



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 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, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Aaron Haynes, Board Secretary Amy Oakley, and 5 members of the public.

II. PUBLIC COMMENT

2.1 None

III. APPROVAL OF THE AGENDA

Commissioner Byers 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 Subcommittee report on Station 54

- Commissioner Webster updated the Board there is no update from the previous meeting.

4.2 Subcommittee report on Station 51 Outbuilding

- Commissioner Webster updated the Board there is no update from the previous meeting.

4.3 Discussion Station 57 generator

- Chief Cowan updated the Board on the status of the generator at Station 57. The Department is in the process of soliciting bids to replace the generator. This item was budgeted for in the approved 2024 budget.

4.4 Discussion of Policy 1600

- Board Secretary Amy Oakley updated the Board on the revised Policy 1600 for Commissioner travel and non-travel related expenses.

- The Policy will be approved at the next regular meeting.

V. BOARD RESOLUTIONS

None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$ 2,689.76
- The Reserve Fund Vouchers totaled \$ 56,425.72

6.2 Commissioner Compensation

6.3 Meeting Minutes: 11/7/2023, 11/14/2023, 11/21/2023, 11/29/2023

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

VII. REPORTS

7.1 Fire Chief Report

- Chief Cowan updated the Board on final selection for Deputy Chief of Operations, announcing the promotion of Andres Orams. Informal transition begins soon and formal transition is slated to start 4/1/2024. DC Orams will replace DC Mark Foster who is retiring next year. Congratulations DC Orams.
- Chief Cowan updated the Board on the movement of Technical Rescue Technician (TRT) trained staff to Station 51.
- Chief Cowan updated the Board on draft changes and updates to the North King County Training Consortium ILA (Inter Local Agreement).
- Chief Cowan updated the Board discussed the status of City of Bothell fire department and their participation in the 2024 North King County Training Consortium.

7.2 Commissioner Reports

- Commissioner Adman was elected to the Board of Commissioners. He will begin a 6-year term at the January 2024 meeting.

7.3 Legal Counsel Reports

- None.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

Special meeting December 19, 2023 at 5:00PM to pass consent agenda for year-end expenses.

The next regular meeting on January 2, 2024 meeting will include the standard agenda items as well as swearing in of Commissioner Adman, selection of Board Chair and Vice Chair, reports from subcommittee from Station 54 and subcommittee on outbuildings at Station 51, approval of Policy 1600 and, discussion of tax relief for Northshore citizens related to the Fire Benefit Charge.

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

ADJOURNMENT

The meeting adjourned at 5:37PM.

NEXT MEETING DATE

- Special Meeting: Tuesday, December 19th, 2023 at 5:00 PM
- Next Regular Meeting: Tuesday, January 2nd, 2024 at 5:00 PM

Attachments: Agenda, Draft Policy 1600, Vouchers, Commissioner Compensation, Meeting Minutes 11/7/23, Special Meeting Minutes 11/14/2023, Special Meeting Minutes 11/21/2023, Special Meeting Minutes 11/29/2023, 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 January 2, 2024.



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, December 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 Outbuildings
 - 4.3 Discussion Station 57 generator
 - 4.4 Discussion Policy 1600
- V. **Board Resolutions**

None



VI. Consent Agenda

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Approval of Regular Meeting Minutes 11/7/2023, Special Meeting Minutes 11/14/2023, 11/21/2023, and 11/29/2023

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

Special Meeting: Tuesday, December 19th, 2023 at 5:00 PM

Next Regular Meeting: Tuesday, January 2nd, 2024 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

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Commissioner Expenses

| | | | |
|------------------------|---------|-----------------------|------------------------|
| Policy Number: | 1600 | Approved By: | Board of Commissioners |
| Effective Date: | Unknown | Revision Date: | TBD |
| Pages: | TBD | Attachments: | TBD |

1 PURPOSE

- 1.1 To establish policy and guidelines for the payment and/or reimbursement of Commissioner travel and non-travel expenses for District activities.

2 REFERENCES

- 2.1 RCW 52.14.010(2)(a), (b), Compensation and Expenses
- 2.2 RCW 42.24, *Payment of claims for expenses, material, purchases — advancements*

3 RESPONSIBILITY

- 3.1 Elected officials incurring expenses shall exercise discretion and keep expenditures to reasonable amounts.
- 3.2 The Finance Specialist shall process approved travel and non-travel expenses consistent with the provisions of this policy.

4 DEFINITIONS

- 4.1 **AUTHORIZED TRAVEL:** Travel that directly relates to the general interest of the District or job-related educational opportunities. Examples of authorized travel include, but not limited to, the following:
 - 4.1.1 Meetings with other governmental agencies
 - 4.1.2 Professional conferences/organization meetings
 - 4.1.3 Job related training and seminars
- 4.2 **OFFICIAL DISTRICT BUSINESS:** Activities performed by elected officials in order to accomplish District programs or as required by the duties of their office.
- 4.3 **PER DIEM:** Allowances for meals as established by the Office of the General Services Administration (GSA) for the area of travel.
- 4.4 **REIMBURSEMENT:** Payment made to an elected official for approved travel expenses.
 - 4.4.1 For the purpose of this policy, eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the District directly to a vendor.
- 4.5 **TRAVEL EXPENSE:** Expenses incurred while traveling on District business away from the normal work place or residence that requires an overnight stay. Travel expenses include transportation, meal per diem, lodging and other related expenses.
- 4.6 **NON-TRAVEL MEAL:** A breakfast, lunch, or dinner that occurs on official District business but does not take place during out-of-town travel.

- 4.7 MISCELLANEOUS EXPENSE: Incidental expense incurred in conjunction with the conduct of official District business. May include expenses related to the use of privately owned vehicles or the purchase of goods or services directly related to the operation of the District.

5 POLICY

- 5.1 A Commissioner travel expense budget amount will be established each year as part of the budget process. The Board may adjust this amount as necessary. Each Commissioner will be allocated one-fifth of the established funds for the year for expenses incurred by the Commissioner in pursuit of District related activities as allowed by state law.
- 5.2 The District shall reimburse Commissioners for reasonable expenses incurred in the conduct of District business. Such expenses must be made in support of the District's operations, while maintaining appropriate controls and accountability.
- 5.3 Commissioners will receive no reimbursement for a travel destination less than five miles from the Commissioner's District residence.
- 5.4 Commissioner will receive no reimbursement for lodging or meals within 50 miles of the District boundary unless they are in conjunction with:
- 5.4.1 Meetings with other governmental agencies
 - 5.4.2 Professional conferences/organization meetings
 - 5.4.3 Job related training and seminars
- 5.5 Any Commissioner attending a conference, seminar or training session shall advise the Board on the information obtained. Relevant materials from the event shall be made available to the Board and District personnel and maintained as a reference file.
- 5.6 Travel expenses must be authorized in advance by a majority of the Board.
- 5.7 Travel arrangements, including but not limited to airline reservations, hotel reservations, conference registration, etc., shall be made in advance to take advantage of any available discounts and to avoid paying premium rates.
- 5.8 Advance travel payments may be provided to an elected official.
- 5.8.1 Advance travel payments shall normally be limited to Per Diem allowance for meals and mileage for use of privately owned vehicles.
 - 5.8.2 Advance travel payments for anticipated expenses less than \$75.00 shall not be provided.
- 5.9 Travel related expenses shall be limited to the following types of expenses:
- Registration Costs
- 5.9.1 Registration for seminars, conferences or other approved training courses shall be provided.
 - 5.9.1.1 The District will not reimburse extra for non-curricula registration items such as tours, wine tasting, etc.

Transportation Expenses

5.9.2 Commissioners who use personal vehicles for approved travel shall be reimbursed for mileage based on the GSA rates in effect at the time of travel. The current rates for mileage reimbursement can be found at: <http://www.gsa.gov/mileage>.

5.9.2.1 Mileage reimbursement will be calculated for the most direct route from the actual point of departure (i.e. District Headquarters or personal residence) to the actual trip end point.

Meals

5.9.3 An elected official may use the following two methods when requesting reimbursement for expenses for meals.

5.9.3.1 Per Diem Meal Rate: The employee will be provided an allowance for meals on a flat-rate basis as established by the GSA at the time of travel. Under the per diem meal rate, the employee is not required to substantiate the cost of the meals.

NOTE: Per Diem will not be provided for any meals that are provided as part of the registration of a seminar, conference or meeting; or purchased by another.

5.9.3.2 Actual Costs: The employee is required to submit original receipts that itemize expenses for meals consumed. The actual costs of meals must be reasonable and may include reasonable tips (not to exceed 20%).

NOTE: Alcoholic beverages shall not be eligible for reimbursement.

Lodging Expenses

5.9.4 Lodging expenses should normally not exceed the hotel's "Government" room rate including tax and parking charges. Reservations should be made sufficiently in advance to take advantage of any available discounts.

Miscellaneous Travel Expenses

5.9.5 Reimbursement for reasonable miscellaneous expenses such as ground transportation (car rental, taxi, and bus), parking, baggage handling, and business related telephone charges shall be allowed.

5.9.5.1 Car rental reimbursement shall be limited to mid-size rates, or equivalent.

NOTE: Reimbursement shall not be allowed for any personal charges, parking tickets, traffic violations, or personal telephone charges.

5.10 Non-travel expenses are typically related to the following:

5.10.1 Non-travel meals related to official District business or activity.

5.10.2 Transit fees, parking fees and/or mileage reimbursement for the local use of personal vehicles.

5.10.3 Miscellaneous expenses for the purchase of supplies or services that

relates to the operation or an activity of the District.

6 PROCEDURES/GUIDELINES

- 6.1 Transportation expenses including airfare or other public modes of transportation related to approved travel will normally be arranged for and/or provided by the District.
- 6.2 Advance travel payments are requested by submitting an *Advance Per Diem Request Form, 1600-A1* to the Finance Specialist XX days prior to travel.
 - 6.2.1 Advance travel payments will not be made until just prior to start of travel.
- 6.3 Travel related expenses are processed through the Finance Specialist by submitting a *Travel Expense Form, 1600-A2*.
 - 6.3.1 Original receipts for all travel related expenses must be provided to the Finance Specialist within ten (10) business days of returning from travel.
 - 6.3.2 The Finance Specialist will reconcile all expenses with receipts and charge expenses to the appropriate budget line item.
- 6.4 Non-travel expenses are processed through the Finance Specialist by submitting an *Expense Reimbursement Form, 1600-A3*.
 - 6.4.1 Reimbursement of expenses can only occur once the goods or services have been purchased; there shall be no reimbursement of expenses in advance of a purchase.
 - 6.4.2 Reimbursement of expenses must be submitted within the same budget year that the expense was incurred.
 - 6.4.3 Original Receipts must be attached to support expense claim items.

NOTE: *Whenever possible, it is preferred that normal District purchasing processes are utilized (purchase order, credit card, petty cash, etc.) rather than the use of personal resources.*

- 6.4.4 The Finance Specialist will reconcile all expenses with receipts and charge expenses to the appropriate budget line item.

Advance Per Diem Request Form

Complete and return this form to the Finance Specialist **XX** days prior to travel. In accordance with Policy 1600, advance travel payments shall normally be limited to Per Diem allowance for meals and mileage for use of privately owned vehicles. Advance travel payments for anticipated expenses less than \$75.00 shall not be provided.

Name: _____ Date: _____

Explanation of Expense: _____

Budget Line Item # _____ Training Request ___ Yes ___ No

Meals Expenses:

| Per Diem | Number of Days | | Rate* | Total |
|-----------|----------------|---|----------|----------|
| Breakfast | _____ | X | \$ _____ | \$ _____ |
| Lunch | _____ | X | \$ _____ | \$ _____ |
| Dinner | _____ | X | \$ _____ | \$ _____ |

Transportation:

Personal Vehicle Use

Number of Miles _____ Rate* _____
_____ X \$ _____ \$ _____

Total Amount Requested \$ _____

*Rates for meal per diem and mileage are available here: www.gsa.gov/perdiem or www.gsa.gov/mileage

Certification: I herby certify under penalty of perjury that this is a true and correct claim for necessary travel expenses incurred by me and that no payment has been received by me on account therof.

Signed: _____ Date _____

Approved: _____ Date _____

Per Diem Check # _____ Date _____

Travel Expense Request Form

Complete and return this form to the Finance Specialist within ten (10) business days of returning from travel. In accordance with Policy 1600, original receipts for all travel related expenses must be provided to the Finance Specialist with this form.

Name: _____ Date: _____

Explanation of Expense: _____

Budget Line Item # _____ Training Request Yes No

Meals Expenses:

| Per Diem | Number of Days | | Rate* | Total |
|-----------|----------------|---|----------|----------|
| Breakfast | _____ | X | \$ _____ | \$ _____ |
| Lunch | _____ | X | \$ _____ | \$ _____ |
| Dinner | _____ | X | \$ _____ | \$ _____ |

Actual Meal Cost

_____ \$ _____

_____ \$ _____

_____ \$ _____

Transportation & Lodging Expenses:

Personal Vehicle Use

| | | | | |
|-----------------|---|--|----------|----------|
| Number of Miles | | | Rate* | |
| _____ | X | | \$ _____ | \$ _____ |

Lodging

| | | | | |
|----------------|---|--|------------|----------|
| Number of Days | | | Daily Rate | |
| _____ | X | | \$ _____ | \$ _____ |

Travel Expenses (airfare, taxi, etc)

_____ \$ _____

_____ \$ _____

Miscellaneous Expenses:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Amount Requested \$ _____

*Rates for meal per diem and mileage are available here: www.gsa.gov/perdiem or www.gsa.gov/mileage

Certification: I hereby certify under penalty of perjury that this is a true and correct claim for necessary travel expenses incurred by me and that no payment has been received by me on account thereof.

Signed: _____

Date _____

Approved: _____

Date _____

Expense Reimbursement Form

Complete and return this form to the Finance Specialist. In accordance with Policy 1600, reimbursement of expenses can only occur once the goods or services have been purchased; there shall be no reimbursement of expenses in advance of a purchase. Reimbursement of expenses must be submitted within the same budget year that the expense was incurred.

Original Receipts must be provided to the Finance Specialist with this form.

Name: _____ **Date:** _____

Explanation of Expense: _____

Budget Line Item # _____

Meals Expenses:

| Per Diem | Number of Days | | Rate* | Total |
|--------------------------|----------------|---|----------|----------|
| Breakfast | _____ | X | \$ _____ | \$ _____ |
| Lunch | _____ | X | \$ _____ | \$ _____ |
| Dinner | _____ | X | \$ _____ | \$ _____ |
| Actual Meal Costs | | | | |
| _____ | | | | \$ _____ |
| _____ | | | | \$ _____ |

Personal Vehicle Use:

| | | | |
|-----------------|---|----------|----------|
| Number of Miles | | Rate* | |
| _____ | X | \$ _____ | \$ _____ |

Miscellaneous Expenses:

| | |
|--|----------|
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |

Total Amount Requested \$ _____

*Rates for meal per diem and mileage are available here: www.gsa.gov/perdiem or www.gsa.gov/mileage

Certification: I hereby certify under penalty of perjury that this is a true and correct claim for necessary travel expenses incurred by me.

Signed: _____

Date _____

Approved: _____

Date _____

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 10:02:34 Date: 12/01/2023

12/13/2023 To: 12/13/2023

Page: 1

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|------------------------------|------------|--------|--------|-------|--|-----------------|---|
| 524 | 12/13/2023 | Claims | 1 | 0 | CSD ATTORNEYS AT LAW | 1,088.00 | Legal Fees - General Business |
| 525 | 12/13/2023 | Claims | 1 | 0 | KING COUNTY FIRE PROTECTION DISTRICT 16 | 1,531.26 | Petty Cash Checking Reimbursement - Nov 2023 |
| 526 | 12/13/2023 | Claims | 1 | 0 | KING COUNTY FIRE PROTECTION DISTRICT 16 | 70.50 | Petty Cash Checking Reimbursement - Oct 2023 |
| 001 General Fund 10-016-0010 | | | | | | 2,689.76 | |
| | | | | | | <u>2,689.76</u> | Claims: 2,689.76 |

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 10:03:10 Date: 12/01/2023

12/13/2023 To: 12/13/2023

Page: 1

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|------------------------------|------------|--------|--------|-------|---------------------------------------|-----------|---|
| 527 | 12/13/2023 | Claims | 4 | 0 | ALFRED J BAKER | 8,557.63 | LEOFF I |
| 528 | 12/13/2023 | Claims | 4 | 0 | GARY PEDERSEN | 181.40 | LEOFF I |
| 529 | 12/13/2023 | Claims | 4 | 0 | GEOTEST | 5,985.13 | ST 54 Site Assessment |
| 530 | 12/13/2023 | Claims | 4 | 0 | IML SECURITY SUPPLY | 1,309.27 | St 51 Lobby Security Project Billing |
| 531 | 12/13/2023 | Claims | 4 | 0 | IML SECURITY SUPPLY | 1,775.52 | St 51 Lobby Security Project Billing |
| 532 | 12/13/2023 | Claims | 4 | 0 | MOTOROLA | 15,596.25 | New BC Rig Radios |
| 533 | 12/13/2023 | Claims | 4 | 0 | MOTOROLA | 10,418.01 | New Aid Car Radios |
| 534 | 12/13/2023 | Claims | 4 | 0 | SEAWESTERN, INC. | 6,204.38 | SEEK FIREPRO 300 |
| 535 | 12/13/2023 | Claims | 4 | 0 | SEAWESTERN, INC. | 2,085.99 | SEEK FIREPRO 300 |
| 536 | 12/13/2023 | Claims | 4 | 0 | SHORELINE FIRE DEPARTMENT | 33.95 | REIMBURSEMENT - POSTAGE FEE TO OVERNIGHT RESTROOM TRAILER FINAL PAYMENT |
| 537 | 12/13/2023 | Claims | 4 | 0 | TOM TAYLOR | 1,036.73 | LEOFF I |
| 538 | 12/13/2023 | Claims | 4 | 0 | UNITED PARCEL SERVICE | 864.65 | SHIPPING CHARGES - B151 NEW RIG FROM STONEWELL BODIES |
| 539 | 12/13/2023 | Claims | 4 | 0 | WASHINGTON COUNTIES INSURANCE FUND | 2,376.81 | LEOFF I MEDICAL PREMIUMS - DEC 2023 |
| 004 Reserve Fund 10-016-6010 | | | | | | 56,425.72 | |
| | | | | | | <hr/> | Claims: 56,425.72 |
| | | | | | | 56,425.72 | |

Northshore Fire Department
Fire Commissioner Request for Compensation

| Month: 11 Year: 2023 Name: Rick Webster | | |
|---|-------------------------------------|-------|
| Date | Description of Activity | Hours |
| | | |
| | | |
| | | |
| | | |
| | | |
| 11/6/2023 | Prep for Board of Commissioners Mtg | 2 |
| 11/7/2023 | Commissioners Mtg | 3 |
| | | |
| 11/10/2023 | Review proposed 2024 Budgets | 3 |
| 11/11/2023 | Review proposed 2024 Budgets | 5 |
| 11/12/2023 | Review proposed 2024 Budgets | 4 |
| | | |
| 11/14/2023 | Special Joint Meeting SF and NSF | 2 |
| | | |
| 11/16/2023 | Review proposed 2024 Budgets | 2 |
| 11/18/2023 | Review proposed 2024 Budgets | 3.5 |
| | | |
| 11/21/2023 | Special Joint Meeting SF and NSF | 2 |
| | | |
| | | |
| | | |
| | | |

I certify by signing this request for compensation that I have acted on behalf of the Northshore Fire Department in the fulfillment of my duties as an elected Fire Commissioner and that this request for compensation is in compliance with the Northshore Fire Department policy and State Law.



Signature

11-26-2023

Date



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 7, 2023

REGULAR MEETING AND PUBLIC HEARING 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 12 members of the public.

II. PUBLIC COMMENT

2.1 None

III. APPROVAL OF THE AGENDA

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

IV. PUBLIC HEARING- BUDGET, BENEFIT CHARGE, AND OTHER REVENUE SOURCES

4.1 Open Public Hearing

- Commissioner Wollum opened the public hearing.

4.2 Financial Overview of the Fire District

- Chief Cowan provided an overview of the 2024 Budget Summary.

4.3 Presentation of the 2024 Draft Budget

- Chief Cowan provided an overview of the 2024 Draft Budget including Fund Balances, BOC Expenses and Capital Fund.
- The Board agreed to defer the purchase of Rescue 151 until the apparatus is received in 2-3 year (approx. cost \$2 million).
- The Board agreed to defer Station 51 Fueling Station (\$80K budgeted)
- The Board agreed to spread out the cost of Station 57 HVAC Upgrade over 2 years (\$300K in 2024 and \$300K in 2025 budgeted).

- The Board agreed to defer Station 57 2nd Floor TCA Assessment (\$100K budgeted).
- Chief Cowan and the Board discussed Reserve Fund Balances and Resolution 20-10.
- 4.4 Staff Recommendations for 2024 Tax Levy and Benefit Charge Assessments
 - The Chief will create new budget materials for the Board to review based on the recommendations above.
- 4.5 Public Comment
 - The Board heard comments from David Maehren, Stacy Valenzuela, and Paul Hess.
- 4.6 Board Discussion and Review of the Budget Proposal.
- 4.7 Conclude or Continue Public Hearing
 - The Board agreed to continue the Public Hearing during a special meeting next Tuesday, November 14th, 2023 at 5:00pm.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

- 5.1 Subcommittee report on Station 54
 - Commissioner Webster and Chief Cowan provided an update on the status of work to determine water drainage at the site.
- 5.2 Subcommittee report on Station 51 Outbuilding
 - Chief Cowan updated the Board on the status of bids. A third bid is expected soon.
- 5.3 2024 FBC Letter to Tax Payers
 - Chief Cowan presented the Board with a draft FBC letter.
 - The Board agreed to approve the draft letter.

VI. BOARD RESOLUTIONS

None

VII. CONSENT AGENDA

- 7.1 Vouchers
 - The General Fund Vouchers totaled \$ 3,421.38
 - The Reserve Fund Vouchers totaled \$ 179,633.39
- 7.2 Commissioner Compensation
- 7.3 Meeting Minutes: 10/3/2023 and 10/24/2023

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

VIII. REPORTS

- 8.1 Fire Chief Report
 - Chief Cowan updated the Board on NUD’s decision to formally withdraw from NEMCO at the end of the calendar year and how that will impact emergency response.
- 8.2 Commissioner Reports

- None

8.3 Legal Counsel Reports

- None.

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

Special meeting on Tuesday, November 14th, 2023 at 5:00 PM to continue of the 2024 budget public hearing.

Special meeting November 21, 2023 at 5:00PM to pass Board Resolutions related to Fire Benefit Charge and 2024 Budget.

The next regular meeting on December 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 Policy 1600 and Policy 1400, discussion of reserve fund and Resolution.

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

ADJOURNMENT

The meeting adjourned at 7:55PM.

NEXT MEETING DATE

- Special Meeting: Tuesday, November 14th, 2023 at 5:00 PM
- Special Meeting: Tuesday, November 21st, 2023 at 5:00 PM
- Next Regular Meeting: Tuesday, December 5th, 2023 at 5:00 PM

Attachments: Agenda, Public Notice, 2024 Reserve Fund Estimate, Daily Cash Balance, 2024 Draft NFD Budget, Reserve Fund Balance, Resolution 20-10, 2024 Taxpayer letter, Vouchers, Commissioner Compensation, Meeting Minutes 10/3/23, Meeting Minutes 10/24/2023, 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 December 5, 2023.

DRAFT



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 14, 2023

SPECIAL MEETING AND CONTINUATION OF PUBLIC HEARING

BOARD OF COMMISSIONERS

at Northshore Fire Department's Headquarters Station 51
and Virtual Meeting via Zoom

I. OPEN SPECIAL 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 21 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard public comments from David Maehren and Stacy Valenzuela.

III. APPROVAL OF THE AGENDA

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

IV. CONTINUATION OF PUBLIC HEARING- BUDGET, BENEFIT CHARGE, AND OTHER REVENUE SOURCES

4.1 Continuation of the Public Hearing

- Commissioner Wollum continued the public hearing.

4.2 Financial Overview of the Fire District

- Chief Cowan addressed statements made at the previous meeting related to the levy, revenues, hiring, capital equipment.

4.3 Presentation of the Updated 2024 Draft Budget

- Chief Cowan provided an overview of the Fund Balances spreadsheet.
- Chief Cowan proposed tracking Reserve Balances into three separate funds: Reserve, Benefits, and Capital; and a proposal to fund each bucket through interfund transfers and other revenues. The 3 funds will be setup with King County.
- Chief Cowan provided an overview of the updated 2024 Budget, including revenues, expenses, equivalent levy rate, fire benefit charge, and assessed value (AV) rate.

- 4.4 Staff Recommendations for 2024 Tax Levy and Benefit Charge Assessments
- The Chief recommends that the 2024 Allowable Levy be set at \$5,914,790 and the 2024 Benefit Charge be set at \$7,520,000.
- 4.5 Public Comment
- The Board heard comments from Rik Holley (who read a prepared statement from Roger Collins), Philippa Kassover, Paul Hess, Stacy Valenzuela, David Maehren, and Doug Loeser.
 - Chief Cowan provided an overview of the large budget items that were approved, not approved, and deferred at the November 7th meeting.
- 4.6 Board Discussion and Review of the Budget Proposal.
- Commissioner Pratt thanked former Commissioner David Maehren for his long-term vision and commitment to Northshore Fire Department. He provided comments about his experience as an incoming Board Member, and background information about the capital needs at Northshore.
 - Commissioner Adman provided comments about capital needs and the proposed tracking of reserve funds.
 - Commissioner Webster provided comments about capital reserve replacement plan and the timing of the budget process.
- 4.7 Conclude or Continue Public Hearing
- The Board agreed to conclude the public hearing.
 - Chief Cowan will prepare resolutions for King County for the next meeting.
- Commissioner Pratt moved to adopt the 2024 budget as presented. Commissioner Byers seconded. The motion passed 4-1. Commissioners Wollum, Byers, Pratt, and Adman voted in aye and Commissioner Webster voted nay.***

V. EXECUTIVE SESSION

- 5.1 The Board moved into Executive Session at 6:27PM until 6:42PM to discuss performance of an employee pursuant to RCW 42.30.110(1)(g). The Board moved back into open session at 6:42PM.

VI. UPCOMING BOARD AGENDAS

6.1 Setting of Future Meeting Agenda(s)

Special meeting November 21, 2023 to pass Board Resolutions related to Fire Benefit Charge, 2024 Budget, the establishing of a benefit Reserve Funding Tracking, Tax Levy.

The next regular meeting on December 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 Policy 1600.

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

ADJOURNMENT

The meeting adjourned at 6:45PM.

NEXT MEETING DATE

- Special Meeting: Tuesday, November 21st, 2023 at 5:00 PM
- Next Regular Meeting: Tuesday, December 5th, 2023 at 5:00 PM

Attachments: Agenda, Public Notice, 2024 Northshore Fire Department Budget.

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 December 5, 2023



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 21, 2023

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

I. OPEN SPECIAL 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 9 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard public comments from Stacy Valenzuela and David Maehren.

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 RESOLUTIONS

4.1 Resolution 23-02, 2024 Fire Benefit Charge

Commissioner Pratt moved to authorize the Board to adopt Resolution 23-02 establishing the fire benefit charge for the calendar year 2024 at \$7,520,000. Commissioner Adman seconded. No Board discussion. The motion passed unanimously 5-0.

4.2 Resolution 23-03, 2024 Tax Levy

Commissioner Adman moved to authorize the Board to adopt Resolution 23-03 certifying to the King County Council a regular property tax levy in the principal amount of \$5,914,790 and the Excess Tax Levy for the Department's Bond Fund in the amount of \$1,499,500. Further, I recommend that the Board authorize and direct the Treasury Division Manager of King County, Washington to collect said amount in 2024. This motion is made understanding that calculations were done using preliminary numbers provided by King County and may be adjusted by King County, if necessary. Commissioner Pratt seconded. No Board discussion. The motion passed unanimously 5-0.

4.3 Resolution 23-04, 2024 Budget

Commissioner Pratt moved to authorize the Board to adopt Resolution 23-04 approving the 2024 budget, (General Expense, Capital, Benefits budgets), in the amount of \$16,011,815. Commissioner Byers seconded. No Board discussion. The motion passed unanimously 5-0.

4.4 Resolution 23-05, 2024 Defining Fund Policies

Commissioner Webster moved to authorize the Board to adopt Resolution 23-05, replacing Resolution 20-10, decreasing the target minimum to 5% of the Shoreline Fire Department annual operating expenses. Commissioner Adman seconded. No Board discussion. The motion passed unanimously 5-0.

4.5 Resolution 23-06, 2024 Benefits Fund

Commissioner Pratt moved to authorize the Board to adopt Resolution 23-06 authorizing the establishment of a new, Benefits Fund and an interfund transfer from the Reserve Fund to the Benefits Fund of \$2,100,000. Commissioner Byers seconded. No Board discussion. The motion passed unanimously 5-0.

4.6 Resolution 23-07, 2024 Capital Fund

Commissioner Adman moved to authorize the Board to adopt Resolution 23-07 authorizing the establishment of a new, Capital Fund and an interfund transfer from the General Expense Fund to the Capital Fund of \$1,550,000. Commissioner Pratt seconded. No Board discussion. The motion passed unanimously 5-0.

V. UPCOMING BOARD AGENDAS

5.1 Setting of Future Meeting Agenda(s)

The next regular meeting on December 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 Policy 1600.

The Board will hold a December 19th special meeting to approve end of year vouchers.

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

ADJOURNMENT

The meeting adjourned at 5:15PM.

NEXT MEETING DATE

- Next Regular Meeting: Tuesday, December 5th, 2023 at 5:00 PM
- Special Meeting: Tuesday, December 19th, 2023 at 5:00 PM

Attachments: Agenda, Public Notice, 2024 Final Budget, Resolution 23-02 Fire Benefit Charge, Resolution 23-03 Annual Property Tax and GO Bond Levy, Resolution 23-04 Budget, Resolution 23-05 Defining Fund Policies, Resolution 23-06 Benefits Fund, Resolution 23-07 Capital Fund.

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 December 5, 2023



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 29, 2023

SPECIAL MEETING BOARD OF COMMISSIONERS at Shoreline Fire Department's Headquarters Station 61 and Virtual Meeting via Zoom

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

Chair Lisa Wollum called the meeting to order at 4:30 PM.

Persons in attendance for NSFD Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Board Secretary Amy Oakley, and 1 member of the public.

II. PUBLIC COMMENT

None

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 RESOLUTIONS

4.1 Resolution 23-03, 2024 Tax Levy

Commissioner Byers moved to authorize the Board to adopt a new Resolution 23-03 certifying to the King County Council a regular property tax levy in the principal amount of \$5,914,790 and the Excess Tax Levy for the Department's Bond Fund in the amount of \$1,499,500.

Further, I recommend that the Board authorize and direct the Treasury Division Manager of King County, Washington to collect said amount in 2024. This motion is made understanding that calculations were done using preliminary numbers provided by King County and may be adjusted by King County, if necessary. Commissioner Webster seconded. No Board discussion. The motion passed unanimously 5-0.

V. UPCOMING BOARD AGENDAS

5.1 Setting of Future Meeting Agenda(s)

The next regular meeting on December 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 Policy 1600, and Station 57 generator.

The Board will hold a December 19th special meeting to approve end of year vouchers.

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

ADJOURNMENT

The meeting adjourned at 4:34PM.

NEXT MEETING DATE

- Next Regular Meeting: Tuesday, December 5th, 2023 at 5:00 PM
- Special Meeting: Tuesday, December 19th, 2023 at 5:00 PM

Attachments: Agenda, Public Notice, Revised Resolution 23-03 Annual Property Tax and GO Bond Levy.

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 December 5, 2023

District Activity Highlights

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

Succession development

- Significant workload addressing promotions now that the new policy is adopted.
- Have three applicants for the DC of Operations vacancy in 2024, will be making a decision this week.

Staffing

- Our current recruits in the academy are all doing well.
- Next group of 3 new FF recruits are ready for January academy.
- Made offers to 5 lateral FF and working through conditional offers. We are evaluating on case by case basis for whether or not a full academy is needed.

Negotiations

- Have introduced a TRT-centric Station 51 concept.
- Working on revisions to new promotional policy.

Contracts

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

Consortium

- A new, draft NKCTC ILA is being reviewed.
- Other guiding documents for 2024 and beyond need to be developed.

Budget

- Significant amount of work on the 2024 NFD budget. Approved at meeting on the 21st, but needed an additional special meeting to add language required by County.
- Needed a special meeting for 2024 SFD budget due to a change in AV, an increase, and budget amounts.
- The October financial report shows us under budget by .3% for the 2023 expense budget. We expect to improve a little more in November and then reset some as we finish out the year. We are predicting that we should stay on track overall for 2023.

NFD Capital Projects

- Continuing to determine what the vision will be for the Station 54 building/property. Site assessment and survey work is in process by a sub-contractor.
- Have three bids through MRSC for Station 251 project. Will be setting up a meeting with sub-committee to review and will discuss at meeting on December 5th.

Public Records Requests

- No extensive requests at this time.

Noteworthy Meetings

- November 21 – Special NFD BOC Meeting
 - Special meeting to adopt NFD BOC resolutions for 2024 budget.
- November 28 – LMC Meeting
 - Safety and Health 517 and 519 Department Physical Fitness Program
 - Policy Training 616 – Qualifying Acting Officers
 - Part-Time Position for John Davis
 - Modified Lateral workbook compared to new hire workbook
 - Promo Policy Revisions
- November 29 – Special NFD BOC Meeting
 - Approved added language to resolution
- November 29 – Special SFD BOC Meeting
 - Approve new numbers for AV and budget
- November 30 – Seattle Executive Leadership Academy (ELA) Governing Board Meeting
 - Discussed ongoing curriculum and student progress

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan