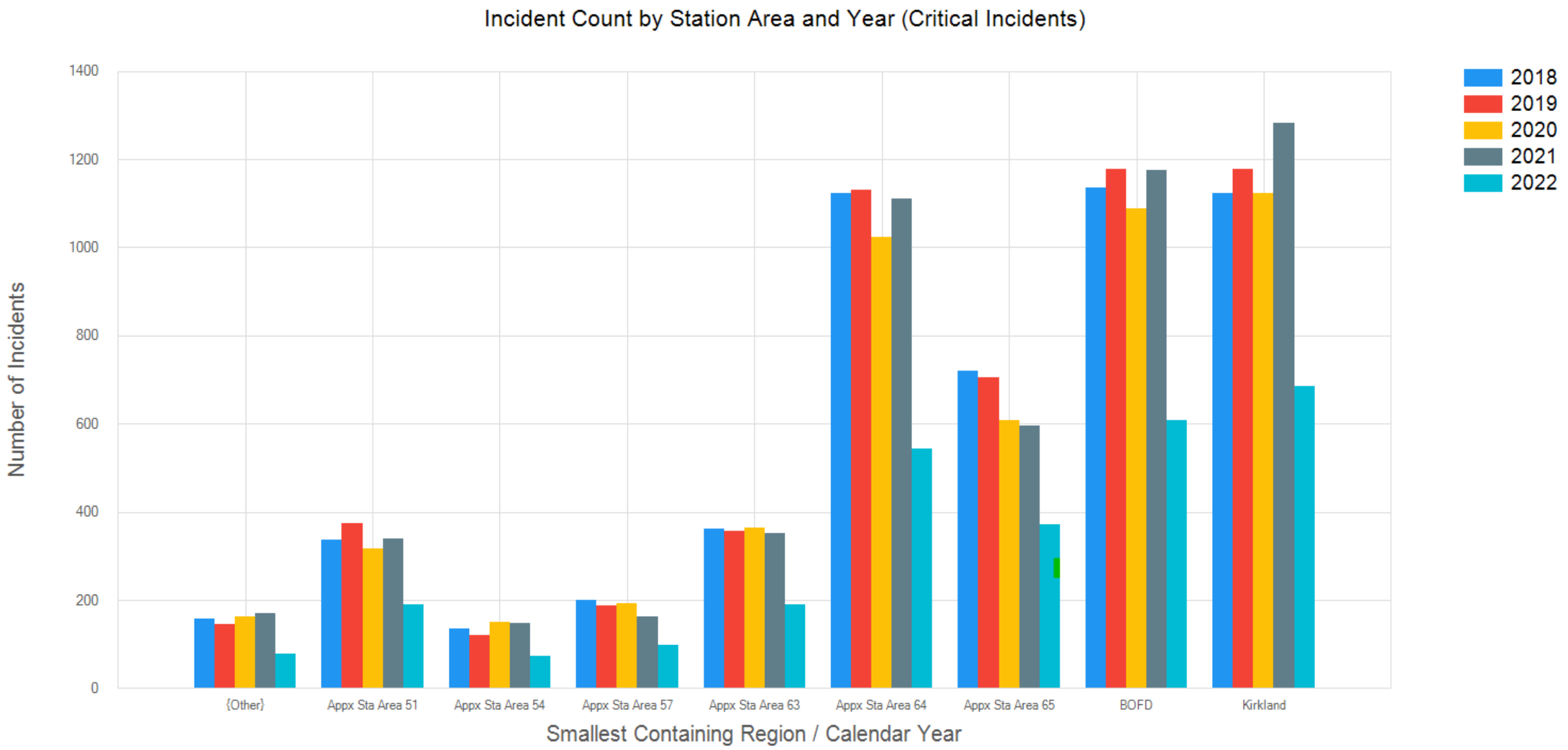
ADVANCE LIFE SERVICE MEDICAL INCIDENTS



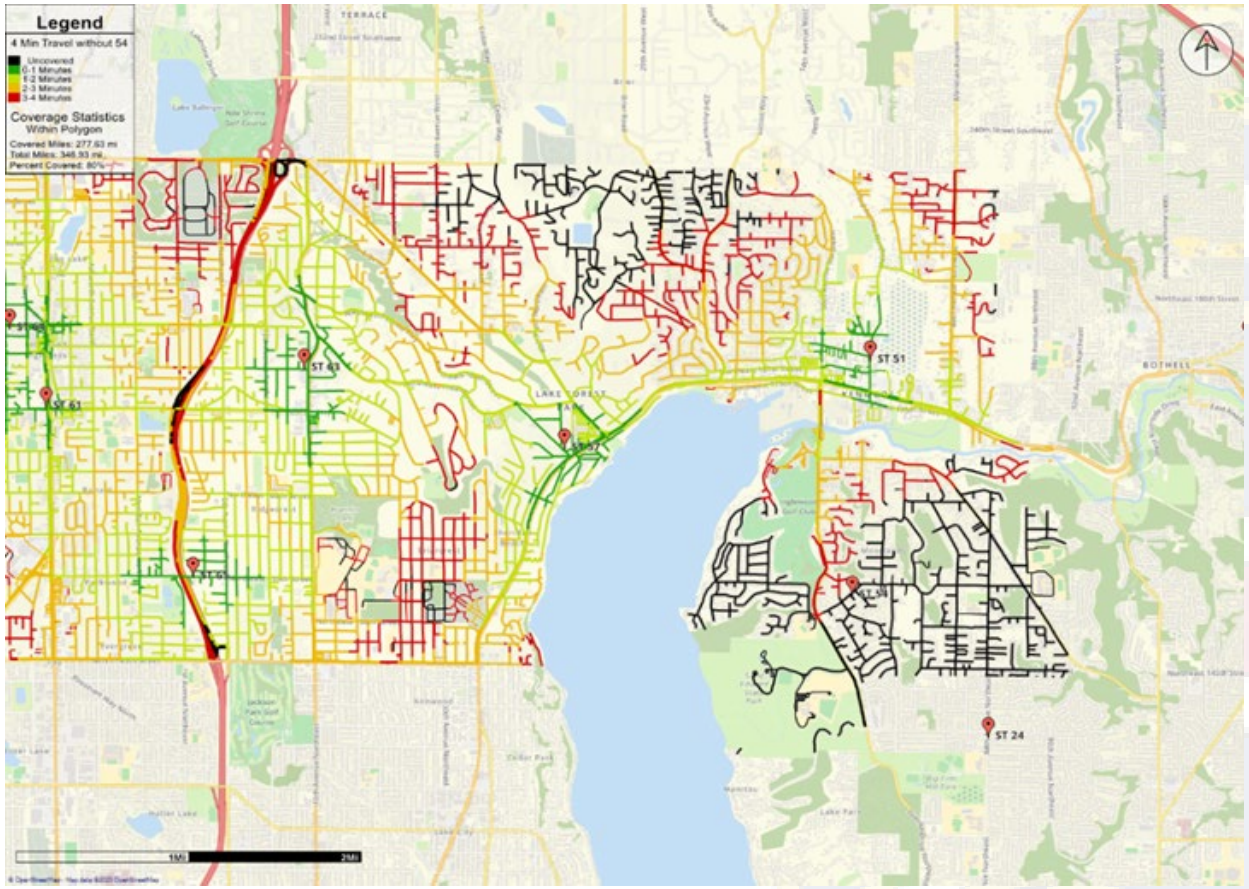
ALL CRITICAL CALLS OVER PAST 4.5 YEARS

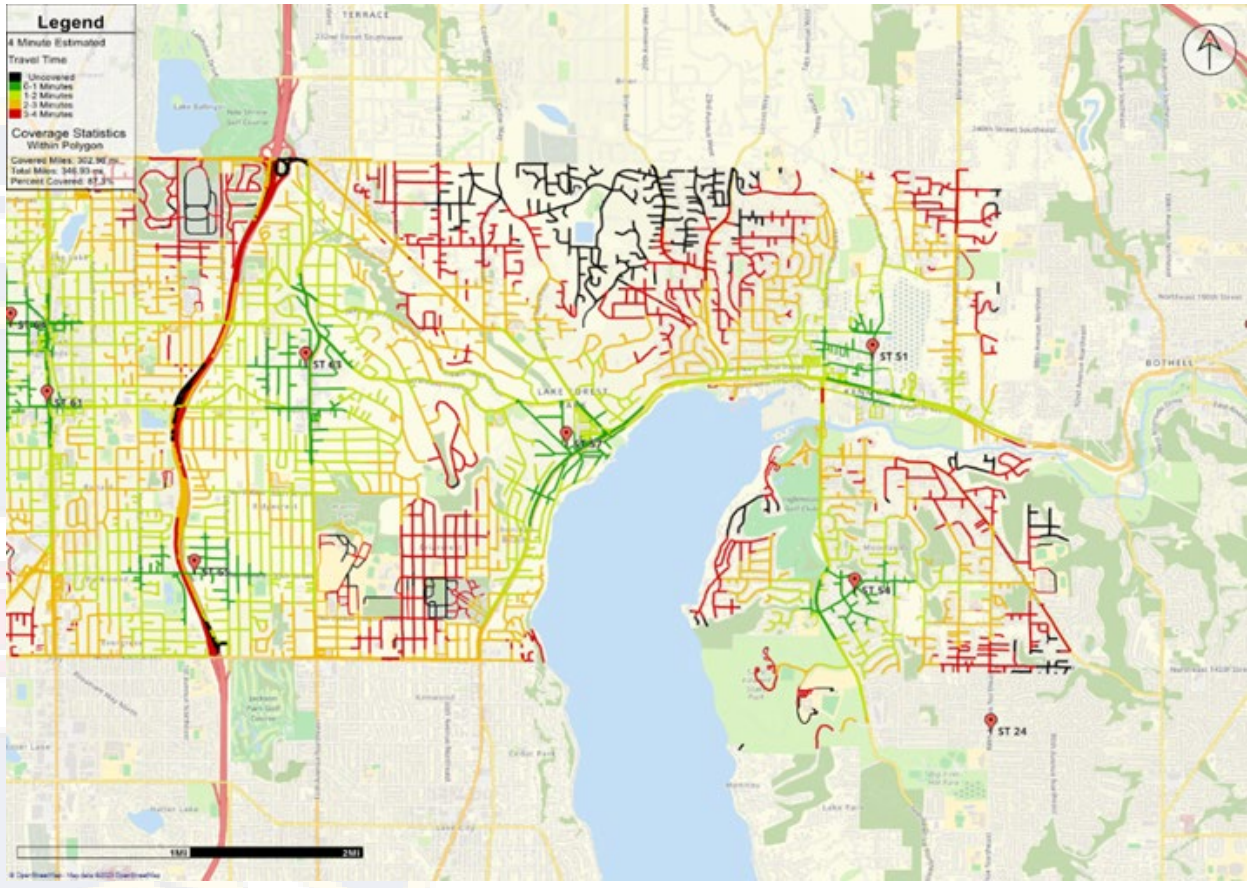


ALL CRITICAL CALLS BY CALENDAR YEAR



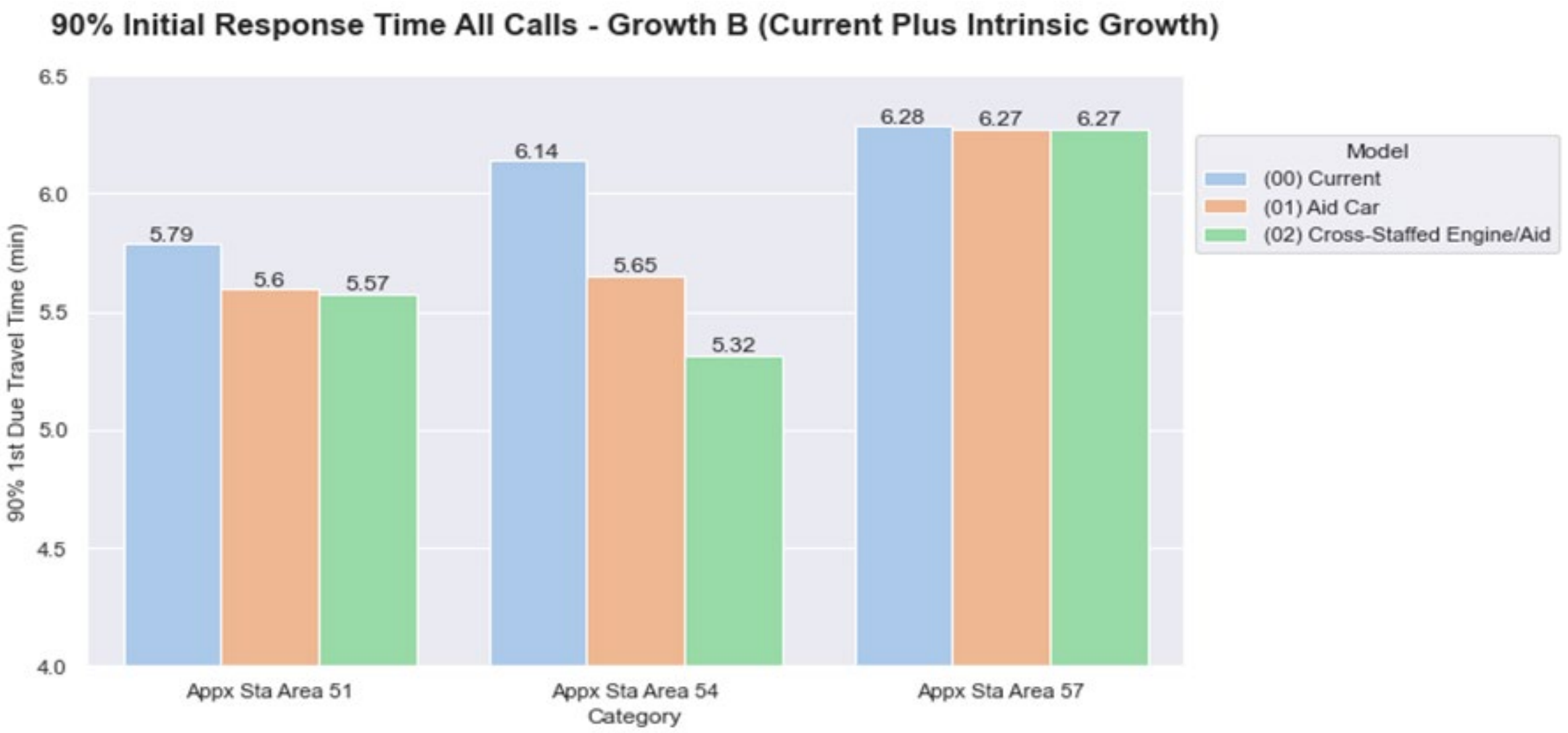
TRAVEL TIMES



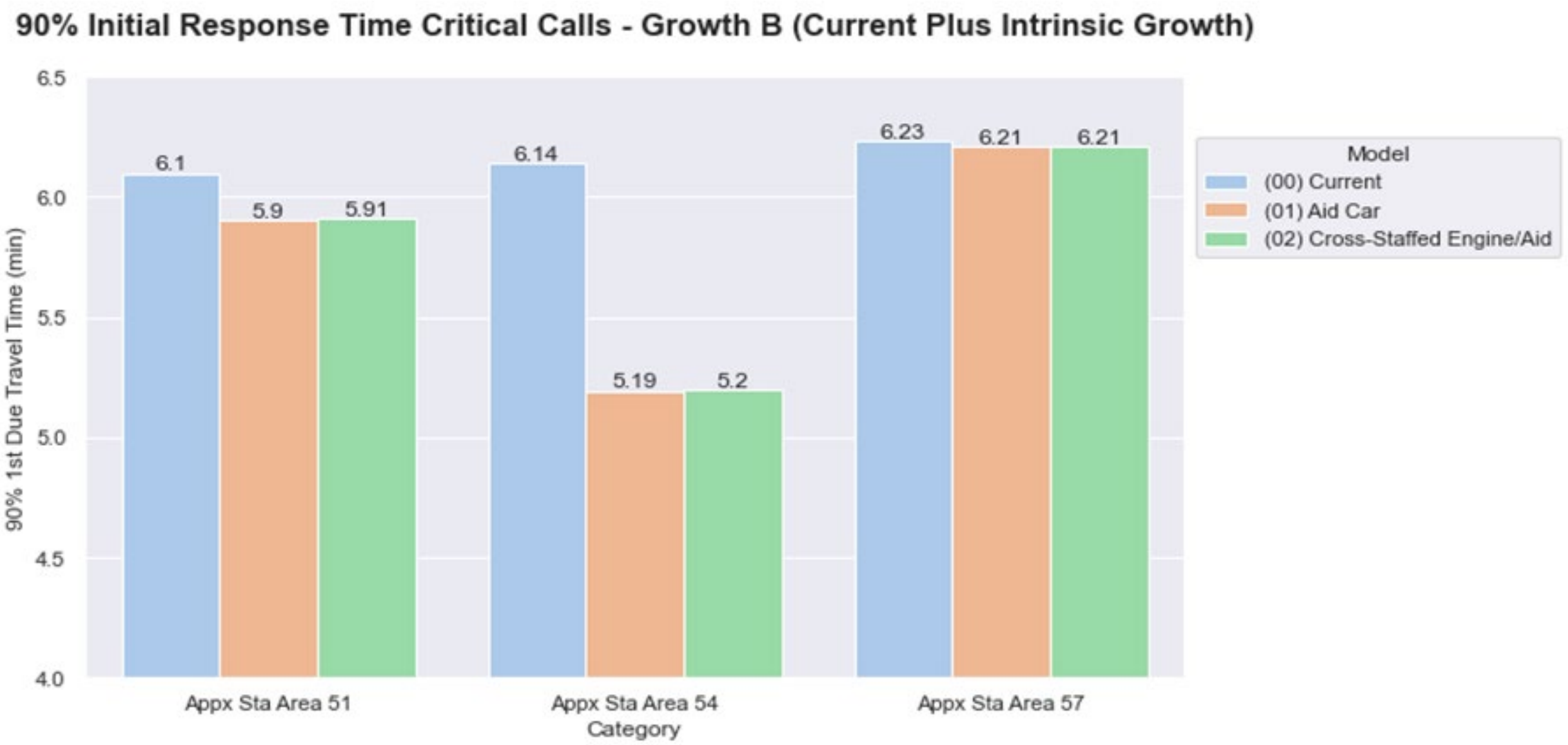


- Currently first-due travel time of less than 4 minutes to south Kenmore is less than 50%.
- With Station 54, first-due coverage increases to over 85%.
- Increase of 7.1%, resulting in 87.3% coverage for entire Department response area.

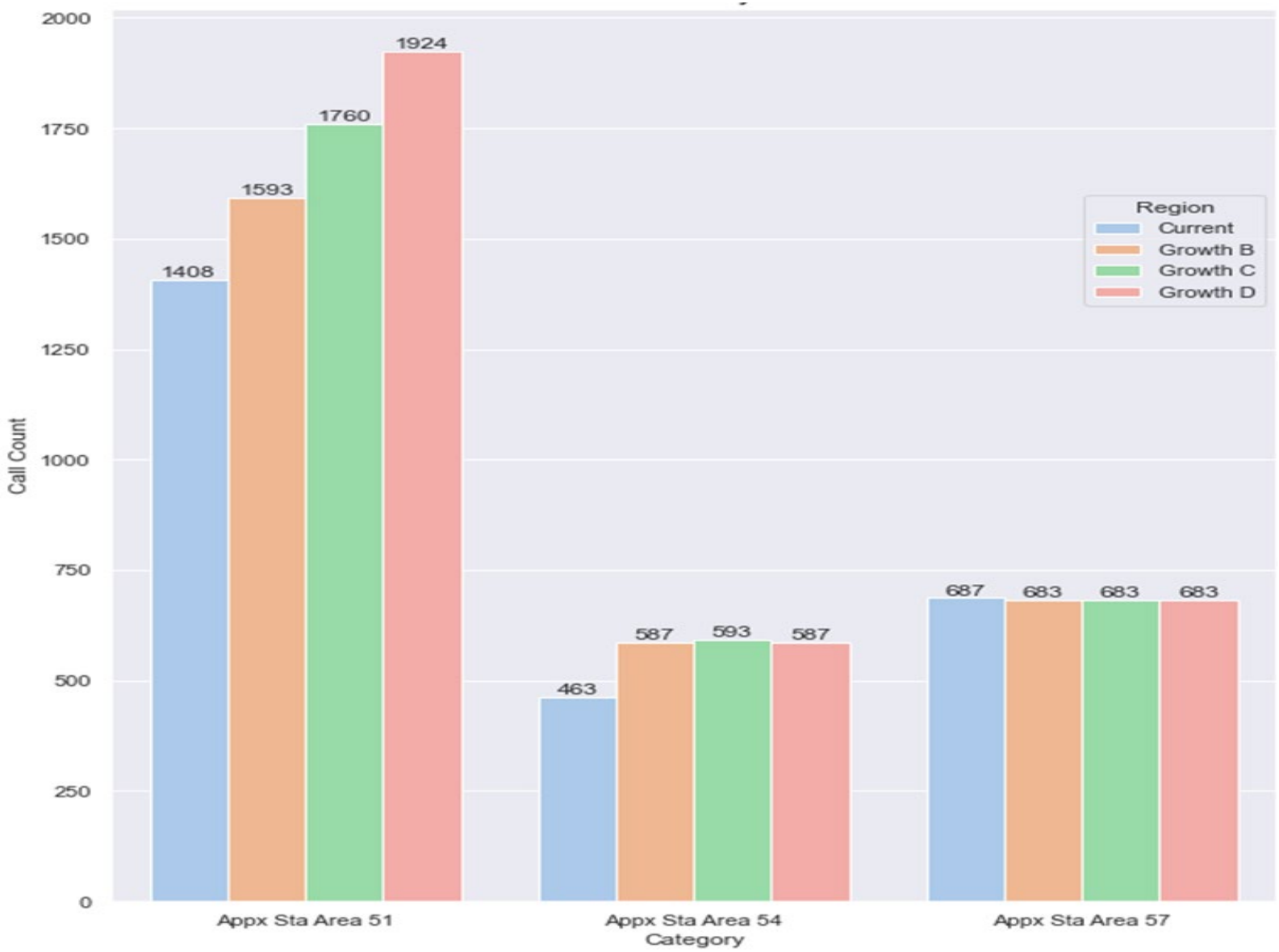
ALL INCIDENTS RESPONSE TIMES



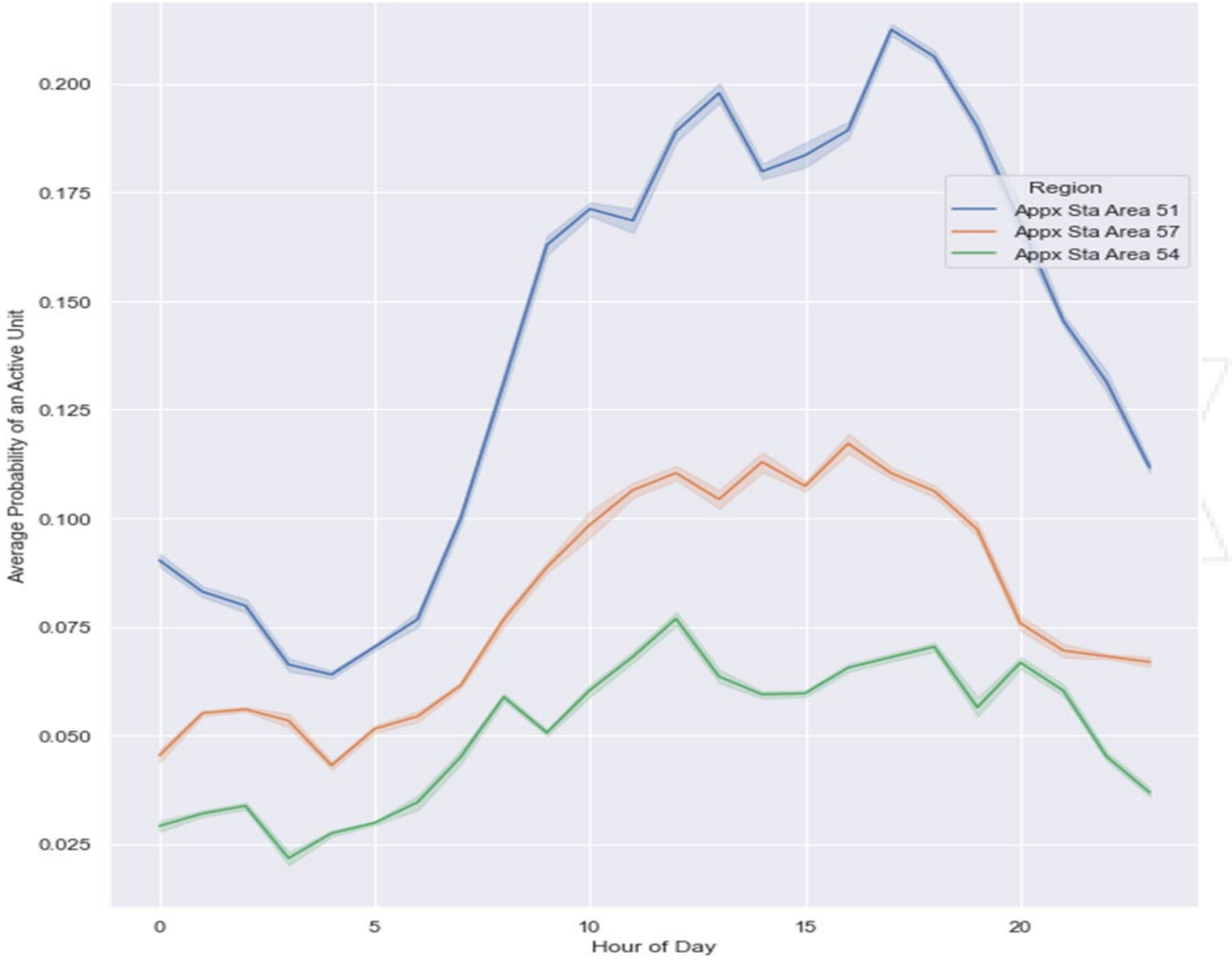
CRITICAL INCIDENTS RESPONSE TIMES



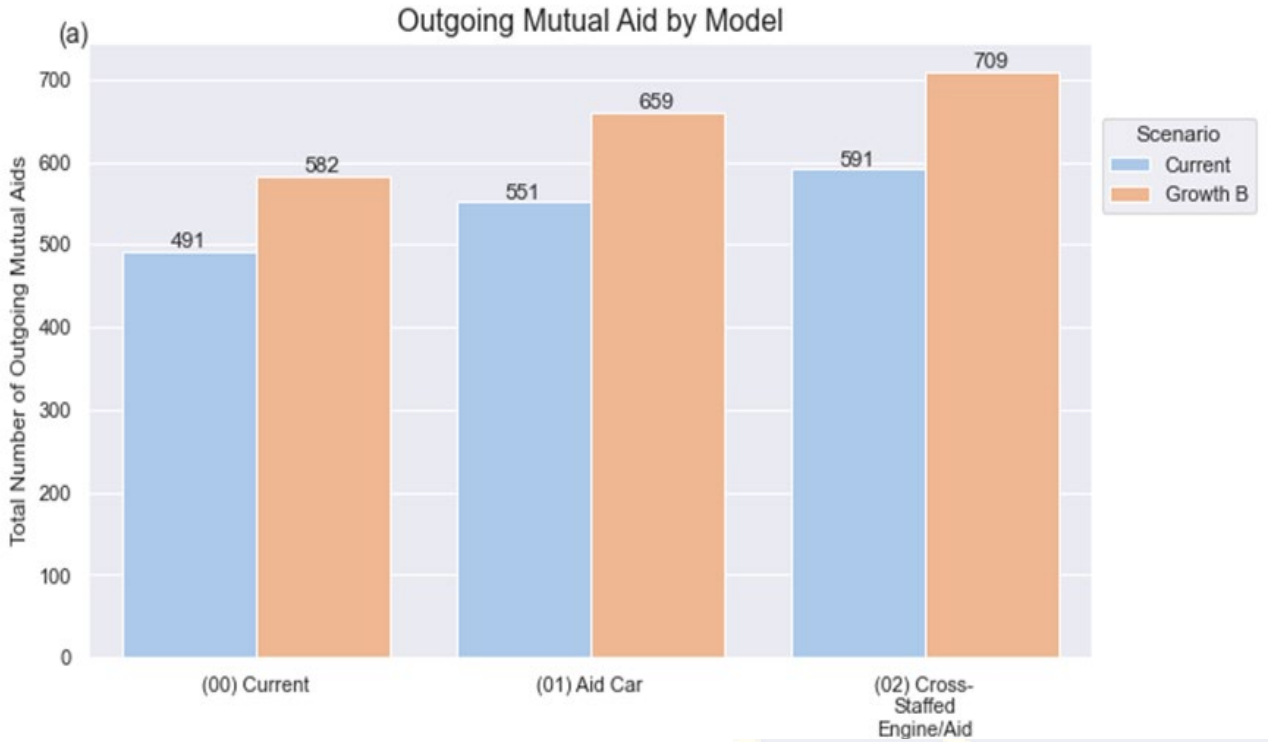
INCIDENTS BY STATION AREA

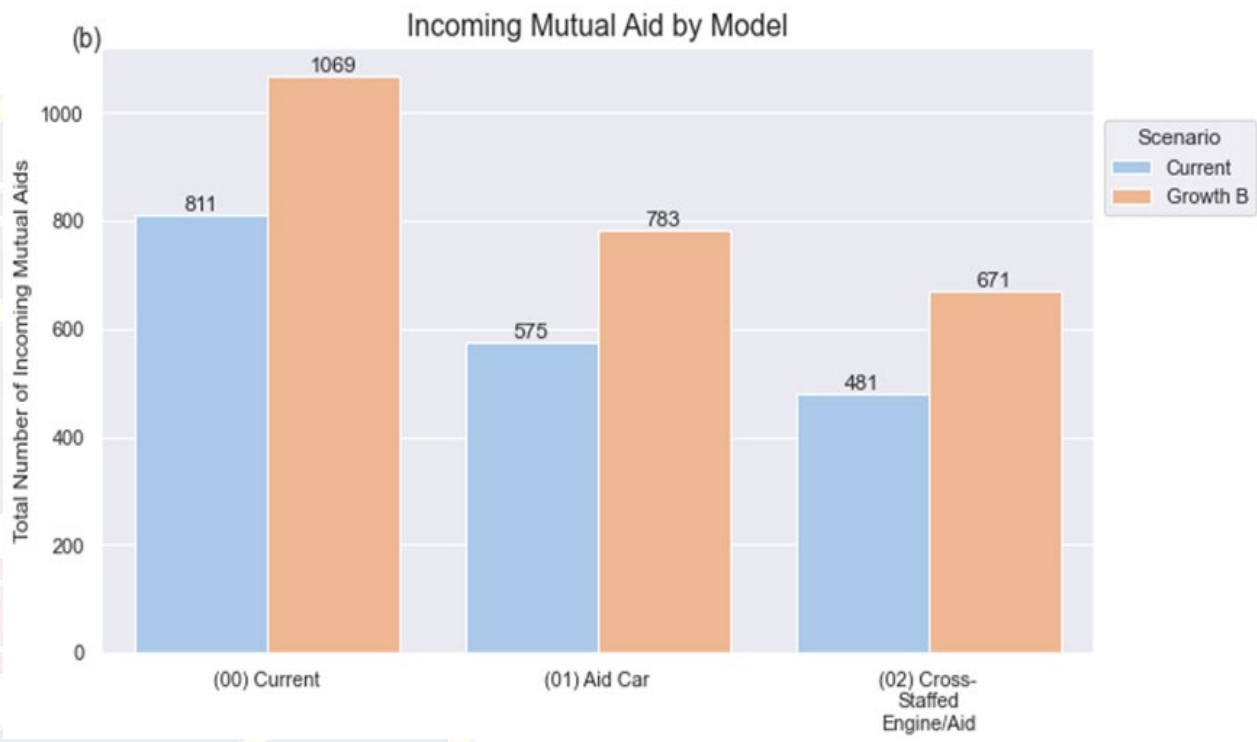


CONCENTRATION OF CALLS BY HOUR OF DAY



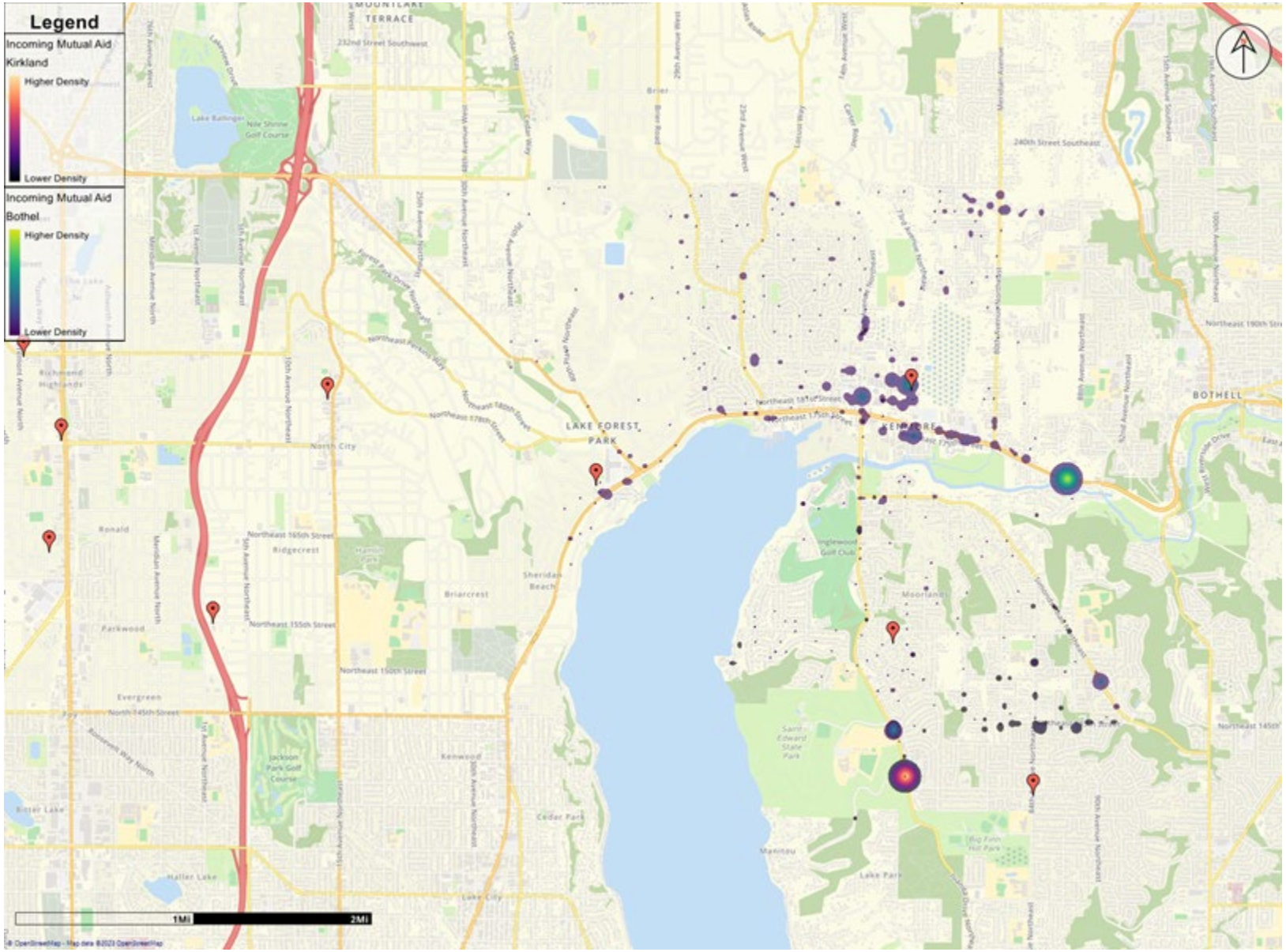
TOTAL OVERALL MUTUAL AID



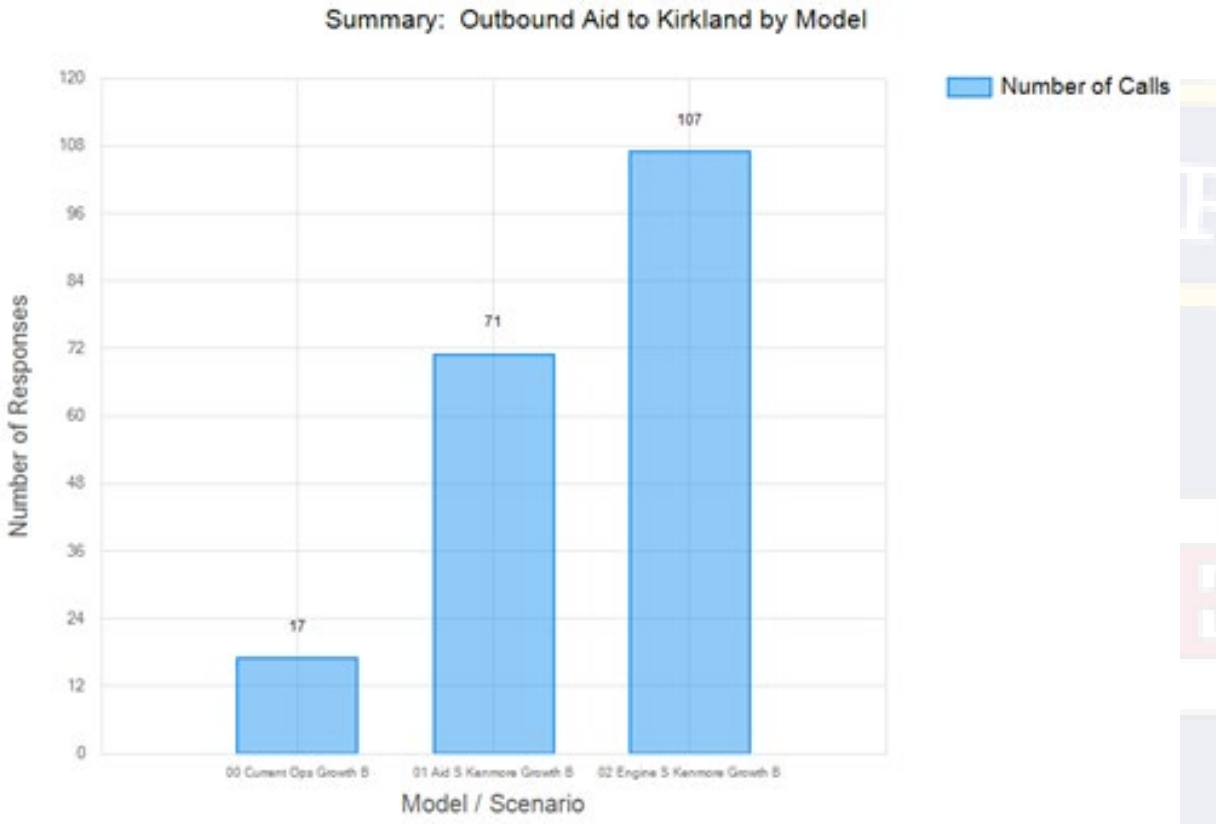


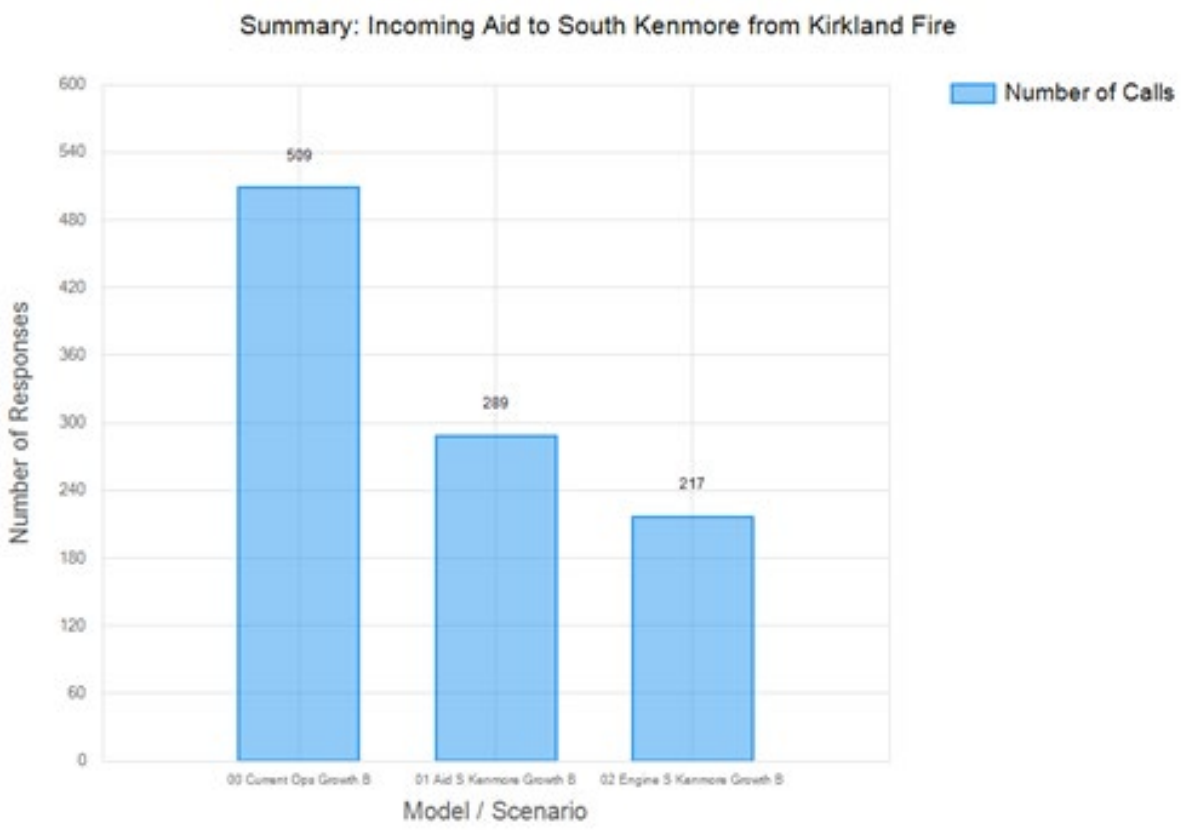
- Currently we are out of balance in overall mutual aid. Gets significantly out of balance under current model with growth.
- Adding the aid car or cross-staffed engine and aid car models will result in our overall mutual aid incidents to be in better balance.

INCOMING MUTUAL AID



MUTUAL AID WITH KIRKLAND BY MODEL





- Currently receiving more aid than we are providing.
- Includes multi-company incidents and ALS calls.

CONCLUSIONS FOR GROWTH SCENARIOS, DEPLOYMENT MODELS, PERFORMANCE LEVELS, AND WORKLOAD IMPACTS

An Engine/Aid configuration results in a lower number of incoming mutual aids compared to either an Aid car only configuration or the absence of a station.

Outgoing mutual aids increase with the Engine/Aid staffing vs either the Current staffing or the Aid car only staffing.

Incoming mutual aid decreases for both models, with the Engine/Aid model reducing incoming mutual aids by a greater amount than the Aid only model.

An Engine/Aid deployment will handle 30% more calls than an Aid car only deployment.

The most substantial reduction in initial response time was observed in the Engine/Aid deployment.

DIFFERENT OPTIONS

The following are not all the options, just some that have already been suggested or discussed:

- Donate the property.
- Sell the property:
  - As is to a developer, the City of Kenmore, or to another organization.
- Keep the property:
  - As is, but would require significant remodel work. Then could be used to house equipment, as a disaster cache, etc. The building cannot be made into a fire station and would need to be torn down for that purpose.
  - Build a fire station.
  - Build a multi-use fire station with residential units or community center.
  - Something else?

SALE OPTION

There has been interest in acquiring the property.

The property has value, but not much building value if sold.

Could be valued more depending on potential re-zoning possibilities.

Value to the area if developed into affordable or more-affordable housing.

Value to the neighborhood as a community garden or recreation center.

A proper valuation of the property has not been done, but King County has it valued at $491,800. However, current market value would likely be higher.

FIRE STATION OPTION

Reactivating Station 54 will improve response times, and reduce the reliance on incoming mutual aid from the Kirkland Fire Department.

Rebuilding a Station 54 should be seriously considered. However, there are not a large number of critical calls and is a significant cost.

If a new station is built, not multi-use, it would likely cost between $12 and $15 million, depending on the size and scope, if built on existing location.

Staffing the station with an aid car only or a cross-staffed engine/aid crew would likely cost between $1.7 and $2.4 million annually, depending on the staffing model.

One option would be to reallocate some of our current staffing resources, which would reduce this cost.

NEXT STEPS

Please forward any questions or ideas that need further consideration.

A recommendation will be provided to the Board by our next meeting in August.

At the meeting in August we will likely be making a decision, but if there are more options to consider or information needed then the decision might be postponed.

Contact info:

Matt Cowan

mcowan@shorelinefire.com

TRANSFER AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into on June 6, 2023 by and between Northshore Fire Department (the "District") and the Lima Fire Department (the "Recipient") upon the terms and conditions hereinafter set forth.

I. RECITALS

WHEREAS, the District has an aid car, ID#1084, a Braun Ford F-350, VIN# 1FDWF37R38ED99530, herein (the "Apparatus") surplus to its needs.

WHEREAS, the District may enter into agreements with foreign entities to transfer surplus equipment pursuant to RCW 39.33.010; and

WHEREAS, the District desires to transfer the Apparatus to Recipient, which can put the Apparatus to use.

II. TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1. **Transfer**. The District hereby transfers, and Recipient hereby accepts transfer of, the Apparatus.

2. **Disclaimer**. **THE APPARATUS IS RECEIVED "AS IS, WHERE IS." NO WARRANTY IS PROVIDED BY THE DISTRICT RELATED TO THE APPARATUS. THE DISTRICT DISCLAIMS AND RECIPIENT WAIVES ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY AS TO QUALITY, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. RECIPIENT ACKNOWLEDGES THIS WAIVER OF WARRANTIES WAS SPECIFICALLY NEGOTIATED AND BARGAINED FOR AS PART OF THIS AGREEMENT.**

3. **Release**. Recipient releases and forever discharges The District, as well as its employees, elected officials, volunteers, officers, agents, attorneys, and insurers (the "Released Parties"), of and from any and all actual or alleged claims, demands, debts, losses, obligations, liabilities, costs, expenses, rights of action, and causes of action, of any kind or character whatsoever, whether known or unknown, suspected or unsuspected, which they now have or claim to have, or which may at any time hereafter accrue arising from or related in any way to the Apparatus.

4. **Indemnification**. Recipient shall defend, indemnify, and hold harmless the District, its employees, elected officials, volunteers, officers and agents (the "Indemnitees") from any and all demands, claims, suits, judgments, or liability for loss or damage, including attorneys' fees and costs, arising from, or related in any way to the Apparatus, regardless of who the injured party may be, to the fullest extent permitted by law. Recipient's indemnity obligations hereunder do not extend to liability resulting from the sole negligence of the Indemnitees, their agents, or employees. If the claim, suit, or action for injuries, death, or property damage is caused by or results from the concurrent negligence of Recipient or its officer, employee, or agent and the Indemnitees, their officers, employees, or agents, this

indemnity provision shall be enforceable only to the extent of the negligence of Recipient, its officers, employees, or agents.

5. **Amendment**. No modification, termination, or amendment of this Agreement may be made except by written agreement signed by both parties hereto.

6. **Counterparts**. This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

7. **Governing Law**. This Agreement and the rights of the parties hereto shall be governed by and construed in accordance with the laws of the State of Washington, and the parties agree that in any such action, venue shall lie exclusively in King County, Washington. The parties expressly waive their right to a jury.

8. **Entire Agreement**. The entire agreement between the parties hereto is contained in this Agreement and the exhibits hereto, and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. This Agreement may be amended only by written instrument executed by the parties subsequent to the date hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

NORTHSHORE FIRE DEPARTMENT	**LIMA FIRE DEPARTMENT**
_____	_____
Matt Cowan, Fire Chief	By: _____
	Its: _____

KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

Resolution No. 2023-01

RESOLUTION DECLARING APPARATUS AS SURPLUS AND AUTHORIZING TRANSFER

WHEREAS, Northshore Fire Department has an aid car, ID#1084, a Braun Ford F-350, VIN# 1FDWF37R38ED99530, herein (the "Apparatus") that is no longer of use to the Northshore Fire Department;

WHEREAS, it is appropriate to surplus the Apparatus;

WHEREAS, Northshore Fire Department has consulted with several vendors and concluded that the Apparatus have de minimis market value, considering the costs of sale; and

WHEREAS, Northshore Fire Department desires to transfer the Apparatus to the Lima Fire Department in Peru as provided herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Northshore Fire Department as follows:

1. The Apparatus is hereby declared to be surplus.

2. The Fire Chief is authorized to transfer the Apparatus to the Lima Fire Department in Peru in exchange for a clear disclaimer and release of liability. The Apparatus shall be transferred to Peru at no cost to Northshore Fire Department.

PASSED AND ADOPTED by the Commission of Northshore Fire Department in open session on the 6th day of June, 2023, and duly authenticated by the signatures of the Commissioners voting in favor thereof.

_____ _____
Lisa Wollum, Chairperson Tyler Byers, Vice Chairperson

_____ _____
Josh Pratt, Commissioner Eric Adman, Commissioner

_____
Rick Webster, Commissioner

ATTEST:

_____
Amy Oakley, District Secretary

WARRANT/CHECK REGISTER

Northshore Fire Department Time: 15:34:01 Date: 07/07/2023

07/19/2023 To: 07/19/2023 Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
288	07/19/2023	Claims	1	0	CSD ATTORNEYS AT LAW	2,348.00	Legal Fees - General Business
292	07/19/2023	Payroll	1	0	EMPLOYMENT SECURITY DEPT - PFML	23.97	Pay Cycle(s) 05/30/2023 To 05/30/2023 - PFML; Pay Cycle(s) 06/30/2023 To 06/30/2023 - PFML; Pay Cycle(s) 04/27/2023 To 04/27/2023 - PFML
289	07/19/2023	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	244.21	Petty Cash Checking Reimbursement
293	07/19/2023	Payroll	1	0	LABOR & INDUSTRIES	12.73	2ND Quarter L&I: 04/01/2023 - 06/30/2023
290	07/19/2023	Claims	1	0	US BANK	31.45	Credit Card Charges
291	07/19/2023	Claims	1	0	WASHINGTON STATE DEPARTMENT OF REVENUE	192.60	Leasehold Excise Tax - Q2 2023
		001 General Fund 10-016-0010				2,852.96	
						2,852.96	Claims: 2,816.26
							Payroll: 36.70

WARRANT/CHECK REGISTER

Northshore Fire Department Time: 15:33:33 Date: 07/07/2023

07/19/2023 To: 07/19/2023 Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
294	07/19/2023	Claims	4	0	ALFRED J BAKER	8,285.76	LEOFF I - MAY 2023
295	07/19/2023	Claims	4	0	ALFRED J BAKER	8,219.82	LEOFF I - JUNE 2023
296	07/19/2023	Claims	4	0	AUTOGRAPHICS	66.30	B151 Vehicle Vinyl Lettering
297	07/19/2023	Claims	4	0	AUTOGRAPHICS	1,482.91	Training Truck - Design / Graphics
298	07/19/2023	Claims	4	0	BILL PIERRE FORD INC	194.68	B151 Panels
299	07/19/2023	Claims	4	0	CDW GOVERNMENT	891.91	B151 Antenna
300	07/19/2023	Claims	4	0	CDW GOVERNMENT	4,136.25	IPads
301	07/19/2023	Claims	4	0	CDW GOVERNMENT	1,290.51	IPads
302	07/19/2023	Claims	4	0	GARY PEDERSEN	181.40	LEOFF I - JUNE 2023
303	07/19/2023	Claims	4	0	POWER ELECTRICAL SERVICES LLC	5,294.40	Electric Work - New AC Unit
304	07/19/2023	Claims	4	0	SETCOM	9,451.24	Headset System - New BC Rig
		004 Reserve Fund 10-016-6010				39,495.18	
						39,495.18	Claims: 39,495.18

Northshore Fire Department
Fire Commissioner Request for Compensation

Month: 6	Year: 2023 Name: Rick Webster	
Date	Description of Activity	Hours
6/5/2023	Prep for Board of Commissioners Mtg	2
5/6/2023	Commissioners Mtg	2

I certify by signing this request for compensation that I have acted on behalf of the Northshore Fire Department in the fulfillment of my duties as an elected Fire Commissioner and that this request for compensation is in compliance with the Northshore Fire Department policy and State Law.

_____ **6-28-2023**

Signature *Date*

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	June	Year:	2023	Name:	Lisa Wollum

Date	Description of Activity	Hours
6/6	Northshore BM	
6/7	King County EBM	
6/14	King Counth BM	
6/5	Meeting Prep	3
6/2	Day of Service	
6/3	Day of Service	
6/2	Breakfast/Dinner per diem	
6/3	Breakfast/Lunch	
6/1	Milage	158
6/3	Milage	156
6/1-6/4	Campbells Resort	532.02

I certify by signing this request for compensation that I have acted on behalf of the Northshore Fire Department in the fulfillment of my duties as an elected Fire Commissioner and that this request for compensation is in compliance with the Northshore Fire Department policy and State Law.

Signature

Date

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	June	Year:	2023	Name:	Lisa Wollum

Date	Description of Activity	Hours
6/6	Northshore BM	
6/7	King County EBM	
6/14	King Counth BM	
6/5	Meeting Prep	3
6/2	Day of Service	
6/3	Day of Service	
6/2	Breakfast/Dinner per diem	
6/3	Breakfast/Lunch	
6/1	Milage	158
6/3	Milage	156
6/1-6/4	Campbells Resort	532.02

I certify by signing this request for compensation that I have acted on behalf of the Northshore Fire Department in the fulfillment of my duties as an elected Fire Commissioner and that this request for compensation is in compliance with the Northshore Fire Department policy and State Law.

Signature

Date

KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES **June 6, 2023**

REGULAR MEETING BOARD OF COMMISSIONERS
at Northshore Fire Department's Headquarters Station 51
and Virtual Meeting via Zoom

I. OPEN JOINT NORTHSHORE MEETING

1.1 Roll Call

Chair Lisa Wollum called the meeting to order at 5:00 PM.

Persons in attendance for NSFD Commissioners Eric Adman, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 13 members of the public. Commissioner Pratt joined the meeting at 5:03pm. Commissioner Tyler Byers joined the meeting at 5:20pm.

II. PUBLIC COMMENT

2.1 The Board heard comments from Kenmore residents, Stacey Valenzuela, David Maehren Douglas & Jody Hill, Valencia Carroll.

III. APPROVAL OF THE AGENDA

Commissioner Webster moved to adopt the agenda as presented. Commissioner Adman seconded. The motion passed unanimously 3-0.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Discussion of property at NE 153rd Place

- Chief Cowan updated the Board on the status of consultant's analysis of the property at NE 153rd Place (Station 54). The final report is expected by June 30th.
- The Chief will provide a presentation of the finding at the July 11th meeting.
- The Board expects to take action at August 1st meeting.

4.2 Discussion of Audio/Visual Bids Station 51 public meeting room

- Two bids have been received and solicitation of a 3rd bid.
- Due to supply issues, there is a 6-month wait for parts.
- The Board discussed cost sharing. Currently the Consortium contributes funds for building upkeep.
- The Board discussed revisiting the cost billed to the Consortium.
- Chief Cowan provided an overview of the scope of the bids for A/V updates.

4.3 Discussion of Training Consortium Outbuildings

- Chief Cowan presented an overview of potential outbuilding options.
- The Board and Chief discussed financing, needs for the building, benefits, and cost sharing with the Training Consortium.
- The Board requested the Chief to continue to move forward with scoping this project and to create a document outlining the benefits of this project.
- The Board and Chief discussed impacts of parking with upcoming Academy.
- The Board and Chief and discussed pursuing an impact study and potential permitting requirements by the City of Kenmore.

4.4 Transfer Agreement for Surplus Aid Car

- The Chief discussed surplus the Aid Car.
- The new Aid Cars are expected to arrive in July.
- The Board requested that Chief return with comparable rigs costs and assessed value of the surplus aid car.

4.5 Discussion on Commissioner issued laptops

- The Board and Chief and discussed replacing Commissioner Wollum's broken laptop.
- The Chief will ask Zeb to inventory all of the Commissioner's laptops and to recommend a replacement schedule.

4.6 Discussion on iPad purchase

- The iPads for the rigs have arrived.

V. BOARD RESOLUTIONS

5.1 Resolution 2023-01: Surplus and Transfer of Apparatus.

- No action. This item will be on the July 11th agenda.

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled $ 29,763.74
- The Reserve Fund Vouchers totaled $ 575,374.63

6.2 Commissioner Compensation

6.3 Meeting Minutes: 5/2/2023

Commissioner Webster moved to accept the consent agenda as presented. Commissioner Pratt seconded. The motion passed unanimously 5-0.

VII. REPORTS

7.1 Fire Chief Report

- Chief Cowan reported out on the success of the pancake breakfast and open house at Station 51. And thanked all those involved including, Wendy, Michelle, Matt, and Jennifer.

7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

- Legal Counsel Matt Paxton updated the Board on Washington State Legislative changes to competitive bidding process. The 2024 law changes the small works roster and apprenticeship programs.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

The Board will cancel the July 4th meeting and instead will have a special meeting on July 11th.

The next meeting on July 11, 2023 meeting will include the standard agenda items as well as discussion of report of NE 153rd Place, report out on A/V bids, report out on training consortium outbuildings, Aid car, Resolution 2023-01, discussion on hybrid meeting ground rules. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 5:50PM.

NEXT MEETING DATE

The next regular scheduled meeting will be Tuesday, June 6th, 2023 at 5:00PM.

Attachments: Agenda, Station 51 Outbuilding presentation slides, Aid Car Transfer Agreement, Resolution 2023-01, Vouchers, Commissioner Compensation, Meeting Minutes 5/2/23, and Chief's Report.

BOARD OF COMMISSIONERS

_____

ERIC ADMAN, Member

_____

JOSH PRATT, Member

_____

TYLER BYERS, Member

RICK WEBSTER, Member

LISA WOLLUM, Member

ATTEST

Amy Oakley, Secretary
King County Fire Protection District No. 16
Adopted at a Regular Meeting of the Board of Commissioners on June 6, 2023.

Shoreline Fire Department
BOARD MEETING DATE: July 11th, 2023
Chief Cowan

District Activity Highlights

The following District activities and/or meetings of note were completed during the report period:

Succession development

- We have one person interested in the remaining DFM position.

Negotiations

- Will are still working on a new promotional process policy.

Contract for service with NEMCO

- Still working on the relationship of NEMCO with City of Shoreline. There continues to be meetings to discuss options.

Staffing

- We had five recruits graduate on June 9th.
- We had one remaining, separated, non-vaccinated personnel that now has returned to work.
- We interviewed 15 candidates for the entry level FF positions and have made 10 conditional offers for employment, 9 entry level and 1 lateral. For the entry level positions we will have 5 in the upcoming fall academy and 4 in the January academy.
- The fall Firefighter academy including Shoreline, Bothell, and Kirkland recruits will total 25 at this time.
- These additional positions will get us back up to our target suppression staffing for all of 2024, assuming nobody leaves unexpectedly. We are considering hiring an additional 2 or 3 positions to cover for those unexpected losses, but have not made a decision as yet.

Consortium

- Will be meeting with Bothell FD in July to review and adjust the NKCTC ILA for 2024 and beyond.

2023 Budget

- We continue to see the positive impacts of improving our staffing on the overtime budget. The May financial report shows us as over budget by .3%. I do expect that the summer months will result in us losing some ground, as we do every summer.

Public Records Requests

- We are experiencing requests again from a repeat requestor.

Noteworthy Meetings

- June 21 – KCFCA Meeting bi-monthly meeting
  - Discussion on legislative influence and representation.
  - Update on recruitment sessions; DEI and women in fire.
  - Update on Leadership Summit conference.

    - Report out on FMO efforts and public messaging.
- June 26 – Lt Steve Loutsis last day
- June 27-28 – New entry FF Interviews
- June 29 – PM Tracy Clinch last day
- June 29 – Meeting with Code 3
    - Review and discussion on Station 54 analysis
    - Preparing for final draft
- June 30 – BC Eric Monroe last day

Incorporated into the above Board meeting minutes by reference.
Submitted by: Chief, Matt Cowan