



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 3, 2023

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

I. OPEN REGULAR 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, Board Secretary Amy Oakley, and 12 members of the public. Legal Counsel Matt Paxton joined the meeting at 5:31pm (Item 4.3).

II. PUBLIC COMMENT

2.1 The Board heard comments from Kenmore residents, David Maehren and IAFF 1760 Union President Doug Loeser.

III. APPROVAL OF THE AGENDA

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Subcommittee report on Station 54

- Chief Cowan updated the Board on the status of a drainage survey and soil analysis of the Station 54 property.

4.2 Subcommittee report on Station 51 Outbuilding

- Chief Cowan updated the Board on the project status. The department is soliciting bids from vendors listed with MRSC (Municipal Research and Service Center).
- Chief Cowan discussed the funding and reimbursement structure for the building construction costs.
- Chief Cowan discussed the uses for the outbuilding, carport and bathroom trailer.

4.3 Discussion of Day Shift BC program

- Chief Cowan briefed the Board on the proposal to extend the day shift BC position at Station 51 for one additional year to the end of 2024.

- The Board and Chief discussed the total costs and recruitment for this position.
- Chief Cowan updated the Board on staffing needs at the administrative and leadership levels.

Commissioner Pratt moved to approve the extension of the Day Shift BC position through the end of 2024. The Board discussed. Commissioner Byers seconded. The motion passed unanimously 5-0.

4.4 Update on Commissioner computers

- Commissioner laptop computers have arrived and Zeb Middleton is in the process of setting up the laptops in the next two weeks.

4.5 Update on skidoo service calls

- In 2022 there were 7 water rescues calls.
- In 2023 there were 4 water rescues calls.
- The skidoos are moored at Kenmore Air in a quick response mode.

4.6 Discussion of Board budget for training and retreat

- The Board discussed the planning for the Commissioner compensation budget.
- The Board discussed increasing the budget for Commissioner training.
- Commissioner Wollum will work with Chief Cowan to provide an estimate for Commissioner training needs.

4.7 Discussion of Policy 1630- Commissioner Service Days

- Board Secretary Oakley presented updates to Policy 1630

Commissioner Webster moved to approve the changes to Policy 1630 as presented. Commissioner Pratt seconded. The motion passed unanimously 5-0.

4.8 Discussion of Policy 1600- Commissioner Expenses

- Board Secretary Oakley updated the Board on the status of updating Policy 1600

4.9 Discussion of Contract for Services Year 1 Review

- The Board discussed overall comments and reflections on the first year of contract for services with Shoreline Fire Department.

V. BOARD RESOLUTIONS

None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$ 17,901.67
- The Reserve Fund Vouchers totaled \$ 30,498.51

6.2 Commissioner Compensation

6.3 Meeting Minutes: 9/5/2023

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

VII. REPORTS

7.1 Fire Chief Report

- Chief Cowan shared with the Board a note of appreciation from Kirkland Fire Chief Sanford regarding support from Shoreline Fire and other departments.
- Chief Cowan has received re-credentialing of International Chief Fire Officers Certification through the Commission of Professional Credentialing

7.2 Commissioner Reports

- Commissioner Wollum and Chief Cowan updated the Board on attending the Fire Ops 101 Day on Monday, October 2nd.
- Chief Cowan thanked the training consortium staff for their participation and planning efforts to make the event successful.

7.3 Legal Counsel Reports

- None.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

The next meeting on November 7, 2023 meeting will include a Public Hearing of the 2024 Budget and the standard agenda items as well as reports from subcommittee from Station 54 and subcommittee on outbuildings at Station 51, discussion of Policy 1600.

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

ADJOURNMENT

The meeting adjourned at 6:24PM.

NEXT MEETING DATE

- Special Joint Meeting: Tuesday, October 24th, 2023 at 5:00 PM @ Station 61
- Next Regular Meeting & Public Hearing on Budget and Fire Benefit Charge: Tuesday, November 7th, 2023 at 5:00 PM
- Special Meeting to Adopt Budget and Fire Benefit Charge: Tuesday, November 21st, 2023 @ 5:00 PM

Attachments: Agenda, Policy 1630, Vouchers, Commissioner Compensation, Meeting Minutes 9/5/23, and Chief's Report.

BOARD OF COMMISSIONERS



ERIC ADMAN, Member



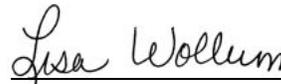
JOSH PRATT, Member



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 November 7, 2023



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, October 3, 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 Regular 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 Subcommittee report on Station 54
 - 4.2 Subcommittee report on Station 51 Outbuilding
 - 4.3 Discussion on Day Shift BC program
 - 4.4 Update on Commissioner computers
 - 4.5 Update on Skidoo service calls
 - 4.6 Discussion of Board budget for training and retreat
 - 4.7 Discussion of Policy 1630- Commissioner Service Days



4.8 Discussion of Policy 1600- Commissioner Expenses

4.9 Discussion of Contract for Services Year 1 Review

V. Board Resolutions

None

V. Consent Agenda

5.1 Vouchers

5.2 Commissioner Compensation

5.3 Meeting Minutes: Regular Meeting 9/5/2023

VI. Reports

6.1 Fire Chief Report

6.2 Commissioner Reports

6.3 Legal Counsel Report

VII. Upcoming Board Agendas

7.1 Setting of Future Meeting Agenda(s)

Adjournment

Special Joint Meeting: Tuesday, October 24th, 2023 at 5:00 PM @ Station 61

Next Regular Meeting & Public Hearing on Budget and Fire Benefit Charge: Tuesday, November 7th, 2023 at 5:00 PM

Special Meeting to Adopt Budget and Fire Benefit Charge: Tuesday, November 21st, 2023 @ 5:00 PM

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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.

Northshore Fire Commissioner Board Meeting
Citizen Comments 10/03 23
David Maehren

Thank you for the opportunity to speak tonight. I have two comments / requests.

First, regarding the Fire Station 51 Outbuildings, I urge the board to develop an agreement with all of the participating parties to assure that King County Fire District is fairly reimbursed for the expenses of this project. The cost should include the construction costs, building purchase costs, land value used for the project and ongoing expenses including contributions to the building reserve fund. I suggest that a contract be drafted and signed by all parties assuring that all parties contribute their fair share for this project. Shoreline would be responsible for two thirds of the cost as they will be using the buildings for training. Remember,

[RCW 43.09.210\(3\)](#) states:

“All service rendered by, or property transferred from, one department, public improvement, undertaking, institution, or public service industry to another, shall be paid for at its true and full value by the department, public improvement, undertaking, institution, or public service industry receiving the same, and no department, public improvement, undertaking, institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another.”

Second, regarding the proposal to continue a day shift Battalion Chief in the 2024 budget. I would remind the board that during KCFD 16 negotiations with the Shoreline Fire Department Chief Cowan vowed to reduce the Battalion Chief positions from 8 to 4. It has been a year and a half and this promise is still unrealized. This Battalion Chief reduction represented a significant cost savings. This promise should be kept. At your last meeting the Fire Chief stated that the only downside to keeping the Day Shift Battalion Chief was the cost. During contract negotiations all parties focused on improving tangible services levels. I heard no discussion of service improvements to the citizens. The Shoreline Fire Department, according to the August 22 org chart already has a Deputy Fire Chief who supervises just six reports. I do not see any benefits to the citizens of the district in continuing the day shift Battalion Chief position. I appreciate your consideration of these suggestions.

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Commissioner Compensation

Policy Number:	1630	Approved By:	Board of Commissioners
Effective Date:	Unknown	Revision Date:	October 3, 2023
Pages:	2	Attachments:	1

1 PURPOSE

- 1.1 To provide direction for Fire Commissioner Compensation

2 REFERENCES

- 2.1 RCW 52.14.010

3 RESPONSIBILITY

- 3.1 The Board of Commissioners hereby establish this policy to define those services a Fire Commissioner may perform that entitle such Fire Commissioner to compensation as provided in RCW 52.14.010 and to provide a process for submission review and approval of compensation claims.
- 3.2 This Policy is to ensure compliance with applicable legal requirements ant to ensure that fire commissioner compensation requests provide value to the fire department and the fire district community commensurate to the compensation received.

4 DEFINITIONS

- 4.1 SIGNIFICANT -A body of work such as reading, research, analysis or communications on behalf of the district where the accumulation of time spent is approximately two hours or more.

5 POLICY

- 5.1 A commissioner is only entitled to one compensation claim for a given day.
- 5.2 A fire commissioner is eligible to receive compensation for the following activities:
 - 5.2.1 Actual attendance at regular or special meetings of the board of fire commissioners. **Meetings via Zoom or other virtual meeting programs shall be considered the same as in person attendance.**
 - 5.2.2 Up to two days of service shall be allowed for commissioners to prepare for a regular or special meeting of the board when the board determines that significant preparation is required.
 - 5.2.3 Attendance at meetings for which the commissioner has been appointed as a designated representative of the board.
 - 5.2.4 Attendance at other district related events and activities as a district representative when such are approved by the board e.g.: community meetings, events or presentations, annual fire station pancake breakfast or awards banquet.
 - 5.2.5 Completing required training.

- 5.2.6 Special project work as assigned by the board e.g.: policy development, topic research or project oversight activities.
- 5.2.7 **Each day of attendance at Board approved seminars, conferences and training related to fire district activities or commissioner development. The travel time when a separate day of travel is required due to location and scheduling of the event.**
- 5.2.8 Attendance at other activities that are pre-approved by the Board.
- 5.3 Total compensation for a calendar year shall not exceed the amount specified in RCW Title 52.14, plus reasonable expenses incurred for travel, meals, and lodging, when approved in advance by the board.
- 5.4 Any fire commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office by a written waiver filed with the fire district. The waiver may be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.
- 5.5 A commissioner holding office for two or more special purpose districts shall receive only that per diem compensation authorized for one of his or her official positions as compensation for attending an official meeting or conducting official services or duties while representing more than one district.

6 PROCEDURES/GUIDELINES

- 6.1 All compensation must be requested by completing the Northshore Fire Commissioners Request for Compensation form 1630-A1 and delivering the completed form to the payroll department by the last day of the month.
- 6.2 A Request for Compensation Form must be completed within 60 days of a day of the Compensable Activity.
- 6.3 A submitted Request for Compensation form must include the date of service and a specific description of each service(s) provided for each day where compensation is requested, and the time spent on each activity. The form must be signed and dated by the Fire Commissioner. Electronic submissions in a PDF format are acceptable.
- 6.4 Commissioner's individual compensation requests will be presented to the Fire Commissioners at the first regular or special meeting of the month for approval or denial.

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:15:15 Date: 09/28/2023

10/11/2023 To: 10/11/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
426	10/11/2023	Claims	1	0	CSD ATTORNEYS AT LAW	320.00	Legal Fees - General Business
430	10/11/2023	Payroll	1	0	EMPLOYMENT SECURITY DEPT - LTC	18.77	Pay Cycle(s) 07/31/2023 To 07/31/2023 - LTC; Pay Cycle(s) 09/11/2023 To 09/11/2023 - LTC
431	10/11/2023	Payroll	1	0	EMPLOYMENT SECURITY DEPT - PFML	27.70	Pay Cycle(s) 07/31/2023 To 07/31/2023 - PFML; Pay Cycle(s) 09/11/2023 To 09/11/2023 - PFML
427	10/11/2023	Claims	1	0	HD PARTNERS	9,787.00	Refund for overpayment of building permits - honoring previous rates per R. Burgess
428	10/11/2023	Claims	1	0	INTERFACE SYSTEMS LLC	7,542.00	FBC - Services and Postage Billing
432	10/11/2023	Payroll	1	0	LABOR & INDUSTRIES	13.60	3RD Quarter L&I: 07/01/2023 - 09/30/2023
429	10/11/2023	Claims	1	0	WASHINGTON STATE DEPARTMENT OF REVENUE	192.60	Leasehold Excise Tax - Q3 2023

001 General Fund 10-016-0010

17,901.67

	17,901.67		
		Claims:	17,841.60
		Payroll:	60.07

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:14:39 Date: 09/28/2023

10/11/2023 To: 10/11/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
422	10/11/2023	Claims	4	0	ALFRED J BAKER	8,677.30	LEOFF I
423	10/11/2023	Claims	4	0	GARY PEDERSEN	181.40	LEOFF I
424	10/11/2023	Claims	4	0	J & B LUXLAVS LLC	19,263.00	Deposit for Restroom Trailer at St 51
425	10/11/2023	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,376.81	LEOFF I Medical - October 2023
004 Reserve Fund 10-016-6010						30,498.51	
						<u>30,498.51</u>	Claims: 30,498.51
						30,498.51	

Attendee Registration
2023 National Association of Emergency & Fire Officials Annual Conference
September 18-19 | The Orleans Hotel & Casino, Las Vegas, NV

Receipt

Reference Number 29543878
Registered At 9/4/23, 11:59 AM

Attendee Details

First Name	Last Name	Title	Email Address
Lisa	Wollum	Commissioner	lwollum@northshorefire.com (mailto:lwollum@northshorefire.com)

Selections

Selection	Quantity	Unit Price	Total
Lisa Wollum			
NAEFO Conference - Association Non- Member	1	\$425.00	\$425.00
Tuesday Lunch	1	\$25.00	\$25.00
		Total	\$450.00

Billed To

Full Name Lisa Wollum
Email Address lwollum@northshorefire.com (mailto:lwollum@northshorefire.com)
Organization Northshore Fire Dept
Line 1 (Work Address) 7220 NE 181st St
City (Work Address) Kenmore
State/Province/County (Work Address) WA
Zip/Postal Code (Work Address) 98028
Country (Work Address) United States

Transactions

Date	Transaction Type	Amount
September 4, 2023	Order Amount	\$450.00
September 4, 2023	Online Visa Payment (3514)	(\$450.00)
	Balance Due	\$0.00

Customer Copy

Angelo's Bellevue

Angelo's
1830 130th Ave NE
Bellevue, WA 98005
425.883.2777

Current Batch: 09062023
Wed 9/6/2023 7:40:24 PM
Check 36-4 Table 24
Wendy Q.
Station Server Right

VISA XXXXXXXXXXXXX3514
Approval AP126004

BASE	\$44.05
TIP	<u>8-</u>
TOTAL	<u>52.05</u>

Customer Copy

Thank you for dining
at Angelo's!



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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MINUTES

September 5, 2023

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

I. OPEN REGULAR 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, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 5 members of the public. Commissioner Byers joined the meeting at 5:24pm (Item 4.3).

II. PUBLIC COMMENT

2.1 The Board heard comments from Kenmore residents, Stacey Valenzuela, David Maehren.

III. APPROVAL OF THE AGENDA

Commissioner Webster moved to adopt the agenda as presented. Commissioner Adman seconded. The motion passed unanimously 4-0.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Subcommittee report on Station 54

- Chief Cowan updated the Board on next steps to survey the property and to conduct a soil analysis to scope potential options for the property.
- At the previous meeting, the Board unanimously agreed to keep the property at Station 54.
- Chief Cowan addressed public comments about response time South Kenmore and mutual aid agreement with Kirkland.

4.2 Subcommittee report on Station 51 Outbuilding

- Chief Cowan updated the Board on meeting with vendors listed with MRSC (Municipal Research and Service Center) for next steps.
- Chief Cowan discussed the capital improvement cost structure that is shared with the Training Consortium and Academy fire department participants including Shoreline, Bothell, and Kirkland fire departments.

4.3 Discussion of Day Shift BC program

- Chief Cowan discussed the current BC staffing structure, and proposed to move the Day Shift BC to Station 51 to extend the position for one additional year to the end of 2024.
 - The Board will keep this item for the next meeting and make a decision at the next meeting on any proposed change for budget year 2024.
- 4.4 Discussion of Board budget for training and retreat
- The Board discussed adding a line item to the 2024 budget for Northshore Board training and retreat.
 - Commissioner Wollum requested to be added to the finance and Board budget discussions.
- 4.5 Discussion of current policies and procedure for travel reimbursements of Board Commissioners
- Commissioner Wollum updated the Board on progress to update the Board policies related to travel reimbursements.
- 4.6 Discussion of budget calendar
- There will be a Special Joint with the Shoreline Board of Commissioners on Tuesday, October 24th, 2023 to present the overall budget. Commissioners Wollum and Adman will attend in person at Station 61. This meeting will be hybrid.
 - At the regular November 7th meeting, Northshore will host a public hearing on the budget and fire benefit charge.
 - There will be a Special Northshore Board of Commissioners meeting on November 21st, 2023 to adopt the budget and approve resolutions for the fire benefit charge.

V. BOARD RESOLUTIONS

None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$ 1,386.02
- The Reserve Fund Vouchers totaled \$ 56,770.96

6.2 Commissioner Compensation

6.3 Meeting Minutes: 8/1/2023

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 Cowan updated the Board on the status of the conduit under Station 51 meeting room. More information to come.
- Chief Cowan thanked BC Anders Hansson for his efforts on the outbuilding Station 51.

7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

- Washington State Fire Commissioners event begins on October 26, 2023 at Tulalip, WA.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

The next meeting on September 5, 2023 meeting will include the standard agenda items as well as reports from subcommittee from Station 54 and subcommittee on outbuildings at Station 51, Discussion of Day Shift BC program, discussion of Board budget for training and retreat, discussion of current policies and procedures for travel reimbursements for Board Commissioners.

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

ADJOURNMENT

The meeting adjourned at 6:00PM.

NEXT MEETING DATE

The next regular scheduled meeting will be Tuesday, October 3rd, 2023 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 8/1/23, 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 October 3, 2023.

DRAFT



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, September 5, 2023

5:00PM

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

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Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Regular 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 Subcommittee report on Station 54

4.2 Subcommittee report on Station 51 Outbuilding

4.3 Discussion on Day Shift BC program

4.4 Discussion of Board budget for training and retreat

4.5 Discussion of current policies and procedures for travel reimbursements for Board Commissioners

4.6 Discussion of budget calendar



V. Board Resolutions

None

V. Consent Agenda

- 5.1 Vouchers
- 5.2 Commissioner Compensation
- 5.3 Meeting Minutes: Regular Meeting 8/1/2023

VI. Reports

- 6.1 Fire Chief Report
- 6.2 Commissioner Reports
- 6.3 Legal Counsel Report

VII. Upcoming Board Agendas

- 7.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, October 3rd, 2023 at 5:00 PM

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Northshore Fire Department

Time: 15:20:09 Date: 09/01/2023

09/13/2023 To: 09/13/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
390	09/13/2023	Claims	1	0	CSD ATTORNEYS AT LAW	448.00	LEGAL FEES - GENERAL BUSINESS
391	09/13/2023	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	938.02	PETTY CASH CHECKING REIMBURSEMENT
001 General Fund 10-016-0010						1,386.02	
						<u>1,386.02</u>	Claims: 1,386.02
						1,386.02	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:20:39 Date: 09/01/2023

09/13/2023 To: 09/13/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
377	09/13/2023	Claims	4	0	ALFRED J BAKER	8,730.95	LEOFF I
378	09/13/2023	Claims	4	0	AUTOGRAPHICS	437.58	LETTERING FOR AID UNITS
379	09/13/2023	Claims	4	0	CDW GOVERNMENT	853.00	MOUNTING HARDWARE - NSFD APPARATUS
380	09/13/2023	Claims	4	0	CDW GOVERNMENT	7,973.72	NEW LAPTOPS FOR COMMISSIONERS
381	09/13/2023	Claims	4	0	CDW GOVERNMENT	3,033.42	FOR COMMISSIONER NEW LAPTOPS
382	09/13/2023	Claims	4	0	GARY PEDERSEN	181.40	LEOFF I
383	09/13/2023	Claims	4	0	GEARGRID LLC	11,778.16	BUNKER GEAR LOCKERS - ST 51
384	09/13/2023	Claims	4	0	JAYMARC - AV	15,172.85	Progress Billing - St 51 FAST - Sales Order 22-169
385	09/13/2023	Claims	4	0	KING COUNTY FIRE PROTECTION DISTRICT 16	579.09	PETTY CASH CHECKING REIMBURSEMENT - AUG 2023
386	09/13/2023	Claims	4	0	MOTOROLA	696.89	CHARGER FOR NEW B151
387	09/13/2023	Claims	4	0	TOM TAYLOR	545.09	LEOFF I
388	09/13/2023	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,376.81	LEOFF I MEDICAL - SEPT 2023
389	09/13/2023	Claims	4	0	WESTHILL ELECTRONICS	4,412.00	LIGHTBAR INSTALLATION - TRAINING TRUCK
004 Reserve Fund 10-016-6010						56,770.96	Claims: 56,770.96
						56,770.96	



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 1, 2023

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

I. OPEN REGULAR 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 19 members of the public. Commissioner Josh Pratt was excused absent. Commissioner Byers joined the meeting at 5:16pm (Item 4.1).

II. PUBLIC COMMENT

2.1 The Board heard comments from Kenmore residents, Ken Dehn, Jean Roster, Mark Prince, Nathan McDonald, and Gary Menendez.

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 audio/visual bids for Station 51 public meeting room

- Zeb Middleton provided the Board with an overview of the audio/visual replacement and upgrade project at Station 51.

4.2 Discussion of Commissioner laptops

- The Board discussed with Zeb Middleton the new laptops.
- The Board agreed to move forward with the purchase of 5 new laptops for the Commissioners.

4.3 Subcommittee report on Station 54

- Commissioner Webster updated the Board on the subcommittee activities. The subcommittee recommends to keep the property ownership within the fire district.
- The next step is to setup a meeting of the subcommittee and the Fire Department Executive Committee to develop a short-term and a long-term plan for the property.

- Chief Cowan addressed the Board and public regarding current response times, and mutual aid agreements with neighboring fire departments.
- 4.4 Subcommittee report on Station 51 Outbuilding
 - No update from this subcommittee.
- 4.5 Discussion of NAEFO conference
 - Commissioner Wollum requested to attend the NAEFO conference in Las Vegas in September 2023. The Board was in agreement.
 - The Board discussed reviewing the Board training/retreat budget at the September meeting.
- 4.6 Update Aid Car 157
 - Chief Cowan updated the Board on the usage and staffing of Aid Car 157.
 - Chief Cowan updated the Board on reimbursements for Aid Car 157 transports.

V. BOARD RESOLUTIONS

None

VI. CONSENT AGENDA

- 6.1 Vouchers
 - The General Fund Vouchers totaled \$ 768.00
 - The Reserve Fund Vouchers totaled \$ 6,634.02
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 7/11/2023

Commissioner Webster moved to accept the consent agenda as presented. Commissioner Adman seconded. The motion passed unanimously 4-0.

VII. REPORTS

- 7.1 Fire Chief Report
 - Chief Cowan updated the Board on WSRB improvement rating. The department will promote this achievement publicly.
- 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 September 5, 2023 meeting will include the standard agenda items as well as reports from subcommittee from Station 54 and subcommittee on outbuildings at Station 51, discussion of Board budget for training and retreat, discussion of current policies and procedures for travel reimbursements for Board Commissioners, discussion of budget calendar.

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

ADJOURNMENT

The meeting adjourned at 6:00PM.

NEXT MEETING DATE

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

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 7/11/23, 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 September 5, 2023.

District Activity Highlights

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

Succession development

- Preparing for a handful of promotions once the new policy is adopted.
- Spending time preparing for Leadership Summit with multiple meetings and work.

Negotiations

- TA'd a new promotional process policy.

Contracts

- Still working on a contract with Sound Transit for training and equipment.
- Still working on the relationship of NEMCO with City of Shoreline. There continues to be meetings to discuss options.

Staffing

- Our new recruits all signed their unconditional offers of employment and have started the academy. Next group of recruits are working through pre-employment requirements.
- Discussed Day Shift BC program value and negotiated a possible extension in 2024. Awaiting NFD BOC review and approval.
- Day shift Paramedic position is going to be filled by Strojan Kennison.
- Extending day shift FF/EMT in 2024 and will re-evaluate value for 2025, but believe that this program will likely end in 2024.

Consortium

- Reviewing and adjusting the NKCTC ILA and other documents for 2024 and beyond.

Budget

- Starting the 2024 budget process and scheduling. Confirm dates with Commissioners.
- The June financial report shows us as under budget by .1% for 2023 budget. I expect that we will lose some ground over the next couple of months.

NFD Capital Projects

- Continuing to determine what the vision will be for the Station 54 building/property.
- Still working on the outbuilding project at Station 51 and will be meeting to determine how to move forward with formalized bids.

Public Records Requests

- Nothing to report.

Noteworthy Meetings

- August 14 – Zone 1 Chief Meeting
 - Discussion on Tyler upgrade to NORCOM

- Review and discussion on AMR contract.
- August 15 – NKCTC Meeting
 - Met with Chief Risen to discuss ILA and guiding document scope.
 - Discussed budget concerns and 2024 needs.
- August 16 – KCFCA Meeting
 - Bi-monthly meeting.
 - Discussed the loss of the nurse referral line previously provided by Evergreen Hospital.
 - Updates on DEI workshop that Shoreline is hosting this fall.
 - Preparing for Leadership Summit conference.
 - Discussion on updating King County wide model procedures.
- August 21 – Woodway Council Meeting
 - Attended and discussed last quarter calls.
 - Discussed wildland fire dangers and mitigation.
 - Addressed questions on staffing and future capital projects.
- August 22 – LMC
 - Negotiated and finalized a new promotional policy process, awaiting body approval.
 - Provided update on NKCTC ILA work.
 - Started discussions on part-time schedule for a Paramedic to return to work.
 - Discussed possibility of a Paramedic being sent to HMC to assist with next Paramedic class training.
- August 22 – Station 54
 - Walked around property and discussed options.
 - Agreed that the property as is cannot be used for much without considerable work.
 - Discussed having an architect do some feasibility work including survey work on locating property lines.
- August 24 – Chief Hoover Memorial Service

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

District Activity Highlights

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

Succession development

- Preparing for a handful of promotions now that the new policy is adopted.
- Spent time preparing for Leadership Summit with multiple meetings and work.

Negotiations

- Adopted a new promotional process policy.
- TA'd Day-Shift BC (DBC) program extension for 2024.

Contracts

- Approved a contract with Sound Transit for training and equipment.
- Renewed annual contract with Interface Systems to work with County on FBC.
- Still working on the relationship of NEMCO with City of Shoreline. There continues to be meetings to discuss options.

Staffing

- Our new recruits have started the academy. Next group of recruits (4) are working through pre-employment requirements.
- Day shift Paramedic position has been filled by Strojan Kennison.
- Extending day shift FF/EMT in 2024 and will re-evaluate value for 2025, but believe that this program will likely end in 2024.
- Starting the process of a lateral Firefighter recruitment process for up to 3 positions. Target date of around January 1, 2024.

Consortium

- Reviewing and adjusting the NKCTC ILA and other documents for 2024 and beyond.

Budget

- Working on the 2024 budget process and scheduling.
- Preliminary 2024 levy report shows an 8.6% and 9.0% reduction in overall AV for NFD and SFD, respectively.
- The August financial report shows us as under budget by .5% for the 2023 budget. This is an improvement over the .1% under budget status for July. I still expect that we will lose some ground over the next month, but this is encouraging that we are staying on track for 2023.

NFD Capital Projects

- Continuing to determine what the vision will be for the Station 54 building/property. Have approved TCA to do some site and topography work with a sub-contractor.
- Working on getting three bids through MRSC for Station 251 project. Will seek NFD BOC approval once we have those bids.

Public Records Requests

- Have had an uptick in requests, but not a substantial work load currently.

Noteworthy Meetings

- September 8 – NORCOM Governing Board Meeting
 - Introduction of Bothell and Lake Forest Park to NORCOM
 - Impacts will be no increase in costs for 2024 and more funds will be put into reserve.
 - No movement on facility discussion.
- September 12-14 – Leadership Summit
 - Attended and ran the Leadership Summit conference.
- September 19 – Emergency Management Meeting
 - Met with City to discuss emergency management activities.
 - Discussed the future structure of EM at the City and role of NEMCO
- September 19 – Burn Ban Meeting
 - Met with the City of Kenmore to discuss burn bans, enforcement, etc.
- September 20 – Budget Meeting
 - Met for 1st budget meeting.
 - Discussed projected AV, and staffing needs.
 - Reviewed IT, Fire Prevention expense lines.
 - Reviewed Suppression capital projects proposals.
- September 26-28 – Leadership Retreat
 - Good traction on a lot of issues.
 - A complete after action report is forthcoming and will set goals and expectations for this coming year.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan