



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

January 2, 2024

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 were 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 4 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard public comments from David Maehren.

III. OATH OF OFFICE

3.1 Legal Counsel Paxton read the oath of office for Mr. Adman.

- The Board welcomed Commissioner Eric Adman.

IV. APPROVAL OF THE AGENDA

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

V. ELECTION OF NEW BOARD OFFICERS

5.1 Nomination for Board Chair

Commissioner Byers moved to nominate Commissioner Wollum to the position of Board Chair. Commissioner Pratt seconded.

5.2 Discussion

- Commissioner Wollum accepted the nomination.

5.3 Election of Board Chair

The Board voted and the motion passed unanimously 5-0.

5.4 Nomination for Board Vice Chair

Commissioner Adman moved to nominate Commissioner Byers to Board Vice Chair. Commissioner Webster seconded.

5.5 Discussion

- Commissioner Byers accepted the nomination.
- Commissioner Pratt expressed his gratitude to Commissioner Wollum and Commissioner Byers for their service and leadership.

5.6 Election of Board Vice Chair

The Board voted and the motion passed unanimously 5-0.

VI. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

6.1 Reports from Subcommittee for Station 54

- No update. The subcommittee will meet in the coming month.
- This item will remain as a standing agenda item for the foreseeable future.

6.2 Report from Subcommittee on outbuildings at Station 51

- No update. The subcommittee will meet in the coming month.
- This item will remain as a standing agenda item for the foreseeable future.

6.3 Discussion of tax relief for Northshore citizens related to the Fire Benefit Charge

- Commissioner Adman presented information related to guidelines for property tax relief in Washington State and King County and the Fire Benefit Charge.
- Commissioner Adman proposed using the King County tax relief exemption program already in place.
- Legal Counsel, Matt Paxton provided an overview of the current fire benefit charge statute.
- The Board discussed publicizing the King County exemption process to the public via the website and social media.
- Chief Cowan discussed the appeal process available to property owners.
- Commissioner Adman will follow-up with King County Exemption Office and King County Assessor and any other fire departments providing fire benefit charge relief.

6.4 Approval of Policy 1600 – Fire Commissioner Expenses

- The Board discussed the amended policy.

Commissioner Webster moved to approve the revised Policy 1600 and attachments as presented. Commissioner Pratt seconded. The motion passed unanimously 5-0.

VII. BOARD RESOLUTIONS

6.1 None

VIII. CONSENT AGENDA

8.1 Vouchers

- The General Fund Vouchers totaled \$ 17,158.07
- The Reserve Fund Vouchers totaled \$ 96,594.55

8.2 Commissioner Compensation

8.3 Meeting Minutes: 12/05/2023 and 12/19/2023

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

IX. REPORTS

9.1 Fire Chief Report

- Chief Cowan updated the Board on items in the Fire Chief’s report.
- Chief Cowan updated the Board on the Bothell City Council’s meeting discussing options related to the City’s fire department.

9.2 Commissioner Reports

- No report.

9.3 Legal Counsel Reports

- Matt Paxton updated that the Board Commissioner Compensation has increased \$161/day, annual limit of \$15,456, effective January 1, 2024.

X. UPCOMING BOARD AGENDAS

10.1 Setting of Future Meeting Agenda(s)

The next meeting on February 6, 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, update on 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 5:40PM.

NEXT MEETING DATE

The next regular scheduled meeting will be Tuesday, February 6th, 2024 at 5:00PM.

Attachments: Agenda, Policy 1600, 1600-A1, 1600-A2, 1600-A3, Tax Relief for Northshore Citizens related to Fire Benefit Charge, Vouchers, Commissioner Compensation, Meeting Minutes 12/5/23 and 12/19/2023, and Chief’s Report.

BOARD OF COMMISSIONERS



ERIC ADMAN, Member



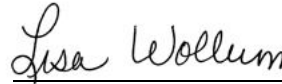
JOSH PRATT, Member



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 February 6, 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, January 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=dW1uWDFpNldlPZ1dSSU1ZYy9LSXVQQT09>

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. **Oath of Office**
 - 3.1 Commissioner Eric Adman
- IV. **Approval of Agenda**
 - 4.1 Approval of the Meeting Agenda
- V. **Election of Board Officers**
 - 5.1 Nominations for Board Chair Position
 - 5.2 Discussion
 - 5.3 Election of Board Chair
 - 5.4 Nominations for Board Vice Chair Position



5.5 Discussion

5.6 Election of Board Vice Chair

VI. Board Discussion and Possible Action Items

6.1 Reports from subcommittee from Station 54

6.2 Report from subcommittee on outbuildings at Station 51

6.3 Discussion of tax relief for Northshore citizens related to the Fire Benefit Charge

6.4 Approval of Policy 1600- Fire Commissioner Expenses

VII. Board Resolutions

None

VIII. Consent Agenda

8.1 Vouchers

8.2 Commissioner Compensation

8.3 Meeting Minutes: Regular Meeting 12/5/2023 and 12/19/2023

IX. Reports

9.1 Fire Chief Report

9.2 Commissioner Reports

9.3 Legal Counsel Report

X. Upcoming Board Agendas

10.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, February 6th, 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

Tax Relief for Northshore Citizens related to Fire Benefit Charge

Background

A few citizens have spoken at our public meetings, and directly to me prior to our adoption of the current budget, with concerns about property tax and fire benefit charge increases and their impact on lower income members of the community. This prompted me to do some research on the topic of property tax relief in Washington State and King County.

Washington State has two programs for property relief. One is for tax exemption, and one is for property tax deferral. Exemption means you don't have to pay as much, deferral means you pay the same amount, but at a later date. The program is administered by each county.

In our case, King County administers the program, and has specific guidelines and criteria, with regard to income level, residency, age, and disability. People who think they meet the criteria can apply for exemption. If the exemption is granted by King County, the value of their residence is frozen for property tax purposes, and they become exempt from all excess and special levies and possibly regular levies. To my knowledge, the exemption program does not address fire benefit charges. Once approved for exemption, the applicant receives a letter or an email from King County with the approval confirmation.

Proposal

1. Rather than developing our own application program and set of criteria, I propose that we use the program already being administered by King County.
2. If a person is approved for exemption by King County, they will be getting some property tax relief. This also applies to the regular levy which we assess and meets some of our goal to provide relief.
3. I propose that we implement a benefit charge relief program in Northshore.

Procedure

1. A property owner in Northshore who has applied for and been given exemption from King County will provide us with a copy of their approved exemption status from King County for each year that they are asking for exemption.
2. Our Finance Specialist will confirm receipt of their exemption status with King County.
3. We will collect a reduced benefit charge amount at a predetermined level for that year.

Questions

1. Does the board want to take action to provide relief of fire benefit charges for low-income community members?
2. What percentage level do we think would be appropriate?
3. Are there any legal or practical considerations that would limit our ability to do this?

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:	4	Attachments:	3

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.
- 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 15 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 fifteen (15) 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, parking, baggage fee, 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: 14:52:55 Date: 12/29/2023

01/10/2024 To: 01/10/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2	01/10/2024	Claims	5	0	BRIAN L GILBERT	14,597.83	Retirement Buyout Option - Year 3 Payment
3	01/10/2024	Claims	5	0	DOUGLAS S KNIGHT	21,323.64	Retirement Buyout Option - Year 3 Payment
1	01/10/2024	Claims	5	0	GARY PEDERSEN	181.40	LEOFF I
5	01/10/2024	Claims	5	0	JEFFREY S TAGART	20,404.51	Retirement Buyout Option - Year 3 Payment
4	01/10/2024	Claims	5	0	MICHAEL A MORRIS	22,680.00	Retirement Buyout Option - Year 3 Payment
6	01/10/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	LEOFF I MEDICAL PREMIUMS - JAN 2024
7	01/10/2024	Claims	5	0	WILLIAM T WILLIAMS	15,003.32	Retirement Buyout Option - Year 3 Payment
005 Benefit Fund 10-0016-6090						96,594.55	
						<u>96,594.55</u>	Claims: 96,594.55

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:52:27 Date: 12/29/2023

01/10/2024 To: 01/10/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
8	01/10/2024	Claims	1	0	AV CAPTURE ALL INC	3,300.00	2024 Renewal
9	01/10/2024	Claims	1	0	CSD ATTORNEYS AT LAW	320.00	Legal Services - Consolidation
10	01/10/2024	Claims	1	0	CSD ATTORNEYS AT LAW	2,240.00	Legal Services - General Business
11	01/10/2024	Claims	1	0	SPRINGBROOK HOLDING COMPANY LLC	11,298.07	2024 Financial Program Renewal
001 General Fund 10-016-0010						17,158.07	
						<u>17,158.07</u>	Claims: 17,158.07
						17,158.07	



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, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on January 2, 2024.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 19, 2023

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

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

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

Persons in attendance for NSFD Commissioners Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Deputy Chief Matt Hochstein, Board Secretary Amy Oakley, and 2 members of the public. Commissioner Eric Adman was absent.

II. PUBLIC COMMENT

2.1 None

III. APPROVAL OF THE AGENDA

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

None

V. BOARD RESOLUTIONS

None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$ 705.80
- The Reserve Fund Vouchers totaled \$ 69,759.96

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

VII. REPORTS

None

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

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 5:04PM.

NEXT MEETING DATE

- Next Regular Meeting: Tuesday, January 2nd, 2024 at 5:00 PM

Attachments: Agenda, Public Notice, and Vouchers.

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 January 2, 2024.

DRAFT

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.
- Had three applicants for the DC of Operations vacancy, will be promoting Andres Orams, current Training BC, to DC of Operations in 2024.
- There is a promotional ceremony for multiple promotions on January 18th at Station 61.

Staffing

- Our current recruits in the academy are all doing well and are graduating this Friday, January 5th.
- Currently we have 7 new recruits that we are preparing for starting the next academy later this month.

Negotiations

- There are two Captains assigned to Station 51 now to improve TRT training and response. We have not changed any run cards as yet, but are working on revisions.
- Working on modifications to new promotional policy.

Contracts

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

North King County Training 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 finishing out the 2023 budget.
- The November financial report shows us under budget by .8% for the 2023 expense budget. I expect a reset some as we finish out the year and predict 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. Need to set up a meeting to discuss where we go from here.
- Have three bids through MRSC for Station 251 project. Need to set up a meeting to discuss our options.

Public Records Requests

- No extensive requests at this time.

Noteworthy Meetings

- December 11 – Zone 1 Fire Chiefs Meeting
 - Discussion on impacts of AMR opting out of current ambulance contract. Will be preparing a RFP for open consideration.
- December 12 – NEMCO Meeting
 - Discuss impacts of NUD leaving
 - Need to meet to discuss regional options.
- December 12 – Bothell City Council Meeting
 - First discussion on options for the future of the BFD.
 - More follow up discussion is needed at January meeting.
- December 13 – Rotary Meeting
 - Presented an update on current operations and issues.
 - Also engaged in Q&A session to discuss future impacts.
- December 16 – Recruitment Workshop with DEI emphasis
 - Addressed about 200 attendees in King County regional recruitment workshop.
 - Well attended and good reviews.
- December 18 – 21 Off skiing
- December 28 – Stapf Retirement
 - Congratulated and celebrated MSO Rich Stapf's retirement.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan