



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 7, 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

Commissioner Josh Pratt called the meeting to order at 5:02 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, and Rick Webster. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 3 members of the public. Commissioner Tyler Byers joined the meeting at 5:05. Commissioner Lisa Wollum was absent.

II. PUBLIC COMMENT

2.1 No public comments

III. APPROVAL OF THE AGENDA

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

Commissioner Tyler Byers joined the meeting.

IV. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Report from Subcommittee for Station 54

- Chief Cowan updated the Board on the status of soliciting quotes for drain line and building demolition. The Board discussed maintaining access to the school bus stop.

4.2 Report from Subcommittee on outbuildings at Station 51

- Chief Cowan updated the Board that the scope of work has been identified and progress towards a draft RFP/RFQ.

4.3 Report from RFA Planning Committee

- Commissioner Webster and Commissioner Pratt updated the Board on the status of the first RFA Planning Committee meeting.
- Next RFA Planning meeting will be by May 20th, 2024 at 5pm. Monthly meetings will occur the 3rd Monday of the month.

- 4.4 Approval of legal representation for RFA Planning Committee
- Commissioner Pratt updated the Board on the proposal to use Brian Snure for legal guidance of the RFA process. Mr. Snure’s costs will be shared equally between Shoreline and Northshore.

Commissioner Webster moved to approve the legal contract as presented. Commissioner Byers seconded. The motion passed unanimously 4-0.

- 4.5 Update on Fire Commissioners Clothing
- Commissioner Adman updated the Board that Commission clothing (black polo shirt and black jacket) will arrive in advance of the June 1st Northshore Open House.
- 4.6 Discussion of next steps for August levy led lift ballot measure
- Chief Cowan updated the Board FAQ website created on the front webpage of Shoreline Fire.
 - Chief Cowan submitted to the County for the “pro” committee. The County will attempt to solicit a con committee. Statements are due May 14th.

V. BOARD RESOLUTIONS

- 6.1 None

VI. CONSENT AGENDA

- 6.1 Vouchers
- The Benefit Fund Vouchers totaled \$ 10,797.47
 - The General Fund Vouchers totaled \$ 4,075.67
 - The Capital Fund Vouchers totaled \$ 14,079.11
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 04/02/2024 and 04/23/2024

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

VII. REPORTS

- 7.1 Fire Chief Report
- No update.
- 7.2 Commissioner Reports
- No update.
- 7.3 Legal Counsel Reports
- Legal Counsel Matt Paxton updated the Board on changes to the law effective June 30, 2024 related to competitive bidding and small works process.

VIII. UPCOMING BOARD AGENDAS

- 8.1 Setting of Future Meeting Agenda(s)

The next regular meeting on June 4, 2024 will include the standard agenda items as well as update from the subcommittee on Station 54 and subcommittee on outbuildings at Station 51, update from subcommittee on RFA Committee, status of the levy lid lift ballot

measure, audit exit interview, finance policy with new laws. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 5:30PM.

NEXT MEETING DATE

Special meeting

The next regular scheduled meeting will be Tuesday, June 4th, 2024 at 5:00PM.

Attachments: Agenda, RFA Planning Committee Legal Representation Contract, Vouchers, Commissioner Compensation, Meeting Minutes 4/2/2022 and 4/23/24, and Chief's Report.

BOARD OF COMMISSIONERS



ERIC ADMAN, Member

JOSH PRATT, Member



TYLER BYERS, Member

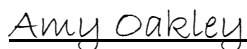


RICK WEBSTER, Member



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 June 4, 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, May 7, 2024

5:00PM

Meeting held virtually, via Zoom, and in-person at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028

To provide public comment, please see instructions at the end of the agenda.

To attend this meeting live, click the link below and enter the ID & Password provided.

A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldpZ1dSSU1ZYy9LSXVQQT09>

Call in to Zoom Meeting at: (253) 215-8782

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Regular Northshore Board Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Agenda

3.1 Approval of the Meeting Agenda

IV. Board Discussion and Possible Action Items

4.1 Report from subcommittee from Station 54

4.2 Report from subcommittee on outbuildings at Station 51

4.3 Report from RFA Planning Committee

4.4 Approval of legal representation for RFA Planning Committee

4.5 Update on Fire Commissioner Clothing

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

V. Board Resolutions



None

VI. Consent Agenda

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: Regular Meeting 4/2/2024, 4/23/2024

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, June 4th, 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

SNURE LAW OFFICE

A Professional Services Corporation

Brian K. Snure
brian@snurelaw.com

Clark B. Snure
1930 - 2014

(Brian K. Snure also serves as counsel to CSD Attorneys at Law P.S.)

May 7, 2024

Shoreline Fire Department

Northshore Fire Department

Dear Clients:

Snure Law Office, PSC provides legal representation to Shoreline Fire Department. CSD Attorneys at Law P.S. provides legal representation to Northshore Fire Department. Attorney Brian Snure, the sole shareholder of Snure Law Office, PSC, also serves as of counsel to CSD Attorneys at Law P.S.

It is our understanding that Shoreline Fire and Northshore Fire would like to jointly retain attorney Brian Snure and, to some extent, CSD Attorneys at Law P.S., to jointly represent both Fire Departments by guiding the RFA Planning Committee in the development, drafting and review of an RFA Plan. It is our understanding that the parties will be negotiating mutually agreeable terms and that attorney Brian Snure is being asked to jointly review and draft documents designed to implement those terms "Services."

We appreciate the opportunity to jointly represent the Departments in regard to the Services. Our work in preparing this Disclosure and Waiver of Potential Conflict of Interest, (the "Agreement"), would be performed in a manner that is fair and equitable to each in accordance with the negotiated terms. However, in order to work jointly with the Departments, the Washington Rules of Professional Conduct require that we consult with each of you to explain the implications of common representation and the advantages and risks involved. Rule 1.7(a) of the Rules of Professional Conduct prohibits lawyers from representing clients concurrently where:

1. The representation of one (1) client will be directly adverse to another client; or
2. There is a significant risk that the representation of one (1) or more clients will be materially limited by the lawyer's responsibilities to another client, a former client, a third-person, or by the personal interest of the lawyer.

Rule 1.7(b) of the Rules of Professional Conduct allows lawyers to represent concurrent clients where:

1. The lawyer reasonably believes that they will be able to provide competent and diligent representation to each affected client;
2. The representation is not prohibited by law;

3. The representation does not involve the assertion of a claim by one (1) client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal; and

4. Each affected client gives informed consent, confirmed in writing (following authorization from the other client to make any required disclosures).

Comment 28 to this Rule prohibits a lawyer from representing multiple parties in negotiations when the parties' interests are fundamentally antagonistic to each other, but it allows common representation when the parties' interests are generally aligned.

In this situation, we are required to obtain your informed written consent to the common representation and to obtain a waiver of any potential conflicts of interest based on prior representations. This letter is designed to meet all of the foregoing requirements but we are also available to discuss any questions or concerns that either party may have.

The primary advantage of common representation in connection with the above services is that you will probably save time and legal fees in having one law firm review and make recommendations regarding the Services. We will attempt to advise each Department of its options and will assist each Department in seeking a common ground of agreement rather than pressing fully a position that might be advantageous only to one Department.

It is my understanding that there are currently no substantial differences of opinion between the Departments regarding major financial or legal issues involved in the Services. However, one of the risks of common representation in this project is that you might discover that you have differing interests causing you to disagree regarding our recommendations.

Another risk of common representation is that we may be forced to withdraw from further representation of both Departments regarding the Services at some point in the future. We will withdraw if either of the Departments requests that we withdraw for any reason or if we determine at any time during my representation that: (1) we cannot resolve issues between the Departments on terms compatible with each of your best interests; (2) we believe that either Department is unable to make adequately informed decisions regarding our representation; or (3) for any other reason we reasonably believe that we cannot continue to represent each Department impartially or without a negative effect on our responsibilities to both Departments.

It is unlikely that either Snure Law Office, PSC or CSD Attorneys at Law P.S. could represent either Department on matters involving the Services should a subsequent dispute arise regarding the Services. In the event of a dispute, all parties would therefore have to incur the additional expense of engaging new counsel. In such event, the attorney-client privilege with respect to communications between any of you and members of our law firms in connection with the subject matter of the dispute would be waived as to the other party.

Moreover, we cannot effectively represent both Departments if information disclosed to us by one Department in connection with the provision of the Services may not be disclosed by us to the

Department. If at any time either Department discloses to us any information in confidence that, in our opinion, would be material to decisions that might be reached by the other party, we may be forced to withdraw from representation of both Departments in relation to the Services.

Although we have represented each Department on various matters in the past, we have reviewed our records and reasonably believe that we will be able to provide competent and diligent representation in regard to the Services and do not believe that either firm has any conflict of interest that would preclude use from jointly representing the Departments. In the present situation, we reasonably believe that we can provide competent and diligent joint representation to the Departments in regard to the Services and that such representation would not affect either firm's ability to provide competent and diligent representation to either Departments should either firm be consulted on other matters by the Departments either simultaneously with the Services or at a later date.

If you consent to the common representation for the Services, services provided by Brian Snure will be billed 50% to each Department by Snure Law Office, PSC. Services provided by CSD Attorneys at Law P.S. will be billed 50% to each Department by CSD Attorneys at Law P.S.

Obviously, the matters discussed in this letter are of a technical and legal nature. The Rules of Professional Conduct suggest that we encourage each Department to consult with independent counsel to help it understand this letter. It is up to you, however, whether or not you actually consult with independent counsel.

If there are any questions regarding the foregoing issues please advise. If you understand the issues discussed above and consent to our common representation for the Services, please sign this letter and return it to me for my files. This letter may be signed in multiple counterparts.

Very Truly Yours,

SNURE LAW OFFICE, PSC

Brian K. Snure

Consented to this ___ day of _____, 2024.

SHORELINE FIRE DEPARTMENT

By : _____
Matt Cowan, Fire Chief

Very Truly Yours,

CSD ATTORNEYS AT LAW P.S.

Matt T. Paxton

Consented to this ___ day of _____, 2024.

NORTHSHORE FIRE DEPARTMENT

By : _____
Matt Cowan, Fire Chief

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 13:50:21 Date: 05/03/2024

05/15/2024 To: 05/15/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
204	05/15/2024	Claims	5	0	ALFRED J BAKER	8,201.42	LEOFF I
205	05/15/2024	Claims	5	0	GARY PEDERSEN	192.20	LEOFF I
206	05/15/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	LEOFF I MEDICAL PREMIUMS - MAY 2024
005 Benefit Fund 10-0016-6090						10,797.47	
						<hr/>	Claims: 10,797.47
						10,797.47	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 13:50:34 Date: 05/03/2024

05/15/2024 To: 05/15/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
197	05/15/2024	Claims	301	0	CDW GOVERNMENT	328.14	DOCK STATION - B151
198	05/15/2024	Claims	301	0	CDW GOVERNMENT	656.28	DOCK STATION & TABLET CASE-B151
199	05/15/2024	Claims	301	0	CDW GOVERNMENT	1,540.68	APC REPLACEMENT BATTERIES
200	05/15/2024	Claims	301	0	IML SECURITY SUPPLY	1,490.40	DOOR CONTROL - ST 51
201	05/15/2024	Claims	301	0	IML SECURITY SUPPLY	6,831.00	INSTALLATION DOOR LOCKS ST 51
202	05/15/2024	Claims	301	0	SEAWESTERN, INC.	2,884.55	SCBA SUPPLIES
203	05/15/2024	Claims	301	0	SHORELINE FIRE DEPARTMENT	348.06	REIMBURSEMENT TO SHORELINE FOR CAPITAL PURCHASES ON CREDIT CARD
301 Capital Fund 10-016-3010						14,079.11	
						<hr/>	Claims: 14,079.11
						14,079.11	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 13:49:56 Date: 05/03/2024

05/15/2024 To: 05/15/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
193	05/15/2024	Claims	1	0	CSD ATTORNEYS AT LAW	2,400.00	LEGAL FEES - CONSOLIDATION
194	05/15/2024	Claims	1	0	CSD ATTORNEYS AT LAW	192.00	LEGAL FEES - GENERAL BUSINESS
195	05/15/2024	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	24.17	PETTY CASH CHECKING REIMBURSEMENT
196	05/15/2024	Claims	1	0	STATE AUDITOR'S OFFICE	1,459.50	2021-2022 AUDIT
001 General Fund 10-016-0010						4,075.67	
						<hr/>	Claims: 4,075.67
						4,075.67	



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

April 2, 2024

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

I. OPEN REGULAR NORTHSHORE BOARD MEETING

1.1 Roll Call

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

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

II. PUBLIC COMMENT

2.1 No public comments

III. APPROVAL OF THE AGENDA

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

IV. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Update from Subcommittee for Station 54

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

4.2 Update from Subcommittee on outbuildings at Station 51

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

4.3 Discussion of next steps for RFA Planning Committee

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

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

V. BOARD RESOLUTIONS

- 6.1 None

VI. CONSENT AGENDA

- 6.1 Vouchers
- The Benefit Fund Vouchers totaled \$11,428.82
 - The General Fund Vouchers totaled \$6,195.54
 - The Capital Fund Vouchers totaled \$78,396.50
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 03/05/2024, 03/14/2024, and amended minutes 1/4/2022
- Commissioner Webster moved to accept the consent agenda as presented.
Commissioner Adman seconded. The motion passed unanimously 5-0.*

VII. REPORTS

- 7.1 Fire Chief Report
- Chief Cowan updated the Board on the status of the City of Bothell Administration RFP.
 - Chief Cowan updated the Board on capital projects: Rescue 151 contract has been signed (will be delivered in 3 years), BC151 rig has been delivered to Shoreline, Utility truck delivered, IT update complete, HVAC upgrades, 57 generator request for bids.
- 7.2 Commissioner Reports
- No update.
- 7.3 Legal Counsel Reports
- Legal Counsel Matt Paxton provided an update from the Supreme Court decision regarding social media and free speech of public officials.

VIII. UPCOMING BOARD AGENDAS

- 8.1 Setting of Future Meeting Agenda(s)

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

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

ADJOURNMENT

The meeting adjourned at 5:42PM.

NEXT MEETING DATE

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

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

Attachments: Agenda, Public Comment, Vouchers, Commissioner Compensation, Meeting Minutes 1/4/2022 (Amended), 3/5/24 & 3/14/2024, and Chief's Report.

BOARD OF COMMISSIONERS

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.

DRAFT



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

April 23, 2024

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

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

Chair Lisa Wollum called the meeting to order at 4:00 PM.

Persons in attendance were Commissioners Eric Adman, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 0 members of the public. Commissioner Josh Pratt joined the meeting at 4:08 PM.

II. PUBLIC COMMENT

2.1 Written statement from David Maehren included in meeting materials and record.

III. APPROVAL OF THE AGENDA

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

IV. RESOLUTION

4.1 Resolution 2024-02 Levy Lid Lift

Commissioner Byers moved to pass Resolution 2024-02 as presented. Commissioner Webster seconded. The motion passed unanimously 4-0.

- The Chief will coordinate the solicitation of nominations for individuals from the public to provide pro/con statements for the ballot pamphlet.
- Commissioner Josh Pratt joined the meeting.
- The Chief will provide a timeline for the pro/con statement timeline at the next meeting.

V. UPCOMING BOARD AGENDAS

5.1 Setting of Future Meeting Agenda(s)

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

ADJOURNMENT

The meeting adjourned at 4:14PM.

Attachments: Agenda, Public Notice, Resolution 2024-02.

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 May 7, 2024.

Shoreline Fire Department
BOARD MEETING DATE: May 7th, 2024
Chief Cowan

District Activity Highlights

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

Succession development

- Andres Orams was promoted to DC as of April 1st and will continue to shadow DC Foster until they will switch roles until the end of May, when DC Foster was planning to retire. However, the current plan in the ILA with BFD is to have DC Foster extend his retirement date and remain as the DC of Operations for SFD, and Andres would move over to the BFD. This is in plan form only and has not been committed to as yet.
- Lilianna Ah Po, our new HR Administrator is doing great and is a welcome addition to the team.

Strategic Planning

- Work continuing on preparing for RFA process.
- Work continuing on Exec Admin Services ILA with BFD.
- The purchase of land next to Station 62 will close on May 3rd.

Staffing

- Academy graduation for seven is on May 10, 1730, at Station 51.

Negotiations

- Full CBA negotiations started on April 3rd, we have had 2 meetings so far.

Contracts

- Working on developing a new model and ILA for NEMCO.

North King County Training Consortium

- BC Ford is the new Training BC and doing great.

Budget

- Budget has slipped to 3% over budget. We had heavy annual expenses in the first quarter including the transfer of 2023 NFD contract reconciliation, but we will need to monitor in the coming months to ensure we start tracking in the right direction.

Capital Projects

- Station 54 - We are working towards taking the station down and addressing drainage issues. Have chosen a company to address demolition and one to address drainage issues.
- Station 51 Outbuilding –Need to also issue a RFQ for architectural services.
- Considering the purchase of the reserve ladder that we collaboratively have invested in with Redmond Fire, Kirkland Fire, and ESFR under the ILA for reserve apparatus. ESFR does not want to own it anymore, and RFD nor KFD are interested in the apparatus as well. Waiting on surplus approval from ESFR Board and an asking price

before making a decision. This would be for an interim period until our new ladder truck arrives, hopefully sometime next summer.

Public Records Requests

- No extensive requests at this time.

Noteworthy Meetings

- April 19 – BFD Meeting
 - Met with Bothell City Manager to discuss proposal for Exec Level Admin Services.
 - Discussed options, etc. and planned for a follow up meeting the next week.
- April 20-21 – Future Women in Fire & EMS
 - Hosted the event at Station 51, which was well attended with wait lists for both attendees and instructors.
 - Welcome speech on the 20th and observed activities that day.
- April 23 – LMC
 - Discussed reserve ladder truck, training division assignments, workbooks, promotional process, and concerns with PT equipment being moved.
- April 23 – Negotiations
 - Negotiated impacts of Fall City ILA for fleet work.
 - Negotiated new expectations on drug accountability at shift change.
- April 23 – Special NFD BOC Meeting
 - Discussed NFD levy rate increase ballot measure.
 - Approved resolution to put levy rate increase on the August 6th ballot.
- April 24 – BFD Meeting
 - SFD was chosen for providing Exec Level Admin Services.
 - Discussed staffing structure and other concerns.
 - Will prepare a job description for the Administrative Chief position at BFD.
 - Draft contract to be completed around May 9th, May 13th at the latest, so that SFD BOC can review and consider approving at May 16th BOC meeting. Assuming approval, then contract goes back to the City of Bothell for approval at their Council meeting on May 20th.
- April 24 – Administrative Professional Day
 - Took staff out to lunch with cards and flowers.
- April 25 – Levrum Meeting
 - Adjusted scope of work regarding Station 62 project considering recent purchase of land next to Station 62.
- April 25 – Leadership Summit Meeting
 - Continue to work on developing schedule and speaker coordination for Leadership Summit in the fall.
- April 30 – CBA Negotiations
 - Had 2nd negotiations meeting.
- May 3 – Appreciation Banquet
 - Held the annual appreciation banquet and awarded Chief's Coin, Of The Year awards, and special distinction awards.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan