



## 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, April 2<sup>nd</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**

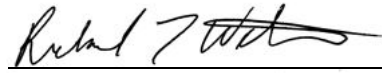


**ERIC ADMAN**, Member

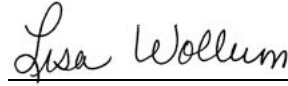
**JOSH PRATT**, Member



**TYLER BYERS**, Member

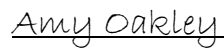


**RICK WEBSTER**, Member



**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 April 2, 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, March 5, 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. 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 Update of tax relief for Northshore citizens related to the Fire Benefit Charge

4.4 Presentation on the new rescue apparatus and TRT staffing

4.5 Planning for 2024 Commissioner Training



- 4.6 Discussion of district strategic options for the August 2024 special election

**V. Board Resolutions**

None

**VI. Consent Agenda**

- 6.1 Vouchers  
6.2 Commissioner Compensation  
6.3 Meeting Minutes: Regular Meeting 2/2/2024 and 2/27/2024

**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, April 2<sup>nd</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:

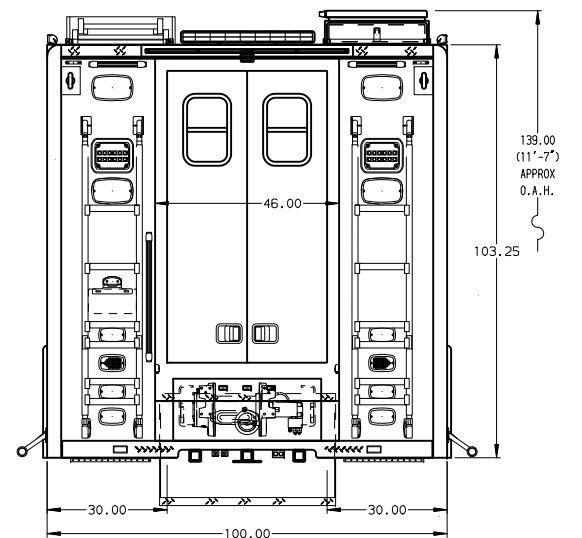
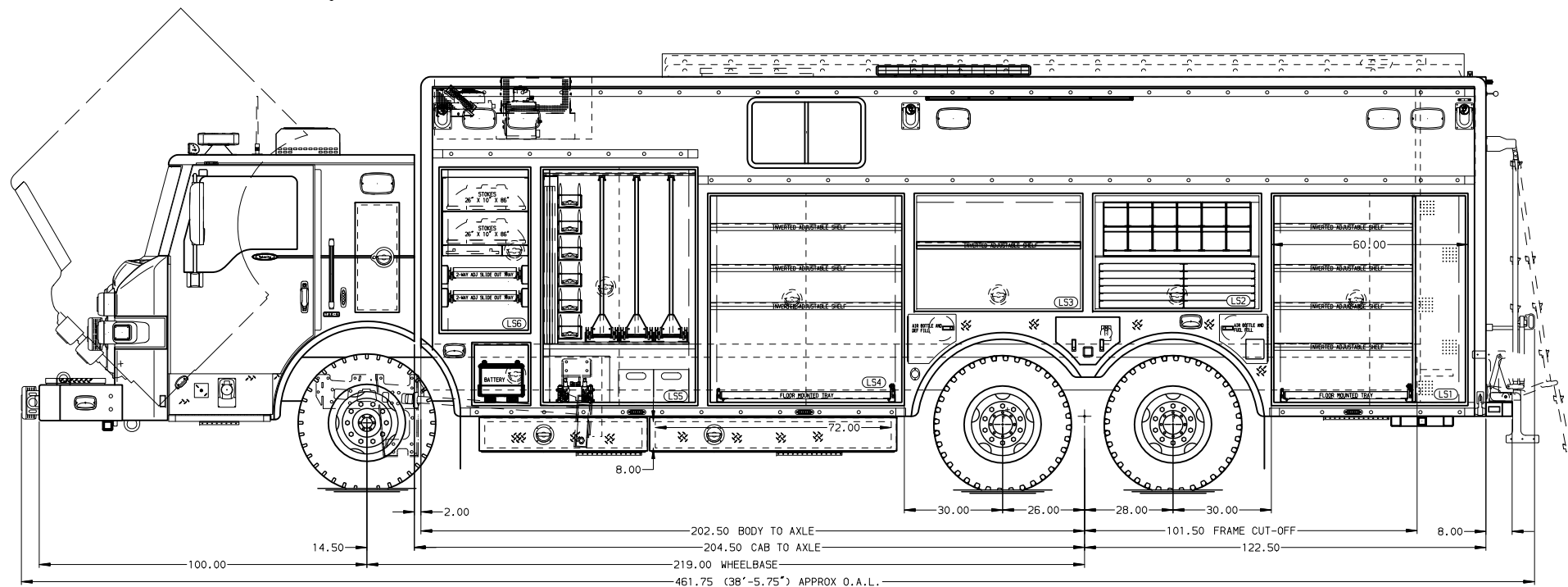
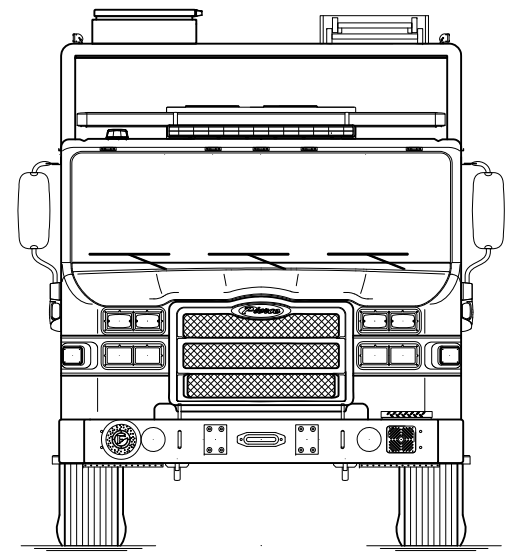
- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to



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.

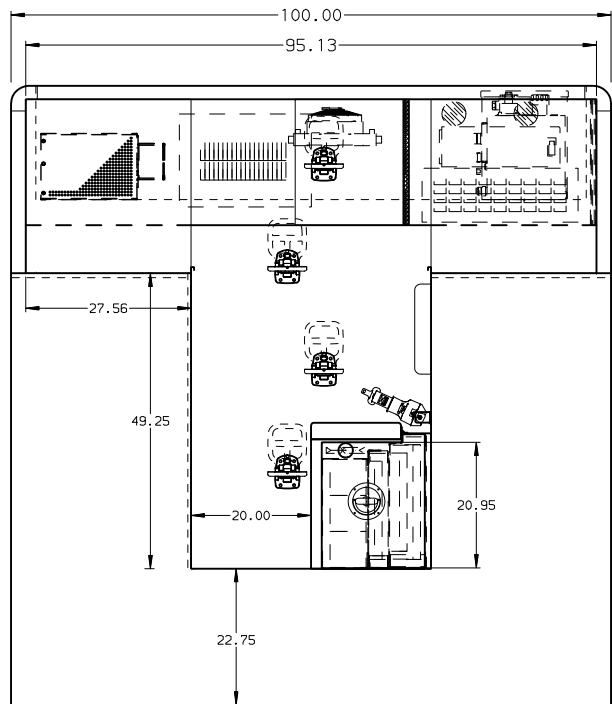
Questions? Email Board Secretary Amy Oakley at [boardsecretary@northshorefire.com](mailto:boardsecretary@northshorefire.com)



SHEET SIZE	SHEET NO.
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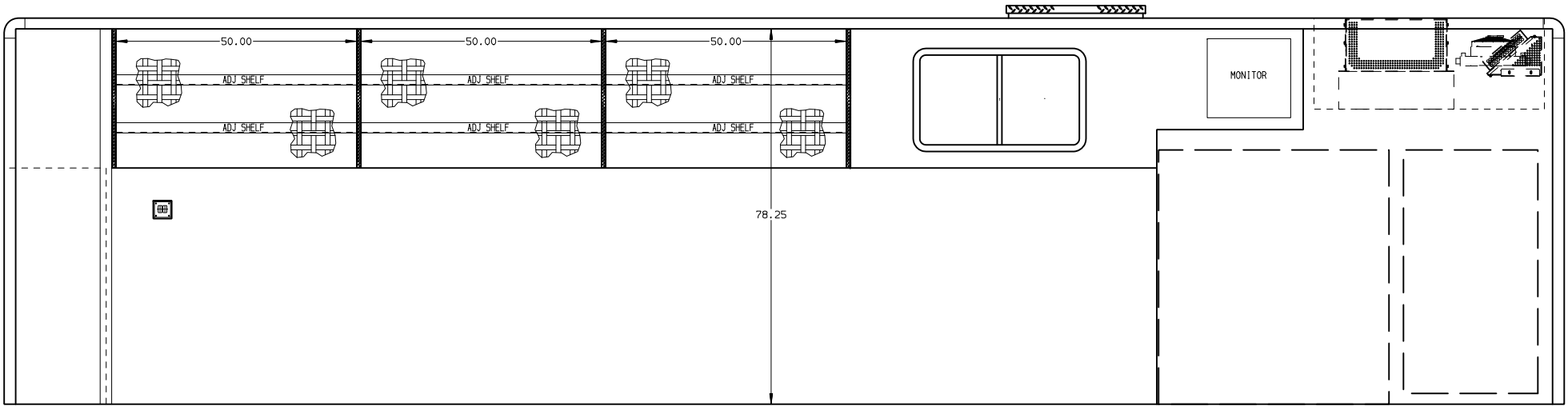
TITLE	HEAVY DUTY RESCUE WALKIN		
FOR	KING COUNTY FIRE PROTECTION DISTRICT NORTHSHORE BID #392 DARBY HEPPER		
DWG NO.	71572-SH1		





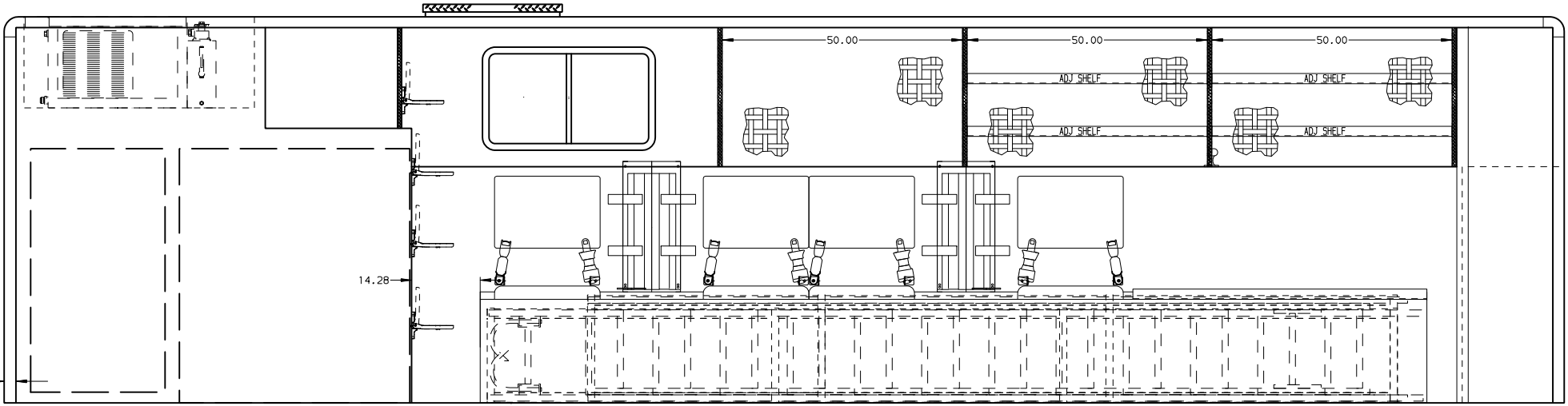
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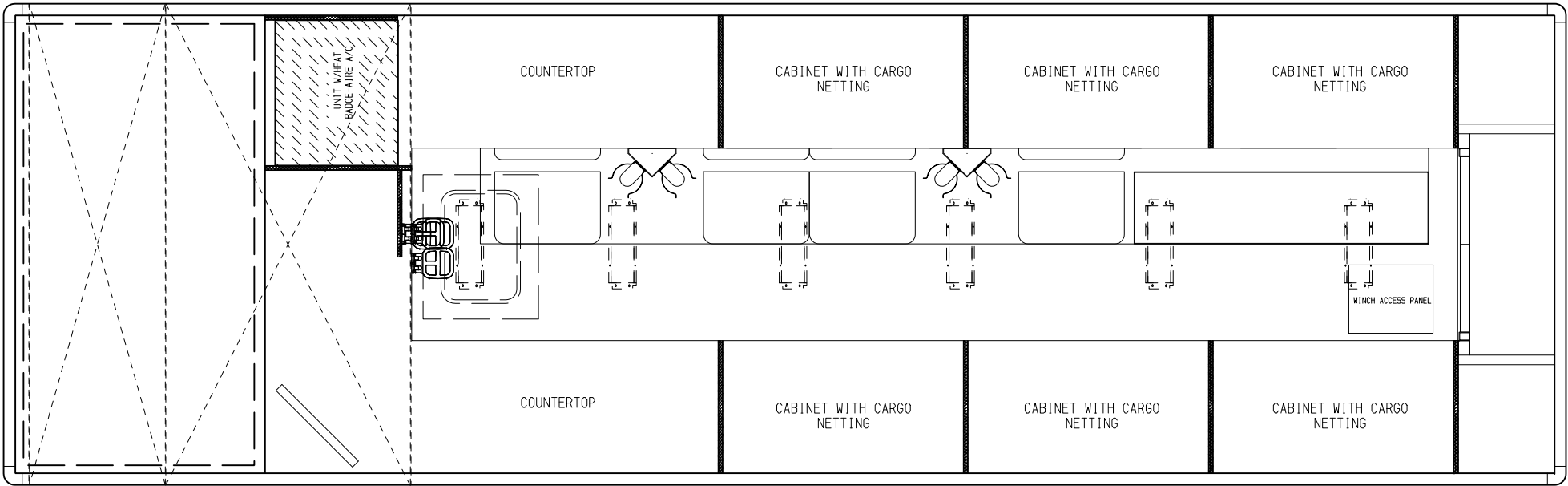
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**NOTE**  
DIMENSIONS SHOWN ARE APPROXIMATE  
AND ARE SUBJECT TO MINOR DEVIATIONS  
AS MAY OCCUR OR BE NECESSARY IN  
CONSTRUCTION.  
MINOR DETAILS NOT SHOWN.

				CHASSIS DATA	TITLE	HEAVY DUTY RESCUE WALKIN	JOB NO.	PRELIM
				MAKE	FOR	KING COUNTY FIRE PROTECTION DISTRICT NORTHSHORE	SCALE	DATE
				MODEL		BID #392 DARBY HEPPER	DRAWN BY	29FEB24
				REV	DWG NO.	71572-SH2	CHECKED BY	-
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# Technical Rescue Response





# What is a “Technical Rescue Response?”

- **Technical Search and Rescue Incident:** Complex search and rescue incidents requiring specialized training and special equipment to complete the mission.



# What is a “Technical Rescue Response?”

- Structural Collapse
- Rope Rescue
- Confined Space Rescue
- Machinery Rescue  
(including Motor  
Vehicle Collisions)
- Water Rescue
- Trench and Excavation



# Why Do We Respond to Technical Rescue Incidents

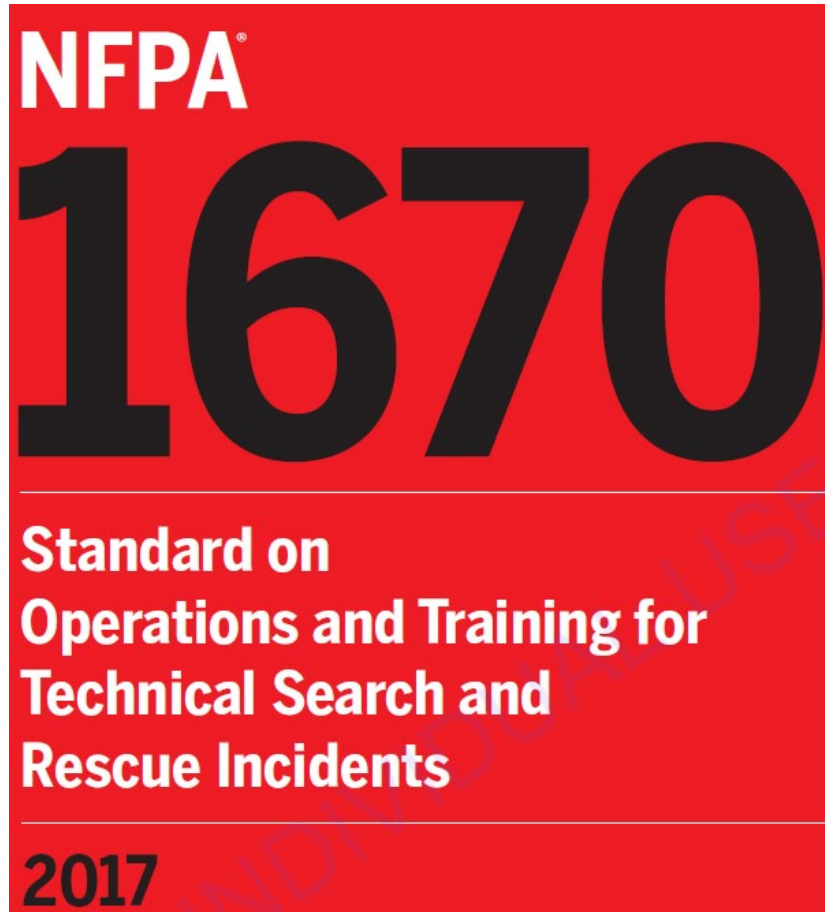
- The Shoreline Fire Department is an “All Hazards” Fire Department.
- Homeland Security Presidential Directive-8 (HSPD-8) of December 17, 2003 (“National Preparedness”) directed the Secretary of Homeland Security to develop a national domestic all hazards preparedness goal to prepare the Nation for all hazards – whether terrorist attack or natural disaster.
- The national preparedness architecture (All Hazards):
  - prevention
  - protection
  - response
  - recovery

# Regulatory Framework for Technical Rescue

- WAC 296.305.05101 Technical Rescue General Requirements
- WAC 296.305.05103 Technical Rescue Training
- WAC 296.305.05105 Technical Rescue Standard Operating Procedure
- WAC 296.305.05107 Technical Rescue Incident Response Planning
- WAC 296.305.05109 Technical Rescue Equipment
- WAC 296.305.05111 Technical Rescue Safety
- WAC 296.305.05113 Technical Rescue Operational Specialties



# Regulatory Framework for Technical Rescue



# Contractual Obligations for Technical Rescue

- **The Zone 1 Technical Rescue Interlocal Agreement**
  - The purpose of this Agreement is to establish a Technical Search and Rescue Division between the undersigned cities and fire districts for the provision of technical search and rescue services.
- **The Sound Transit Readiness Agreement** includes financial resources for equipment and training to prepare to respond to light rail incidents along the guideway and at the train stations.



# Legal Liability

- Low Frequency
- High Risk
- Highly Scrutinized

## Washington Fire Department Sued Over Tech Rescue Death

Posted by: Curt Varone | June 16, 2021 | 0 Comments

A Washington state fire department has been sued by the family of a man who died following a tree-related technical rescue incident. Forrest W. Moore died three days after he was injured while trapped 30-40 feet in a tree. His personal representative filed a wrongful death suit naming the Shoreline Fire Department as the sole defendant.

# Implications of Regulation and Contracts on Technical Rescue Training

- NFPA Training Requirements are Significant\*
  - Initial technician qualification is 40 hours per operational specialty
  - Our competency cycle requires us to provide 48 hours of refresher training per member, per year
  - These initial and refresher training activities only represent a portion of total actual training required – most training is conducted at the crew level and led by the company officer

# Implications of Regulation and Contracts on Technical Rescue Staffing and Response

- The Zone 1 Technical Rescue Committee has the ability to suggest staffing levels for interzone technical rescue resources.
- NORCOM agencies have taken these suggested staffing levels to develop response plans for technical rescue calls.
- NORCOM agencies use the suggested response of nine total technicians assembling from three units.
  - ***Our implied Zone 1 Technical Rescue obligation given the above is to have three technicians assigned to our technical rescue response unit. These technicians are expected to be technicians in many disciplines including Machinery, Vehicle and Structural Collapse.***

# Implications of Regulation and Contracts on Technical Rescue Equipment and Vehicles

- Equipment has evolved. Technology is making equipment more capable and stronger, but this comes with a weight penalty.
- Rescue 151 has run out of room and would be overweight with all of the new equipment
- Heavy Rescue is the best option for payload needs.
  - Total Gross Vehicle Weight is about 70,000lbs for a Heavy Rescue Vehicle
  - Total Gross Vehicle Weight of Rescue 151 is 42,000

# Program Changes

- R151 will be the Primary Technical Rescue Response Unit and has been cross-staffed with E151.
- L161 will no longer be designated as a Technical Rescue Response Unit but will instead be equipped to support R151.
  - The contract for services allowed us to merge two independently operating technical response programs into one better staffed, more centralized and focused program.
- Battalion Chiefs have made shift assignments in an attempt to have three rescue technicians assigned to Station 51 as staffing allows.
- In October, 2023 we established an apparatus committee who determined that a Heavy Rescue would meet our payload needs. Delivery time is expected to be approximately three years.

# Not just for Rescues

We anticipate increased utilization of R151 as our capabilities improve.

R151 will respond to most major incidents within the jurisdiction and as a regional asset.



Questions?

## 2024 Fire Commissioner Training Opportunities

### KCFCA Seminars

- Roberts Rules Training via Zoom April 13, 2024 with trainer Anne Macfarlane.  
<https://www.kingcofca1967.org/roberts-rules-of-order-class>

### WFCA Spring Seminar [https://wfca.wa.gov/events/event\\_list.asp?](https://wfca.wa.gov/events/event_list.asp?)

- Seminar meets the statutory Open Public Records and Open Public Meetings training requirements which are required every 4 years for elected officials. Next date: MARCH 23, 2024 @ Tulalip Resort <https://wfca.wa.gov/events/EventDetails.aspx?id=1815509&group=>
- 2024 WFCA Spring Series – Lake Chelan @ Cambell’s Resort. June 1, 2024. There is usually an event with Nicholson and Associates attached the day or 2 prior.  
<https://wfca.wa.gov/events/EventDetails.aspx?id=1815513&group=>
- 2024 WFCA Annual Conference- Spokane, WA. October 23-26, 2024. A separate seminar hosted by Snure would likely be held on October 23. [Washington Fire Commissioners Association](#)

### NW Leadership Seminar March 6-8, 2024 in Portland, OR.

<https://nwleadershipseminar.com/2024seminar/>

### NAEFO Conference September 16-17, 2024 in Las Vegas, NV. <https://naefoconference.org/>

- NAEFO Member Services [membershipservices@naefo.org](mailto:membershipservices@naefo.org) this is if you want to become members the cost is \$100.00 per Commissioner.



# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:33:56 Date: 03/01/2024

03/13/2024 To: 03/13/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
55	03/13/2024	Claims	5	0	ALFRED J BAKER	9,623.45	LEOFF 1
56	03/13/2024	Claims	5	0	GARY PEDERSEN	192.20	LEOFF I
57	03/13/2024	Claims	5	0	TOM TAYLOR	602.90	LEOFF I
58	03/13/2024	Claims	5	0	TOM TAYLOR	1,300.00	LEOFF I
59	03/13/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	LEOFF I Medical Premiums - Mar 2024
005 Benefit Fund 10-0016-6090						14,122.40	
						14,122.40	Claims: 14,122.40

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
60	03/13/2024	Claims	301	0	CDW GOVERNMENT	1,378.75	IPAD Pro 6 - Existing B151
61	03/13/2024	Claims	301	0	CDW GOVERNMENT	143.39	IPAD Pro 6 Applecare
62	03/13/2024	Claims	301	0	CDW GOVERNMENT	5,274.89	New Desktop Computers
63	03/13/2024	Claims	301	0	CDW GOVERNMENT	5,091.52	CISCO Warranties & Licenses
64	03/13/2024	Claims	301	0	CDW GOVERNMENT	3,681.79	CDW Support Fees
65	03/13/2024	Claims	301	0	CDW GOVERNMENT	286.78	IPAD Pro - New B151
66	03/13/2024	Claims	301	0	CDW GOVERNMENT	2,757.50	IPAD Pro - New B151
67	03/13/2024	Claims	301	0	JAYMARC - AV	10,214.54	Final Bill for Sales Order #23-151 - Conference Room Revision
68	03/13/2024	Claims	301	0	STONEWELL BODIES & MACHINE INC	9,856.00	Change Order for New B151
69	03/13/2024	Claims	301	0	STONEWELL BODIES & MACHINE INC	41,937.85	Final Payment for New B151
70	03/13/2024	Claims	301	0	UNITED PARCEL SERVICE	107.65	Shipping Invoice Supplies for new B151
301 Capital Fund 10-016-3010						80,730.66	
						<u>80,730.66</u>	Claims:
						80,730.66	80,730.66

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:33:23 Date: 03/01/2024

03/13/2024 To: 03/13/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
50	03/13/2024	Claims	1	0	CSD ATTORNEYS AT LAW	1,184.00	Legal Fees - General Business
51	03/13/2024	Claims	1	0	KING COUNTY TREASURY	719.37	2024 Property Taxes - Station 57
52	03/13/2024	Claims	1	0	KING COUNTY TREASURY	979.19	2024 Property Taxes - St 54
53	03/13/2024	Claims	1	0	KING COUNTY TREASURY	12,026.48	2024 Property Taxes - St 51
54	03/13/2024	Claims	1	0	STATE AUDITOR'S OFFICE	5,838.00	2021-2022 Audit
001 General Fund 10-016-0010						20,747.04	
						20,747.04	Claims: 20,747.04

Northshore Fire Department  
Fire Commissioner Request for Compensation


[illegible]

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

Signature

Date \_\_\_\_\_

Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 2	Year: 2024	Name: Rick Webster	
Date	Description of Activity	Hours	
2/4/2024	Prep for Board of Commissioners Mtg	2	
2/5/2024	Commissioners Mtg	2	
2/27/2024	Special Mtg	2	
<i>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.</i>			
			
_____ Signature		2-28-2024 Date	



## 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 roundabouts 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 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 NORTHSORE 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. NORTHSORE 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**

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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 March 5, 2024.



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

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

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## MINUTES

February 27, 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 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 6 members of the public. Commissioner Josh Pratt joined the meeting at 5:15PM. Commissioner Tyler Byers was absent.

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

##### **2.1 The Board heard public comments from David Maehren.**

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

*Commissioner Adman moved to adopt the agenda as presented. Commissioner Webster seconded. The motion passed unanimously 3-0.*

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

##### **4.1 Discussion of District Finances**

- Chief Cowan presented a PowerPoint presentation regarding options for the fire benefit charge, levy lid lift, merger, and region fire authority (RFA).
- The Board asked questions of Chief Cowan related to the materials presented.
- The Board discussed the timeline and process for preparing options for the August 2024 special election ballot.

#### **V. UPCOMING BOARD AGENDAS**

##### **5.1 Setting of Future Meeting Agenda(s)**

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, continued discussion of district strategic options for the August 2024 special election. This meeting will be hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

The meeting adjourned at 5:59PM.

Attachments: Agenda, Public Notice, Chief Cowan PowerPoint presentation.

### **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

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**Shoreline Fire Department**  
**BOARD MEETING DATE: March 5<sup>th</sup>, 2024**  
**Chief Cowan**

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## **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 is still in soft transition phase to DC of Operations, his official promotion date will be 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>.

### **Staffing**

- Our 7 new recruits are still doing well in the academy.

### **Negotiations**

- Working on modifications to new promotional policy.
- Need to negotiate potential impacts to updated TRT expectations.
- Scheduling full CBA negotiations to start in April.

### **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 are working on a draft response, which will be shared with the Board once completed. The due date is March 21<sup>st</sup>.

### **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**

- As a reminder, extra bill in 2023 and reconciliation with NFD will likely cause the 2024 budget to be over budget.

### **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.
- Rescue 151 – Final price came in at about \$1.875 million and the unit has been ordered. Likely to take about 3 years to complete construction.

### **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.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan