



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

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### MINUTES

April 4, 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 Josh Pratt, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 2 members of the public. Commissioners Eric Adman and Tyler Byers were excused absent.

#### **II. PUBLIC COMMENT**

- No public comments.

#### **III. APPROVAL OF THE AGENDA**

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

#### **IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

##### **4.1 Discussion of Policy 6200**

- Chief Cowan presented the Board with an overview of the revised draft Financial Policy 6200. The revised policy is current with changes to purchasing limits in compliance with RCW.
- A cash deposits document will be added at a future date.
- Legal Counsel Matt Paxton provided input that the thresholds are consistent with current law.
- The Board asked Legal Counsel Paxton to review the draft policy prior to the next meeting.

##### **4.2 Discussion of rehiring unvaccinated personnel**

- Chief Cowan updated the Board on the rehiring process for 3 previous employed staff. The legacy Northshore paramedic is cleared for employment and will begin working within the next few weeks. The legacy Northshore firefighter declined the reemployment offer. The legacy Shoreline fire fighter will be offered a conditional employment offer.

- New hires in operations are required to be vaccinated. Non-operational personnel are not required to be vaccinated.
  - The Board discussed the masking requirements at medical facilities in King County and Washington State.
- 4.3 EMS hospital pilot program
- Chief Cowan provided an update on conversations with Northwest Hospital to prioritize the transfer patients out of aid cars and in to triage and/or emergency room.
  - The pilot program for staffing an EMS at Northwest Hospital is currently on hold as wall times continue to be steady. Across the region, wall times are trending downward.
  - Chief Cowan discussed Washington Bill 5236, funding, and nursing staffing levels.

## **V. BOARD RESOLUTIONS**

- 6.1 None

## **VI. CONSENT AGENDA**

- 6.1 Vouchers
- The General Fund Vouchers totaled \$ 23,245.56
  - The Reserve Fund Vouchers totaled \$ 21,505.77
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 3/7/2023

*Commissioner Webster moved to accept the consent agenda as presented.  
Commissioner Pratt seconded. The motion passed unanimously 3-0.*

## **VII. REPORTS**

- 7.1 Fire Chief Report
- Chief Cowan will provide the Board with use recommendations for the Northshore building at NE 153rd Place at the June 2023 meeting, including an analysis of data of response time and mutual aid to South Kenmore.
  - The Board asked Legal Counsel Paxton to review the liability and lease at the property and respond back to Chief Cowan.
- 7.2 Commissioner Reports
- None
- 7.3 Legal Counsel Reports
- Washington State mask mandate was lifted April 1, 2023, and the federal public health emergency mandate will end May 11, 2023.

## **VIII. UPCOMING BOARD AGENDAS**

- 8.1 Setting of Future Meeting Agenda(s)

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

The next meeting on May 2, 2023 meeting will include the standard agenda items as well as approval of Policy 6200 (Financial Policy), and continued discussion of NE 153rd Place. This meeting will be hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

The meeting adjourned at 5:41PM.

## **NEXT MEETING DATE**

The next regular scheduled meeting will be Tuesday, May 2<sup>nd</sup>, 2023 at 5:00PM.

Attachments: Agenda, Policy 6200 Current and Revised, Bid Law Matrix, Vouchers, Commissioner Compensation, Meeting Minutes 3/7/23, and Chief's Report.

## **BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member



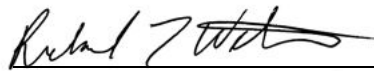
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**JOSH PRATT**, Member



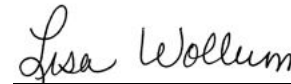
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**TYLER BYERS**, Member



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**RICK WEBSTER**, Member



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**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 May 2, 2023.



## **Northshore Fire Department Board of Commissioners**

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### **Northshore Fire Department Board of Commissioners**

#### **Regular Meeting Agenda**

Tuesday, April 4, 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=dW1uWDFpNldlPZ1dSSU1ZYy9LSXVQQT09>

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 Discussion of Financial Policy 6200

4.2 Discussion of rehiring unvaccinated personnel

4.3 EMS hospital pilot program

**V. Board Resolutions**

None

**VI. Consent Agenda**



- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: Regular Meeting 3/7/2023

## **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, May 4<sup>th</sup>, 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](mailto: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:

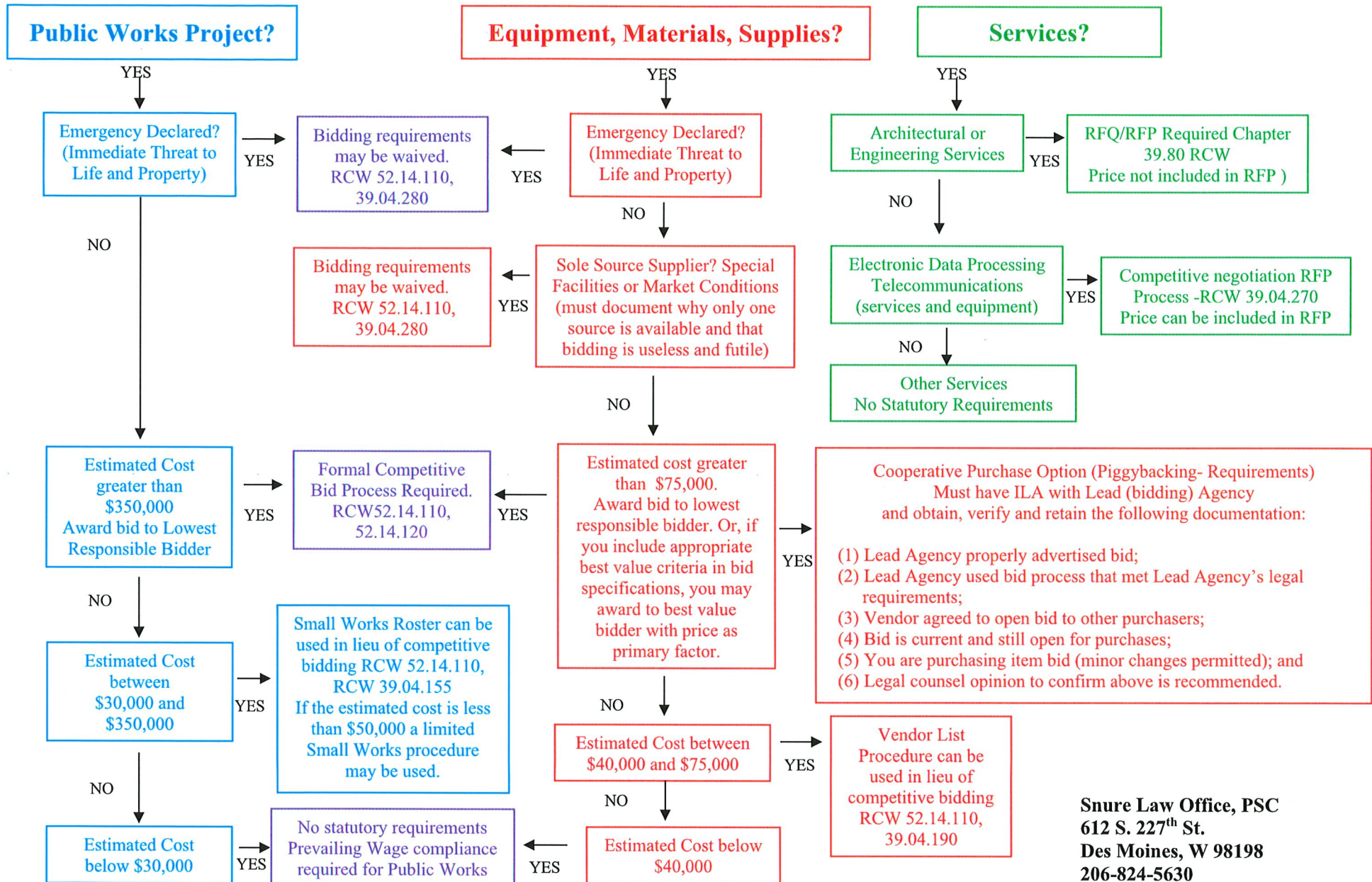
- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to

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](mailto:boardsecretary@northshorefire.com).

# FIRE PROTECTION DISTRICT/RFA BID LAW MATRIX – 2019



**Snure Law Office, PSC**  
 612 S. 227<sup>th</sup> St.  
 Des Moines, W 98198  
 206-824-5630  
 Brian@snurelaw.com

# **NORTHSHORE FIRE DEPARTMENT**

## **ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES**

### **SUBJECT: Purchasing**

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<b>Policy Number:</b>	6200	<b>Approved By:</b>	Board of Commissioners
<b>Effective Date:</b>	Unknown	<b>Revision Date:</b>	January 8, 2019
<b>Pages:</b>	3	<b>Attachments:</b>	2

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#### **1 PURPOSE**

- 1.1 To establish a uniform purchasing policy that provides a procurement system that is fair and equitable to all vendors; ensure that supplies and services are procured efficiently and at the best value; and to ensure purchasing actions are in full compliance with state law.

#### **2 REFERENCES**

- 2.1 RCW 52.14.110 – Purchases and public works—Competitive bids required—Exceptions
- 2.2 RCW 52.14.120 – Purchases and public works—Competitive bidding procedures
- 2.3 RCW 39.04.155 – Small works roster contract procedures—Limited public works process
- 2.4 RCW 39.04.280 – Competitive bidding requirements – Exemptions
- 2.5 RCW 39.80 – Contracts for Architectural and Engineering Services
- 2.6 NFD Resolution 09-06 – Small Works and Consultant Rosters

#### **3 RESPONSIBILITY**

- 3.1 The provisions of this policy apply to any individual involved in the purchasing of goods and services on behalf of the District.

#### **4 POLICY**

- 4.1 The Chief is authorized to manage the necessary expenditures and purchase of supplies and services necessary for the proper operation and maintenance of the equipment and facilities of the District in accordance with the approved budget.
  - 4.1.1 Expenditures shall be initiated and documented through a properly completed and approved purchase order.
  - 4.1.2 Contracts and expenditures must be related to a legitimate District purpose.
  - 4.1.3 ~~Board authorization and legal review is required prior to entering into contracts above \$10,000.~~
  - 4.1.4 Expenditures within a budget year that are not specifically planned and budgeted for must be approved by the Board of Fire Commissioners.
  - 4.1.5 Expenditures for equipment, materials and supplies, services and small works shall be procured in accordance with the provisions of state law.
  - 4.1.6 Records of expenditures shall be documented in a manner that demonstrates compliance with the provisions of this policy.



- 4.2 Purchases – Equipment, Material, and Supplies
  - 4.2.1 Purchases with an estimated cost below ~~\$10,000~~ \$40,000 shall be made with every effort to ensure the best value is received.
  - 4.2.2 For purchases with an estimated cost between ~~\$10,000 and \$50,000~~ \$40,000 and \$75,000 the MRSC Vendor List may be used in lieu of competitive bidding. At least three quotations shall be obtained from different vendors from the Vendor List to ensure that a competitive price has been established before the award of a contract or purchase of any materials, equipment, supplies, or services.
  - 4.2.3 Purchases with an estimated cost greater than ~~\$50,000~~ \$75,000 shall be made through a formal competitive bidding pursuant to RCW 52.14.110.
  - 4.2.4 Competitive bidding may be waived for emergency or sole source purchases when allowed by RCW 52.14.110, 39.04.280.
    - 4.2.4.1 A Board Resolution shall be adopted detailing the justification for sole source purchase.
    - 4.2.4.2 The District shall document justification for any waiver of competitive bidding when awarding a contract due to an emergency.
- 4.3 Cooperative Purchases
  - 4.3.1 In lieu of competitive bidding, cooperative purchasing (piggybacking) may be used provided the purchasing complies with the requirements of RCW 39.04.030. If cooperative purchasing is utilized an Interlocal Agreement (ILA) with the bidding agency must be adopted prior to the execution of any contract or purchase.
  - 4.3.2 Documentation shall be secured and maintained showing:
    - 4.3.2.1 The lead agency properly advertised the bid;
    - 4.3.2.2 The lead agency used a competitive sealed bid process;
    - 4.3.2.3 The lead agency awarded the bid based on the lowest responsible bid or best value with price as the primary factor;
    - 4.3.2.4 The bid is current and still open for purchases;
    - 4.3.2.5 The bid item is being purchased (minor changes permitted), and
    - 4.3.2.6 Legal counsel opinion is obtained to confirm all legal requirements have been met
- 4.4 Public Works Projects
  - 4.4.1 Small public works projects with an estimated cost below ~~\$20,000~~ \$30,000 as described in RCW 52.14.110(2) shall be made with an effort to ensure the best value is received.
  - 4.4.2 Public works projects with estimated cost of greater than ~~\$300,000~~ \$350,000 will require formal competitive bidding pursuant to RCW

52.14.120.

4.4.3 The MRSC Small Works Roster may be used in lieu of competitive bidding as described in RCW 39.04.155 for small works projects with an estimated cost of ~~\$300,000~~ \$350,000 or less and that do not fall under 4.4.1.

4.4.3.1 The limited public works process as described in RCW 39.04.155(3) may be used in lieu of the Small Works Roster process for small work projects estimated to cost less than \$35,000 and that do not fall under 4.4.1

4.4.4 Prevailing wage compliance for a small works projects is required.

#### 4.5 Professional Services

4.5.1 The selection of Architectural and Engineering services shall be made through a Request for Qualification (RFQ) or Request for Proposal (RFP) process as detailed in RCW 39.80.

4.5.1.1 The MRSC Consulting Services Rosters may be used for the selection of architectural and/or engineering services where a RFQ process is used.

4.5.2 The selection of electronic data processing telecommunications services or equipment shall be made through competitive negotiation RFP process as detailed in RCW 39.04.270.

4.5.3 There are no statutory requirements for other professional services such as legal, accounting, etc.

# **NORTHSHORE FIRE DEPARTMENT**

## **ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES**

### **SUBJECT: Purchasing**

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<b>Policy Number:</b>	6200	<b>Approved By:</b>	Board of Commissioners
<b>Effective Date:</b>	Unknown	<b>Revision Date:</b>	March, 29, 2023
<b>Pages:</b>	15	<b>Attachments:</b>	0

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1. **As a governmental agency, the Northshore Fire Department (“Department”)** shall adhere to the Revised Code of Washington (RCW) regulations governing Small Works, Consulting Services, and Vendor Rosters and for disposing of surplus Department property.
2. **This policy provides guidelines and procedures** that meet the bid laws, surplus property, and related party transaction requirements of the Revised Code of Washington (RCW).
  - a. Individuals responsible for administering the competitive bid process and surplus property process shall ensure that all appropriate original documentation is forwarded to the Administrative Director (Public Records Officer) to be maintained per the records retention guidelines.
3. **DEFINITIONS**
  - a. **Emergency: RCW 39.04.280(3):** Unforeseen circumstances beyond the control of the municipality that either (1) present a real, immediate danger to the proper performance of essential functions, or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. This includes declared federal, state disaster, and local Department-declared disaster.
  - b. **Competitive Bidding (Formal):** A formal process providing an equal or open opportunity to qualified parties and culminating in a selection of the lowest responsible bidder based on criteria required by statute and may include supplemental criteria if adopted for the specific project.
  - c. **Evidence of Competition:** Documentation demonstrating that the Department has solicited responses from multiple firms in selecting a consultant.
  - d. **Prevailing Wages:** The hourly wage, usual benefits, and overtime paid to the majority of workers in a particular trade or occupation. Prevailing wages are established and enforced by the Department of Labor and Industries.
  - e. **Small Works Rosters:** List of all qualified contractors who have requested to be on the appropriate small works roster for the applicable type of work or location and who have all applicable licenses and registrations, and who can be called upon to bid for an eligible project below \$350,000.
  - f. **Vendor Lists:** A directory maintained by a local government agency of vendors who are interested in selling equipment, materials, and supplies to that agency.
  - g. **Related Party Transactions:** A purchase or contract between the Department and an employee, a relative of an employee, or business in which the employee has ownership or interest.
  - h. **Surplus Property:** Property that is retained by a state government, but is not currently being utilized. A surplus property that may be out of date or no longer working and no longer meets the needs of the Department.

- i. **A request for proposal (RFP):** A document that announces and provides details about a project, as well as solicits bids from contractors who will help complete the project. The RFP process should be used when a project is complex, and a complicated undertaking where price alone will not determine the best solution.
  - j. **Request for Qualifications and Quotation (RFQQ):** When a department is seeking specific information about the company's track record (i.e. general capabilities, list of principals, previous projects number of employees, license, etc.). The RFQQ process is a way to pre-screen companies before asking for a quote. A request for quotation mostly refers to purchases of goods, equipment, materials, or supplies using an informal, competitive process.
4. **Competitive bidding requirements for purchases, public works projects, architect, and engineering service contracts are outlined in the following Addendums:**
    - **ADDENDUM A** Architect and Engineering Services Contract
    - **ADDENDUM B** Public Works Projects
    - **ADDENDUM C** Purchases
    - **ADDENDUM D** Competitive Bidding Process (Formal)
    - **ADDENDUM E** Exemptions of the Bid Laws
  5. **Competitive bidding is not required for professional service contracts; however, evidence of competition is required by the Department:**
    - **ADDENDUM F** Professional Service Contracts
    - **ADDENDUM G** Related Party Transactions
  6. **Surplus property with an estimated value of LESS THAN \$50,000** may be surplus or disposed of as outlined in Addendum H, and **Surplus property with an estimated value or MORE THAN \$50,000 requires** a public hearing (RCW 39.33.020).
    - **ADDENDUM H** Disposal of Surplus Property.
  7. **Federal Awards:** Procurement Standards under the Uniform Guidance (Part 200-Uniform Administrative Requirements)
    - **ADDENDUM I** Federal Awards, Procurement Standards

#### REFERENCES:

- RCW 52.14.120 Purchases and Public Works – Competitive Bidding Procedures
- RCW 52.14.110 Purchases and Public Works–Competitive Bids Required – Exceptions
- RCW 39.04.190 Purchase Contract Process – Other Than Formal Sealed Bidding
- RCW 39.04.155 Small Works Roster Contract Procedures
- RCW 39.12.030 Contract Specifications Must State Minimum Hourly Rate
- RCW 39.12.040 Statement of Intent to Pay Prevailing Wages
- RCW 39.33.020 Disposal of Surplus Property
- RCW 42.23.030 Interest in Contracts Prohibited – Exceptions
- Shoreline Fire Department Resolution 16-04
- Shoreline Fire Department Form FIN 306
- eCFR 200, Part 200-Uniform Administrative Requirements

**ADDENDUM A:**

**ARCHITECT AND ENGINEERING SERVICES CONTRACT**

Competitive negotiation requirements of RCW 39.80 apply when contracting for professional services and engineering, architect or land surveyor services contracts. There is no specified dollar threshold. Prevailing wage is not required for architectural and engineering service contracts.

**NOTE:** If Federal funds are used to pay for architectural and engineering services, Shoreline Fire Department must follow Federal procurement requirements.

**ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT PROCEDURES:**

**1. Advertisement:**

- a. Prepare a formal solicitation document, i.e., Request for Proposal (RFP), or Request for Qualifications/Quotations (RFQQ). Include enough information to allow vendors/consultants to understand what the Department needs.
- b. Publish an announcement for each project in at least one newspaper of general circulation within the district, **at least thirteen days before the submittal deadline**. All original affidavits of publications shall be forwarded to the Administrative Director (Public Records Officer).

**2. Negotiations:** RCW 39.80.050 outlines the requirements for procuring architectural and engineering services.

- a. The selection of architectural and engineering firms is based on a determination of the “most qualified firm,” not the lowest responsible bidder as public works and purchase contracts often are. Once a firm is selected, a price is negotiated between the Department and the firm.
- b. If the Department is unable to negotiate a satisfactory contract with the first firm, negotiations with that firm shall be formally terminated, and the Department shall select other firms in accordance with RCW [39.80.040](#) and continue in accordance with this section until an agreement is reached or the process is terminated.

**ADDENDUM B:**

**PUBLIC WORKS PROJECTS**

*(The bidding dollar threshold includes appropriate sales tax, freight/handling costs, set-up costs, etc.).*

**DEFINITION:** All work, construction, alteration, repair, or improvement other than ordinary maintenance as defined in RCW 39.04.010.

**NOTE:** If Federal funds are used to pay for a Public Works Project, the Department must follow Federal procurement and any specific grant contract requirements.

1. **Prevailing wages** are required for all public works projects (*Exception: Sole Owners*). RCW 39.12.030 requires all public works contracts to include specifications requiring the payment of prevailing wages to all workers employed in any part of the contract.
2. **Sole owners** of a business who perform the actual work themselves on public works projects are not required to pay themselves the prevailing wage rates.
3. **Competitive bidding** requirements for the Public Works Contracts process may be waived in the event of an emergency per RCW 39.04.280, provided the Board of Commissioners takes official action.

4. **Bid Threshold:**

<b>\$30,000 or Less</b>	<b>No formal sealed bidding required</b>
<b>\$30,000 - \$50,000</b>	<b>No formal sealed bidding required <u>IF</u> using the Limited Small Works Roster</b>
<b>\$30,000-\$350,000</b>	<b>Formal Sealed Bid Required</b> (Exception: Small Works Roster <u>or</u> Applying Bidding Exemption)
<b>\$350,000 or More</b>	<b>Formal sealed bid is required</b> (Exception: Emergency declared)

***In the event, this policy conflicts with the bidding law thresholds, then the applicable statute will prevail.***

5. **Limited Public Works (Limited Small Works Roster): \$30,000 - \$50,000** - If the Department utilizes the process provided in RCW 39.04.155(3) related to the limited public works process, no formal sealed bidding is required.
  - a. **Limited Works Procedure:**
    - 1) Shoreline Fire Department shall solicit electronic or written quotations from a minimum of **three (3)** contractors from the small works roster.
    - 2) The contract shall be awarded to the lowest responsible bidder as defined in RCW 39.04.010.
    - 3) After the award is made, the quotations shall be open to public inspection and available by electronic request.

## ADDENDUM B - TO POLICY ADMIN 6200 – *Purchasing*

6. **Public Works Projects (Small Works Roster): \$30,000 - \$350,000** - If the Department utilizes the process provided in RCW 39.04.155(1) and (2) related to the Small Works Roster, no formal sealed bidding is required.
7. **Small Works Roster Procedures (RCW 57.08.050, Chapter 39.04 RCW):** A contract awarded from a small works roster or vendor list need not be advertised.
  - a. The Department shall obtain telephone, written, or electronic quotations from contractors on the appropriate small roster to ensure that competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010.
  - b. The employee responsible for preparing invitations for quotations will prepare written details on the specifications, terms, conditions or requirements of the materials, equipment, supplies or services.
  - c. Quotations may be invited from all appropriate contractors on the appropriate small works roster. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. As an alternative, quotations may be invited from at **least five (5) contractors** on the appropriate small works rosters who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. *“Equitably distribute” means the Department may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.* If the work being performed is from \$150,000-\$350,000 and the Department chooses to solicit bids from less than all of the appropriate contractors on the small works roster, the employee responsible for obtaining bids must notify the remaining contractors on the small works roster that quotations on work are being sought in accordance with RCW 39.04.155(2)(c).
  - d. The employee will secure written quotes from each of the vendors to ensure a competitive price is established. The bid will be awarded to the lowest responsible bidder as required by RCW 39.04.010 and RCW 39.04.350.
  - e. The employee will notify the successful bidder of the bid award as soon as possible.
  - f. Immediately following the bid award, documentation shall be forwarded to the Administrative Director (Public Records Officer).
  - g. Bid quotes must be recorded and available for public inspection and available by telephone or electronic inquiry. There is no need to advertise the contract award from a small works roster.
8. **Public Works Project: \$350,000 or MORE**: Formal sealed bid is required, refer to Addendum D: Competitive Bidding Process (Formal).

**ADDENDUM C:**

**PURCHASES**

*(The bidding dollar threshold includes appropriate sales tax, freight/handling costs, set-up costs, etc.)*

**DESCRIPTION:** Purchases of goods, equipment, supplies, or materials not connected with a public works project.

**1. BID THRESHOLD:**

<b>\$40,000 or Less</b>	<b>No formal sealed bidding required</b>
<b>\$40,000-\$75,000</b>	<b>Formal Sealed Bid Required</b>  (Exception: Use of Vendor's List OR Applying for Bidding Exemption)
<b>\$75,000 or More</b>	<b>Formal Sealed Bid Required</b>  (Exception: Applying for Bidding Exemption (see Addendum E))

***In the event, this policy conflicts with the bidding law thresholds, then the applicable statute will prevail.***

2. **Vendor Rosters (RCW 39.04.190):** Vendor list procedures may be used for a purchase price between \$40,000-\$75,000 in lieu of a formal sealed bidding process.
3. **The procedures for securing telephone or written quotes, or both, from at least three (3) vendors from the list as established within the policy are as follows:**
  - a. The employee responsible for obtaining bids will prepare written details on the specifications, terms, conditions, or requirements of the materials, equipment, supplies, or services.
  - b. The employee will select three vendors (whenever possible) from the vendor list, providing each with the bid details.
  - c. The employee will secure written quotes from each of the vendors to ensure a competitive price is established. The bid will be awarded to the lowest responsible bidder as defined in Chapter 39.26 RCW.
  - d. The employee will notify the successful bidder of the bid award as soon as possible
  - e. Immediately following the bid award, documentation shall be forwarded to the Administrative Director (Public Records Officer).
  - f. Immediately after the award is made, bid quotes must be recorded and available for public inspection and telephone inquiry. There is no need to advertise the contract award.



**ADDENDUM D:**

**COMPETITIVE BIDDING PROCESS (FORMAL) RCW 52.14.120**

1. Non-budgeted items for purchases, projects, or services must be presented to the Board of Commissioners for approval prior to initiating the bidding process.
2. Once specifications are drawn or approval for the expenditure is obtained, a call for bid (stating the place and time of the bid opening) must go before the Board of Commissioners at an open meeting.
3. The employee responsible for obtaining the bids shall prepare a formal solicitation document, i.e., Request for Proposals (RFP) or Request for Qualifications/Quotations (RFQQ). Prepare written details on the specifications, terms, conditions, or requirements of the materials, equipment, supplies or services. The formal solicitation, or bidding documents shall include any criteria required by statute and any supplemental criteria adopted for the specific project and the basis for evaluation of the supplemental criteria. The bidding documents must also include a deadline for a bidder to appeal a determination that a bidder is not responsible. If the Department determines that a bidder is not responsible, the Department must provide in writing the reasons for the determination. The bidder may appeal the determination within the period specified in the bidding documents by presenting additional information to the Department. The Department must consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the Department may not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.
4. The employee responsible for obtaining the bids shall publish the legal notice (call for bid) in at least one (1) newspaper of general circulation within the district **at least thirteen (13) days before the submittal deadline**. All original affidavits of publications shall be forwarded to the Administrative Director (Public Records Officer).
5. The employee responsible for obtaining the bids shall post the solicitation document on the Shoreline Fire Department's website.
6. If no bid is received on the first bid call the Board of Commissioners may elect to re-advertise and make a second call, or may enter into a contract without a further call.
7. Date and time stamp bids received by the due date. Electronic bids will have the date and time automatically noted.
8. Evaluate bids based on criteria outlined in the formal solicitation document, and award the bid to the lowest responsible bidder or reject all bids.
9. In determining the lowest responsible bidder purchases the materials, supplies, or equipment, the Department may take the following factors into account, in addition to the purchase price:
  - a. Any preferences provided by law to Washington products and vendors.
  - b. The quality of the materials, supplies, and equipment to the Department's specifications.
  - c. The conformity of the materials, supplies, and equipment to the Department's specifications.
  - d. The purposes for which the materials, supplies, or equipment are required.
  - e. The times for delivery of the materials, supplies, or equipment.

#### **ADDENDUM D- TO POLICY ADMIN 6200 – *Purchasing***

- f. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
  - g. Other information as may have a bearing on the decision to purchase the materials, supplies, or equipment.
10. In determining the lowest responsible bidder for the public works projects, the Department may take the following factors into account, in addition to the price:
- a. The ability, capacity, and skills of the bidder to perform the contract.
  - b. Whether the bidder can perform the contract within the time specified by the Department.
  - c. The quality of the bidder's performance of previous contracts or services.
  - d. The previous and existing compliance by the bidder with laws relating to the contract or services.
11. Bids will be opened and then presented to the Board of Commissioners for their review and approval
12. Once the bid has been awarded by a motion of the Board of Commissioners, the bid quotations obtained shall be recorded, open to public inspection and, available by telephone inquiry.
13. After notice is given to the successful bidder, mail a notice of the decision to all unsuccessful bidders as soon as possible.
14. **Change Orders:** The Department considers any alteration to a project during construction that is not consistent with the original bid specifications a "change order". Change orders shall not cause the project to vary from the scope of the original contract so much that it constitutes a separate project. Change orders falling outside the scope of the original contract are categorized as those that drastically altered the work in such a manner to require the contractor to perform duties materially different from those outlined in the original contract. All change orders should be documented and kept on file with the project documentation.
15. **Documentation:** Forward the appropriate sections from the Board meeting minutes authorizing the process, the RFP or RFQQ, a copy of the legal notice, bids received, the relevant section awarding the bid, and any other pertinent information specific to the process to the Administrative Director (Public Records Officer).

**ADDENDUM E:**

**EXEMPTIONS OF THE BID LAWS**

*Exemptions of the Bid Laws for purchases, formal Sealed Bid may be waived if the following circumstances apply:*

**1. Emergency Purchases (RCW 39.04.280)**

**DEFINITION:** A set of unforeseen circumstances beyond the control of the Department, an immediate threat to life or property. No formal sealed bidding required if the sealed bidding process would prevent or hinder the emergency from being addressed appropriately.

**2. Sole Source Purchase (RCW 39.04.280(1)(a))**

**DEFINITION:** Professional or technical expertise of such a unique nature that the consultant/vendor is clearly and justifiably the only practicable source to provide the service.

- a. This includes materials, supplies, or equipment clearly and justifiably available from only one source or consultants providing professional or technical expertise of such a unique nature that the consultant is clearly and justifiably the only practicable source to provide the service.
- b. The Chief or designee, then the Board of Commissioners must approve a Sole Source Bid.
- c. A completed Sole Source form (FIN 306) is required.

**3. State Purchasing Cooperative (Department of General Administration):** Purchases made from State Bid must be verified by obtaining the active State Contract Number. This number shall be maintained with the purchase document. To access, visit <http://des.wa.gov>.

**4. Piggybacking on Purchases Bid by Other Entities:** RCW 39.34.030 allows Shoreline Fire Department to “piggyback” on one entity making purchases from a contract awarded by other entities via an interlocal agreement or contract.

- a. The lead government agency must advertise for bids in compliance with its own statutory requirements. The Department may rely on the advertisement of the lead government agency, as long as that lead government agency met its own advertising requirements, even if they are different from the two local governments involved.
- b. The Department must enter into an interlocal agreement to use another jurisdiction’s bid. Further, the lead government agency should ensure its request for bids allows for the eventual contract to be used by more than one local government agency. This is to ensure the vendor is obligated to provide their product or service to all involved parties, at the same price and terms agreed to with the lead government agency.

#### **ADDENDUM E- TO POLICY ADMIN 6200 – *Purchasing***

- c. The participating government agency must ensure the award met its bid award requirements. For example, if the Department must purchase from the lowest responsible bidder, it may only use another government agency's contract if the award was to the lowest responsible bidder.
- d. It is the responsibility of each local government agency to ensure they have met all applicable bid requirements, both in state law and local policy. The local government agency should be able to provide documentation showing how both the web-posting requirement was met, and the other bid award requirements were met.

**ADDENDUM F:**

**PROFESSIONAL SERVICE CONTRACTS**

**DEFINITION:** **Professional Service:** Professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statements, including but not limited to, attorneys, accountants, appraisers, building maintenance contractors, consultants, trainers, physicians, etc.

1. **Competitive Bidding** is not required for professional service contracts; however, evidence of competition is required by the Department.
2. **Except as otherwise required by law, the Fire Chief** has the discretion to award professional service contracts under the amount of \$25,000 without the approval by the Board of Commissioners if the contract meets the needs of the Department. Professional service contracts over \$25,000 shall be approved by the Board of Commissioners.
3. **Evidence of Competition Procedure:**
  - a. Prepare written documentation/letter including a description of services required, project schedule, request for vendor/consultant's qualifications, request for costs or fees, and the due date for responses.
  - b. Send to a minimum of three firms/individuals, which can be faxed or e-mailed, and responses should be returned via fax or e-mail to expedite processing. Obtain copies of standard marketing materials, if available.
  - c. Evaluate responses and prepare award recommendations to be submitted for approval by the Board of Commissioners at the next regular Board meeting.
  - d. After notice is given to the successful bidder, mail a notice of the decision to all unsuccessful bidders as soon as possible.
  - e. Enter into a contract and begin work.
  - f. **Documentation:** Forward the names of the firms solicited, a copy of solicitation document, bids received, the basis for an award decision, original contract, and any other information specific to the process to the Administrative Director (Public Records Officer).

**ADDENDUM G:**

**RELATED PARTY TRANSACTIONS:**

**DEFINITION:** A purchase or contract between the Department and an employee, relative of an employee, or business in which the employee has ownership or interest not to exceed \$1,500 in any calendar month.

Any related party transactions must have documentation of price comparisons and shall be forwarded to the Administrative Director (Public Records Officer). Phone quotes are acceptable.

**ADDENDUM H:**

**DISPOSAL OF SURPLUS PROPERTY**

Individuals responsible for administering the surplus property process shall forward all appropriate documentation to the Administrative Director (Public Records Officer). Individuals responsible for the surplus property process shall follow the procedures listed below:

1. **Surplus property** with an estimated value of **LESS THAN \$50,000** may be surplusd or disposed of per the following procedures:
  - a. A list of equipment to be surplusd or disposed of shall be compiled and submitted for review by the Deputy Chief of Support Services or designee. The list shall include the year, make, model, inventory ID number, and any other identifying information.
  - b. The list will be presented to the Board of Commissioners at a regular Board meeting for the Board to declare the equipment surplus to be sold or declare the equipment valueless to be destroyed.
  - c. Equipment to be sold as surplus may be sold on a “first-come, first sold” garage sale (for items of minimal value) or may be sold by sealed bid.
  - d. Notice of sales will be placed in at least one newspaper of general circulation within the District, plus three public posting locations within the district. Notices should be placed at least two weeks prior to sale.
  - e. The Department may use auctioneer services for the sales of surplus property in this category.
  - f. Receipts will be provided for all purchases over \$5.00.
2. **Surplus property** with an estimated value of **MORE THAN \$50,000** requires a public hearing (RCW 39.33.020).
  - a. At least ten (10) days, but not more than twenty-five (25) days prior to the public hearing, the notice of public hearing shall be posted on the Department’s website, portal, and sent to the local area newspaper.
  - b. Bids will be opened and presented to the Board of Commissioners for their review and approval.
  - c. Once the bid has been awarded by a motion from the Board of Commissioners, the successful bidder, and all unsuccessful bidders will be notified as soon as possible.
3. **Intergovernmental Disposition of Property:** Upon Board approval, the surplus property may be sold/transferred to other public agencies.

**ADDENDUM I:**

**PROCUREMENT USING FEDERAL FUNDS:** [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

1. **Whenever federal funds are used for purchases of goods, equipment, supplies, or materials not connected with a public works project. The following purchase thresholds shall apply:**
2. **Thresholds for procuring goods and services using Federal funds:**
  - a. **Goods and Services \$10,000 or less:** Do not require quotes however; the Department shall consider price to be reasonable, to the extent practical, and distribute purchases equitably among suppliers.
  - b. **Goods and Services Between \$10,000 - \$250,000:** Must be procured using price or rate quotations from three or more qualified sources.
  - c. **Goods and Services of \$250,000 or More:** Must use formal competitive bids (see Addendum D Competitive Bidding Process for the complete procedure).
3. **Procurement by a noncompetitive proposal may only be used when one of the following applies:**
  - a. The item is only available from a single source.
  - b. The public emergency for the requirement will not permit a delay resulting from the competitive solicitation.
  - c. The award agency authorizes a noncompetitive proposal in response to a written request from the District.
  - d. After solicitation of a number of sources, competition is determined inadequate.
4. **Suspension and Debarment:**
  - a. Before entering into the federally funded vendor contracts for goods or services that are equal or exceed \$25,000 and any subcontract award, the Department will ensure that vendor is not suspended or debarred from participating in federal assistance programs.
5. **Conflict of Interest:**
  - a. No employee may participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered a contract.
6. **Equipment:**
  - a. Equipment purchased with Federal funds should comply with their specific guidelines in maintaining, safeguarding, and tagging of equipment purchased.



## **ADDENDUM I - TO POLICY ADMIN 6200 – *Purchasing***

### **7. Disposal of Surplus Property:**

- a. The Department must follow Federal specific grant contract guidelines for disposal of surplus property purchased with Federal grants.

### **8. Cash Management:**

- a. When the Department receives cash advances for allowable program costs, the Department shall minimize the time between the receipt of federal funds from the grantor and the disbursement of funds to the vendor providing goods and services. The Department shall expend any cash advance from the federal fund within 30 days of receiving the fund.
- b. The Department will track interest earned on cash advances and remit interest earnings exceeding \$500 back to the grantor.
- c. For all other federal fund receipts, the Department must follow the specific grant contract guidelines.

[PDF](#) **RCW 52.14.110****Purchases and public works—Competitive bids required—Exceptions.**

Insofar as practicable, purchases and any public works by the district shall be based on competitive bids. A formal sealed bid procedure shall be used as standard procedure for purchases and contracts for purchases executed by the board of commissioners. Formal sealed bidding shall not be required for:

(1) The purchase of any materials, supplies, or equipment if the cost **will not exceed the sum of forty thousand dollars**. However, whenever the estimated cost does not exceed **seventy-five thousand dollars**, the commissioners may by resolution use the process provided in RCW **39.04.190** to award contracts;

(2) Contracting for work to be done involving the construction or improvement of a fire station or other buildings where the estimated cost will not exceed the sum of **thirty thousand dollars**, which includes the costs of labor, material, and equipment;

(3) Contracts using the small works roster process under RCW **39.04.155**; and

(4) Any contract for purchases or public work pursuant to RCW **39.04.280** if an exemption contained within that section applies to the purchase or public work.

[ 2019 c 434 § 12; 2009 c 229 § 9; 2001 c 79 § 1; 2000 c 138 § 209; 1998 c 278 § 5; 1993 c 198 § 11; 1984 c 238 § 3.]

**NOTES:**

**Finding—Intent—2019 c 434:** See note following RCW **35.23.352**.

**Purpose—Part headings not law—2000 c 138:** See notes following RCW **39.04.155**.


04/12/2023 To: 04/12/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
147	04/12/2023	Claims	1	0	CSD ATTORNEYS AT LAW	672.00	Legal Fees - General Business
159	04/12/2023	Payroll	1	0	EMPLOYMENT SECURITY DEPT - PFML	30.60	Pay Cycle(s) 02/01/2023 To 02/01/2023 - PFML; Pay Cycle(s) 02/28/2023 To 02/28/2023 - PFML; Pay Cycle(s) 03/30/2023 To 03/30/2023 - PFML
148	04/12/2023	Claims	1	0	KATHY WALSH	4,776.81	Refund from 2020 & 2021 941X Forms - for retro enrollment into DRS plan PERS 3
149	04/12/2023	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	503.90	Petty Cash Checking Reimbursement
150	04/12/2023	Claims	1	0	KING COUNTY TREASURY	10,025.07	2023 Property Taxes - St 51
151	04/12/2023	Claims	1	0	KING COUNTY TREASURY	818.88	2023 Property Taxes - St 54
152	04/12/2023	Claims	1	0	KING COUNTY TREASURY	655.43	2023 Property Taxes - St 57
160	04/12/2023	Payroll	1	0	LABOR & INDUSTRIES	15.63	1ST Quarter L&I: 01/01/2023 - 03/31/2023
158	04/12/2023	Claims	1	0	LISA A WOLLUM	92.92	Reimbursement - Commissioner Meeting Expenses
153	04/12/2023	Claims	1	0	SHORELINE FIRE DEPARTMENT	3,405.12	Refund from 2020 & 2021 941X Forms - Jen Kunkel to cover EE advance for PERS 2 payment
154	04/12/2023	Claims	1	0	STATE AUDITOR'S OFFICE	1,024.00	2019 - 2020 Audit
155	04/12/2023	Claims	1	0	WASHINGTON FIRE COMMISSIONERS ASSOCIATIO	420.00	Registration - 2023 Saturday Seminar Series - Suquamish - L. Wollum
156	04/12/2023	Claims	1	0	WASHINGTON FIRE COMMISSIONERS ASSOCIATIO	420.00	Registration - 2023 Spring Seminar Series - Chelan - L. Wollum
157	04/12/2023	Claims	1	0	WASHINGTON STATE DEPARTMENT OF REVENUE	385.20	Q1 2023 - Leasehold Excise Taxes
001 General Fund 10-016-0010						23,245.56	
						<u>23,245.56</u>	Claims: 23,199.33
							Payroll: 46.23

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
139	04/12/2023	Claims	4	0	ALFRED J BAKER	8,628.64	LEOFF I
140	04/12/2023	Claims	4	0	KNOX COMPANY	2,532.49	Lock Boxes for Aid Cars
141	04/12/2023	Claims	4	0	LIFE ASSIST	817.74	LSU WALL/BRACKET
142	04/12/2023	Claims	4	0	PSR MECHANICAL	3,391.08	HVAC REPAIR - ST 51
143	04/12/2023	Claims	4	0	STRYKER SALES LLC	1,514.86	KIT, ALVARIUM BATTERY
144	04/12/2023	Claims	4	0	STRYKER SALES LLC	49.41	ASSEMBLY, POWER CORD
145	04/12/2023	Claims	4	0	STRYKER SALES LLC	2,168.06	ASSEMBLY, BATTERY CHARGER
146	04/12/2023	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.49	LEOFF I MEDICAL - APR 2023
004 Reserve Fund 10-016-6010						21,505.77	
						<u>21,505.77</u>	Claims:
						21,505.77	21,505.77

Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 3	Year: 2023	Name: Rick Webster	
Date	Description of Activity	Hours	
3/6/2023	Prep for Board of Commissioners Mtg	2	
3/7/2023	Commissioners Mtg	2	
<p><i>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.</i></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="width: 60%;"> _____ <i>Signature</i></div><div style="width: 35%; text-align: right;"><b>3-26-2023</b> <i>Date</i></div></div>			



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

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## MINUTES

March 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, Josh Pratt, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 4 members of the public.

#### **II. PUBLIC COMMENT**

- No public comments.

#### **III. APPROVAL OF THE AGENDA**

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

#### **IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

##### **4.1 Fiscal years 2020 and 2019 State Auditor Preliminary Results Presentation**

- Haji Adams, Audit Manager, and Clay Trushinsky, Assistant Audit Manager, from the Office of the Washington State Auditor, provided an overview 2020 and 2019 results of the accountability audit and financial audit results.
- The Board discussed the schedule for future audits.

##### **4.2 Fire Benefit Charge Appeals Hearing, Report Out, and Discussion of Unresolved Applications**

- Chief Cowan provided a summary of the 13 submitted fire benefit charge appeal applications. Chief Cowan recommended approving 3 senior discount applications.
- The Board discussed the process for approving or denying appeal applications.

*Commissioner Webster moved to approve the Chief's recommendation to grant the 3 senior discounts. Commissioner Byers seconded. The motion passed unanimously 5-0.*

##### **4.3 Discussion of calculations used in budget reconciliation**

- Chief Cowan provided an update on the model for budget line items.

- The Board discussed maintaining a separate BARS reporting for fleet and facilities for the next year.
- 4.4 Discussion of rehiring unvaccinated personnel
  - Chief Cowan updated the Board on the rehiring process for 3 previous employed staff (1 paramedic and 2 firefighters).
  - The Board discussed the vaccination requirements for King County and Washington State.
- 4.5 EMS hospital pilot program
  - No new update to report.
  - Chief Cowan provided an update on the wait times at local hospitals.
  - Chief Cowan updated the Board on the approved legislation in Washington State legislature, Senate Bill 5236, regarding nurse ratios in hospitals and Medicaid and Medicare reimbursements.

## V. BOARD RESOLUTIONS

- 6.1 None

## VI. CONSENT AGENDA

- 6.1 Vouchers
  - The General Fund Vouchers totaled \$ 89,225.56
  - The Reserve Fund Vouchers totaled \$ 49,389.19
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 2/7/2023

*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 training consortium ILA with the City of Bothell and a possible fall fire academy for the City of Bothell.
  - Chief Cowan proposed hosting an Open House and pancake breakfast at Station 51 on June 3, 2023.
- 7.2 Commissioner Reports
  - Commissioner Wollum attended the legislative day in Olympia, WA with Chief Cowan.
  - Commissioner Adman informed the Board of the passing of former Commissioner Carolyn Armani and recognized her decades of public service to Northshore Fire Department and Lake Forest Park City Council. The Board will send flowers and a card to her family.
- 7.3 Legal Counsel Reports
  - No legal report.

- 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.

## **VIII. UPCOMING BOARD AGENDAS**

### **8.1 Setting of Future Meeting Agenda(s)**

The next meeting on April 4, 2023 meeting will include the standard agenda items as well as discussion an update on Policy 6200 (Financial Policy), discussion of rehiring unvaccinated personnel, EMS hospital pilot program. This meeting will be hybrid, on Zoom and in-person at Station 51.

Save the date for Annual banquet on April 29<sup>th</sup>, 2023.

## **ADJOURNMENT**

The meeting adjourned at 6:00PM.

## **NEXT MEETING DATE**

The next regular scheduled meeting will be Tuesday, April 4<sup>th</sup>, 2023 at 5:00PM.

Attachments: Agenda, State Auditor Exit Conference Presentation and documents, Vouchers, Commissioner Compensation, Meeting Minutes 2/7/23, and Chief's Report.

## **BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

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**RICK WEBSTER**, Member



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**LISA WOLLUM**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on April 4, 2023.

**Shoreline Fire Department**  
**NFD BOARD MEETING DATE: April 4<sup>th</sup>, 2023**  
**Chief Cowan**

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## **District Activity Highlights**

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

### **Succession development**

- Performing background check for a facilities technician applicant.
- Ryan Burgess is our new Fire Marshal!
- We are in the DFM recruitment process to fill at least two gaps in the FMO, closes on the 7<sup>th</sup>.
- Evaluating overall work load of administrative staff with our new “normal”. Likely will need to add some additional help, such as a part-time receptionist.

### **Negotiations**

- FF Hans Hurn will be assigned as a day-shift FF. This position would help mentor and train some of our newer FFs while on an aid car and/or with other SFD centric training. This position is anticipated to be filled until the end of September and will be evaluated to determine if it needs to be extended further.
- Also working on developing a day-shift PM for similar work and to help out with EMS training.

### **Contract for service with NFD**

- No known concerns or issues.

### **Staffing**

- Still have six recruits in current Firefighter academy, they’re doing well.
- Of our three, separated, non-vaccinated personnel that have an option to return:
  - One PM is in final steps of a background check and should be returning soon.
  - One previous SFD FF is working through the process to determine if/when he could return. It’s complicated due to he is currently living in Florida.
  - One previous NFD FF has turned down an offer to return.
- Separated with a probationary Firefighter.
- Affirmed that new operational positions will be required to be vaccinated, other positions will be preferred.

### **Consortium**

- Starting discussions with Bothell FD on needing to adjust ILA and prepare for 2024 and beyond. Waiting for interim Fire Chief Mark Risen to start, which is on April 3<sup>rd</sup>.
- BFD is tentatively needing a fall academy, but still evaluating needs.

### **2023 Budget**

- Overtime is trending down, but still high. When current academy class graduates there should be a positive impact.

### **Public Records Requests**

- No pertinent updates.

## **Upcoming Events**

- Easter Egg hunt on April 8<sup>th</sup>, Richmond Beach Saltwater Park, 1200 start.
- June 3<sup>rd</sup> for a NFD open house.

## **Noteworthy Meetings**

- March 10 – NORCOM Governing Board Meeting
  - Finished 2022 with greater savings and under budget projects. Will be reinvesting much of the savings in unanticipated expenses in 2023 and raises for admin and IT staff.
  - Still evaluating the hiring of a consultant to conduct a location analysis, should be done by June.
  - Discussed Tyler upgrade and impacts.
  - Principals Assembly scheduled for April 14<sup>th</sup>. Anyone wish to attend?
- March 13 – Zone 1 Chief's Meeting
  - Discussed Tyler upgrade and impacts.
  - Discussed hospital capacity issue and legislative action.
- March 14 – Legislative Meeting
  - Biggest concern is the continued potential of GEMT funding impacts. Still monitoring and will be a slow roll out if it occurs.
  - Hospital "Ratio" bill, SB 52366, has been amended and is awaiting approval.
  - Still likely that some wildland fire mitigation and resiliency legislation will be approved.
  - Hoping for some battery stewardship mitigation and training earmarks from State funding.
- March 16 – WSRB Meeting
  - Met with Washington State Rating Bureau to discuss the Department's 2023 rating, which is a 3.
  - We are close to a 2 and believe that there were some oversights by WSRB and a lack of documentation, internally and externally.
  - Working with producing the documentation and asking for further consideration.
- March 16 – Derek LaFontaine Retirement
  - Had lunch celebration of Fire Marshal Derek LaFontaine's retirement.
- March 16 – Ryan Burgess Promotion
  - Recognized and celebrated Ryan Burgess promotion to Fire Marshal.
- March 22 – DEI Meeting
  - Meeting to discuss Diversity, Equity, and Inclusion committee goals, structure, and timelines.

- March 23 –Meeting on light rail
  - Discussed impacts and timelines. Trains will be on the tracks being tested and certified this fall, paying customers in 2024.
  - Asserting the need for FD connections along I-5 stemmed off of guideway standpipe.
  - Focusing on training over the next six months, overtime for personnel, and equipment for L161 and R151.
  
- March 28 – LMC Meeting
  - Discussed comp time schedule resolution.
  - Discussed modified promotional process and update from Union legal.
  - TA'd PFML MOU on moving it back to State managed.
  - Approved a new schedule for MIH program.
  - Need a little more clarification to clothing policy.
  - Discussed the day shift PM position.
  - Lots of discussion on PM promotional process and expectations.
  
- March 30 – Meeting with Northwest Hospital
  - Discussed hospital capacity issues and wall time concerns with NW Hospital leadership.
  - Agreed to change ER staff expectations and procedures to prioritize getting patients of out aid cars and either into an ER room or into triage.
  - Will not initiate pilot program right now and monitor change in expectations, both for hospital staff and SFD staff.
  - Current wall time is averaging 18 minutes.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan