



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 6, 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, 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 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 Adman seconded. The motion passed unanimously 4-0.

IV. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Report from Subcommittee for Station 54

- Deputy Chief Matt Hochstein updated the Board on the demolition status of Station 54 and the water saturation issue on the property.

4.2 Report from RFA Planning Committee

- Commissioner Pratt updated the Board on the July 15th meeting of the RFA Planning Committee.
- Chief Cowan updated the Board on plans to present a draft RFA document for the August meeting and planned public hearing in September.
- Chief Cowan updated the Board on his meeting with Kenmore City Council and members of the public.

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

- Chief Cowan updated the Board on public inquiries about the lid lift. The Shoreline Area News and Lake Forest Park Town Crier featured articles about the lid lift. The election is today.

- 4.4 Discussion on updating Financial Policy 6200
 - Legal Counsel Paxton will provide a draft policy to update the financial policy to reflect updates to the law regarding thresholds for public bidding for large purchases and public works.
- 4.5 Discussion of Board DEIB Listening Session
 - Chief Cowan updated the Board on the status of Listening Tour of DEIB Committee.
 - The Board discussed hosting a workshop with the DEIB Committee. Possible Board workshop on September 10th at 5:00pm. Chief Cowan will confirm date this week.

V. BOARD RESOLUTIONS

- 6.1 None

VI. CONSENT AGENDA

- 6.1 Vouchers
 - The Benefit Fund Vouchers totaled \$ 10,169.05
 - The General Fund Vouchers totaled \$ 899.17
 - The Capital Fund Vouchers totaled \$ 706.12
- 6.2 Commissioner Compensation: None
- 6.3 Meeting Minutes: 07/09/2024

*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
 - Chief Cowan will have an update next week on the status of NEMCO and the new ILA.
 - Chief Cowan updated the Board on the status of ALS agreements to support the City of Seattle with special events and softening the border at 145th Street.
 - Deputy Chief Matt Hochstein provided the Board with an update on 2024/2025 Capital Projects.
 - Chief Cowan and Deputy Chief Matt Hochstein updated the Board on the status of proposals for contracting with a public relations firm for strategic communications to grow and enhance outreach with the community.
- 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 next regular meeting scheduled for September 3, 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 6:13PM.

NEXT MEETING DATE

Next Regular meeting Tuesday, September 3, 2024 at 5:00PM.

Attachments: Agenda, Vouchers, Meeting Minutes 7/9/2022, Chief's Report, and 2025/2025 Capital Projects Update.

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 September 3, 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, August 6, 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=dW1uWDFpNldpPZ1dSSU1ZYy9LSXVQQT09>

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 RFA Planning Committee

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

4.4 Discussion on updating Financial Policy

4.5 Discussion on Board DEI Listening Session

V. Board Resolutions

None



VI. Consent Agenda

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: Regular Meeting 7/9/2024

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, September 3rd, 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

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:21:23 Date: 08/02/2024

08/14/2024 To: 08/14/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
353	08/14/2024	Claims	5	0	ALFRED J BAKER	7,573.00	LEOFF I
354	08/14/2024	Claims	5	0	GARY PEDERSEN	192.20	LEOFF I
355	08/14/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	LEOFF I MEDICAL PREMIUMS - AUGUST 2024
005 Benefit Fund 10-0016-6090						10,169.05	
						<u>10,169.05</u>	Claims: 10,169.05
						10,169.05	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:21:39 Date: 08/02/2024

08/14/2024 To: 08/14/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
356	08/14/2024	Claims	301	0	AUTOGRAPHICS	165.75	PLAQUES FOR B151
357	08/14/2024	Claims	301	0	SHORELINE FIRE DEPARTMENT	540.37	REIMBURSEMENT TO SHFD FOR CHARGES ON CREDIT CARD
301 Capital Fund 10-016-3010						706.12	
						<hr/>	Claims: 706.12
						706.12	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:20:30 Date: 08/02/2024

08/14/2024 To: 08/14/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
358	08/14/2024	Claims	1	0	CSD ATTORNEYS AT LAW	352.00	LEGAL FEES - GENERAL BUSINESS
359	08/14/2024	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	416.00	PETTY CASH CHECKING REIMBURSEMENT - JUNE 2024
360	08/14/2024	Claims	1	0	US BANK	131.17	CREDIT CARD RECONCILIATION - JUNE 2024
001 General Fund 10-016-0010						899.17	
						<hr/>	Claims: 899.17
						899.17	



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, 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 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, Secretary

King County Fire Protection District No. 16

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

District Activity Highlights

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

Succession development

- The BFD DivC of Operations job description and announcement has been posted.

Strategic Planning

- Work continuing on RFA process, specifically writing the draft plan and working on capital needs.
- Continue to work on the Station 62 evaluation and future needs.

Staffing

- We have prepared 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.
- We have started a hiring process for the January academy. We currently believe we need to hire seven to address attrition and to improve staffing levels in trying to address overtime use.
- PFML still continues to cause staffing level issues. About 26 hours per shift.

Negotiations

- Full CBA negotiations started on April 3rd, we have had 7 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 again and are now .3% over budget through June. However, we anticipate for the summer months to lose ground due to overtime costs.

Capital Projects

- Station 54 - Station demolition has been delayed by contractor due to other projects running longer than expected.
- Station 57 – Generator replacement is a challenge. We received only one bid that was very high. We are working on getting more, but it is a priority to be moving forward on this quickly.
- Station 51 – Generator tank replacement is also a challenge. Bids were due and we did not receive any. We did get one cost estimate that was very high. We are working on getting more pricing and re-evaluating the project.

Public Records Requests

- Some requests at this time.

Noteworthy Meetings

- July 9 – CBA Negotiations
 - Meeting #6
- July 10 – Management Team Meeting
 - Met and received Division updates.
 - Discussed the station 62 project, the BFD contract, and the NFD lid lift and potential RFA efforts.
- July 11 - Lake Forest Part City Council Meeting
 - Met with Council to present and discuss the upcoming lid lift and possible RFA in 2025.
 - Council asked some good questions after the presentation and appear to be in support of our efforts.
- July 12 - NORCOM Governing Board Meeting
 - Monthly meeting with updates.
 - Approved the financial plan for 2025.
- July 15 – RFA Planning Meeting
 - Discussed draft budget impacts of a RFA and LEOFF1 liability reserves.
 - Agreed to FAQs.
 - Introduced a draft organizational chart for the RFA.
 - Agreed to start putting together an overall draft RFA plan document.
- July 15 – Woodway Council Meeting
 - Discussed second quarter responses and the possible drowning incident off of Pt Wells.
 - Heavier quarter with 37 responses.
- July 15 – Kenmore City Council Meeting
 - Met with Council to present and discuss the upcoming lid lift and possible RFA in 2025.
 - Council asked some good questions after the presentation and voted to pass a resolution in support of the lid lift ballot measure.
- July 16 – Seattle FD Meeting on Paramedic Coverage
 - Discussed current challenges.
 - Walked through a draft ILA for providing coverage at special events.
 - Discussed the softening of borders in the north and south, but will have statistics at the next meeting to identify impacts.
- July 16 – BFD LMC
 - Discussed current policy concerns and HVAC issues.
 - Discussed other future areas of collaboration including alignment of personnel usage. This may help allow us to jointly manage staffing through Vector solutions.
- July 16 – Shoreline Chamber of Commerce
 - Attended leadership Board meeting along with Police Chief Kelly Park to discuss ongoing challenges and concerns.
 - Responded to questions on growth, mitigation, performance, homelessness, and other challenges facing City.

- July 17 – Medic One Foundation Meeting
 - Met and discussed pilot program for AEDs, ongoing ALS training program challenges and numbers, and other support that the foundation can provide.
 - Discussed future of MIH and crisis intervention clinics like the one in Kirkland.
- July 18 – Leadership Summit
 - Meeting to check in on progress, ongoing registrations, and any other challenges.
- July 22 – Met with Concerned Residents
 - Meeting to discuss the NFD lid lift and RFA with concerned residents.
- July 22 – City of Kenmore City Council Meeting
 - Attended City Council meeting to present and answer any follow up questions on the NFD lid lift.
 - The Council approved a resolution in support of the NFD lid lift ballot measure.
- July 23 – SFD LMC
 - Met to discuss ongoing issues and concerns.
 - Discussed how to evaluate new Paramedics coming out of school.
 - Discussed PFAS impacts in uniforms and other equipment.
- July 24 – Meeting with Bothell City Manager Kyle Stannert
 - Discussed ongoing performance and concerns with the current ILA.
 - Adding more meetings to ensure communication is more often.
 - Fleet work ILA is likely moving forward for a September approval.
 - Discussed joint message out on next steps beyond ILA.
- July 24 – Uniform CBA Negotiations #7
 - Continued with negotiations on Uniform CBA.
- July 24 – Leadership Summit
 - Meeting to check in on progress, ongoing registrations, and any other challenges.
- July 30 – Strategic Communications
 - Narrowed down the options to three companies.
 - Met with two of the companies to review their proposals.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

Northshore Fire Department – 2024/2025 Capital Projects Update

St. 51 Furnace Replacement: \$45,000

According to PSR Mechanical current furnaces are in working order. This was originally a 2023 rollover into 2024 – not planning on using this line item or requesting in 2025. 2020 RCL study has 2030 replacement. Will continue with preventative maintenance.

St. 51 Server Room Suppression System: \$25,000

Currently obtaining quotes.

St. 51 Outbuilding: \$500,000

This project has been postponed and is being re-evaluated for two reasons:

1. Other Departments that traditionally have had academies at 51 are not doing so anymore, removing the “wear and tear” charges that would have helped pay for this building.
2. Currently working on an RFQ for Architectural Services for multiple projects including this outbuilding.

St. 51 Carport: \$100,000

This project has been postponed until the architect is hired. The Carport, independent of outbuilding, will be one of the projects we would like to move forward on in 2025 after the architect formally draws it up. Request to roll this money to 2025.

St. 51 Generator Fuel Tank: \$20,000

RFP was written and sent to five companies. One did not reply, one turned down the work, three performed a site visit to evaluate the project. Since then,

- One company stated they would provide pricing for the electrical portion of the project after we hired a general contractor and subs.
- One company has stated they will submit a quote but haven't yet.
- One company did submit a proposal for \$165,000 with a 35-40 week lead time.

Next Steps – waiting for second quote. Potentially, seeking further quotes outside of MRSC system.

Likely request to increase the budget for this project in 2025.

St. 51 Mattresses: \$11,500

All new mattresses were purchased and installed.

St. 51 Recliners: \$11,000

All new recliners were purchased and installed.

St. 54 Repair/Remodel: \$100,000

Demolition of structure scheduled soon. Contractor had a family emergency in Texas. All permits are in hand and all utilities are cut and capped.

St. 57 Generator Replacement: \$100,000

RFP was written and sent to five companies. One did not reply, one turned down the work, three performed a site visit to evaluate the project. Since then,

- One company stated they would provide pricing for the electrical portion of the project after we hired a general contractor and subs.
- One company has stated they will submit a quote but haven't yet.
- One company has stated they will submit a quote but are awaiting mechanical pricing.

Next Steps – waiting for quotes. Potentially, seeking further quotes outside of MRSC system.

Likely request to increase the budget for this project in 2025.

St. 57 HVAC Upgrade: \$100,000

This project will be included in the scope of work for the architects/engineers to design in 2024/25, with a 2026 implementation. Request to roll this money to 2025.

Discovered this year that St. 57 did not have a preventative maintenance contract with any vendor. Had used PSR Mechanical for as needed repairs. Preventative maintenance contract now signed.

Earlier this year met with PSR mechanical onsite. All parties agreed bringing architects/engineers in will be next best step. Recognized that having preventative maintenance contract signed will buy us a little more time with existing 1993 equipment (30+ years old) but that replacement and upgrades will still be necessary.

IT Equipment Update:

- Upstairs training classroom and downstairs public meeting room AV upgrades completed.
- Six new modems purchased and installed in vehicles (one spare).
- Two additional security cameras purchased and installed at 51, one additional camera purchased and installed at 57.
- 5 additional electronic door locks purchased and installed at 51.

Apparatus Update:

- New BC rig completed and in service.
- New Utility Truck completed and in service.

Known/Likely 2025 Capital Requests:

- St. 51 Carport w/ architectural/engineer services.
- St. 57 HVAC w/ architectural/engineer services.
- First Arriving digital dashboards @ 51 and 57.
- Continued savings for R151.
- Completion St. 51 LED lighting conversion in apparatus bay.
- St. 57 Generator
- St. 51 Generator Fuel Tank
- St. 51 SCBA Compressor

Additional info. about current 2017 Scott 51 SCBA Compressor according to lead service tech from SeaWestern, SCBA Team (4 FF's staff assignment), and Division Chief Pitts:

- Scott ends support of our unit in 2030.
- Experiencing increased parts sourcing difficulty.
- No other vendor produces the parts.
- Problems with RFID interface. Industry is abandoning the RFID read on new systems. No option for tech to turn off or remove.
- Older operating system, Windows 7 that we cannot upgrade or allow someone to remote in.
- Increased OOS time due to end of service life for brass pressure reducer. \$14K main component fix. \$1K band aid fix every 2 years at best. Also, extreme wear in fill pressure adjustment valve.
- Merge of Shoreline and Northshore, along with number of academies, saw a marked rise in use of this unit. Design was not the best for our number of fills based on training and academies.
- Merge with Bothell on the horizon - workload of this unit will only increase.
- If we band aid this unit, we spend that money plus the inflation difference of more expensive equipment in the future.
- May be able to surplus unit while it still has some value.