



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

July 9, 2024

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

I. OPEN SPECIAL NORTHSHORE BOARD MEETING

1.1 Roll Call

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

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

II. PUBLIC COMMENT

2.1 The Board heard public comment from David Maehren.

III. APPROVAL OF THE AGENDA

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

IV. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Report from Subcommittee for Station 54

- Chief Cowan updated the Board that the demolition of Station 54 is scheduled for July 18-20th.

4.2 Report from RFA Planning Committee

- Commissioner Pratt updated the Board on the June meeting of the RFA Planning Committee including an update on budget, finance and governance.

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

- Chief Cowan is scheduled to meet with the city councils of Lake Forest Park and Kenmore in the next 2 weeks.
- Chief Cowan updated the Board that FAQs are posted on the website.

4.4 Discussion on updating Financial Policy 6200

- No update for this meeting.
- This item will remain on the agenda for next meeting.

V. BOARD RESOLUTIONS

6.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The Benefit Fund Vouchers totaled \$ 10,408.79
- The General Fund Vouchers totaled \$ 5,410.34
- The Capital Fund Vouchers totaled \$ 18,167.05

6.2 Commissioner Compensation

6.3 Meeting Minutes: 06/04/2024

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

VII. REPORTS

7.1 Fire Chief Report

- Chief Cowan updated the Board on FAQ for the RFA
- MSRC bids are open for replacement generator Station 57 and fuel tank upgrade Station 51.

7.2 Commissioner Reports

- No update.

7.3 Legal Counsel Reports

- Legal Counsel Matt Paxton discussed training facilities.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

The next regular meeting scheduled for August 6, 2024 will include the standard agenda items as well as update from the subcommittee on Station 54, update from subcommittee on RFA Committee, status of the levy lid lift ballot measure, revised finance policy discussion. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 5:43PM.

NEXT MEETING DATE

Regular meeting Tuesday, August 6th, 2024 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 6/4/2022, and Chief's Report.

BOARD OF COMMISSIONERS



ERIC ADMAN, Member

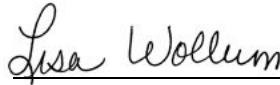
JOSH PRATT, Member



TYLER BYERS, Member



RICK WEBSTER, Member



LISA WOLLUM, Member

ATTEST

Amy Oakley _____

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on August 6, 2024.



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Special Meeting Agenda

Tuesday, July 9, 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 Special 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 RFA Planning Committee

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

4.4 Discussion on updating Financial Policy

V. Board Resolutions

None



VI. Consent Agenda

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: Regular Meeting 6/4/2024

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, August 6th, 2024 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

Individuals wishing to comment may comment by appearing at the virtual meeting and “raising their hand” or the equivalent. The chair shall recognize those persons and provide them the opportunity to comment. Three minutes are allowed for comment.

If you wish to provide written public comment, you may do so by submitting a written statement to boardsecretary@northshorefire.com. Any comments received up to one hour before the posted meeting time, will be read during the public comment period.

To ensure your written comments are received and read at the proper meeting, your email must include:

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

Emails without this information may not be read at the meeting. And, in accordance with normal procedure, messages of an overly repetitive or inappropriate (vulgarity) nature may be declined to be read at the discretion of the meeting Chair.

Please check the District’s [AV Capture](#) for the most up-to-date information about individual meetings. Questions? Email Board Secretary Amy Oakley at boardsecretary@northshorefire.com



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 June 4, 2024

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held via Zoom, and in-person at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028, Tuesday the 9th day of July 2024, at 5:00PM.

Meeting agenda posted separately.

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:34:00 Date: 07/03/2024

07/17/2024 To: 07/17/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
296	07/17/2024	Claims	5	0	ALFRED J BAKER	7,812.74	LEOFF I
297	07/17/2024	Claims	5	0	GARY PEDERSEN	192.20	LEOFF I
298	07/17/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	LEOFF I MEDICAL PREMIUMS - JULY 2024
005 Benefit Fund 10-0016-6090						10,408.79	
						<u>10,408.79</u>	Claims: 10,408.79
						10,408.79	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 09:48:22 Date: 07/09/2024

07/17/2024 To: 07/17/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
313	07/17/2024	Claims	301	0	AMERICAN ABATEMENT & DEMO	12,347.66	JUNE DEMO WORK FOR STATION 54
299	07/17/2024	Claims	301	0	CDW GOVERNMENT	656.28	DOCK STATION & TAB CASE FOR IPAD - B151
300	07/17/2024	Claims	301	0	CDW GOVERNMENT	99.34	AC ADAPTOR FOR MODEMS
301	07/17/2024	Claims	301	0	CDW GOVERNMENT	3,807.31	5G ROUTERS
302	07/17/2024	Claims	301	0	SHORELINE FIRE DEPARTMENT	1,256.46	REIMBURSEMENT TO SHORELINE FOR CAPITAL PURCHASES ON CREDIT CARD
301 Capital Fund 10-016-3010						18,167.05	
						<u>18,167.05</u>	Claims: 18,167.05

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:33:16 Date: 07/03/2024

07/17/2024 To: 07/17/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
303	07/17/2024	Claims	1	0	CSD ATTORNEYS AT LAW	640.64	LEGAL FEES - GENERAL BUSINESS
309	07/17/2024	Payroll	1	0	EMPLOYMENT SECURITY DEPT	36.78	Pay Cycle(s) 04/26/2024 To 04/26/2024 - PFML; Pay Cycle(s) 05/31/2024 To 05/31/2024 - PFML; Pay Cycle(s) 06/27/2024 To 06/27/2024 - PFML
310	07/17/2024	Payroll	1	0	EMPLOYMENT SECURITY DEPT	14.01	Pay Cycle(s) 04/26/2024 To 04/26/2024 - LTC; Pay Cycle(s) 05/31/2024 To 05/31/2024 - LTC
311	07/17/2024	Payroll	1	0	LABOR & INDUSTRIES	8.60	2ND Quarter L&I: 04/01/2024 - 06/30/2024
304	07/17/2024	Claims	1	0	SNURE LAW OFFICE PSC	1,600.00	LEGAL FEES - RFA
305	07/17/2024	Claims	1	0	SNURE LAW OFFICE PSC	240.00	LEGAL FEES - RFA
306	07/17/2024	Claims	1	0	STATE AUDITOR'S OFFICE	1,181.50	2021 - 2022 AUDIT
307	07/17/2024	Claims	1	0	US BANK	435.76	CREDIT CARD CHARGES - APRIL 2024
308	07/17/2024	Claims	1	0	US BANK	1,253.05	CREDIT CARD CHARGES - MAY 2024
001 General Fund 10-016-0010						5,410.34	
						5,410.34	Claims: 5,350.95 Payroll: 59.39

Northshore Fire Department
Fire Commissioner Request for Compensation

Month: 5	Year: 2024	Name: Rick Webster	
Date	Description of Activity	Hours	
5/6/2024	Prep for Board of Commissioners Mtg	2	
5/7/2024	Commissioners Mtg	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.



Signature

6-23-2024
Date



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

June 4, 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 Lisa Wollum called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Lisa Wollum, Eric Adman, and Rick Webster. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 4 members of the public. Commissioner Josh Pratt joined the meeting at 5:09PM. Commissioner Adman left the meeting at 5:03PM and returned to the meeting at 5:10PM. 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 approve the agenda as presented. Commissioner Pratt seconded. The motion passed unanimously 4-0.

IV. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 SAO Audit Exit Conference

- Haji Adams, Audit Manager, with the Washington State Auditors Office provided an overview of the results of the 2021 and 2022 accountability audit of Northshore Fire Department.

4.2 Report from Subcommittee for Station 54

- Chief Cowan updated the Board on that the demolition of Station 54 is awaiting permits from the City of Kenmore.
- DC Hochstein is drafting an update for the community to post on social media.
- There will be no disruption to the school and metro bus stops located at the property caused by the demolition.

4.3 Report from Subcommittee on outbuildings at Station 51

- Chief Cowan updated the Board that this project is on pause at the moment.

- 4.4 Report from RFA Planning Committee
 - Chief Cowan updated the Board on the second meeting of the RFA Planning Committee.
 - Chief Cowan updated the Board on plans to post updates to the website and solicit public input.
 - Chief Cowan updated the Board on the decisions made regarding the Governance model.
- 4.5 Discussion of next steps for August levy lid lift ballot measure
 - Chief Cowan updated the Board on next steps to provide education materials to the public via the website.
 - Chief Cowan provided an update on pro/con committees.
- 4.6 Discussion on updating Financial Policy 6200
 - Legal Counsel Paxton updated the Board that he is in discussion with Chief Cowan to update the financial policy to reflect updates to the law regarding thresholds for public bidding.
 - This item will remain on the agenda for next meeting.
- 4.7 Discussion of Board DEI Listening Session
 - Commissioner Adman updated the Board on the status of Listening Tour of DEIB Committee.
 - Commissioner Adman will follow-up with the Board.

V. BOARD RESOLUTIONS

- 6.1 None

VI. CONSENT AGENDA

- 6.1 Vouchers
 - The Benefit Fund Vouchers totaled \$ 10,971.10
 - The General Fund Vouchers totaled \$ 4,126.27
 - The Capital Fund Vouchers totaled \$ 11,386.62
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 05/07/2024

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

VII. REPORTS

- 7.1 Fire Chief Report
 - No update.
- 7.2 Commissioner Reports
 - Commissioner Adman and Commissioner Webster congratulated and thanked the volunteers for a successful pancake breakfast on June 1, 2024.

- Commissioner Wollum and Commissioner Pratt attended the Washington State Fire Commissioners conference in Lake Chelan on June 1, 2024.

7.3 Legal Counsel Reports

- No update.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

The next regular meeting scheduled for July 2, 2024 will include postponed to July 9th and will include the standard agenda items as well as update from the subcommittee on Station 54, update from subcommittee on RFA Committee, status of the levy lid lift ballot measure, revised finance policy discussion. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 5:43PM.

NEXT MEETING DATE

Special meeting Tuesday, July 9th, 2024 at 5:00PM.

Attachments: Agenda, SAO Exit Conference materials, Vouchers, Commissioner Compensation, Meeting Minutes 5/7/2022, 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 July 9, 2024.

DRAFT

District Activity Highlights

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

Succession development

- We are working with BFD to develop the DivC of Operations position at the BFD and expect to announce the vacancy with job description in the next two weeks.
- We are preparing a job announcement for an additional mechanic position to address current and future needs with the anticipation of an ILA with BFD for fleet work. This will likely be around the end of the year.

Strategic Planning

- Work continuing on RFA process.
- Continue to work on the Station 62 evaluation and future needs. Expect a final report in the next week.

Staffing

- PFML still continues to cause staffing level issues. About 26 hours per shift.

Negotiations

- Full CBA negotiations started on April 3rd, we have had 5 meetings so far.

Contracts

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

North King County Training Consortium

- Nothing extraordinary to report.

Budget

- We have gained ground and are now .8% over budget. We will continue to monitor and ensure we track in the right direction. However, we anticipate for the summer months to lose ground due to overtime costs.

Capital Projects

- Station 54 - We are working towards taking the station down and addressing drainage issues, but need to wait for proper permits from Kenmore.
- Station 51 Outbuilding –Tabled for now.

Public Records Requests

- Some requests at this time.

Noteworthy Meetings

- June 6, 13, 20, 27 – BFD Chiefs Chats
 - Meeting with each shift, each station to get to know personnel, introduce myself, and to discuss ongoing projects.
- June 10 – DEI Committee Meeting
 - Met to discuss concerns with new promotional processes

- Need to continue working on modifying policies to address concerns.
- June 10, 17, 24 – BFD Weekly E-Staff Meetings
 - Meet with staff to discuss the upcoming week schedule and any ongoing concerns.
- June 11 - Snohomish County #10 BOC Meeting
 - Met with Sno10 BOC to discuss business and ongoing issues.
 - Chose a representative, Scott Kim, to work with staff on RFQ for architectural services on Station 44 work.
- June 12 - BFD Officer Meeting
 - Met with all Officers to discuss business and concerns.
 - Heard concerns on a few different issues. A lot of focus on upcoming 4th of July celebration.
- June 17 – RFA Planning Meeting
 - Discussed draft budget impacts of a RFA.
- June 18 – Uniform CBA Negotiations
 - Discussed ongoing issues.
- June 18 – Lima, Peru Fire Chief Meeting
 - Met with Peruvian delegation and Consul General, who wanted to thank us for donating the aid car and other surplus equipment.
- June 24 – Met with Sno 10 Commissioner
 - Discussed current contract.
- June 26 – Met with City Manager Stannert
 - Discussed current contract and concerns.
 - Discussed other future areas of collaboration.
- June 26 – RCR Celebration
 - Attended first year RCR anniversary and celebration.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan