



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

June 6, 2023

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

I. OPEN JOINT NORTHSHORE MEETING

1.1 Roll Call

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

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

II. PUBLIC COMMENT

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

III. APPROVAL OF THE AGENDA

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Discussion of property at NE 153rd Place

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

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

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

- 4.3 Discussion of Training Consortium Outbuildings
- Chief Cowan presented an overview of potential outbuilding options.
 - The Board and Chief discussed financing, needs for the building, benefits, and cost sharing with the Training Consortium.
 - The Board requested the Chief to continue to move forward with scoping this project and to create a document outlining the benefits of this project.
 - The Board and Chief discussed impacts of parking with upcoming Academy.
 - The Board and Chief and discussed pursuing an impact study and potential permitting requirements by the City of Kenmore.
- 4.4 Transfer Agreement for Surplus Aid Car
- The Chief discussed surplus the Aid Car.
 - The new Aid Cars are expected to arrive in July.
 - The Board requested that Chief return with comparable rigs costs and assessed value of the surplus aid car.
- 4.5 Discussion on Commissioner issued laptops
- The Board and Chief and discussed replacing Commissioner Wollum's broken laptop.
 - The Chief will ask Zeb to inventory all of the Commissioner's laptops and to recommend a replacement schedule.
- 4.6 Discussion on iPad purchase
- The iPads for the rigs have arrived.

V. BOARD RESOLUTIONS

- 5.1 Resolution 2023-01: Surplus and Transfer of Apparatus.
- No action. This item will be on the July 11th agenda.

VI. CONSENT AGENDA

- 6.1 Vouchers
- The General Fund Vouchers totaled \$ 29,763.74
 - The Reserve Fund Vouchers totaled \$ 575,374.63
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 5/2/2023

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

VII. REPORTS

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

7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

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

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

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

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

ADJOURNMENT

The meeting adjourned at 5:50PM.

NEXT MEETING DATE

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

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

BOARD OF COMMISSIONERS



ERIC ADMAN, Member



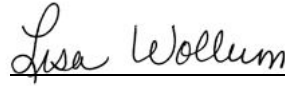
JOSH PRATT, Member



TYLER BYERS, Member

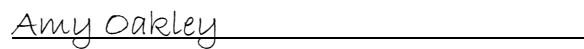


RICK WEBSTER, Member



LISA WOLLUM, Member

ATTEST



Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on July 11, 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, June 6, 2023

5:00PM

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

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

To attend this meeting live, click the link below and enter the ID & Password provided.

A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldpZ1dSSU1ZYy9LSXVQQT09>

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

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Regular Northshore Board Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Agenda

3.1 Approval of the Meeting Agenda

IV. Board Discussion and Possible Action Items

4.1 Discussion of property at NE 153rd Place

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

4.3 Discussion Training Consortium Outbuildings

4.4 Transfer Agreement for Surplus Aid Car

4.5 Discussion on Commissioner issued laptops

4.6 Discussion on iPad purchase

V. Board Resolutions



5.1 Resolution 2023-01 - Surplus and Transfer of Apparatus

VI. Consent Agenda

6.1 Vouchers

6.2 Commissioner Compensation

6.3 Meeting Minutes: Regular Meeting 5/2/2023

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 is cancelled: Tuesday, July 4th, 2023 at 5:00 PM

Special Meeting: Tuesday, July 11th, 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.

Station 51 Training/Auxiliary Building

Station 251

Purpose of the Building

- Indoor storage of department vehicles and equipment
- Increases safety and longevity of stored equipment
- Decrease academy impact on Station 51 and it's crews
- During academies
 - Classroom
 - Gear storage
 - Academy apparatus
 - Student "home base"
- Crew training location during inclement weather



Steel Mezzanine

- Used as classroom and/or storage space
- Recommended to buy with the building
- Can be supplied by the manufacturer
- Permitted, engineered, constructed and installed to code



Projected Building Cost

45' wide x 42' deep x 30' tall

Additional Costs are still to be determined

- Building Costs \$77,475
- Engineering \$6,512
- Insulation \$26,850
- 3' Access door \$1325
- Erection Costs \$33,075
- Sub Total \$146,381
- Tax 10.1% \$ 14,784
- Total \$161,165.48

Additional costs to add the mezzanine

- Mezzanine \$27,142.87
- Engineering \$907.15
- Access doors \$2650
- Erection costs \$14,175
- Total with tax \$49, 407.40

Total Building Cost

\$210,572.88

Building Costs Still to be Determined

Roll up Doors

\$30,000



Access stairs to
mezzanine

\$7,500



Windows in mezzanine

\$2500



Additional Project Costs

- Concrete/Foundation Improvements
- Electrical Service to Building
- Installation of Electrical in Building
- Exhaust and Ventilation System
- Heating
- Site Preparation (to include area behind generator for training prop storage)

Bathroom Options

Costs vary
from
\$28,000 –
\$50,000



Carport:

- 7 stalls west end of drill ground
- Price TBD
- Will protect vehicles from elements (longer life)



Extractor and Bunker Gear Dryer



\$16,500-\$18,500



\$9,263

Bunker Gear Storage

\$14,000



TRANSFER AGREEMENT

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

I. RECITALS

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

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

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

II. TERMS AND CONDITIONS

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

1. **Transfer.** The District hereby transfers, and Recipient hereby accepts transfer of, the Apparatus.
2. **Disclaimer.** **THE APPARATUS IS RECEIVED "AS IS, WHERE IS." NO WARRANTY IS PROVIDED BY THE DISTRICT RELATED TO THE APPARATUS. THE DISTRICT DISCLAIMS AND RECIPIENT WAIVES ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY AS TO QUALITY, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. RECIPIENT ACKNOWLEDGES THIS WAIVER OF WARRANTIES WAS SPECIFICALLY NEGOTIATED AND BARGAINED FOR AS PART OF THIS AGREEMENT.**
3. **Release.** Recipient releases and forever discharges The District, as well as its employees, elected officials, volunteers, officers, agents, attorneys, and insurers (the "Released Parties"), of and from any and all actual or alleged claims, demands, debts, losses, obligations, liabilities, costs, expenses, rights of action, and causes of action, of any kind or character whatsoever, whether known or unknown, suspected or unsuspected, which they now have or claim to have, or which may at any time hereafter accrue arising from or related in any way to the Apparatus.
4. **Indemnification.** Recipient shall defend, indemnify, and hold harmless the District, its employees, elected officials, volunteers, officers and agents (the "Indemnitees") from any and all demands, claims, suits, judgments, or liability for loss or damage, including attorneys' fees and costs, arising from, or related in any way to the Apparatus, regardless of who the injured party may be, to the fullest extent permitted by law. Recipient's indemnity obligations hereunder do not extend to liability resulting from the sole negligence of the Indemnitees, their agents, or employees. If the claim, suit, or action for injuries, death, or property damage is caused by or results from the concurrent negligence of Recipient or its officer, employee, or agent and the Indemnitees, their officers, employees, or agents, this

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

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

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

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

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

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

NORTHSHORE FIRE DEPARTMENT

LIMA FIRE DEPARTMENT

Matt Cowan, Fire Chief

By: _____
Its: _____



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

Resolution No. 2023-01

RESOLUTION DECLARING APPARATUS AS SURPLUS AND AUTHORIZING TRANSFER

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

WHEREAS, it is appropriate to surplus the Apparatus;

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

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

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

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

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

Lisa Wollum, Chairperson

Tyler Byers, Vice Chairperson

Josh Pratt, Commissioner

Eric Adman, Commissioner

Rick Webster, Commissioner

ATTEST:

Amy Oakley, District Secretary

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:36:49 Date: 06/02/2023

06/14/2023 To: 06/14/2023

Page: 1

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|------------------------------|------------|--------|--------|-------|----------------------|-----------|---|
| 256 | 06/14/2023 | Claims | 1 | 0 | CSD ATTORNEYS AT LAW | 5,644.00 | LEGAL FEES - GENERAL BUSINESS |
| 257 | 06/14/2023 | Claims | 1 | 0 | MOTOROLA | 16,417.47 | PSERN UPGRADES |
| 258 | 06/14/2023 | Claims | 1 | 0 | US BANK | 1,892.27 | CREDIT CARD CHARGES |
| 259 | 06/14/2023 | Claims | 1 | 0 | VFIS | 5,810.00 | ANNUAL INSURANCE PREMIUM - 06/2023-06/2024 |
| 001 General Fund 10-016-0010 | | | | | | 29,763.74 | |
| | | | | | | <hr/> | Claims: 29,763.74 |
| | | | | | | 29,763.74 | |

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:36:11 Date: 06/02/2023

06/14/2023 To: 06/14/2023

Page: 1

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|------------------------------|------------|--------|--------|-------|---------------------------------------|-------------------|--------------------------------------|
| 245 | 06/14/2023 | Claims | 4 | 0 | ALFRED J BAKER | 8,167.42 | LEOFF I |
| 246 | 06/14/2023 | Claims | 4 | 0 | BRAUN NORTHWEST, INC. | 273,229.24 | NEW AID CAR - PROPOSAL 08/17/2022 |
| 247 | 06/14/2023 | Claims | 4 | 0 | BRAUN NORTHWEST, INC. | 273,229.24 | NEW AID CAR - PROPOSAL 08/17/2022 |
| 248 | 06/14/2023 | Claims | 4 | 0 | CDW GOVERNMENT | 8,272.50 | IPADS |
| 249 | 06/14/2023 | Claims | 4 | 0 | GARY PEDERSEN | 181.40 | LEOFF I |
| 250 | 06/14/2023 | Claims | 4 | 0 | KENT D BRUCE COMPANY, INC | 5,152.66 | UPGRADES TO TRAINING TRUCK |
| 251 | 06/14/2023 | Claims | 4 | 0 | KING CO. RADIO COMMUNICATION SVS | 475.09 | BC VEHICLE RADIO INSTALL |
| 252 | 06/14/2023 | Claims | 4 | 0 | KNOX COMPANY | 880.19 | KNOX BOX ELECTRONIC KEYS |
| 253 | 06/14/2023 | Claims | 4 | 0 | SEAWESTERN, INC. | 2,777.59 | CHEST STRAPS |
| 254 | 06/14/2023 | Claims | 4 | 0 | TOM TAYLOR | 632.49 | LEOFF I |
| 255 | 06/14/2023 | Claims | 4 | 0 | WASHINGTON COUNTIES INSURANCE FUND | 2,376.81 | LEOFF I Medical - June 2023 |
| 004 Reserve Fund 10-016-6010 | | | | | | 575,374.63 | |
| | | | | | | <u>575,374.63</u> | Claims: 575,374.63 |



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.

DRAFT

District Activity Highlights

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

Succession development

- New facilities technician, Paddy Kelly has started.
- We have two personnel that applied for the DFM replacement process to fill at least two gaps in the FMO. One had to drop out due to not being able to fulfill all job requirements at this time. Russ Holmes is being promoted to DFM. We have started another, internal, search for the other position because we have been told that other personnel are interested.
- Still evaluating overall work load of administrative staff with our new “normal”. Admin Asst. Kathy Walsh will work at 61 for 1-2 days a week starting next week.

Negotiations

- FF Hans Hurn has been assigned as a day-shift FF and is getting up to speed.
- Will be asking for interest in a Paramedic (PM) in training position to start in September.

Contract for service with NEMCO

- Still working on the role and responsibilities of our Emergency Manager (EM), Shoreline Fire Department and the relationship of NEMCO with City of Shoreline. There is upcoming meetings with NEMCO EM Lowery to continue discussions.

Staffing

- We have five recruits in the current academy that will be graduating on June 9th.
- We have one remaining, separated, non-vaccinated personnel that now has an unconditional offer to return to work. We are working through what the training needs are, which will dictate timing of the return.
- We will have a fall Firefighter academy including Shoreline, Bothell, and Kirkland recruits totaling 25 at this time.
 - 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 in July to review and adjust the NKCTC ILA for 2024 and beyond.

2023 Budget

- Overtime is trending down and is better, hopefully indicating proper staffing levels. Still expecting current academy class graduates to have a positive impact in June.
- Recovered another .7% this past month and are now over budget by 1.1%.

Public Records Requests

- No pertinent updates.

Upcoming Events

- I will be at the FORCE conference June 12-14.

Noteworthy Meetings

- May 3-5 – Labor Relations Conference in Yakima
- May 10 – Management Team Meeting
 - Briefing on Neuro-Calming Policy and emphasizing the use of down time after a traumatic incident.
 - Discussed PSERN planned work and impacts at station 63.
 - Shoreline Place is starting next phase on residential units.
 - DOH labs at Fircrest will be expanding as well as an assisted living facility in the north end of the campus.
 - Implementation of a new uniform policy.
 - Wall times at NW Hospital are at 16:35, which is good.
 - Addressing CAD transition issues and will be evaluating the cost of implementing Crew Force, which will likely be around \$75k.
 - Working with WSRB for a reconsideration of our rating.
- May 15 – Regional Crisis Response (RCR) Meeting
 - Met with director of RCR program to discuss vision and usage of Mental Health Professional (MHP). RCR is an evolution from the police RADAR program.
 - Will likely be about 10 MHPs in the program and will be responding in pairs or individually if a police officer is on scene.
 - Should be working in collaboration with our MIH team and might be able to provide back up for consultations.
 - Have been asked to sit on the operations board for oversight.
- May 18 – Wellness Retreat
 - Attended a wellness retreat to discuss FF health and safety.
- May 19 – Diversity Equity and Inclusion (DEI) Committee Meeting
 - Attended the first DEI committee meeting and discussed scope, vision, and expectations.
- May 22-25 – State Chiefs Conference
 - Attended the State Chiefs Conference in Wenatchee.
 - There were a few, important presentations, but the one that really had impact was one on battery hazards. We will be asking for a presentation to personnel on the Lithium Ion battery charging risks.

- May 30 – LMC
 - Met with Labor and agreed to a number of different MOUs, LOAs, and policy updates.
 - The biggest issue we are working on is the potential revamping of the promotional process policy. This change will be to make the process very streamlined and establish a promotional board to make the decision. We have sent the DRAFT version to Summit Law for review.

- May 31 – Medic One EMS Levy Renewal Planning Summit
 - Met with other Chiefs and King County officials to discuss the renewal process for 2025.
 - Will be meeting again to refine expectations and involvement.
 - The large part of the work will be starting late this year and early 2024.

- June 1 – Meeting with Sound Transit
 - Met with Sound Transit to discuss equipment and training needs to address the new risks posed by the light rail project.
 - ST had a handful of questions and requested changes, which we agreed to.
 - Still some lingering questions regarding some of the training that will be needed.
 - ST will be sending us a contract to consider for moving forward for the rest of 2023 and 2024.

- June 2 – Meeting with Code 3 on Station 54 analysis
 - Met with Code 3 to discuss the progress on the analysis and to answer any questions.
 - They will be refining the draft analysis after getting some answers in our meeting and will update the report for us by Tuesday.
 - Expecting to have the final report completed and to us by June 30.
 - Need to decide on whether we need a special meeting to discuss the analysis or if we want to have it as part of our normal meeting.

- June 3 – Open House at Station 51
 - Well attended and great success!

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan