



# 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

April 2, 2024

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

#### I. OPEN REGULAR NORTHSHORE BOARD MEETING

##### 1.1 Roll Call

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

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Chief Andres Orams, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 10 members of the public. Commissioner Josh Pratt was absent.

#### II. PUBLIC COMMENT

##### 2.1 No public comments

#### III. APPROVAL OF THE AGENDA

*Commissioner Adman moved to add agenda item 4.5 Fire Commissioner Clothing. Commissioner Webster moved to adopt the agenda as amended. Commissioner Adman seconded. The motion passed unanimously 4-0.*

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

##### 4.1 Update from Subcommittee for Station 54

- Chief Cowan updated the Board on the status of soliciting quotes for drain line and building demolition.

##### 4.2 Update from Subcommittee on outbuildings at Station 51

- Chief Cowan updated the Board the scope of work has identified and are working on draft RFP/RFQ.
- DC Hochstein will provide the subcommittee with copies of the draft documents.

##### 4.3 Discussion of next steps for RFA Planning Committee

- Chief Cowan is working to coordinate schedule of the RFA subcommittees (3 Northshore Commissioners, 3 Shoreline Commissioners, and attorney Brian Snure).
- Chief Cowan updated the Board that the election does not need to be validated next year.

- 4.4 Discussion of next steps for August levy led lift ballot measure
- Chief Cowan and the Board discussed the amount (up to \$1) for the lid lift and the need to clearly explain to voters how the levers of the levy and fire benefit charge.
  - Chief Cowan explained the difference between the tax levy and the fire benefit charge. Higher risk buildings (multi-family and commercial) pay more share under the fire benefit charge.
  - Chief Cowan recommended 0.70 cents levy rate.
  - The Board will have a special meeting on Tuesday, April 23<sup>rd</sup> at 4:00PM to approve the ballot resolution.
- 4.5 Fire Commissioner Clothing
- The Board discussed purchasing Northshore logo clothing to wear at the official public facing events.

## V. BOARD RESOLUTIONS

- 6.1 None

## VI. CONSENT AGENDA

- 6.1 Vouchers
- The Benefit Fund Vouchers totaled \$11,428.82
  - The General Fund Vouchers totaled \$6,195.54
  - The Capital Fund Vouchers totaled \$78,396.50
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 03/05/2024, 03/14/2024, and amended minutes 1/4/2022
- 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 City of Bothell Administration RFP.
  - Chief Cowan updated the Board on capital projects: Rescue 151 contract has been signed (will be delivered in 3 years), BC151 rig has been delivered to Shoreline, Utility truck delivered, IT update complete, HVAC upgrades, 57 generator request for bids.
- 7.2 Commissioner Reports
- No update.
- 7.3 Legal Counsel Reports
- Legal Counsel Matt Paxton provided an update from the Supreme Court decision regarding social media and free speech of public officials.

## VIII. UPCOMING BOARD AGENDAS

- 8.1 Setting of Future Meeting Agenda(s)

The Board will hold a special meeting Tuesday, April 23<sup>rd</sup> at 4:00 p.m. at Station 51 to approve resolution for the August levy lid lift 2024 special election.

The next regular meeting on May 7, 2024 will include the standard agenda items as well as update from the subcommittee on Station 54 and subcommittee on outbuildings at Station 51, update from subcommittee on RFA Committee, discussion of Fire Commissioner clothing, status of the levy lid lift ballot measure. This meeting will be hybrid, on Zoom and in-person at Station 51.

**ADJOURNMENT**

The meeting adjourned at 5:42PM.

**NEXT MEETING DATE**

Special meeting Thursday, April 23<sup>rd</sup> at 4:00 p.m. at Station 51 to discuss approve resolution for ballot language levy lid lift for the August 2024 special election

The next regular scheduled meeting will be Tuesday, March 5<sup>th</sup>, 2024 at 5:00PM.

Attachments: Agenda, Public Comment, Vouchers, Commissioner Compensation, Meeting Minutes 1/4/2022 (Amended), 3/5/24 & 3/14/2024, 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**

*Amy Oakley* \_\_\_\_\_

**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on May 7, 2024.



## 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, April 2, 2024

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 Reports from subcommittee from Station 54

4.2 Report from subcommittee on outbuildings at Station 51

4.3 Discussion of next steps for RFA Planning Committee

4.4 Discussion of next steps for August levy lid lift ballot measure

**V. Board Resolutions**

None



**VI. Consent Agenda**

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: Regular Meeting 3/5/2024 and 3/14/2024, Amended minutes 1/4/2022

**VII. Reports**

- 7.1 Fire Chief Report
- 7.2 Commissioner Reports
- 7.3 Legal Counsel Report

**VIII. Upcoming Board Agendas**

- 8.1 Setting of Future Meeting Agenda(s)

**Adjournment**

Next Regular Meeting: Tuesday, May 7<sup>th</sup>, 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](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.

Date: April 2<sup>nd</sup>, 2024

To: Northshore Board of Fire Commissioners

From: David Maehren – Kenmore Resident

RE: Public Comment April 2<sup>nd</sup> Fire Commissioners Meeting

I want to thank the board for deciding to slow down the Regional Fire Authority investigative process. I believe you are correct to take your time to ensure the process is thorough, involves the public, businesses, the cities and other stakeholders. I would encourage the board to develop a system that truly engages all stakeholders, provide all the information needed to determine the best path forward for those living and working in the Northshore Fire Department service area.

I know from experience that fire departments have complex operations. Fire District financing is complicated and the RFA formation and governance is complicated. Please ensure those involved in examination of the RFA and other service provision options have the needed information. When I was a fire commissioner, the board attempted to educate select community members regarding the operations and financing of their fire department with a four-hour class. This was clearly not enough time for the participants to gain enough knowledge to be a true participant in decision making.

I believe several public educational sessions are needed with time in between to allow the attendees to think about what they have heard, talk with their neighbors, and gain a reasonable perspective. Time is on your side. This is a big decision that warrants a thorough and thoughtful examination of all the alternatives.

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:43:59 Date: 03/29/2024

04/10/2024 To: 04/10/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
137	04/10/2024	Claims	5	0	ALFRED J BAKER	8,832.77	LEOFF I
138	04/10/2024	Claims	5	0	GARY PEDERSEN	192.20	LEOFF I
139	04/10/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	LEOFF I MEDICAL PREMIUMS - APRIL 2024
005 Benefit Fund 10-0016-6090						11,428.82	
						<hr/>	Claims: 11,428.82
						11,428.82	

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:44:15 Date: 03/29/2024

04/10/2024 To: 04/10/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
140	04/10/2024	Claims	301	0	AUTOGRAPHICS	1,593.41	GRAPHICS ON 2024 F250 - U151
141	04/10/2024	Claims	301	0	BUD CLARY CHEVROLET	60,109.00	NEW FORD F250 PICKUP - U151
142	04/10/2024	Claims	301	0	CDW GOVERNMENT	5,998.97	SECURITY CAMERAS
143	04/10/2024	Claims	301	0	CDW GOVERNMENT	992.70	BATTERIES
144	04/10/2024	Claims	301	0	CDW GOVERNMENT	876.89	BATTERIES
145	04/10/2024	Claims	301	0	GEOTEST	2,413.75	STATION 54 PROJECT
146	04/10/2024	Claims	301	0	JAYMARC - AV	2,742.34	SECURITY CAMERAS - ST 51
147	04/10/2024	Claims	301	0	L. N. CURTIS & SONS	2,825.73	5 GAS TEST SYSTEM
148	04/10/2024	Claims	301	0	SHORELINE FIRE DEPARTMENT	226.12	REIMBURSEMENT FOR CC PURCHASE - SECURITY CAMERA MOUNTING BRACKET
149	04/10/2024	Claims	301	0	SHORELINE FIRE DEPARTMENT	29.25	REIMBURSEMENT FOR EXPIDITED SHIPPING FOR PAYMENT ON NEW B151 RIG
150	04/10/2024	Claims	301	0	STRYKER SALES LLC	588.34	O2 BOTTLE HOLDER
301 Capital Fund 10-016-3010						78,396.50	
						78,396.50	Claims: 78,396.50

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:43:33 Date: 03/29/2024

04/10/2024 To: 04/10/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
151	04/10/2024	Claims	1	0	CSD ATTORNEYS AT LAW	1,424.00	LEGAL FEES - GENERAL BUSINESS
155	04/10/2024	Payroll	1	0	EMPLOYMENT SECURITY DEPT	83.13	Pay Cycle(s) 02/29/2024 To 02/29/2024 - PFML; Pay Cycle(s) 03/27/2024 To 03/27/2024 - PFML; Pay Cycle(s) 01/31/2024 To 01/31/2024 - PFML
156	04/10/2024	Payroll	1	0	EMPLOYMENT SECURITY DEPT	30.73	Pay Cycle(s) 02/29/2024 To 02/29/2024 - LTC; Pay Cycle(s) 03/27/2024 To 03/27/2024 - LTC; Pay Cycle(s) 01/31/2024 To 01/31/2024 - LTC
152	04/10/2024	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	1,144.98	PETTY CASH CHECKING REIMBURSMENT
153	04/10/2024	Claims	1	0	STATE AUDITOR'S OFFICE	3,127.50	2021-2022 AUDIT
154	04/10/2024	Claims	1	0	WASHINGTON STATE DEPARTMENT OF REVENUE	385.20	LEASEHOLD EXCISE TAX - Q1 2024

001 General Fund 10-016-0010

6,195.54

	Claims:	6,081.68
	Payroll:	113.86











# 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

January 4, 2022

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

#### I. OPEN REGULAR NORTHSHORE MEETING

##### 1.1 Roll Call

Chair Rick Webster called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was Chief Morris, Advisory member Phillippa Kassover, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 23 members of the public.

#### II. PUBLIC COMMENT

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

#### III. OATH OF OFFICE

3.1 Legal Counsel Paxton read the oath of office for Ms. Wollum.

- The Board welcomed Commissioner Lisa Wollum.

3.2 Legal Counsel Paxton read the oath of office for Mr. Byers.

- The Board welcomed Commissioner Tyler Byers.

#### IV. APPROVAL OF THE AGENDA

4.1 *Commissioner Pratt moved to adopt the agenda as presented. Commissioner Byers seconded. The motion passed unanimously.*

#### V. ELECTION OF BOARD OFFICERS

5.1 Nominations for Board Chair Position

- Commissioner Adman nominated Commissioner Pratt to Chair. Commissioner Byers seconded.

5.2 Discussion of Board Chair Position

- No Comments.

5.3 Election of Board Chair

- Commissioner Pratt was unanimously voted to be Chair of the Board.

5.4 Nominations for Board Vice Chair Position

- Commissioner Byers nominated Commissioner Adman to Vice Chair. Commissioner Wollum seconded.
- 5.5 Discussion of Board Vice Chair Position
- Commissioner Adman addressed his limited interest.
- 5.6 Election of Board Vice Chair
- Commissioner Adman was voted to be Vice Chair of the Board. Commissioners Pratt, Wollum and Byers voted in favor of the nomination. Commissioner Webster voted to oppose the nomination.

## **VI. EXECUTIVE SESSION**

The Board moved into Executive Session at 5:17PM until 5:532PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the Executive Session by 15 minutes and again by 15 minutes and 10 minutes. The Board moved back into open session at 6:13PM.

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

- 7.1 Conversation with IAFF, Local 2459
- Vice President, Brian Ford welcomed the new Commissioners to the Board.
- 7.2 Working Session to Evaluate Contract for Service Proposals
- Commissioner Wollum stated her remote interest with Shoreline Fire Department **as it relates to her husband's employment at Shoreline Fire Department.**
  - Commissioner Adman stated his remote interest with Shoreline Fire Department **as it relates to his employment at Shoreline Fire Department.**
  - The Board and Advisory Members discussed the Eastside Fire and Rescue and the Shoreline Fire Department Contract for Services proposals following the Criteria for Evaluating Contract for Service Proposals published on the Northshore website and included in the meeting materials.
- 7.3 Discussion of Fee for Transport
- The Board discussed fee for transport and whether to become a transport agency.
  - The Board agreed to move in the direction of implementing a fee-for-service and transport agency model.
- 7.4 Discussion on Aid Car Staffing Levels
- The Board discussed aid cars options at Stations 57 and 51.
  - The Board agreed about a having a dedicated aid car at Station 57 during peak hours.
- 7.5 Discussion on Administrative Staff
- The Board discussed keeping an administrative staff presence at Station 51.

## **VIII. BOARD RESOLUTIONS**

- 8.1 None

## **IX. CONSENT AGENDA**

- 9.1 Vouchers
  - The General Fund Vouchers totaled \$169,074.94
  - The Reserve Fund Vouchers totaled \$22,450.78
- 9.2 Commissioner Compensations
- 9.3 Meeting Minutes: 12/21/2021

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

## **X. REPORTS**

- 10.1 Fire Chief Report
  - Chief Morris updated the Board about staffing issues related due to COVID.
  - Chief Morris updated the Board on a letter received from Eastside Fire & Rescue regarding participation in the North King County Training Consortium.
- 10.2 Commissioner Reports
  - Commissioner Adman updated the Board on meetings scheduled to update Kenmore City Council on January 10<sup>th</sup>, and with Lake Forest Park on January 24<sup>th</sup>.
  - The Board discussed Commissioner Pratt and Commissioner Adman providing the presentations to the city councils.
  - Commissioner Adman reported on the subcommittee for new Commissioner training.
- 10.3 Legal Counsel Reports
  - Legal Counsel Paxton

## **XI. UPCOMING BOARD AGENDAS**

- 11.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the January 18<sup>th</sup> agenda will include a discussion of KCFD16 budget items and administrative activities not covered under the contract services, update from subcommittee on new Commissioner training, Open House for community input to begin at 7:00PM.

## **ADJOURNMENT**

The meeting adjourned at 7:24PM

## **NEXT MEETING DATE**

The next Board of Commissioners meeting is scheduled for January 18, 2022, at 5:00PM.

Attachments: Agenda, Public Comment from David Maehren, Lisa Wollum Oath of Office, Tyler Byers Oath of Office, CFO2GO Analysis, Criteria for Evaluating Contract for Services Proposals, Eastside Fire and Rescue Proposal and Responses, Shoreline Fire Department Proposal and Responses, Vouchers, Commissioner Compensation, Meeting Minutes 12/21/2021, Chief's Report.

**BOARD OF COMMISSIONERS**

Electronically signed- 1/19/2022

**ERIC ADMAN**, Member

Electronically signed- 1/19/2022

**JOSH PRATT**, Member

Electronically signed- 1/19/2022

**TYLER BYERS**, Member

Electronically signed- 1/19/2022

**RICK WEBSTER**, Member

Electronically signed- 1/19/2022

**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 18th, 2022

**Amended at a Regular Meeting of the Board of Commissioners on April 2<sup>nd</sup>, 2024**



# 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

March 5, 2024

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

#### I. OPEN REGULAR NORTHSHORE BOARD MEETING

##### 1.1 Roll Call

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

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Chief Andres Orams, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 10 members of the public. Commissioner Tyler Byers was absent.

#### II. PUBLIC COMMENT

2.1 The Board heard public comment from David Maehren.

#### III. APPROVAL OF THE AGENDA

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

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

##### 4.1 Update from Subcommittee for Station 54

- Chief Cowan updated the Board on the drainage issue at Station 54. The Department is collecting quotes from four, MSRB approved, contractors for the inspection and repair. The Department is also soliciting quotes from 5 companies on the demolition of the current structure. Chief Hochstein is leading this effort.

##### 4.2 Update from Subcommittee on outbuildings at Station 51

- Chief Cowan updated the Board that next steps are to publish an RFQ.

##### 4.3 Update on tax relief for Northshore citizens related to the Fire Benefit Charge

- Commissioner Adman updated the Board on the King County process for requesting relief from the fire benefit charge for seniors, disabled persons and veterans.
- Northshore Board Secretary will post the King County property tax relief page to the Northshore Fire Department website.
- Chief Cowan updated that Shoreline will make the website link prominent on the Shoreline Fire Department

- Chief Cowan provided an update on the 10 appeals received.
  - The Board discussed including making the tax relief information prominent on annual fire benefit charge letter to citizens.
- 4.4 Presentation on the new rescue apparatus and TRT staffing
- Chief Orams presented an overview of the Department's technical rescue team (TRT) program.
  - Chief Cowan presented the Board with payment options for the new heavy rescue vehicle with walk-in capabilities. The Board decided to maintain their current payment schedule.
  - Chief Cowan updated the Board on contracts with Sound Transit to pay for training and equipment to respond to light rail emergencies.
- 4.5 Planning for 2024 Commissioner Training
- The Board discussed attending several upcoming training opportunities offered through the Washington Fire Commissioners Association.
- 4.6 Discussion of district strategic options for the August 2024 special election
- Chief Cowan and the Board discussed options for the August 2024 special election. The options discussed were a tax levy lid lift or pursuing a Regional Fire Authority (RFA).
  - Commissioner Adman stated that he and Commissioner Wollum have a remote interest, due to their employment and husband's employment with Shoreline, respectively. Commissioner Adman further stated that neither he nor Commissioner Wollum can be the tie-breaking vote in a decision to move forward with an RFA.
  - The Board decided to hold a special meeting Thursday, March 14<sup>th</sup> at 4:00 p.m. to discuss this agenda item further.

## V. BOARD RESOLUTIONS

- 6.1 None

## VI. CONSENT AGENDA

- 6.1 Vouchers

- The Benefit Fund Vouchers totaled \$14,122.40
- The General Fund Vouchers totaled \$20,747.04
- The Capital Fund Vouchers totaled \$80,730.66

- 6.2 Commissioner Compensation

- 6.3 Meeting Minutes: 02/02/2024 and 02/27/2024

***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 will provide an activity report after the meeting to include in the meeting records.

7.2 Commissioner Reports

- No update.

7.3 Legal Counsel Reports

- No update.

**VIII. UPCOMING BOARD AGENDAS**

8.1 Setting of Future Meeting Agenda(s)

The Board will hold a special meeting Thursday, March 14<sup>th</sup> at 4:00 p.m. at Station 51 to discuss district strategic options for the August 2024 special election

The next regular meeting on April 2, 2024 will include the standard agenda items as well as update from the subcommittee on Station 54 and subcommittee on outbuildings at Station 51, items from the March 14<sup>th</sup> special meeting. This meeting will be hybrid, on Zoom and in-person at Station 51.

**ADJOURNMENT**

The meeting adjourned at 6:22PM.

**NEXT MEETING DATE**

Special meeting Thursday, March 14<sup>th</sup> at 4:00 p.m. at Station 51 to discuss this district strategic options for the August 2024 special election

The next regular scheduled meeting will be Tuesday, March 5<sup>th</sup>, 2024 at 5:00PM.

Attachments: Agenda, Technical Rescue Team presentation slides, Heavy rescue schematics, Commissioner Training Opportunities, Vouchers, Commissioner Compensation, Meeting Minutes 2/6/24 & 2/27/2024, 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 April 2, 2024.

DRAFT



# 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

March 14, 2024

### **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 4:00 PM.

Persons in attendance were Commissioners Josh Pratt, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 3 members of the public. Commissioner Eric Adman was absent.

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

2.1 The Board heard public comment from David Maehren.

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

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

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

4.1 Discussion and decision of option(s) to pursue for August 2024 special election

- Chief Cowan and the Board discussed financial estimates for a proposed RFA.
- Commissioner Wollum and Commissioner Adman stated they have a remote interest with the Shoreline Fire Department, as it relates to Commissioner Wollum's husband's employment at Shoreline Fire Department, and Commissioner Adman's employment with the Shoreline Fire Department. Neither Commissioner Wollum or Commissioner Adman can be the tie-breaking vote.

*Commissioner Byers moved to proceed with the creation of an RFA Planning Committee in preparation of the August 2024 election. Commissioner Pratt seconded. The Board discussed. Commissioner Pratt moved to call to question the discussion. Commissioner Webster seconded. The motion to end the discussion pass unanimously 4-0. The Board then voted on the motion to create an RFA Planning Committee in preparation for the August 2024 election. Commissioners Wollum and Byer voted aye, Webster and Pratt voted nay. The motion did not pass.*

- The Board discussed the option of pursuing a levy lid lift on the August 2024 ballot, and then a fire benefit charge increase or RFA measure for next year (2025).

- 4.2 If appropriate, appointment of members to RFA Planning Committee
- Commissioners Pratt, Webster, and Byers will be on the planning RFA Committee. Commissioners compensated will be \$70/day.
  - Chief Cowan will meet with the Shoreline Board to determine if they are in favor of joining an RFA Committee.

**V. RESOLUTION**

- 5.1 If appropriate, 2024-01 Appointment of members to RFA Planning Committee

*Commissioner Pratt moved to pass Resolution 2024-01 as stated to Establish a Regional Fire Authority Planning Committee. Commissioner Webster seconded. The motion passed unanimously 4-0.*

**VI. UPCOMING BOARD AGENDAS**

- 6.1 Setting of Future Meeting Agenda(s)

The next meeting on April 2, 2024 meeting will include the standard agenda items as well as update from the subcommittee on Station 54 and subcommittee on outbuildings at Station 51, RFA Planning Committee, levy lid lift ballot measure. This meeting will be hybrid, on Zoom and in-person at Station 51.

**ADJOURNMENT**

The meeting adjourned at 4:40PM.

Attachments: Agenda, Public Notice, RFA Cost Analysis, Ballot Options, Resolution 2024-01.

**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 April 2, 2024.

DRAFT

## **District Activity Highlights**

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

### **Succession development**

- Still working through some promotions.
- Andres Orams has been promoted to DC as of April 1<sup>st</sup>.
- Completed the Training Chief promotional process, congratulations to Brian Ford. He will be going through his transition period this month.
- Interviewed top candidates for HR Administrative position, Lilianna Ah Po was chosen and will start March 25<sup>th</sup>.

### **Strategic Planning**

- A significant amount of work on preparing for RFA process.
- Even more work on response to Bothell RFP.

### **Staffing**

- We have 3 lateral Firefighters that have finished their academy training and will be moving to shift. Our remaining 3 new recruits and one lateral Firefighter (who was from out of State and didn't qualify for early graduation) are still doing very well in the academy.
- Academy graduation date has been moved up to May 10, 1730, at Station 51.

### **Negotiations**

- Working on modifications to new promotional policy.
- Need to negotiate potential impacts to updated TRT expectations.
- Full CBA negotiations to start on April 3<sup>rd</sup>.

### **Contracts**

- Working on developing a new model and ILA for NEMCO.
- The Bothell City Council has issued a RFP for an administrative services contract. We have submitted a response, which has been shared with the Board. The due date was March 21<sup>st</sup>. Follow up questions to be addressed on April 4<sup>th</sup>. Decision likely by end of following week.

### **North King County Training Consortium**

- Pausing on new guiding documents until it is determined what Bothell FD will be doing in the near future.

### **Budget**

- At the end of February we were over budget by 1.9%, which is expected with invoices becoming due in the early part of the year and end of 2023 costs for benefits.

### **Capital Projects**

- Station 54 - We are working towards taking the station down and addressing drainage issues. In the process of getting bids and addressing logistics of demolition.
- Station 51 Outbuilding – We will be separating out the carport structure from the storage building. We will be issuing a RFP for both and then determining path forward after we can review. Need to also issue a RFQ for architectural services.

#### **Public Records Requests**

- No extensive requests at this time.

#### **Noteworthy Meetings**

- February 26 – Meeting with Shoreline City Manager
  - Discussed current issues, NEMCO, future challenges and areas to collaborate on.
- February 27 – Labor Management Committee Meeting
  - Discussed lateral FF workbooks.
  - Discussed return of long-term sick leave employee.
  - Review of potential SCBA personal regulator purchase.
  - Specialty assignments discussion.
- February 27 – NFD BOC Special Meeting
  - Discussion on strategic planning for 2024.
- March 5 – BFD RFP Meeting
  - Met to confer on questions from those interested in making a proposal.
- March 5 – NFD BOC Meeting
  - Most of discussion was in regards to the strategic planning direction.
- March 6-8 – NW Leadership Seminar
  - Good presentations by renowned experts.
- March 14 – Meeting with First Watch
  - Met and evaluated product from First Watch for data reporting and analysis.
  - Followed up with more discussions and evaluations, which all should meet our immediate needs.
  - Entered into a vendor contract with them for data work for a total \$7,290 for the first year, which is under the \$40,000 budget.
  - This work does not include any higher level analysis that we don't believe that we need at this time. If there is a need then it would be \$225 per hour.
- March 14 – Leadership Summit Meeting
  - Discussion on speakers for the fall conference.
- March 14 – NFD Special BOC Meeting
  - Discussion on pursuing an RFA process.
  - Decision was to commit to the RFA, but for an April 2025 anticipated ballot measure.
- March 18 – SFD Special BOC Meeting
  - Discussion on NFD RFA and BFD RFP processes.
- March 26 – LMC
  - Discussed an employee on extended leave and potential return to work process.
  - Discussed new COVID 19 return to work guidelines.
  - Discussed Paramedic process and expectations for upcoming training class.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan