



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 1, 2023

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

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

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

Persons in attendance for NSFD Commissioners Eric Adman, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 19 members of the public. Commissioner Josh Pratt was excused absent. Commissioner Byers joined the meeting at 5:16pm (Item 4.1).

II. PUBLIC COMMENT

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

III. APPROVAL OF THE AGENDA

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Discussion of audio/visual bids for Station 51 public meeting room

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

4.2 Discussion of Commissioner laptops

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

4.3 Subcommittee report on Station 54

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

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

V. BOARD RESOLUTIONS

None

VI. CONSENT AGENDA

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

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

VII. REPORTS

- 7.1 Fire Chief Report
 - Chief Cowan updated the Board on WSRB improvement rating. The department will promote this achievement publicly.
- 7.2 Commissioner Reports
 - None
- 7.3 Legal Counsel Reports
 - None

VIII. UPCOMING BOARD AGENDAS

- 8.1 Setting of Future Meeting Agenda(s)

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

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

ADJOURNMENT

The meeting adjourned at 6:00PM.

NEXT MEETING DATE

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

Attachments: Agenda, Aid 157 Stats, Vouchers, Commissioner Compensation, Meeting Minutes 7/11/23, and Chief's Report.

BOARD OF COMMISSIONERS



ERIC ADMAN, Member

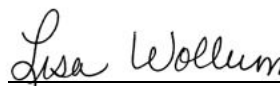
JOSH PRATT, Member



TYLER BYERS, Member



RICK WEBSTER, Member



LISA WOLLUM, Member

ATTEST

Amy Oakley _____

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on September 5, 2023.

A157 stats by Category Jan 1, 2023-July 26, 2023

Calls per Month A157	
Jan	44
Feb	51
March	56
April	57
May	56
June	48
July(to 26th)	45
Avg/Day	1.7

Transports by Month by A157	
Jan	14
Feb	19
March	18
April	18
May	12
June	19
July(to 26th)	21
Avg/Day	0.6

A157 Brownd Out by Month	
Jan	10
Feb	3
March	0
April	2
May	4
June	4
July	4

A157 Number of OT slots by Month			
	Total Shifts	OT Shifts	OT Percentage
Jan	42	37	88%
Feb	50	35	70%
March	62	36	58%
April	56	32	57%
May	54	36	67%
June	52	32	62%
July	54	31	57%

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 08:37:43 Date: 08/01/2023

08/09/2023 To: 08/09/2023

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
308	08/09/2023	Claims	4	0	AUTOGRAPHICS	414.38	Vehicle Graphics - B151
309	08/09/2023	Claims	4	0	GARY PEDERSEN	181.40	LEOFF I
311	08/09/2023	Claims	4	0	TOM RICHARDSON	1,284.62	LEOFF I
312	08/09/2023	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,376.81	LEOFF I Medical - July 2023
313	08/09/2023	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,376.81	LEOFF I Medical - August 2023
004 Reserve Fund 10-016-6010						6,634.02	
						<u>6,634.02</u>	Claims: 6,634.02



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

July 11, 2023

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

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

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

Persons in attendance for NSFD Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 20 members of the public.

II. PUBLIC COMMENT

- 2.1 The Board heard comments from Kenmore residents, C. Brown, Stacey Valenzuela, David Maehren, Kenmore City Councilmember Debra Srebnik, Andy Johnson, and Ken Dehn.

III. APPROVAL OF THE AGENDA

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Discussion of Policy 1400 – Board Meetings

- The Board and Legal Counsel Matt Paxton discussed the legal requirements of Zoom chat during open public meetings.

Commissioner Adman moved to amend Policy 1400 Section 7.8.3 to read, "For meetings with virtual attendance (online/Zoom) enabled, the "chat" function shall only be turned on during the public comment portion of the agenda." Commissioner Webster seconded. The motion passed unanimously 5-0.

4.2 Presentation and discussion of Station 54 property

- Commissioner Wollum stated that the presentation and report will be available on the website after the meeting and that the public should email the Board Secretary with questions to be answered at the next Board meeting.
- Chief Cowan presented to the Board a summary of the Levrum Consultant's analysis of the property at NE 153rd Place (Station 54).

- Commissioner Webster and Commissioner Byers will create a subcommittee to work with Chief Cowan regarding next steps for Station 54.
- 4.3 Discussion of Audio/Visual Bids Station 51 public meeting room
- Chief updated the Board on the solicitation of bids for A/V replacement for Station 51 public meeting space.
 - The \$75K proposal from JMarc was accepted and work will commence in six months.
 - Zeb Middleton will provide Board with a project overview at the next meeting.
- 4.4 Discussion of Training Consortium Outbuildings
- Chief Cowan updated the Board on next steps for the Outbuildings at Station 51.
 - Commissioner Webster and Commissioner Adman will create a subcommittee to work with Chief Cowan regarding Outbuilding at Station 51.
- 4.5 Discussion of Surplus Aid Car and Transfer Agreement
- The Chief updated the Board on the potential value of the aid car. The average resale for aid cars is \$9,500.
 - The Board discussed donating the current surplus aid car to Peru and developing a process for donating future surplus apparatus.

V. BOARD RESOLUTIONS

- 5.1 Resolution 2023-01: Surplus and Transfer of Apparatus.

Commissioner Adman moved to approve Resolution 2023-01 for Surplus and Transfer of Apparatus. Commissioner Byers seconded. The motion passed unanimously 5-0.

VI. CONSENT AGENDA

- 6.1 Vouchers
- The General Fund Vouchers totaled \$ 2,852.96
 - The Reserve Fund Vouchers totaled \$ 39,495.18
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 6/6/2023

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 updated the Board on budget tracking.
- 7.2 Commissioner Reports
- None
- 7.3 Legal Counsel Reports
- None

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

The next meeting on August 1, 2023 meeting will include the standard agenda items as well as reports from subcommittees from Station 54 and subcommittee on Outbuildings at Station 51, a presentation from Zeb Middleton on A/V bid and discussion of Commissioner laptops, a discussion NAFO conference in Las Vegas, an update on aid car 157 usage, and an update on revenues generated aid car transports.

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

ADJOURNMENT

The meeting adjourned at 6:22PM.

NEXT MEETING DATE

The next regular scheduled meeting will be Tuesday, August 1st, 2023 at 5:00PM.

Attachments: Agenda, Policy 1400, Station 54 Presentation and Analysis Report, Aid Car Transfer Agreement, Resolution 2023-01, Vouchers, Commissioner Compensation, Meeting Minutes 6/6/23, 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 August 1, 2023.

DRAFT

District Activity Highlights

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

Succession development

- We have a new DFM starting this week.

Negotiations

- Will be still working on a new promotional process policy.

Contract for service with NEMCO

- Still working on the relationship of NEMCO with City of Shoreline. There continues to be meetings to discuss options.

Staffing

- Preparing for the fall Firefighter academy including Shoreline, Bothell, and Kirkland recruits, which will total 25 at this time.
- Our three Paramedic students graduated on July 8; Geoff Olson, Cody Barwell, and Nate Etherington.
- Have meetings scheduled to discuss the day shift BC need for 2024.

Consortium

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

2023 Budget

- Starting the 2024 budget process and scheduling.
- The June financial report shows us as over budget by .8%. I expect that the summer months will result in us losing some ground, as we do every summer.

Public Records Requests

- We are experiencing requests again from a repeat requestor.

Noteworthy Meetings

- July 10 – Zone 1 Fire Chief Meeting
 - Discussion on hospital wait times.
 - Discussion on Tyler CAD integration and continued challenges.
 - Discussion of concerns with NORCOM management.
- July 11 – Seattle FD Executive Leadership Academy Advisory Board Meeting
 - Reviewed past performance and modifications to upcoming cohort.
 - Approved an increase in tuition fee.
 - More mentorship and coaching opportunities.
- July 11 – NFD BOC Meeting
 - Presentation of Station 54 analysis.
 - Discussion on capital projects; Station 51 outbuilding, and classroom AV.
 - Approved the donation of a surplus aid car to Lima, Peru.

- July 18 – Meeting with City Manager
 - Discussed overall Department structure and future growth opportunities.
 - Discussed EM and the possibility of having Shoreline and NEMCO join together.
- July 25 – NKCTC ILA Discussion
 - Reviewed intent and scope of Consortium.
 - Discussed Labor/Management relations and how to address concerns.
 - Discussed potential changes to ILA
 - Discussed changes to guiding document.
 - Prepared for next steps in developing 2024 curriculum, budget, next meeting.
- July 27 – Leadership Summit
 - Reviewed financial outlook.
 - Making final preparations for conference.
 - Planning on messaging out again as a reminder to sign up and also push it out through State Chiefs Association.
- July 29 – Peruvian Independence Day
 - Was invited to Consul Generals residence to celebrate Peruvian independence.
 - Was publicly thanked for supporting the work that the Lima Fire Department does.
- July 31 – NKCTC 23-2 Orientation Night
 - Orientation night for new recruits going to upcoming academy.
 - We will have 5 in this academy plus 1 lateral hire.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan