



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

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

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

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## MINUTES

September 5, 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, Josh Pratt, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 5 members of the public. Commissioner Byers joined the meeting at 5:24pm (Item 4.3).

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

2.1 The Board heard comments from Kenmore residents, Stacey Valenzuela, David Maehren.

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

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

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

##### 4.1 Subcommittee report on Station 54

- Chief Cowan updated the Board on next steps to survey the property and to conduct a soil analysis to scope potential options for the property.
- At the previous meeting, the Board unanimously agreed to keep the property at Station 54.
- Chief Cowan addressed public comments about response time South Kenmore and mutual aid agreement with Kirkland.

##### 4.2 Subcommittee report on Station 51 Outbuilding

- Chief Cowan updated the Board on meeting with vendors listed with MRSC (Municipal Research and Service Center) for next steps.
- Chief Cowan discussed the capital improvement cost structure that is shared with the Training Consortium and Academy fire department participants including Shoreline, Bothell, and Kirkland fire departments.

##### 4.3 Discussion of Day Shift BC program

- Chief Cowan discussed the current BC staffing structure, and proposed to move the Day Shift BC to Station 51 to extend the position for one additional year to the end of 2024.
  - The Board will keep this item for the next meeting and make a decision at the next meeting on any proposed change for budget year 2024.
- 4.4 Discussion of Board budget for training and retreat
- The Board discussed adding a line item to the 2024 budget for Northshore Board training and retreat.
  - Commissioner Wollum requested to be added to the finance and Board budget discussions.
- 4.5 Discussion of current policies and procedure for travel reimbursements of Board Commissioners
- Commissioner Wollum updated the Board on progress to update the Board policies related to travel reimbursements.
- 4.6 Discussion of budget calendar
- There will be a Special Joint with the Shoreline Board of Commissioners on Tuesday, October 24<sup>th</sup>, 2023 to present the overall budget. Commissioners Wollum and Adman will attend in person at Station 61. This meeting will be hybrid.
  - At the regular November 7<sup>th</sup> meeting, Northshore will host a public hearing on the budget and fire benefit charge.
  - There will be a Special Northshore Board of Commissioners meeting on November 21<sup>st</sup>, 2023 to adopt the budget and approve resolutions for the fire benefit charge.

## V. BOARD RESOLUTIONS

None

## VI. CONSENT AGENDA

- 6.1 Vouchers
- The General Fund Vouchers totaled \$ 1,386.02
  - The Reserve Fund Vouchers totaled \$ 56,770.96
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 8/1/2023

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

## VII. REPORTS

- 7.1 Fire Chief Report
- Chief Cowan updated the Board on the status of the conduit under Station 51 meeting room. More information to come.
  - Chief Cowan thanked BC Anders Hansson for his efforts on the outbuilding Station 51.
- 7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

- Washington State Fire Commissioners event begins on October 26, 2023 at Tulalip, WA.

**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 Day Shift BC program, discussion of Board budget for training and retreat, discussion of current policies and procedures for travel reimbursements for Board Commissioners.

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, October 3<sup>rd</sup>, 2023 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 8/1/23, and Chief's Report.

**BOARD OF COMMISSIONERS**



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**ERIC ADMAN**, Member



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**JOSH PRATT**, Member




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**TYLER BYERS**, Member



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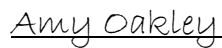
**RICK WEBSTER**, Member



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**LISA WOLLUM**, Member

**ATTEST**



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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on October 3, 2023.



## Northshore Fire Department Board of Commissioners

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

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### Northshore Fire Department Board of Commissioners

#### Regular Meeting Agenda

Tuesday, September 5, 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 Subcommittee report on Station 54

4.2 Subcommittee report on Station 51 Outbuilding

4.3 Discussion on Day Shift BC program

4.4 Discussion of Board budget for training and retreat

4.5 Discussion of current policies and procedures for travel reimbursements for Board Commissioners

4.6 Discussion of budget calendar



**V. Board Resolutions**

None

**V. Consent Agenda**

- 5.1 Vouchers
- 5.2 Commissioner Compensation
- 5.3 Meeting Minutes: Regular Meeting 8/1/2023

**VI. Reports**

- 6.1 Fire Chief Report
- 6.2 Commissioner Reports
- 6.3 Legal Counsel Report

**VII. Upcoming Board Agendas**

- 7.1 Setting of Future Meeting Agenda(s)

**Adjournment**

Next Regular Meeting: Tuesday, October 3<sup>rd</sup>, 2023 at 5:00 PM

**Public Comment Procedures for Virtual Meetings:**

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

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

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

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

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

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



Questions? Email Board Secretary Amy Oakley at [boardsecretary@northshorefire.com](mailto:boardsecretary@northshorefire.com).

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:20:09 Date: 09/01/2023

09/13/2023 To: 09/13/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
390	09/13/2023	Claims	1	0	CSD ATTORNEYS AT LAW	448.00	LEGAL FEES - GENERAL BUSINESS
391	09/13/2023	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	938.02	PETTY CASH CHECKING REIMBURSEMENT
001 General Fund 10-016-0010						1,386.02	
						<u>1,386.02</u>	Claims: 1,386.02
						1,386.02	



# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:20:39 Date: 09/01/2023

09/13/2023 To: 09/13/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
377	09/13/2023	Claims	4	0	ALFRED J BAKER	8,730.95	LEOFF I
378	09/13/2023	Claims	4	0	AUTOGRAPHICS	437.58	LETTERING FOR AID UNITS
379	09/13/2023	Claims	4	0	CDW GOVERNMENT	853.00	MOUNTING HARDWARE - NSFD APPARATUS
380	09/13/2023	Claims	4	0	CDW GOVERNMENT	7,973.72	NEW LAPTOPS FOR COMMISSIONERS
381	09/13/2023	Claims	4	0	CDW GOVERNMENT	3,033.42	FOR COMMISSIONER NEW LAPTOPS
382	09/13/2023	Claims	4	0	GARY PEDERSEN	181.40	LEOFF I
383	09/13/2023	Claims	4	0	GEARGRID LLC	11,778.16	BUNKER GEAR LOCKERS - ST 51
384	09/13/2023	Claims	4	0	JAYMARC - AV	15,172.85	Progress Billing - St 51 FAST - Sales Order 22-169
385	09/13/2023	Claims	4	0	KING COUNTY FIRE PROTECTION DISTRICT 16	579.09	PETTY CASH CHECKING REIMBURSEMENT - AUG 2023
386	09/13/2023	Claims	4	0	MOTOROLA	696.89	CHARGER FOR NEW B151
387	09/13/2023	Claims	4	0	TOM TAYLOR	545.09	LEOFF I
388	09/13/2023	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,376.81	LEOFF I MEDICAL - SEPT 2023
389	09/13/2023	Claims	4	0	WESTHILL ELECTRONICS	4,412.00	LIGHTBAR INSTALLATION - TRAINING TRUCK
004 Reserve Fund 10-016-6010						56,770.96	Claims: 56,770.96
						56,770.96	









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

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

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## 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 5<sup>th</sup>, 2023 at 5:00PM.

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

**BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

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**RICK WEBSTER**, Member

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**LISA WOLLUM**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

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

## District Activity Highlights

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

### **Succession development**

- Preparing for a handful of promotions once the new policy is adopted.
- Spending time preparing for Leadership Summit with multiple meetings and work.

### **Negotiations**

- TA'd a new promotional process policy.

### **Contracts**

- Still working on a contract with Sound Transit for training and equipment.
- Still working on the relationship of NEMCO with City of Shoreline. There continues to be meetings to discuss options.

### **Staffing**

- Our new recruits all signed their unconditional offers of employment and have started the academy. Next group of recruits are working through pre-employment requirements.
- Discussed Day Shift BC program value and negotiated a possible extension in 2024. Awaiting NFD BOC review and approval.
- Day shift Paramedic position is going to be filled by Strojan Kennison.
- Extending day shift FF/EMT in 2024 and will re-evaluate value for 2025, but believe that this program will likely end in 2024.

### **Consortium**

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

### **Budget**

- Starting the 2024 budget process and scheduling. Confirm dates with Commissioners.
- The June financial report shows us as under budget by .1% for 2023 budget. I expect that we will lose some ground over the next couple of months.

### **NFD Capital Projects**

- Continuing to determine what the vision will be for the Station 54 building/property.
- Still working on the outbuilding project at Station 51 and will be meeting to determine how to move forward with formalized bids.

### **Public Records Requests**

- Nothing to report.

### **Noteworthy Meetings**

- August 14 – Zone 1 Chief Meeting
  - Discussion on Tyler upgrade to NORCOM



- Review and discussion on AMR contract.
- August 15 – NKCTC Meeting
  - Met with Chief Risen to discuss ILA and guiding document scope.
  - Discussed budget concerns and 2024 needs.
- August 16 – KCFCA Meeting
  - Bi-monthly meeting.
  - Discussed the loss of the nurse referral line previously provided by Evergreen Hospital.
  - Updates on DEI workshop that Shoreline is hosting this fall.
  - Preparing for Leadership Summit conference.
  - Discussion on updating King County wide model procedures.
- August 21 – Woodway Council Meeting
  - Attended and discussed last quarter calls.
  - Discussed wildland fire dangers and mitigation.
  - Addressed questions on staffing and future capital projects.
- August 22 – LMC
  - Negotiated and finalized a new promotional policy process, awaiting body approval.
  - Provided update on NKCTC ILA work.
  - Started discussions on part-time schedule for a Paramedic to return to work.
  - Discussed possibility of a Paramedic being sent to HMC to assist with next Paramedic class training.
- August 22 – Station 54
  - Walked around property and discussed options.
  - Agreed that the property as is cannot be used for much without considerable work.
  - Discussed having an architect do some feasibility work including survey work on locating property lines.
- August 24 – Chief Hoover Memorial Service

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan