



---

---

MINUTES

July 15, 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 and Josh Pratt. Also present was Chief Matt Cowan, Legal Counsel Brian Snure, Northshore Board Secretary Amy Oakley, and 4 members of the public. Commissioner Tyler Byers joined the meeting at 5:11PM.

**IV. PUBLIC COMMENT**

2.1 The Planning Committee heard public comments from Paul Hess and David Maehren.

**V. APPROVAL OF MEETING MINUTES**

***MOTION: Commissioner Webster moved to approve the minutes as presented. Commissioner Callahan seconded. The motion passed unanimously 5-0.***

**VI. BOARD DISCUSSION**

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

- The Planning Committee discussed the draft cost analysis of RFA Merging of Accounts.
- The Planning Committee discussed LEOFF 1 liabilities.
- Chief Cowan requested approval to post the FAQ on the website. The FAQs will be posted to the website this week.
- Chief Cowan recapped his meeting with the Lake Forest Park City Council last week. He will meet with the Kenmore City Council this evening.
- Chief Cowan will begin to draft the RFA Planning document.
- Chief Cowan presented a draft organizational chart.

- Chief Cowan discussed Aid Car 157, patient transport, rescue, and fire prevention programs.
- The Planning Committee discussed the timeline for the February ballot.

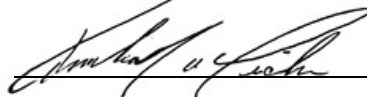
**ADJOURNMENT**

The meeting adjourned at 5:43PM.

Upcoming RFA Planning meetings: Monday at 5pm, August 19<sup>th</sup> (@Shoreline 61), September 9th (@Northshore 51).

Attachments: Agenda, Public Notice, Meeting Minutes 6/17/24, Draft Cost Analysis

**RFA PLANNING COMMITTEE**



**KIM FISCHER**, Chair



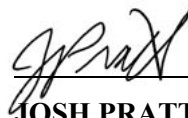
**ROD HEIVILIN**, Member



**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 August 19, 2024.



## **SPECIAL MEETING AGENDA**

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

**July 15, 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 15th day of July 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 181<sup>st</sup> Street  
KENMORE, WA 98028

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

---

### NOTICE OF SPECIAL MEETING

DATED June 26, 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 15<sup>th</sup> day of July 2024, at 5:00PM.** Meeting agenda posted separately.



---

---

**MINUTES**

**June 17, 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 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 0 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

- Chief Cowan presented a draft cost analysis of RFA Merging of Accounts. The Planning Committee discussed and will revisit the draft budget at the July meeting.
- The Planning Committee discussed names for the RFA. The Planning Committee agreed to move forward with Shoreline Fire Department as the name of the RFA.
- The Planning Committee discussed planning for soliciting public comment, including meeting with city councils, sharing information on the website and with local newspapers.
- The Planning Committee discussed the timeline for the February ballot.

**ADJOURNMENT**

The meeting adjourned at 6:09PM.

Upcoming RFA Planning meetings: Monday at 5pm, July 15<sup>th</sup> (@Northshore 51), August 19<sup>th</sup> (@Shoreline 61).

Attachments: Agenda, Public Notice, Meeting Minutes 5/20/24, Draft Cost Analysis

**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 July 15, 2024.

DRAFT



## Cost Analysis of RFA and Merging of Accounts

Description	Current	RFA	Notes
<b>Expenses (no transfers to reserves or bonds)</b>			
SFD Budget	\$ 36,957,403	\$ 37,260,664	Savings of about \$172,470 from NFD Budget (Additional MIH savings of \$112,053 in 2026)
NFD Budget (separated)	\$ 475,731		
<b>Assessed Valuation</b>			
SFD	\$ 14,617,412,281	\$ 26,492,937,941	Combined AV
NFD	\$ 11,875,525,660		
<b>Equivalent Levy Rate</b>			
SFD	\$ 1.271	\$ 1.116	Combined levy rate (less than current NFD rate due to NFD reserve fund transfers for 2024)
NFD	\$ 1.130		
<b>Revenues</b>			
SFD Levy/FBC	\$ 18,692,899	\$ 29,566,119	Combined revenues
NFD Payment	\$ 13,651,070	\$ -	No payment as both Departments are one
Appeals/Fees	\$ (108,979)	\$ (185,000)	King County costs and deductions for appeals
SFD Contracts/Transports/Allocation	\$ 6,272,696	\$ 7,882,586	Combined revenues from other sources (NFD contract is shown as a negative in "Current" as it is an offset from the annual payment)
NFD Contracts/Transports/Allocation	\$ (1,609,890)		
<b>Total Expenses</b>	\$ 36,957,403	\$ 37,260,664	
<b>Total Revenues</b>	\$ 36,897,796	\$ 37,263,705	
<b>Difference</b>	\$ (59,607)	\$ 3,041	

### Analysis with Reserve Fund Savings

<b>Reserve Options</b>			
Savings from Loss of Revenue		\$ 160,956	Maintain total of 15% of Operating budget.
Decrease carryover to 25% plus \$700k		\$ 340,502	Currently carrying over 25% of annual expenses plus \$700k(SFD) and \$300k(NFD).
Savings in LEOFF1 Liabilities		\$ 1,085,742	Est. for fully funding LEOFF1 retirees liabilities for 3 years (NFD/SFD have different approaches and we will need Board input on model moving forward). Initial evaluation shows a need for \$2,102,868 total in reserve. \$2,554,476 for 4 years.
<b>Total Expenses</b>	\$ 36,957,403	\$ 37,260,664	
<b>Total Revenues</b>	\$ 36,897,796	\$ 38,850,905	

<b>Difference</b>	\$	<b>(59,607)</b>	\$	<b>1,590,241</b>	Potential savings in reserve funds from combining
-------------------	----	-----------------	----	------------------	---

<b>RFA Reserve Fund Totals</b>					
<b>Reserve Funds</b>					
Reserve Fund		\$	5,678,088		Maintain at least 15% of Operating budget.
Benefits Fund		\$	2,102,868		Maintain 3 years of all LEOFF1 retiree liabilities. (11.5 retirees, 2 without LTC ins.)
Capital		\$	3,337,090		For capital projects.
Cash on Hand		\$	14,341,326		Maintain at least 25% of annual operating expenses plus \$700k buffer.
<b>Total Reserve Funds</b>		\$	<b>25,459,372</b>		

