



MINUTES

May 20, 2024

**JOINT SPECIAL MEETING OF THE SHORELINE FIRE DEPARTMENT AND
NORTHSHORE FIRE DEPARTMENT BOARD OF COMMISSIONERS RFA PLANNING
COMMITTEES**

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

I. CALL TO ORDER

1.1 Chair Fischer called the meeting to order at 5:00 PM.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Persons in attendance were Shoreline Fire Commissioners Kim Fischer, Rod Heivilin, and Ken Callahan, Northshore Commissioners Rick Webster, Josh Pratt, and Tyler Byers. Also present was Chief Matt Cowan, Legal Counsel Brian Snure, Northshore Board Secretary Amy Oakley, and 1 members of the public.

IV. PUBLIC COMMENT

2.1 No public comments.

V. APPROVAL OF MEETING MINUTES

MOTION: Commissioner Webster moved to approve the minutes as presented. Commissioner Pratt seconded. The motion passed unanimously 6-0.

VI. BOARD DISCUSSION

6.1 Planning meeting for establishing a RFA between Shoreline and Northshore Fire Departments / DISCUSSION

- The Planning Committee discussed ideas for Governance and the number of board members to be on the RFA.
- The Planning Committee agreed to move forward with a ten-member RFA Board consisting of the 5 seated members from Northshore and the 5 seated member from Shoreline.
- The Planning Committee discussed ideas to encourage the City Council members from the RFA district to participate in meetings and to provide input.
- The Planning Committee discussed the draft Background and Needs Statement. The Planning Committee discussed posting this document to the website and send to the local newspapers.

- The Planning Committee discussed Revenue Sources and Funding Plan. Chief Cowan will prepare a draft budget to review at the next meeting.
- The Planning Committee discussed timing for participation in the February special election. The RFA Plan will need to be adopted by both Boards and sent to King County by mid-December.
- The Planning Committee discussed ideas to solicit names for the RFA. Chief Cowan will send an email to department employees for ideas in preparation for the June meeting.

ADJOURNMENT

The meeting adjourned at 6:05PM.

Upcoming RFA Planning meetings:

- Monday at 5pm, June 17th at Shoreline Station 61
- July 15th at Northshore Station 51
- August 19th at Shoreline Station 61

Attachments: Agenda, Public Notice, Meeting Minutes 5/6/2024, Draft Background and Needs Statement

RFA PLANNING COMMITTEE



KIM FISCHER, Chair




ROD HEIVILIN, Member



KEN CALLAHAN, Member



RICK WEBSTER, Member



JOSH PRATT, Member



TYLER BYERS, Member

ATTEST

Amy Oakley

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Special Meeting of the Joint RFA Planning Committee on June 17, 2024.



SPECIAL MEETING AGENDA

Joint Special Meeting with The Shoreline Fire Department and Northshore Fire Department Board of Commissioners RFA Planning Committees

**May 20, 2024
5:00 p.m.**

**Meeting will be held via Zoom conferencing and
on-site at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028,
Monday the 20th day of March 2024, at 5:00PM.**

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. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Public Comment** (please see public comment procedures)
- V. **Approval of Meeting Minutes**
- VI. **Planning meeting for establishing a RFA between Shoreline and Northshore Fire Departments / DISCUSSION**
- VII. **Adjourn**

Public Comment Procedures:

Individuals wishing to comment must do so by signing the Public Comment Sign-In Sheet or if appearing virtually by "raising their hand" or the equivalent. Each individual must state their name, the organization they are affiliated with if applicable, and their city of residence. The chair shall recognize those persons and provide them the opportunity to comment. Individuals may speak for two minutes and those representing recognized organizations may speak for four minutes.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

NOTICE OF SPECIAL MEETING

DATED May 10, 2024

NOTICE IS HEREBY GIVEN that a special joint meeting of the Board of Commissioners of King County Fire Protection District No. 16 and Shoreline Fire Department RFA Planning Committee, will be held via **Zoom**, and in-person at: **Station #51, 7220 NE 181st Street, Kenmore, WA 98028, Monday the 20th day of May 2024, at 5:00PM.** Meeting agenda posted separately.



MINUTES

May 6, 2024

**JOINT SPECIAL MEETING OF THE SHORELINE FIRE DEPARTMENT AND
NORTHSHORE FIRE DEPARTMENT BOARD OF COMMISSIONERS RFA PLANNING
COMMITTEES**

**at Shoreline Fire Department's Headquarters Station 61
and Virtual Meeting via Zoom**

I. CALL TO ORDER

1.1 Chief Cowan called the meeting to order at 4:10 PM.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Persons in attendance were Shoreline Fire Commissioners Ken Callahan, Rod Heivilin, Kim Fischer, Northshore Commissioners Tyler Byers, and Rick Webster. Also present was Chief Matt Cowan, Legal Counsel Brian Snure, Northshore Board Secretary Amy Oakley, and 3 members of the public. Commissioner Josh Pratt joined the meeting at 4:15PM.

IV. PUBLIC COMMENT

2.1 No public comments.

V. BOARD DISCUSSION

5.1 Initial planning meeting for establishing a RFA between Shoreline and Northshore Fire Departments / DISCUSSION

- The Chief introduced the Commissioners to the RFA Planning Committee.
- Legal Counsel, Brian Snure, provided an overview of the Regional Fire Authority (RFA) formation process.
- ***MOTION: Commissioner Pratt moved to select Kim Fischer as Chair of the RFA Planning Committee. Commissioner Byers seconded. The motion passed unanimously 6-0.***
- The Planning Committee agreed to meet on the 3rd Monday of each month at 5:00 p.m. The next Planning Committee meeting will be Monday, May 20th at Northshore.
- The Chief will begin drafting the background and needs statements.
- Discussion topics for the May 20th meeting will include: Timeline, review background & needs Statements, discuss governance and RFA name.

ADJOURNMENT

The meeting adjourned at 5:46PM.

Attachments: Agenda, Public Notice, Brain Snure presentation, RFA Plan Template

RFA PLANNING COMMITTEE

KIM FISCHER, Chair

ROD HEIVILIN, Member

KEN CALLAHAN, Member

RICK WEBSTER, Member

JOSH PRATT, Member

TYLER BYERS, Member

ATTEST

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Special Meeting of the Joint RFA Planning Committee on May 20, 2024.

Background and Needs

For many decades the Shoreline Fire Department (SHFD) and Northshore Fire Department (NSFD) have talked off and on about some type of regionalization. These discussions have included options such as a service contract, merger, and regional fire authority (RFA). These efforts have received more attention especially over the past eight years, which included the potential of multiple fire departments across north King County joining together in a RFA. Ultimately, it was decided to start smaller and build into something bigger. One of the more obvious consolidations was between SHFD and NSFD.

In 2022 the NSFD entered into a contract, or an interlocal agreement (ILA), with SHFD to provide full services to the Cities of Lake Forest Park and Kenmore. The SHFD is an all-hazards fire department providing the following services through different Divisions:

- Administrative Services,
- Emergency Medical Services (BLS),
- Emergency Medical Services (ALS),
- Fire Suppression,
- Training as part of the North King County Training Consortium,
- Fire Marshal Services,
- Public Information and Education through Community Outreach,
- Technical Rescue (Low/High Angle, Confined Space, Trench, Surface Water),
- Hazardous Materials Operations,
- Mobile Integrated Health Care,
- Maintenance (Fleet, Facilities), and
- Emergency Management as part of the City of Shoreline Fire.

The ILA included the transfer of all NSFD employees to SHFD as the two Departments would be operating as one. The NSFD still exists with a Board of Fire Commissioners and District Secretary, who ensure that the ILA is being executed properly, and the Department still owns the existing fire stations and apparatus. They also have taxing authority, receiving revenues from the fire tax levy and fire benefit charge (FBC), which they use to pay the contract with SHFD and NSFD centric expenses. This ILA resulted in many benefits including improved levels of service as described below:

- Improved depth in dedicated administrative positions.
- Succession development.
- Increased Fire Marshal Office capabilities.
- Expanded PIO and PEO services.
- Improved Mobile Integrated Healthcare integration, including a peer support program.
- Increased BLS unit coverage.
- BLS transport patient continuity of care.
- Access for professional career growth in the ALS program.
- Improved ALS personnel integration into suppression activities.
- Improved Firefighter safety.
- Improved driver training and competency.
- Improved truck training, operations, and coverage.
- Information Technology.

- Improved fleet maintenance.
- Improved facilities maintenance.
- Better coordinated emergency management.
- Improved health and safety officer coverage and management.
- Diversified revenue sources.
- Increased experience in developing other revenue sources.
- Experience with other public funding opportunities.

While the ILA provides many benefits and efficiencies, it is not a full consolidation. It has been an expectation that after showing success of consolidating under an ILA, that there would be an opportunity for something more complete, such as a merger or RFA. Either a merger or RFA would allow for accessing the remaining efficiencies; financial, operational, and logistical. The two Departments are already accomplishing many of the things that a RFA will formalize; one administration, one labor group representation, one training division, and all employees working as one organization. After deliberation by both Department's Board of Commissioners it was decided to pursue a RFA.

There are many advantages of joining the two Departments together in a RFA, including overall financial savings as it removes the last pieces of redundancy. However, one of the more significant reasons pertains to governance. Establishing a RFA is similar to starting a new fire district in which you establish the governance model you prefer. This would potentially allow for NSFD Commissioners to sit on the new RFA governing board and have the opportunity for direct input. Currently, NSFD has authority over NSFD assets and the execution of the ILA, but not over the strategic operation of the SHFD. A RFA would also remove some barriers and allow other organizations to potentially join the new organization with governing board approval in the future.

Regionalization in whatever form has been an industry trend for decades. It has been wholeheartedly embraced in other States, and even in other counties around Washington. The King County area has been slower to move in this direction, but is gaining much momentum. The biggest reason is the service needs and expectations for fire departments continue to increase every year, while there is also increased pressure on taxes that residents pay. A RFA will allow for highest level of service and provide the best efficiencies, ensuring the people we serve will have the best service while stretching their tax dollars as far as possible.

The following is a summary of our needs and challenges:

1. The ability to respond to emergency situations by fire protection and emergency services jurisdictions has not kept up or progressed with the community's needs and special service demands. Anticipated increase in population will likely exacerbate this problem.
2. Providing fire protection and emergency medical service system requires a collaborative partnership and responsibility among local and regional governments, the private sector, and the communities we serve.
3. There are efficiencies to be gained by regional fire protection and emergency medical service delivery, while maintaining local control.
4. Timely development of critical, significant projects can best be achieved through enhanced funding options for regional fire protection, emergency services, specialized rescue, hazardous material mitigation, and other services.

5. Northshore and Shoreline have a long history of a cooperative approach to meeting the needs of their citizens. The Districts have operationally worked together on a daily basis for many decades, all IAFF Union employees are represented by one body, the Departments have engaged in a joint training consortium since 2020, they have been led by one Fire Chief and administration, functionally operating as a single provider since 2022.
6. On March 14, 2024, the Boards of Commissioners of each District authorized the formation of a Planning Committee to explore the feasibility of forming a regional fire authority and to draft a regional fire authority plan.
7. On approval of this Plan by both District's Boards of Commissioners, the Districts will then be asking its citizens to consider combining all functions and services currently provided by the two jurisdictions into a single entity, called a Regional Fire Authority.