



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 7, 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, Tyler Byers, and Lisa Wollum. North City Water District Commissioners Patricia Hale, Ron Ricker, and Charlotte Haines. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 6 members of the public. Commissioners Josh Pratt and Rick Webster were absent.

II. PUBLIC COMMENT

- The Board heard public comments from Kenmore resident, Ken Dehn.
- Chief Cowan addressed the public comment.

III. APPROVAL OF THE AGENDA

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

IV. JOINT NORTHSHORE AND NORTH CITY WATER DISTRICT DISCUSSION ITEMS

4.1 Sound Transit Discussion

- Diane Poltinger, North City Water District Manager, provided an update on the Lynwood and Bus Rapid transit update related to water supply and infrastructure and drainage.

4.2 Northshore Fire Department Regionalization Update Discussion

- Chief Cowan provided an update on the status of the contract for services with Northshore Fire including adding a peak-hour aid car from Station 57, staffing flexibilities, and service efficiencies.

4.3 Northshore Fire Department Staffing Update Discussion

- Chief Cowan provided an update on the status of staffing levels including attrition and recruitment for fire suppression and advanced life support personnel, and training programs.

4.4 Northshore Fire Department Capital Projects Update Discussion

- Chief Cowan updated the Boards on the status of the new ladder trucks and fire engines, work on the training tower, and replacement of HVAC units.
 - Chief Cowan discussed training procedures for multi-family units.
- 4.5 North City Water District Capital Projects Update Discussion
- Max Woody, North City District Director of Operations and Engineering, updated the Boards on the capital projects in Bothell and Lake Forest Park.

V. ADJOURN JOINT MEETING WITH NORTH CITY WATER DISTRICT

The joint meeting adjourned at 5:40PM.

VI. OPEN REGULAR NORTHSHORE MEETING

6.1 Roll Call

Chair Lisa Wollum called the meeting to order at 5:41 PM.

Persons in attendance for NSFD Commissioners Eric Adman, Tyler Byers, and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 3 members of the public. Commissioner Josh Pratt joined the meeting at 5:55PM (Item 9.1). Commissioner Rick Webster was absent.

VII. PUBLIC COMMENT

- No public comments.

VIII. APPROVAL OF THE AGENDA

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

IX. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

9.1 NEMCo Overview Presentation

- Kevin Lowery, NEMCo Emergency Manager, provided an overview of the Northshore Emergency Management Coalition, mission, partnerships, and activities.
- The Board discussed providing community emergency management response training for fire fighters.
- Chief Cowan thanked Kevin Lowery for his efforts.
- Commissioner Pratt joined the meeting at 5:55PM.

9.2 Discussion of Policy 1450

- Commissioner Adman provided an overview of updates to Policy 1450 to include language to reflect current practice of recording meetings.

Commissioner Byers moved to adopt Policy 1450 as presented. Commissioner Adman seconded. The motion passed unanimously 4-0.

9.3 2022 Budget Reconciliation Discussion

- Chief Cowan provided an update on the 2022 Budget Reconciliation of the contract for services.
- Shoreline will bill Northshore for \$44,969.01 for the 2022 Reconciliation.
- Chief Cowan and the Board discussed potential future budget scenarios of transfers between departments.

- Chief Cowan and the Board discussed accounting for shared costs for fleet and facility costs. This item will be discussed further at the March meeting.
- Chief Cowan can report to the Board the budget status on a monthly basis.

X. BOARD RESOLUTIONS

6.1 None

XI. CONSENT AGENDA

11.1 Vouchers

- The General Fund Vouchers totaled \$77,048.50
- The Reserve Fund Vouchers totaled \$94,913.20

11.2 Commissioner Compensation

11.3 Meeting Minutes: 1/3/2023

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

XII. REPORTS

12.1 Fire Chief Report

- Chief Cowan updated the Board on the status of the policy for rehiring of unvaccinated personnel.
- Chief Cowan updated the Board on meetings related to regional hospital capacity issues and a pilot program to staff an EMS at Northwest Hospital ER.

12.2 Commissioner Reports

- Commissioner Byers thanked the crew at Station 51 and Wendy Booth for providing a tour and fire safety class for his son’s Boys Scout troop.
- The Board discussed public education and outreach at schools, adult family homes and social media.

12.3 Legal Counsel Reports

- Legal Counsel Paxton updated the Board on State Bill 5571 introduced on January 26, 2023 related to curbing public records requests for improper use and personal financial benefit.
- Legal Counsel Paxton updated the Board on a Washington State Supreme Court decision on January 12, 2023 that limits cities protection from liability under the public duty doctrine regarding EMS services.

XIII. UPCOMING BOARD AGENDAS

13.1 Setting of Future Meeting Agenda(s)

The next meeting on March 7, 2023 meeting will include the standard agenda items as well as discussion of calculations used in budget reconciliation, and update on Policy 6200 (Financial), discussion of rehiring unvaccinated personnel, EMS hospital pilot program. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

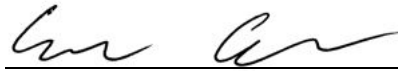
The meeting adjourned at 6:36PM.

NEXT MEETING DATE


The next regular scheduled meeting will be Tuesday, February 7th, 2023 at 5:00PM.

Attachments: Agenda, Public Comment, NEMCo overview, Revised Policy 1450, 2022 Reconciliation, Vouchers, Commissioner Compensation, Meeting Minutes 1/3/23, 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 March 7, 2023.



**Northshore Fire Department Board of Commissioners and
North City Water District**

Joint and Regular Meeting Agenda

Tuesday, February 7, 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=dW1uWDFpNldpZl1dSSU1ZYy9LSXVQQT09>

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

Meeting ID: 850 4471 3997

Passcode: 743608

- I. Open Joint Northshore and North City Water District 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. Joint Northshore and North City Water District Discussion Items**
 - 4.1 Sound Transit Discussion
 - 4.2 Northshore Fire Department Regionalization Update Discussion
 - 4.3 Northshore Fire Department Staffing Update Discussion
 - 4.4 Northshore Fire Department Capital Projects Update Discussion
 - 4.5 North City Water District Capital Projects Update Discussion
- V. Adjourn Joint Meeting with North City Water District**
- VI. Open Regular Northshore Board Meeting**

6.1 Roll Call

VII. Public Comment

7.1 Public Comment

VIII. Approval of Agenda

8.1 Approval of the Meeting Agenda

IX. Northshore Board Discussion and Possible Action Items

9.1 NEMCo Overview Presentation

9.2 Discussion Policy 1450: Commissioner Meeting Minutes

9.3 2022 Budget Reconciliation Discussion

X. Board Resolutions

None

XI. Consent Agenda

11.1 Vouchers

11.2 Commissioner Compensation

11.3 Meeting Minutes: Regular Meeting 1/3/2023

XII. Reports

12.1 Fire Chief Report

12.2 Commissioner Reports

12.3 Legal Counsel Report

XIII. Upcoming Board Agendas

13.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, March 7th, 2022 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.

TWO PROPOSALS BY THE SOUTH KENMORE COMMUNITY TO THE NORTHSHORE FIRE DISTRICT

When a couple of Kenmore residents living near Arrowhead Elementary School learned that the Northshore Fire District (NFD) is reviewing alternatives for the future use of the district's land and building on NE 153rd Place, and that one of the alternatives might be selling the land, they became concerned. Word spread quickly: one email to 10 people immediately generated 20 responses. This led to the formation of the *ad hoc* committee of neighbors making this proposal. We have not done any further outreach to the South Kenmore community, but we believe many if not most residents would share our concerns.

PROBLEM 1: LACK OF EMERGENCY RESPONSE EQUIPMENT IN SOUTH KENMORE

Roughly half of the City of Kenmore is located south of the Sammamish River, but there is no fire or emergency medical equipment stationed here. There is only one road within the city (68th Ave NE) that crosses the river. There are two small bridges that cross the river in Bothell, and there is I-405 on the far side of Bothell. The Bothell Fire Department also has no fire or emergency medical equipment located south of the river.

We are concerned that fire and emergency medical equipment may not be able to respond in South Kenmore in a disaster such as a forest fire or extreme weather, or even just bad traffic at rush hour. Long traffic delays during the recent construction on the 68th Ave bridge demonstrated how dependent we are on those bridges. An earthquake could take one or more of the bridges completely out of service for months.

Further, this risk is growing over time. With climate change, forest fires are increasing every year and Kenmore has hundreds of acres of forest. The Kenmore City Council is adopting measures to increase the population density in Kenmore by allowing duplexes, triplexes, and cottage housing in areas that were formerly reserved for single family homes. With increased density there will be more people who may need help, and more cars and traffic that get in the way of emergency responders.

The Kenmore Public Works Department has adopted standards for roads that are making the problem worse. Roads here are being rebuilt with curbs, sidewalks, and planting strips, which are nice, but the traffic lanes are narrow and it is impossible to pull over to allow emergency vehicles to pass. The newly rebuilt Juanita Drive has two places that may become bottlenecks for emergency vehicles in heavy traffic or snow. The recently rebuilt west two-block stretch of NE 153rd Place is a good example of the problem, because it is very narrow and has no place for cars to pull over for that entire stretch of road. Delivery vans from FedEx and Amazon routinely park in the lane of traffic on that street because there is nowhere to pull over. It seems likely that emergency vehicles will be delayed on that road. As more roads are rebuilt according to those new standards, emergency vehicles are likely to be impacted.

All this points to the likelihood that residents of South Kenmore will need to rely on the Kirkland Fire Department in some of these situations. The most recent strategic plan documents on Kirkland Fire Department's website do not mention the needs of South Kenmore. Beginning at the time the Finn Hill and North Juanita areas were annexed into Kirkland in 2011, the Kirkland Fire Department has been discussing the need to improve response times in those areas. Given that Finn Hill and North Juanita already need improved response times and those areas are on the southern border of Kenmore, our area is left particularly vulnerable.

PROPOSAL 1: ESTABLISH AN EMS OR BLS STATION

We propose that the NFD's land on NE 153rd Place in South Kenmore be used for an Emergency Medical Services (EMS) vehicle or a Basic Life Support (BLS) vehicle. The vehicle could be staffed part-time, such as during peak rush hours on weekdays. We think most calls to our fire department are for medical emergencies, so we think that is the greatest and most urgent need.

If NFD plans to establish an EMS or BLS station in South Kenmore at some point, we think it makes sense for the district to keep the land on NE 153rd Place in the meantime. Available land is getting more expensive and harder to find, and all the neighbors of the existing parcel would welcome that use.

It may figure into the District's analysis that among our group, there is overwhelming support for using the land as a community garden in the meantime. We would establish a nonprofit association that would lease the land from NFD, so NFD would not have to maintain the land in the meantime. We hope that detail might help tip the balance in favor of the district deciding to keep the land.

PROBLEM 2: NEED FOR SPACE TO KEEP KIDS SAFE

We want to make sure NFD is aware of how the land at NE 153rd Place is being used informally now by the community. In addition to families using the lawn for playing catch and so forth, kids gather there to wait for the school bus in the morning every school day. There is also some car traffic and parking as parents drop off their kids, or park and wait so they can stay warm and dry until the bus arrives. All that has been going on there for at least the last 40 years, and the number of kids has been increasing.

There are two groups of kids that gather, one for high school and the other for middle school. The kids are generally very well-behaved, but there is some horseplay. There are about 20 kids in each group, which is too many to fit safely on a sidewalk.

If the district were to decide to sell the land, reserving a safe space for the kids would become even more important. Otherwise, not only would the current space be taken away, but in addition the new dwellings and shrubs may obstruct visibility for drivers going through that busy intersection, and there would be a higher population density and more parking and traffic in the very spot where protection is needed.

The kids need a safe space to wait for the bus. Otherwise, we are afraid that it would only be a matter of time until one of them steps into the street on a dark, rainy morning and is hit by a car.

PROPOSAL 2: RESERVE LAND FOR A SCHOOL BUS STOP

Whatever the district decides about the land at NE 153rd Place, we strongly urge the district to reserve some space at the north end for the kids to wait for the school bus, to keep the kids away from the street. There may be money available in connection with the City's transportation initiatives to fund the costs of providing a safe place to wait for school buses. We suggest reserving the north 25 feet of the parcel.

The following Kenmore residents support these proposals:

Amy Johnson

Andy Johnson

Antje Goebelsmann

Brooke Phagan
Christine Kistner
Denise Taylor
Doug Hill
Erik Blockhus
Gary Menendez
Jackie Suarez
Jeanne Rosner
Jeffrey Samarziya
Jennifer Blockhus
Jody Hill
Justin Kistner
Ken Dehn
Michael Jones
Nicole Clouser
Ray Suarez
Ron Alexander
Terri Alexander
Thomas Johnston
Tzucheg Kao
Valencia Carroll
Vicki Rotton

Contact Ken Dehn (206-484-9790, kendehn@hotmail.com) for information about these proposals.

NEMCo In a Nutshell

Kevin Lowery



Background

- NEMCo began 2016
- Official Interlocal Agreement 2017
- Lake Forest Park – Lead Agency
- Kenmore & LFP 30.75% of costs
- Northshore Fire District 23.50%
- Northshore Utility District 15%



Overall Program Elements

- Joint Emergency Operation Centers
- Coordination with service providers
 - Puget Sound Energy, Seattle City Light
 - Churches
 - Business Community
- Coordination of all levels off government



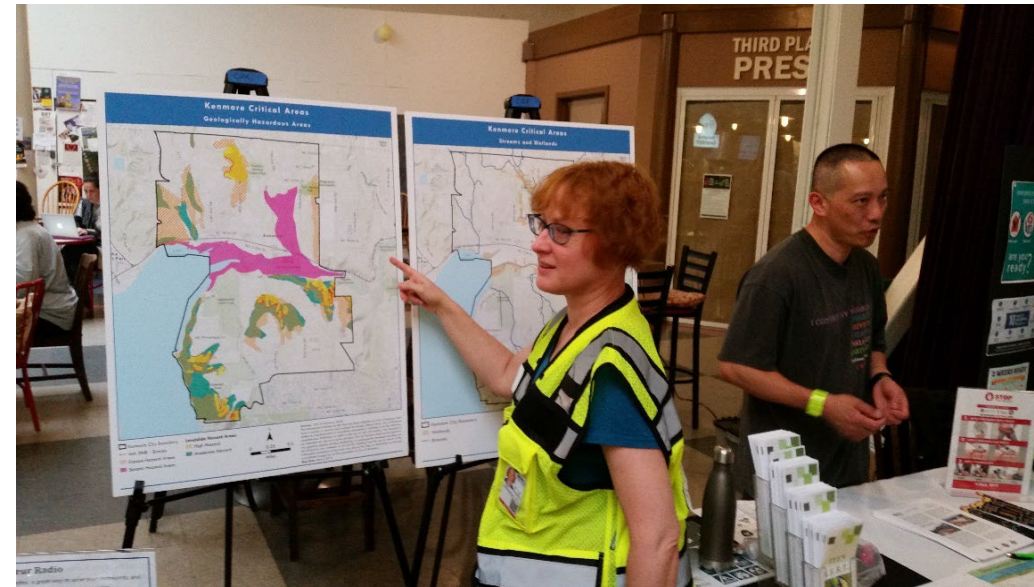
NEMCo Goals and Activities

- **Plan Development and Updates**
 - CEMP review every five years
 - Completed hazard mitigation plans
 - Emergency notification procedures
- **Staff Training**
 - Trained all staff on basic response functions
 - Routinely conduct emergency exercises
 - Individual emergency role training



NEMCo Goals and Activities

- **Community Organization/Business Outreach**
 - Safety/Preparedness fairs
 - Risk assessments
 - Planning assistance
- **Neighborhood/Community Outreach**
 - Map Your Neighborhood/2 Weeks Ready
 - Tabling at community events
 - Disaster education workshops



Emergency Volunteer Organization

- Volunteers in emergencies
 - 350 + trained community members
 - 65 + credentialed volunteers
 - 30 + active volunteers (post COVID)
- Planned events
 - West Sammamish Bridge Dedication
 - National Night Out
 - 5K Fun Runs
- Emergency responses
 - Search and rescue
 - Damage assessments
 - Water distribution



Emergency Volunteer Organization

- Amateur Radio Operators
 - Regular monthly testing of equipment
 - Monthly training & meetings
 - Statewide communication drills
 - Facilitate a new license classes
 - EOC & field operations communications redundancy



Emergency Volunteer Organization

- Community Emergency Response Team
 - Basic CERT Course
 - Monthly meetings & in-service trainings
 - Local & regional deployment in support of neighboring communities
- Support services for emergency responders
 - Basic first aid
 - Triage
 - Large area searches
 - Traffic control
 - Community shelter support



Questions?



NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Commissioner Meeting Minutes

Policy Number:	1450	Approved By:	Board of Commissioners
Effective Date:	July 1, 2008	Revision Date:	March 16, 2021
Pages:	2	Attachments:	0

1 PURPOSE

- 1.1 To outline the policy and procedure for the creating, approving, and retaining of the official Board of Commissioners meeting minutes.

2 REFERENCES

- 2.1 RCW 42.30.030, *Minutes*
- 2.2 RCW 40.14.070, *Destruction of Local Records*
- 2.3 **RCW 42.30.220 Recording or online streaming encouraged.**

3 RESPONSIBILITY

- 3.1 Board meeting minutes shall be developed and maintained in accordance with this policy.
- 3.2 The District Secretary or designee shall record and develop a permanent set of minutes for the Board meetings as required by policy and applicable law.
- 3.3 **Board meetings shall be recorded in audio format or audiovisual format in accordance with this policy.**

4 DEFINITIONS

5 POLICY

- 5.1 Northshore Fire Department shall promptly develop a written set of minutes for all regular and special Board meetings.
 - 5.1.1 Exception: discussions held during executive sessions shall not be recorded or documented in the meeting minutes.
- 5.2 Board meeting minutes shall be a record of the items discussed and the actions taken by the Board. The minutes should contain the following:
 - 5.2.1 Date, time and location of the meeting.
 - 5.2.2 The presiding officer.
 - 5.2.3 Board members, District employees, legal advisor, consultants and as available, the number of visitors who are present.
 - 5.2.4 Items discussed during the meeting and the results of any voting that occurred.
 - 4.2.4.1 Voting shall be recorded by name when the vote is not unanimous.
 - 5.2.5 Documentation of action items and/or assignments, the due dates and person(s) assigned.
 - 5.2.6 Documentation of executive sessions with a general statement of the

purpose, RCW citation and duration of each session.

5.2.7 Next meeting agenda items will be listed.

5.2.8 Time of adjournment.

5.2.9 Documentation of meeting minutes attachments.

5.3 Except for executive sessions, Board meetings shall be recorded using AV Capture or similar. However, the District cannot guarantee that the quality of the audio recording will be continuous and fault free.

5.3.1 The recordings are for information purposes only. The approved minutes of each meeting shall serve as the official record of the meeting.

5.3.2 At the commencement of each meeting, there should be an announcement that the meeting is being recorded.

5.3.3 The retention of audio recordings shall be in accordance with RCW 40.14.070 and the retention schedules established by the Washington State Archives. Access to archived audio recordings shall be in accordance to Chapter 42.56 RCW.

6 PROCEDURES/GUIDELINES

6.1 The Secretary or designee shall be present at Board meetings and will document the proceedings in preparation for the development of official minutes.

6.2 The Secretary will complete and distribute a draft version of the minutes via e-mail to the Board members, and Fire Chief within three calendar days for their review and suggested modifications.

6.2.1 Suggested modifications shall be emailed to the Board Secretary, Board Chair, and Fire Chief within seven days of the board meeting.

6.3 The Secretary shall incorporate the suggested modifications received from the reviewers into the draft minutes. Modifications that require board discussion shall be highlighted; and include the name of the requestor, added and deleted text shall be indicated.

6.4 Draft meeting minutes shall be provided to the Board with the meeting materials of the next subsequent regular meeting.

6.5 Formal approval of minutes shall be made during an open Board meeting.

6.6 Approved minutes, along with attachments of any documents that were distributed or discussed at the meeting, shall be posted to the department website and maintained in accordance with state law.

6.7 Approved resolutions shall be documented in the minutes, posted to the department website and maintained in accordance with state law.

6.8 Audio recordings (or audiovisual recordings if available) will be posted to the department website along with meeting minutes.

2022 NFD Budget Reconciliation

SALARIES & BENEFITS (all divisions)				Initial NFD	Reconciled		
Summary of Salaries & Benefits	2022 Actuals	2022 Budget	% Change	Charges	NFD Charges	Difference	Notes
Administration: Salary & Wages	\$1,175,878.75	\$1,192,381.70	1.38%				Admin costs are at 29.63%
Administration: Benefits	\$416,475.00	\$466,981.29	10.82%				
Administration: Salary&Benefits	\$1,592,353.75	\$1,659,362.99	4.04%	\$568,444.71	\$557,013.61	(\$11,431.10)	
Legislative: Salary & Wages	\$54,656.00	\$62,140.00	12.04%				
Legislative: Benefits	\$5,860.00	\$5,050.00	-16.04%				
Legislative: Salary&Benefits	\$60,516.00	\$67,190.00	9.93%				
Fire Suppression: Salary&Wages	\$10,961,544.29	\$10,134,195.95	-8.16%				Ops costs were estimated at 37.9%, actuals are 38.49%
Fire Suppression: Benefits	\$3,149,191.00	\$3,998,721.12	21.25%				
Fire Suppression: Salary & Benefits	\$14,110,735.29	\$14,132,917.07	0.16%	\$5,356,375.57	\$5,439,759.78	\$83,384.21	
Fire Prevention: Salary&Wages	\$1,297,123.02	\$1,258,180.98	-3.10%				Admin costs are at 29.63%
Fire Prevention: Benefits	\$365,816.00	\$440,557.27	16.97%				
Fire Prevention: Salary & Benefits	\$1,662,939.02	\$1,698,738.25	2.11%	\$502,826.52	\$492,728.83	(\$10,097.69)	
COP: Salary&Wages	\$208,709.48	\$223,180.00	6.48%				Admin costs are at 29.63%
COP: Benefits	\$39,302.00	\$55,384.42	29.04%				
COP: Salary & Benefits	\$248,011.48	\$278,564.42	10.97%	\$82,455.07	\$73,485.80	(\$8,969.27)	
Training: Salary&Wages	\$698,092.60	\$820,634.06	14.93%				Ops costs were estimated at 37.9%, actuals are 38.49%
Training: Benefits	\$160,864.00	\$227,509.23	29.29%				
Training: Salary & Benefits	\$858,956.60	\$1,048,143.29	18.05%	\$397,246.31	\$403,430.35	\$6,184.05	
Support Services: Salary&Wages	\$570,937.92	\$562,608.33	-1.48%				Fleet costs are at 38.1%, Facilities are at 33.33%
Support Services: Benefits	\$172,102.00	\$211,149.67	18.49%				
Support Services: Salary & Benefits	\$743,039.92	\$773,758.00	3.97%	\$170,728.99	\$164,339.42	(\$6,389.57)	
Other Services: Salary & Wages	\$7,584.02	\$13,500.00	43.82%				Admin costs are at 29.63%
Other Services: Benefits	\$21,991.00	\$13,750.00	-59.93%				
Other Services: Salary & Benefits	\$29,575.02	\$27,250.00	-8.53%	\$8,066.00	\$8,763.08	\$697.08	
EMS/BLS: Salary & Wages	\$2,913,419.16	\$3,020,260.00	3.54%				Ops costs were estimated at 37.9%, actuals are 38.49%
EMS/BLS: Benefits	\$953,423.00	\$1,006,197.94	5.24%				
EMS/BLS: Salary & Benefits	\$3,866,842.16	\$4,026,457.94	3.96%	\$1,526,027.56	\$1,549,783.66	\$23,756.10	
TOTAL- Salaries & Benefits	\$23,172,969.24	\$23,712,381.97	2.27%	\$8,612,170.73	\$8,689,304.54	\$77,133.81	Annual Budget
			0.89%	\$5,020,895.53	\$5,065,864.55	\$44,969.01	2022 Reconciliation

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:47:04 Date: 02/03/2023

02/08/2023 To: 02/08/2023

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
39	02/08/2023	Claims	1	0	CHMELIK SITKIN & DAVIS PS	330.00	Legal Fees - General Business
40	02/08/2023	Claims	1	0	L. N. CURTIS & SONS	6,746.21	Ross & Brackett PPE Replacement
41	02/08/2023	Claims	1	0	L. N. CURTIS & SONS	1,293.55	MultiMission Field Coats
42	02/08/2023	Claims	1	0	L. N. CURTIS & SONS	5,162.20	Multi-Mission Field Coats
43	02/08/2023	Claims	1	0	L. N. CURTIS & SONS	683.96	Multi-Mission Field Coats
47	02/08/2023	Claims	1	0	LISA A WOLLUM	613.91	Reimbursement - Commissioner Meeting Expenses / Jacket from Galls / Patches from Cut it out Crafts
44	02/08/2023	Claims	1	0	MOTOROLA	49,879.83	PSERN Radio Updates / Equipment
45	02/08/2023	Claims	1	0	NEIL BLINDHEIM	12,146.28	2023 FBC Service Fees
46	02/08/2023	Claims	1	0	SEAWESTERN, INC.	192.56	Readhead Brass
001 General Fund 10-016-0010						77,048.50	
						<u>77,048.50</u>	Claims: 77,048.50
						77,048.50	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:46:20 Date: 02/03/2023

02/08/2023 To: 02/08/2023

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
24	02/08/2023	Claims	4	0	ALFRED J BAKER	8,852.89	LEOFF I
25	02/08/2023	Claims	4	0	CDW GOVERNMENT	191.54	CISCO IP Phone Power Transformer
26	02/08/2023	Claims	4	0	CDW GOVERNMENT	2,554.01	CISCO IP Phone
27	02/08/2023	Claims	4	0	CRESSY DOOR COMPANY	480.59	St 57 Bay Door Repair
28	02/08/2023	Claims	4	0	IML SECURITY SUPPLY	716.73	St 57 Door Repair
29	02/08/2023	Claims	4	0	JAYMARC - AV	30,345.69	Deposit - St 51 FAST - Sales Order 22-169
30	02/08/2023	Claims	4	0	JOHN HANCOCK	2,897.54	LTC Insurance - Pedersen
31	02/08/2023	Claims	4	0	JOHN HANCOCK	4,412.03	LTC - Baker
32	02/08/2023	Claims	4	0	JOHN HANCOCK	3,518.43	LTC Insurance - Shellenberger
33	02/08/2023	Claims	4	0	PSR MECHANICAL	9,676.14	St 51 Server Room Repairs
34	02/08/2023	Claims	4	0	SHORELINE FIRE DEPARTMENT	396.55	Reimbursement - Site Assessment Fee - Turf damage repair at St 57
35	02/08/2023	Claims	4	0	SHORELINE FIRE DEPARTMENT	59.00	Reimbursment - Registration Cost - Northshore Pickup Truck
36	02/08/2023	Claims	4	0	STRYKER SALES LLC	25,699.75	A157 Power Cot
37	02/08/2023	Claims	4	0	TOM RICHARDSON	2,708.82	LEOFF I
38	02/08/2023	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.49	Feb 2023 - LEOFF I Medical

004 Reserve Fund 10-016-6010

94,913.20

Claims: 94,913.20
 94,913.20



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

January 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 Josh Pratt called the meeting to order at 5:00 PM.

Persons in attendance were 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 3 members of the public.

II. PUBLIC COMMENT

- No Comment

III. APPROVAL OF THE AGENDA

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

IV. ELECTION OF NEW BOARD OFFICERS

4.1 Nomination for Board Chair

Commissioner Adman moved to nominate Commissioner Wollum to the position of Board Chair. Commissioner Pratt seconded.

4.2 Discussion

- Commissioner Wollum accepted the nomination.

4.3 Election of Board Chair

The Board voted and the motion passed unanimously 5-0.

4.4 Nomination for Board Vice Chair

Commissioner Adman moved to nominate Commissioner Byers to Board Vice Chair. Commissioner Pratt seconded.

4.5 Discussion

- Commissioner Byers accepted the nomination.

4.6 Election of Board Chair

The Board voted and the motion passed unanimously 5-0.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Discussion of Policy 1450

- The Board discussed amending the policy to reflect the District’s current practice of uploading meeting audio recordings to AVCapture.
- Commissioner Webster and Commissioner Adman will form a subcommittee to revise the policy and present to the Board at the February meeting.

VI. BOARD RESOLUTIONS

6.1 None

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$ 22,882.21
- The Reserve Fund Vouchers totaled \$ 96,786.99

7.2 Commissioner Compensation

7.3 Meeting Minutes: 12/06/2022 and 12/20/2022

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

VIII. REPORTS

8.1 Fire Chief Report

- Chief Cowan updated the Board on meetings attended to address hospital capacity issues and ideas to alleviate wall time for aid cars.
- Chief Cowan updated the Board on the status of COVID/RSV/flu in the community.
- The Board and Chief discussed upcoming legislation related to hospital funding and nursing shortages.
- The Fire Chief and the Deputy Fire Chief of Bothell are retiring this year. These retirements do not impact Northshore Fire.
- There were no significant injuries or impacts from last week’s snow and ice incident.
- Chief Cowan updated the Board on the structural fire at Suni’s restaurant on 15th Ave. NE.

8.2 Commissioner Reports

- Commissioner Pratt thanked Aid 151 crews who came to neighbor’s home on Christmas Eve and Christmas nights.

8.3 Legal Counsel Reports

- No report.

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

The next meeting on February 7, 2023 meeting will include the standard agenda items as well as update from the subcommittee on Policy 1450, update on Shoreline billing reconciliation under the ILA, update on Policy 6200 (Financial). This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 5:36PM.

NEXT MEETING DATE

The next regular scheduled meeting will be Tuesday, February 7th, 2023 at 5:00PM.

Attachments: Agenda, Policy 1450, Vouchers, Commissioner Compensation, Meeting Minutes 12/6/22 and 12/20/2022, 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 February 7, 2023.

DRAFT

District Activity Highlights

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

Succession development

- DC Hochstein has the reins.
- In the process of hiring a Facilities Technician, we have four applicants.
- In the process of promoting our next Fire Marshal.

Negotiations

- Nothing significant.

Contract for service with NFD

- No known concerns or issues.
- Reconciliation analysis for 2022 budget is completed.

Staffing

- Have 11 new Firefighters on shift.
- Have six recruits in current Firefighter academy.
- Working on re-assigning a Firefighter to days to mentor new Firefighters and assist with EMS training delivery.
- Will be evaluating the reality of how our target staffing model is actually working for addressing overtime usage.
- We have ten personnel that have submitted letters of intent to retire in 2024.

Consortium

- Performing ongoing training for all personnel.
- The new academy has just started.

2023 Budget

- No known issues.
- Will be pursuing an AFG application for cancer screening.

Public Records Requests

- July 4th response request is mostly completed.
- Possible changes of the PRA in this year's legislative session.

Noteworthy Meetings

- January 20 – 2023 City of Shoreline Emergency Management Council
 - Reintroduction of the EM Council.

- January 24 - Labor-Management Meeting (action items)
 - Will be re-assigning lead EMS supply ordering to day shift BC.
 - Working on day shift EMT position definition.
 - Agreed to temporary interpretation on comp time usage for 2023/2024.

- Agreed to 51 chores assignments.
 - Agreed to MOU on PEMB program date change to February 1.
 - Agreed to MOU extending the rehire option to 24 months for leaving Department due to vaccination requirement for those treating patients.
 - Will be doing direct deposits for mid-month check.
 - Working on modifying MIH schedule to allow for some coverage six days a week.
 - Will be modifying uniform policy.
- January 24 - Legislative Committee
 - Lots and lots of bills.
 - Discussion on hospital capacity issues and GEMT changes.
 - January 25 - Meet w/ Firefighters
 - Met with Firefighters going to shift.
 - January 26 - Meet w/ Admin staff
 - Met with administrative staff to discuss any questions concerns.
 - Discussed 2023/2024 operational staffing changes.
 - Discussed NFD budget and reconciliation.
 - Discussed FBC appeals, quite a few this year.
 - January 26 - Steve Taylor's Retirement Luncheon
 - Honored 33 years of service.
 - January 31 – Hospital Capacity Meeting
 - Continue to meet and discuss resolutions to our systemic issues.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan