



# 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

February 6, 2024

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

#### I. OPEN JOINT NORTHSHORE AND NORTH CITY WATER BOARD MEETING

##### 1.1 Roll Call

Chair Lisa Wollum called the meeting to order at 5:13 PM.

Persons in attendance were Northshore Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was North City Water District Commissioners Ron Ricker, Patricia Hale, and Charlotte Haines, Chief Matt Cowan, Legal Counsel Aaron Haynes, North City Water District Manager Diane Pottinger, Northshore Board Secretary Amy Oakley, and 3 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. JOINT NORTHSHORE AND NORTH CITY WATER DISTRICT DISCUSSION ITEMS

##### 4.1 Introductions

##### 4.2 Northshore Fire Department Regionalization Update Discussion

- Chief Cowan updated the Boards on the status of the contract for services and regional trends for contracting for fire services.

##### 4.3 Northshore Fire Department Capital Projects Update Discussion

- Chief Cowan updated the Boards on plans to construct an outbuilding and carport at Station 51 and land use plans at Station 54.

##### 4.4 North City Water District Sound Transit NE 145<sup>th</sup> Street/SR 522 BRT Update Discussion

- Diane Pottinger and Chief Cowan updated the Boards on the status of Sound Transit stations in Shoreline, including an increase in the number of fire hydrants along Interstate-5, and the addition of bus lanes in Lake Forest Park to 145 Station.

- The Boards also discussed the upcoming 6-month closure of NE 145<sup>th</sup> St. overpass to add round-abouts and pedestrian bridge, water main betterments, and response training for the light rail station.

4.5 North City Water District Capital Projects Update Discussion

- Diane Pottinger updated the Boards on projects on Beach Drive in Sheridan Beach and discussed lead testing of individual water service connections.
- Diane Pottinger thanked the Chief for his camaraderie and cooperation in working together on projects.

**V. ADJOURN JOINT MEETING WITH NORTH CITY WATER DISTRICT**

**VI. OPEN REGULAR NORTHSHORE BOARD MEETING**

6.1 Roll Call

**VII. PUBLIC COMMENT**

7.1 None

**VIII. APPROVAL OF THE AGENDA**

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

**IX. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

9.1 Update from Subcommittee for Station 54

- Chief Cowan updated the Board on property drainage, asbestos results, and demolition contracting of the building.
- Interim uses of the property will be solicited after the property is demolished.

9.2 Update from Subcommittee on outbuildings at Station 51

- Chief Cowan updated the Board on the status of RFPs for the construction projects.

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

- No update.
- Chief Cowan updated that there has been an increase of appeals for sprinklers.

9.4 Update on 2023 expense reconciliation

- Chief Cowan provided an update to the Board on the reconciliation of 2023 expenses. As a result, Shoreline will transfer approximately \$300K to Northshore.

9.5 Update on R151 purchase

- Chief Cowan updated the Board on the estimate for the purchase of the new rescue. The rescue will be a dual axel- heavy rescue with walk-in capabilities.
- Chief Cowan updated the Board that the Technical Rescue Team members have been moved to Station 51.

**X. BOARD RESOLUTIONS**

6.1 None

**XI. CONSENT AGENDA**

- 11.1 Vouchers
  - The Benefit Fund Vouchers totaled \$28,108.71
  - The General Fund Vouchers totaled \$69,742.13
  - The Capital Fund Vouchers totaled \$72,749.46
- 11.2 Commissioner Compensation
- 11.3 Meeting Minutes: 1/02/2024

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

## **XII. REPORTS**

- 12.1 Fire Chief Report
  - Chief Cowan updated the Board on items in the Fire Chief's report.
  - Chief Hochstein updated the Board on HVAC repairs at Station 51 and Station 57 during cold weather week last month.
  - Chief Cowan updated the Board on the status of emergency management and Lake Forest Park and Shoreline relationship with NEMCO.
  - Chief Cowan updated the Board on the status of City of Bothell's RFP to contact for fire administrative services and a discussion of SNO 10.
- 12.2 Commissioner Reports
  - Commissioner Wollum Commissioner training.
- 12.3 Legal Counsel Reports
  - No update.

## **XIII. UPCOMING BOARD AGENDAS**

### 13.1 Setting of Future Meeting Agenda(s)

The Board will hold a special meeting on 2/27/24 at 5pm to discuss planning for a levy lid lift options/merger/RFA/FBC.

The next meeting on March 5, 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, presentation on the new Rescue apparatus and TRT staffing, planning 2024 Commissioner Training. This meeting will be hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

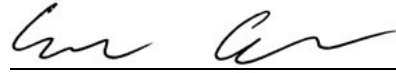
The meeting adjourned at 6:30PM.

## **NEXT MEETING DATE**

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

Attachments: Agenda, 2023 Budget Reconciliation, Vouchers, Commissioner Compensation, Meeting Minutes 1/2/24, and Chief's Report.

**BOARD OF COMMISSIONERS**



**ERIC ADMAN**, Member



**JOSH PRATT**, Member



**TYLER BYERS**, Member

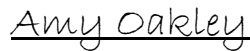


**RICK WEBSTER**, Member



**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 March 5, 2024.



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**Northshore Fire Department Board of Commissioners and  
North City Water District**

**Joint and Regular Meeting Agenda**

Tuesday, February 6, 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 Joint Northshore and North City Water District 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. Joint Northshore and North City Water District Discussion Items**
  - 4.1 Introductions
  - 4.2 Northshore Fire Department Regionalization Update Discussion
  - 4.3 Northshore Fire Department Capital Projects Update Discussion
  - 4.4 North City Water District Sound Transit NE 145th Street/SR 522 BRT Update Discussion
  - 4.5 North City Water District Capital Projects Update Discussion
- V. Adjourn Joint Meeting with North City Water District**

**VI. Open Regular Northshore Board Meeting**

6.1 Roll Call

**VII. Public Comment**

7.1 Public Comment

**VIII. Approval of Agenda**

8.1 Approval of the Meeting Agenda

**IX. Northshore Board Discussion and Possible Action Items**

9.1 Update from the subcommittee on Station 54

9.2 Update from the subcommittee on outbuildings at Station 51

9.3 Update on tax relief for Northshore citizens related to the Fire Benefit Charge.

9.4 Update on 2023 expense reconciliation

9.5 Update on R151 purchase

**X. Board Resolutions**

None

**XI. Consent Agenda**

11.1 Vouchers

11.2 Commissioner Compensation

11.3 Meeting Minutes: Regular Meeting 1/2/2024

**XII. Reports**

12.1 Fire Chief Report

12.2 Commissioner Reports

12.3 Legal Counsel Report

**XIII. Upcoming Board Agendas**

13.1 Setting of Future Meeting Agenda(s)

**Adjournment**

Next Regular Meeting: Tuesday, March 5<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.

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

# NFD RECONCILIATION OF 2023 ACTUAL SALARY & BENEFITS

## SALARIES & BENEFITS BY DIVISION (for reconciliation)

Summary of Salaries & Benefits	2023 Actual	2023 Budget	% Difference	Reconciled NFD Charges	Initial NFD Charges	Difference	Notes
Administration: Salary & Wages	\$1,393,537.89	\$1,388,172.00	-0.39%				Admin costs are at 29.63%
Administration: Benefits	\$392,236.37	\$544,203.91	38.74%				
<b>Administration: Salary &amp; Benefits</b>	<b>\$1,785,774.26</b>	<b>\$1,932,375.91</b>	<b>8.21%</b>	<b>\$1,156,180.27</b>	<b>\$1,233,656.81</b>	<b>\$77,476.54</b>	
Fire Suppression: Salary & Wages	\$13,066,851.21	\$13,179,448.59	0.86%				Ops costs estimated at 38.8%, actuals were 37.3%*
Fire Suppression: Benefits	\$4,223,737.87	\$4,028,344.03	-4.63%				
<b>Fire Suppression: Salary &amp; Benefits</b>	<b>\$17,290,589.08</b>	<b>\$17,207,792.62</b>	<b>-0.48%</b>	<b>\$8,980,588.51</b>	<b>\$9,171,048.52</b>	<b>\$190,460.01</b>	
Fire Prevention: Salary & Wages	\$1,408,522.75	\$1,464,700.00	3.99%				Fleet costs are at 38.1%
Fire Prevention: Benefits	\$383,624.00	\$412,930.96	7.64%				
<b>Fire Prevention: Salary &amp; Benefits</b>	<b>\$1,792,146.75</b>	<b>\$1,877,630.96</b>	<b>4.77%</b>	<b>\$140,500.58</b>	<b>\$138,525.87</b>	<b>(\$1,974.71)</b>	
COP: Salary & Wages	\$255,035.80	\$252,800.00	-0.88%				Facilities are at 33.33%
COP: Benefits	\$44,565.00	\$61,784.86	38.64%				
<b>COP: Salary &amp; Benefits</b>	<b>\$299,600.80</b>	<b>\$314,584.86</b>	<b>5.00%</b>	<b>\$174,040.70</b>	<b>\$202,343.47</b>	<b>\$28,302.77</b>	
Training: Salary & Wages	\$858,801.37	\$905,502.00	5.44%	\$10,451,310.06	\$10,745,574.67	<b>\$294,264.61</b>	<b>Reconciliation</b>
Training: Benefits	\$179,070.00	\$198,924.76	11.09%				
<b>Training: Salary &amp; Benefits</b>	<b>\$1,037,871.37</b>	<b>\$1,104,426.76</b>	<b>6.41%</b>				
Support Services: Salary & Wages	\$682,125.24	\$715,800.00	4.94%				* Target is 37.5% and should be the 2025 budget amount.
Support Services: Benefits	\$208,817.00	\$254,860.80	22.05%				
<b>Support Services: Salary &amp; Benefits</b>	<b>\$890,942.24</b>	<b>\$970,660.80</b>	<b>8.95%</b>				
Other Services: Salary & Wages	\$12,263.68	\$21,750.00	77.35%				* Target is 37.5% and should be the 2025 budget amount.
Other Services: Benefits	\$12,274.13	\$17,250.00	40.54%				
<b>Other Services: Salary &amp; Benefits</b>	<b>\$24,537.81</b>	<b>\$39,000.00</b>	<b>58.94%</b>				
EMS/BLS: Salary & Wages	\$4,566,934.12	\$4,039,472.60	-11.55%				* Target is 37.5% and should be the 2025 budget amount.
EMS/BLS: Benefits	\$1,160,612.37	\$1,266,769.31	9.15%				
<b>EMS/BLS: Salary &amp; Benefits</b>	<b>\$5,727,546.49</b>	<b>\$5,306,241.91</b>	<b>-7.36%</b>				
<b>TOTAL- Salaries &amp; Benefits</b>	<b>\$28,849,008.80</b>	<b>\$28,752,713.82</b>	<b>-0.33%</b>				

### Operations Staffing Hours Reconciliation

	Actual Hours	Target Hours	Difference	Actual %	Target %
Shoreline Staffing	132,286.80	131,400.00	886.80	62.668%	62.5%
LFP/Kenmore Staffing	78,805.50	78,840.00	(34.50)	37.332%	37.5%
<b>Total</b>	<b>211,092.30</b>	<b>210,240.00</b>	<b>852.30</b>		
<b>NFD Difference (Actual vs Target)</b>					<b>0.168%</b>



# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:59:20 Date: 02/02/2024

02/14/2024 To: 02/14/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
27	02/14/2024	Claims	5	0	ALFRED J BAKER	8,311.78	LEOFF I
28	02/14/2024	Claims	5	0	GARY PEDERSEN	192.20	LEOFF I
29	02/14/2024	Claims	5	0	GARY PEDERSEN	464.00	LEOFF I
30	02/14/2024	Claims	5	0	JOHN HANCOCK	4,412.03	LTC Premiums - Baker
31	02/14/2024	Claims	5	0	JOHN HANCOCK	3,766.79	LTC Premium - Pedersen
32	02/14/2024	Claims	5	0	JOHN HANCOCK	4,573.97	LTC Premium - Shellenberger
33	02/14/2024	Claims	5	0	JOHN HANCOCK	3,984.09	LTC Premium - Taylor
34	02/14/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	Feb 2024 Medical Premiums - LEOFF I
005 Benefit Fund 10-0016-6090						28,108.71	
						<u>28,108.71</u>	Claims: 28,108.71
						28,108.71	

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:59:45 Date: 02/02/2024

02/14/2024 To: 02/14/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
35	02/14/2024	Claims	301	0	APPLIED TECHNICAL SYSTEMS INC	461.25	Camera Install - St 57
36	02/14/2024	Claims	301	0	CDW GOVERNMENT	547.08	Antenna for new BC Rig
37	02/14/2024	Claims	301	0	ERICKSON FURNITURE CO	9,798.90	New Recliners
38	02/14/2024	Claims	301	0	JAYMARC - AV	51,072.73	Progress Bill to 90% - Sales Order #23-151 - Conference Room Revision
39	02/14/2024	Claims	301	0	SERTA SIMMONS BEDDING LLC	6,878.50	New Mattresses & Mattress Protectors
40	02/14/2024	Claims	301	0	TCA ARCHITECTURE - PLANNING	3,991.00	St 54 Study - Dec 2023 Services
301 Capital Fund 10-016-3010						72,749.46	
						<hr/>	Claims: 72,749.46
						72,749.46	

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:59:34 Date: 02/02/2024

02/14/2024 To: 02/14/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
19	02/14/2024	Claims	1	0	CITY OF LAKE FOREST PARK	42,939.00	2024 NEMCO Annual Dues
20	02/14/2024	Claims	1	0	CRESSY DOOR COMPANY	2,756.23	St 51 Bay Door Repair
21	02/14/2024	Claims	1	0	CSD ATTORNEYS AT LAW	432.00	Legal Fees - General Business
22	02/14/2024	Claims	1	0	INTERFACE SYSTEMS LLC	13,061.90	2024 FBC Notices Mailing
23	02/14/2024	Claims	1	0	KING COUNTY FIRE COMMISSIONERS ASSOCIATI	180.00	2024 KCFCFA Membership Dues
24	02/14/2024	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	4,028.53	Petty Cash Checking Reimbursement - Jan 2024
25	02/14/2024	Claims	1	0	SHORELINE FIRE DEPARTMENT	264.47	Reimbursement - Adobe Subscription - A. Oakley
26	02/14/2024	Claims	1	0	STATE AUDITOR'S OFFICE	6,080.00	2021-2022 Audit
001 General Fund 10-016-0010						69,742.13	
						<u>69,742.13</u>	Claims: 69,742.13
						69,742.13	





















Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 1	Year: 2024	Name: Rick Webster	
Date	Description of Activity		Hours
1/1/2024	Prep for Board of Commissioners Mtg		2
1/2/2024	Commissioners Mtg		2
1/8/2024	Station 54 Plans review and Job Walk		2
1/9/2024	Station 54 Subcommittee Meeting		2
1/16/2024	Station 251 Outbuilding Meeting		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.*



**1-27-2024**  
Date

Signature



# 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 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 6<sup>th</sup>, 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**

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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 February 6, 2024.

## **District Activity Highlights**

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

### **Succession development**

- Still working through some promotions.
- Congratulations to Steve Smith, new D/E.
- Andres Orams is still in soft transition phase to DC of Operations.
- Starting the search for the next Training Chief.
- Advertised for the HR Admin position.

### **Staffing**

- Our 7 new recruits have had their orientation and week on days. They started the next academy on January 29<sup>th</sup>.

### **Negotiations**

- Working on modifications to new promotional policy.
- Need to negotiate potential impacts to updated TRT expectations.

### **Contracts**

- NEMCO and the City of Shoreline will not be joining for emergency management. NEMCO will continue to exist and we are determining what value there is to the Shoreline Fire Department. This will be included in the new revisions that are needed to the existing ILA.
- The Bothell City Council has agreed to issue a RFP for an administrative services contract. We do not know what the specific language will be, but expect that the RFP will be issued after their next meeting on February 6<sup>th</sup>.

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

- A new, draft NKCTC ILA is still being reviewed, but we are pausing to determine what Bothell FD will be doing in the near future.
- Other guiding documents for 2024 and beyond will need to be developed.

### **Budget**

- Good news! The expense budget for 2023 ended up 1.3% under budget.
  - However, there was an invoice for DRS payments for 2023 that was not sent to us late and in 2024 totaling around \$300k. So, while we show 1.3% under budget, the overall reality is that if we included that expense, as it should have been if we had received it in a timely manner, it would have dropped us to .43% under budget.
  - Still under budget and actually a better estimate of our accuracy in managing expenses.

- Unfortunately, it also means that we will likely be over budget at the end of 2024 as the \$300k was not budgeted for this year. Please keep this in mind as we go through 2024 and if things trend towards being over budget.
- Starting the work on reconciling the NFD operations expense, so that we can determine what needs to be transferred.

### **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 the storage building and then determining path forward after we can review.
- Rescue 151 – Committee is close to finalizing specifications. The price has come down significantly due to scoping of the project. Likely to be around \$1.7m including tax, down from the initial \$2.1m price tag. Committee is meeting the week of February 5<sup>th</sup> and assuming no other concerns arise with the specifications, will be initiating purchase thereafter.

### **Public Records Requests**

- No extensive requests at this time.

### **Noteworthy Meetings**

- January 15-18 – Chiefs Summit Conference
- January 23 – LMC Meeting
  - Discussed the plan for our peer fitness program and next steps.
  - Discussed the new mobile radios and potential of blue tooth technology.
  - Starting work on coordinating 2024 CBA negotiations, including what comparables we will be using.
  - Discussed staffing needs out of Station 63 and alternative options. Our position right now is that we will not be making any major changes to staffing until we are confident that we have the right plan in place to address overtime.
  - Discussed increased requirements for proper TRT certification. Will need to negotiate potential impacts.
- January 24 – New FF Orientation
  - Met with new FFs and welcomed them to Department.
  - Reviewed expectations and the Department overall.
- January 24 – NEMCO Meeting
  - Mentioned above, but discussed the options moving forward with NUD withdrawing and that NEMCO and the City of Shoreline will not be joining.
- January 26 – Governor Inslee Visit
  - Came to headquarters to discuss ongoing issues.
  - One focus is on the improved resources coming to bear on the opioid crisis.
  - Engaged in Q&A session including discussion on our efforts in MIH, which he was impressed with and supported.
  -

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan

# Washington Fire Chiefs

## 2024 Legislative Agenda

- **Stable Funding & Revenue**
  - Seek legislation to exempt or at least mitigate the impacts of tax increment financing areas on fire districts and regional fire service authorities (RFAs).
  - Support efforts to modify the property tax growth limit to reflect population growth and inflation, with a cap of 3%.
  - Continue exploring opportunities for local levy reform and funding stability.
- **State Fire Marshal's Office**
  - Seek to implement the recommendations from the Fire Service Delivery Workgroup, including establishing the Fire Service Advisory Committee to evaluate, educate and advocate for fire service funding and policy needs with the SFMO, WSP, OFM and the Governor's office, and continuing to work toward the creation of an independent State Fire Marshal's Office.
  - Support efforts to increase funding to support Firefighter 1 and 2 Training, Hazardous Materials Training, Regional Direct Delivery Training, the Firefighter Apprenticeship Program, Firefighter Professional Development Certifications, and Firefighter Training Reimbursement.
  - Support efforts to fully staff and fully fund the All-Hazard Mobilization program to address growing workload management challenges and ensure prompt and full reimbursements for mobilization deployments.
- **Firefighter Health & Safety**
  - Support proposals that provide firefighters and paramedics with protection from obstruction and attack when performing official duties.
  - Continue supporting efforts to address first responder mental health needs.
  - Continue supporting data-driven expansion of presumptive disease coverage for firefighters and paramedics.
  - Support efforts to improve the safety of firefighting gear, including enhancing regulatory standards and promoting the use of PFAS-free turnout gear.
- **EMS, Mental & Behavioral Health, and Substance Abuse Response & Co-Response**
  - Support efforts to address hospital capacity and ER wait time issues.
  - Support proposals aiding co-responder programs, including training and integration with the 988 system and first response (CROA).
  - Continue supporting the GEMT program, focusing on protecting stable reimbursement rates.
  - Support proposals providing funding and assistance for integrated response to individuals dealing with substance use disorder, including support for leave-behind Narcan and other prevention efforts.

- Support efforts to reduce the reliance on emergency response to care facilities, including proper staffing and training for care facility employees.
  - Monitor efforts regarding balance billing to ensure fair payment and reimbursement for ground ambulance transport.
- **Wildland Fire**
    - Continue supporting the All-Hazard Mobilization program to ensure adequate staffing and funding.
    - Support full reimbursement to local departments for wildland and other mobilization deployments.
    - Support efforts to fully fund DNR's forest health and wildfire resilience program established in HB 1168 (2021).
    - Support continuing efforts with DNR and the SFMO to improve and expedite the process for approval of aerial assets in early wildfire attack.
    - Continue to work with stakeholders to identify unprotected lands throughout the state, and to identify strategies for ensuring protection for rangelands and other vulnerable land.
- **Washington State Association of Fire Marshals**
    - Support inclusion of fire and life safety measures in new housing options that address the housing crisis and housing shortages.
    - Support efforts to enhance training on best practices for firefighter response to EV, Lithium-Ion battery, and other energy fires.
    - Support efforts furthering the effective use and implementation of the Wildland Urban Interface Code.
- **Volunteer Firefighters Issues**
    - Support efforts to incentivize the recruitment and retention of volunteer firefighters.
- **Fire Service and Local Government Partners**
    - Support, as appropriate, proposals important to other fire service stakeholders and partners, including the Washington State Council of Firefighters, the Washington State Association of Fire Marshals, the Washington Fire Commissioners Association, the Washington Firefighters Association, the Department of Natural Resources, and the Washington State Fire Marshals Office.
    - Support, as appropriate, efforts of local government coalition partners on issues of mutual interest, including public records reform, property tax reform, infrastructure investment, public safety reform, and efforts to address homelessness.