



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 2, 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

Vice Chair Tyler Byers called the meeting to order at 5:05 PM.

Persons in attendance for NSFD Commissioners Rick Webster, Tyler Byers and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 9 members of the public. Commissioner Josh Pratt joined the meeting at 5:20pm (Item 4.1). Commissioner Eric Adman was excused absent.

II. PUBLIC COMMENT

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

III. APPROVAL OF THE AGENDA

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Approval of Financial Policy 6200

- Commissioner Pratt joined the meeting.
- Chief Cowan presented the Board with a revised version of Financial Policy 6200.
- Legal Counsel Matt Paxton updated the Board on updates made to the Policy related to increasing thresholds to \$25,000 for service contracts and expenditures within a budget year (paragraphs 4C and 4D) to be consistent with Shoreline policy.

Commissioner Webster moved to adopt the revised Financial Policy 6200 as presented. Commissioner Pratt seconded. The motion passed unanimously 4-0.

4.2 Discussion of property at NE 153rd Place

- Chief Cowan updated the Board on the status of consultant evaluation related to the property at NE 153rd Place. The draft report is expected to be ready for the June meeting.

- Legal Counsel Paxton updated the Board on the status of the current lease for the property. A community garden would require a lease amendment with the current tenant. The Board discussed liability, fair market use, and permits.
- Chief Cowan clarified that the lease will expire at the end of the calendar year.

V. BOARD RESOLUTIONS

6.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$ 11,211.60
- The Reserve Fund Vouchers totaled \$ 166,669.04

6.2 Commissioner Compensation

6.3 Meeting Minutes: 4/4/2023

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

VII. REPORTS

7.1 Fire Chief Report

- Chief Cowan discussed the administrative workload at Station 51 and suggested moving Kathy 1-2 days week to Station 61. The Board agreed with Chief Cowan’s suggestion. There will continue to be someone present in the office at Station 51 to cover walk-ins.
- Chief Cowan updated the Board on the status of the NEMCO Contract for Service. There are preliminary discussions of coordinating NEMCO with Shoreline.
- Chief Cowan updated the Board on the audio/visual equipment in conference room at Station 51. JMarc is the current proprietary equipment used in the room. The Chief suggested that this update occur sooner than 2024. The Board discussed moving forward to get bids to move forward.
- The two new Aid cars will be done at the end of the month. DC Matt Hochstein clarified that the oldest aid cars belong to Shoreline and suggested that Northshore Aid cars 151 and 157 move into backups.
- Two fire chiefs from Lima, Peru visited Shoreline to thanked Northshore for an aid car donated 24 years ago!
- The new BC rig is in production and will be ready in 5 months.
- Chief Cowan updated the Board on future Station 51 outbuilding construction for storage and academy classroom. The Board discussed cost sharing with the Training Consortium. More discussion to come.
- Chief Cowan shared concerns about legislature passed that increasing density housing, and the allowance for 6-story buildings passed in Washington legislature.

7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

- None

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

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

The next meeting on June 6, 2023 meeting will include the standard agenda items as well as A/V bids, training consortium outbuildings, consultant report of NE 153rd Place. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 5:50PM.

NEXT MEETING DATE

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

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

BOARD OF COMMISSIONERS



ERIC ADMAN, Member


JOSH PRATT, Member



TYLER BYERS, Member

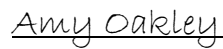


RICK WEBSTER, Member



LISA WOLLUM, Member

ATTEST



Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on June 6, 2023.



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, May 2, 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=dW1uWDFpNldpZl1dSSU1ZlZy9LSXVQQT09>

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 Approval of Financial Policy 6200
 - 4.2 Discussion of property at NE 153rd Place
- V. **Board Resolutions**

None
- VI. **Consent Agenda**
 - 6.1 Vouchers



- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: Regular Meeting 4/4/2023

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, June 6th, 2023 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

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

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

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

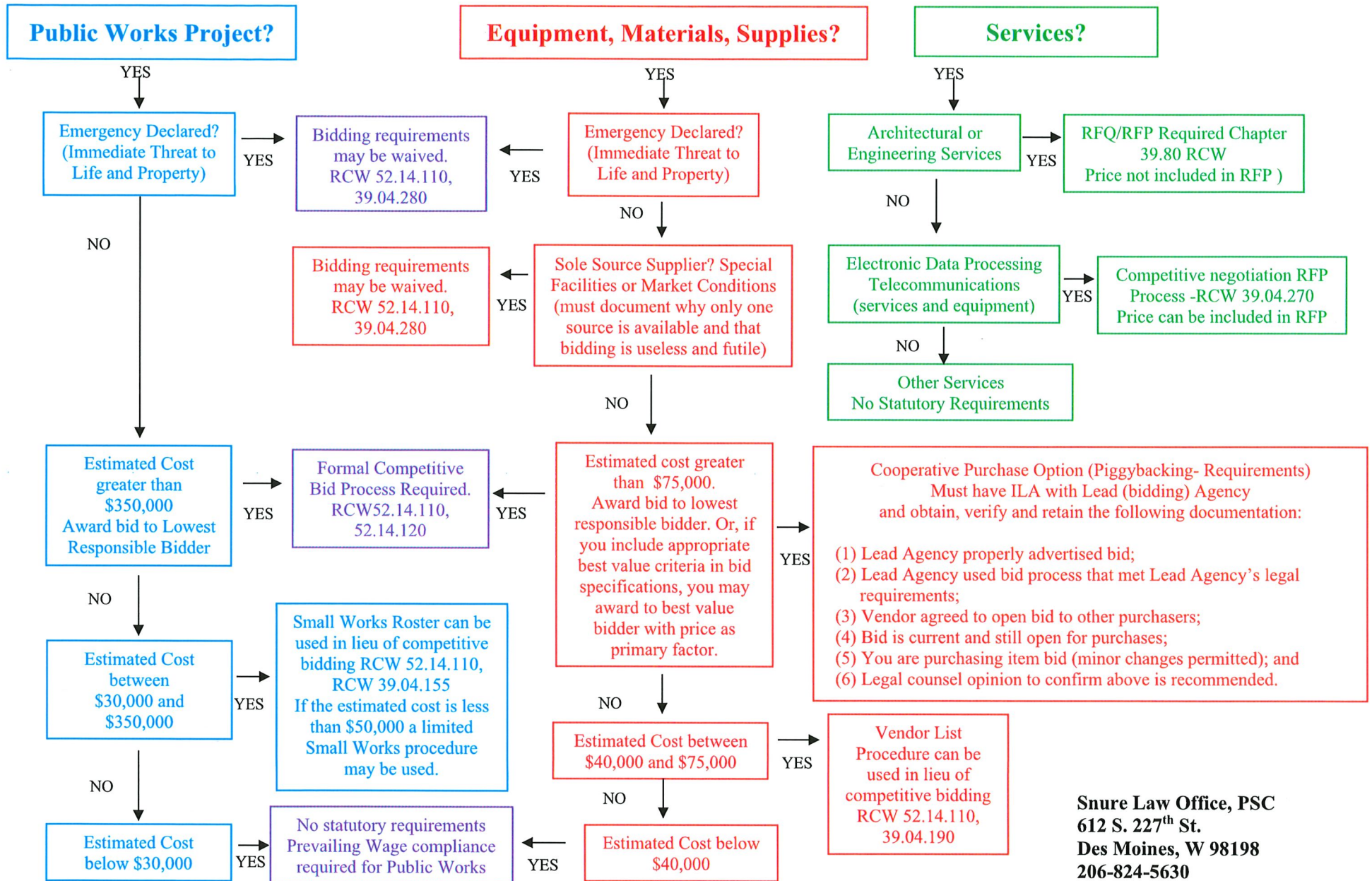
- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to

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

Please check the District’s [AV Capture](#) for the most up-to-date information about individual meetings.

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

FIRE PROTECTION DISTRICT/RFA BID LAW MATRIX – 2019



Snure Law Office, PSC
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Des Moines, W 98198
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NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Purchasing

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

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 complete 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.

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.

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Purchasing

Policy Number:	6200	Approved By:	Board of Commissioners
Effective Date:	Unknown	Revision Date:	May 2, 2023
Pages:	15	Attachments:	0

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 responsive and 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. **DELEGATION.** 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.
 - a. Expenditures shall be initiated and documented through a properly completed and approved purchase order.
 - b. Contracts and expenditures must be related to a legitimate District purpose.
 - c. Board authorization and legal review is required prior to entering into contracts above \$25,000.
 - d. Expenditures within a budget year that are not specifically planned and budgeted should be approved by the Board of Fire Commissioners. The exception would be for an expenditure that needs to occur and the timing is not conducive with waiting for a Board of Commissioner meeting. In this case temporary approval shall be provided by the Board of Commissioner Chairperson.
 - e. Expenditures for equipment, materials and supplies, services and small works shall be procured in accordance with the provisions of state law.
 - f. Records of expenditures shall be documented in a manner that demonstrates compliance with the provisions of this policy.
5. 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
6. 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

7. 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.

8. **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
- 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, Northshore 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 responsive and 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:**

\$30,000 or Less	No formal sealed bidding required
\$30,000 - \$50,000	No formal sealed bidding required <u>IF</u> using the Limited Small Works Roster
\$30,000-\$350,000	Formal Sealed Bid Required (Exception: Small Works Roster <u>or</u> Applying Bidding Exemption)
\$350,000 or More	Formal sealed bid is required (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) Northshore 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 responsive and responsible bidder as defined in RCW 39.04.010.

ADDENDUM B - TO POLICY ADMIN 6200 – *Purchasing*

- 3) After the award is made, the quotations shall be open to public inspection and available by electronic request.

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 responsive and 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 \$250,000-\$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 responsive and 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:

\$40,000 or Less	No formal sealed bidding required
\$40,000-\$75,000	Formal Sealed Bid Required (Exception: Use of Vendor’s List OR Applying for Bidding Exemption)
\$75,000 or More	Formal Sealed Bid Required (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 responsive and 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. 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.
2. 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 responsive. If the Department determines that a bidder is not responsive or 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 responsive or responsible, the Department may not execute a contract with any other bidder until two business days after the bidder determined to be not responsive has received the final determination.
3. 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).
4. The employee responsible for obtaining the bids shall post the solicitation document on the Northshore Fire Department's website.
5. 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 if permitted as a special market condition under Appendix E.
6. Date and time stamp bids received by the due date. Electronic bids will have the date and time automatically noted.
7. Evaluate bids based on criteria outlined in the formal solicitation document, and award the bid to the lowest responsive and responsible bidder or reject all bids.
8. In determining the lowest responsive and 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.
9. Through the proper use of supplemental bidder responsibility criteria, in determining the lowest responsive and 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.
 10. Bids will be opened and then presented to the Board of Commissioners for their review and approval
 11. 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.
 12. After notice is given to the successful bidder, mail a notice of the decision to all unsuccessful bidders as soon as possible.
 13. **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.
 14. **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. Immediately after the award of any contract in which the competitive bidding requirements were waived under this policy, the contract and the factual basis for the exception must be recorded and open to public inspection.

1. Emergency Purchases / Public Works (RCW 39.04.280(1)(c) & (e))

DEFINITION: Unforeseen circumstances beyond the control of the Department that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

- a. If an emergency exists, the Fire Chief may declare an emergency, waive competitive bidding requirements, and award all necessary contracts on behalf of the Department to address the emergency situation.
- b. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the Fire Chief and duly entered of record no later than two weeks following the award of the contract.

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 of supply.

- 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. Special Facilities or Market Conditions (RCW 39.04.280(1)(b))

- a. Special facilities or market conditions must be evaluated on a case-by-case basis. These are generally limited to good deals that are available for a short time, such as a very good price on an exceptional piece of used equipment, or the chance to buy supplies at a going-out-of-business sale or similar event.
- b. The Chief or designee, then the Board of Commissioners must approve a special facilities or market conditions.
- c. The Board shall adopt a resolution to waive competitive bidding requirements under for a special facilities or market conditions. The resolution must recite the factual basis for the exception.

4. Insurance or Bonds (RCW 39.04.280(1)(d)). The Department may purchase insurance or bonds without following public bidding requirements.

ADDENDUM E- TO POLICY ADMIN 6200 – *Purchasing*

5. **Auctions (RCW 39.30.045).** The Department may purchase any supplies, equipment, or materials at auctions without following public bidding requirements if the items can be obtained at a competitive price.
6. **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>.
7. **Piggybacking on Purchases Bid by Other Entities:** RCW 39.34.030 allows Northshore 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.
 - c. The lead government shall have posted the bid on a website or provided a link on the state’s web portal.
 - 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.
 - e. The vendor must agree to the arrangement through the initial solicitation documents.

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

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.

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:58:58 Date: 04/28/2023

05/10/2023 To: 05/10/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
191	05/10/2023	Claims	1	0	CSD ATTORNEYS AT LAW	736.60	LEGAL FEES - GENERAL BUSINESS
192	05/10/2023	Claims	1	0	EMPLOYMENT SECURITY DEPARTMENT	10,219.00	Q1 2023 UI TAX BILLING
193	05/10/2023	Claims	1	0	STATE AUDITOR'S OFFICE	256.00	2019 - 2020 AUDIT
001 General Fund 10-016-0010						11,211.60	
						<u>11,211.60</u>	Claims: 11,211.60
						11,211.60	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:34:57 Date: 05/01/2023

05/10/2023 To: 05/10/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
194	05/10/2023	Claims	4	0	ALFRED J BAKER	8,191.87	LEOFF I
195	05/10/2023	Claims	4	0	BUD CLARY CHEVROLET	55,145.25	2022 FORD F250 - vin EG16216
196	05/10/2023	Claims	4	0	BULGER SAFE & LOCK, INC.	1,093.13	SECURITY GATE KEYS
197	05/10/2023	Claims	4	0	GARY PEDERSEN	362.80	LEOFF I
198	05/10/2023	Claims	4	0	KENT D BRUCE COMPANY, INC	1,525.07	New Ford F250 Parts & Accessories
205	05/10/2023	Claims	4	0	KENT D BRUCE COMPANY, INC	2,094.84	New Training Truck upgrades
199	05/10/2023	Claims	4	0	MOTOROLA	1,941.55	Additional radio accessories - Charger
200	05/10/2023	Claims	4	0	POWER ELECTRICAL SERVICES LLC	1,134.01	St 51 Server Room HVAC Install
201	05/10/2023	Claims	4	0	SHORELINE FIRE DEPARTMENT	116.00	Vehicle Licensing & Registration Fees
206	05/10/2023	Claims	4	0	STONEWELL BODIES & MACHINE INC	35,806.85	FIRST INSTALLMENT - NEW BC RIG BUILD
203	05/10/2023	Claims	4	0	STRYKER SALES LLC	56,987.58	MTS POWER LOAD FOR NEW AID CARS
204	05/10/2023	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,270.09	LEOFF I Medical - May 2023
004 Reserve Fund 10-016-6010						166,669.04	
						166,669.04	Claims: 166,669.04



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

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 4th meeting and instead will have a special meeting on July 11th.

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 2nd, 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

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 May 2, 2023.

DRAFT

District Activity Highlights

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

Succession development

- Background check for a facilities technician applicant is complete.
- We have two personnel that applied for the DFM replacement process to fill at least two gaps in the FMO.
- Still 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.
- Would like to discuss the assignment of one Administrative Assistant to Station 61 now and then to assist with projects.

Negotiations

- FF Hans Hurn has been assigned as a day-shift FF. This position will 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.
- Still working on developing a day-shift Paramedic (PM) for similar work and to help out with EMS training.

Contract for service with NFD

- No known concerns or issues.

Contract for service with NEMCO

- We are currently trying to determine the role and responsibilities of our Emergency Manager (EM), Shoreline Fire Department and the relationship of NEMCO with City of Shoreline.

Staffing

- We had to let one of our six recruits in current Firefighter academy go.
- Of our two remaining, separated, non-vaccinated personnel that have an option to return:
 - One PM has an unconditional offer and will be returning on May 8th.
 - One previous SFD FF is working through the conditional offer process and should be returning soon.
- We had a surprise resignation of a FF.
 - We are now expecting to be short five positions in suppression, with letting go of academy candidates and surprise resignation, by the end of the year. This is going to effect the overtime budget
 - We were hoping that we would not need to have a fall Firefighter academy, but have now reconsidered.

- We have started a recruitment process for entry level FFs and for lateral FFs concurrently. We are expecting to have up to five in the fall academy.
- We will still need more candidates in the January of 2024 academy to fill next year's vacancies.

Consortium

- Will be meeting with Bothell FD within the next two months to adjust ILA and prepare for 2024 and beyond.
- Preparing for a SFD/BFD fall academy.

2023 Budget

- Overtime is trending down and much better, hopefully indicating proper staffing levels. Still expecting current academy class graduates to have a positive impact in June.
- Captured back 1% and are now 1.8% over budget.

Public Records Requests

- No pertinent updates.

Upcoming Events

- Executive staff will be in conference May 3-5.
- NFD open house on June 3rd.

Noteworthy Meetings

- April 10 – Zone 1 Chiefs Meeting
 - Briefed the Zone on the status of our plan with NW Hospital and wall times.
 - Ops Chiefs are developing a battery response plan.
 - Working on wildland response readiness.
 - BC conference calls are likely to kick off late April or early May.
 - Working with Zone 3 for PSERN interoperability readiness.
- April 11 – Legislative Meeting
 - Crunch time.
 - Big news is that a property tax reform/inflator is still possible and is currently being worked on heavily. (UPDATE: this did not make it out of House/Senate)
 - Will be monitoring and potentially testifying in support.
 - Heavy concern about change in multi-family design to allow for only one means of ingress/egress for up to six-story building.
- April 12 – KCFCA E-Board Meeting
 - Briefed Board on progress being made on Leadership Summit.
- April 13 – Meeting with BFD
 - Met with new, interim Chief Mark Risen and DC Jerry Hughes.
 - Discussed need for a NKCTC academy this fall.
 - Discussed the need for reworking the ILA with labor input.
 - Discussed the potential for collaboration on some operational opportunities.
 - Discussed the next steps for BFD and development of future options.

- April 14 –NORCOM Principals Meeting
 - Attended Principals meeting for overall update on different aspects of NORCOM such as operations, IT, finances.
- April 17 – Bellevue Fire Strategic Planning
 - Attended and provided input on their strategic planning process.
 - Part of their reoccurring accreditation process.
- April 17 – Meeting with Peruvian Consulate and Firefighters
 - Met with Consul General and three Chiefs from Lima, Peru.
 - They were very thankful for an aid car donation 24 years ago and other support.
 - Briefed the group on who we are and how we operate.
 - Will be evaluating the possibility of another donation to the group.
- April 18 – Meeting with NCWD
 - Met with NCWE to discuss the Fircrest property design
 - Also discussed ongoing water flow concerns and growth in the area.
- April 19 – KCFCA meeting
 - Met at Station 51 for bi-monthly meeting. Need to discuss making the remodel changes to classroom sooner than next year.
 - Update on opioid crisis and proposal for additional care options; at home narcan, etc.
 - Assisted living facility and 911 usage discussion.
- April 24 – Sound Transit discussion
 - Discussed approval of the guideway stand pipes and I-5 hydrant connections, to include appropriate signage.
 - Preparing training contract
 - Sound transit will start testing and certification process this fall, which means that all personnel will need to start training soon. Likely to progress well into 2024.
 - Approximately \$700k in overtime and \$225k in equipment.
 - Will be finalizing our proposal by early May.
- April 25 – Labor Management Committee meeting
 - Discussed NKCTC staffing and upcoming discussion on ILA.
 - Still working on improving peer fitness personnel and potentially using a 3rd party to bridge any gaps in our program.
 - Union to meet with AD to discuss updates in promotional process draft changes, so that we can discuss with our legal team.
 - Many MOUs, LOAs and policy changes to finalize.
 - Discussed update to uniform policy and implementation process.

- April 25 – Legislative Committee meeting
 - Summary document is attached.

- April 26 – Meet with BFD Fire Chief
 - Continued discussion on different partnerships.
 - Agreed to do a joint academy in the fall.
 - Will be meeting to discuss NKCTC ILA.
 - A high priority for Bothell is to consider/evaluate their regionalization options.
 - Likely a direction of staying stand alone, regionalization, etc. will be in front of Council before the end of year.

- April 27 – Administrative Professional Day
 - Celebrated our administrative staff by taking them out to lunch.

- April 29 – Appreciation Banquet
 - Celebrated our personnel and those going above and beyond.
 - Of the Year Awards:
 - FF – Shaun McGrath
 - D/E – Cameron Eickelmann
 - PM – Nick Lewis
 - Off – Mike Majeed
 - Admin – DC Mark Foster
 - Meritorious Unit Citation – For fundraising and gifts for displaced family from fire
 - Gabe DeBay
 - Ryan Horner
 - Hans Hurn
 - Kevin Schneider
 - Valorous Unit Citation – For rescue of a woman at a fire in a IDLH environment
 - Terrance Lewis
 - Mike Merrick
 - Derek Ralston
 - Clayton Feis
 - Medal of Merit – For saving a girl from jumping off of I-405 overpass
 - Gabe DeBay

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan