



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 5, 2024

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

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

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

Persons in attendance for NSFD Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Aaron Haynes, Board Secretary Amy Oakley, and 3 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard a public comment from David Maehren.

III. APPROVAL OF THE AGENDA

Commissioner Adman moved to adopt the agenda as presented. Commissioner Pratt seconded. The motion passed unanimously 5-0.

IV. PUBLIC HEARING- BUDGET, BENEFIT CHARGE, AND OTHER REVENUE SOURCES

4.1 Open Public Hearing

- Commissioner Wollum opened the public hearing regarding the 2025 budget.

4.2 Financial Overview of the Fire District

- Chief Cowan provided an overview of the 2025 Budget Summary.

4.3 Presentation of the 2025 Draft Budget

- Chief Cowan provided an overview of the 2025 Draft Budget including Fund Balances, BOC Expenses and Capital Budget.
- Chief Cowan provided an overview of the Financial Outlook for 2025 and Fund Balances (Reserve, Benefits, and Capital).

4.4 Staff Recommendations for 2025 Tax Levy and Benefit Charge Assessments

- The Chief will revise the budget materials for the Board to review based on the discussion above.

- 4.5 Public Comment
 - The Board heard a public comment from David Maehren.
- 4.6 Board Discussion and Review of the Budget Proposal.
 - Each Commissioner provided input based on the Chief’s presentation.
 - The Board discussed allocation of reserve funding in anticipation of capital purchases and possible RFA.
 - The Board discussed ambulance transfer fees and income.
 - The Board agreed with the Chief’s recommendation to move carryover funds into the capital fund.
- 4.7 Conclude or Continue Public Hearing
 - The Board agreed to conclude the Public Hearing.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

- 5.1 Subcommittee report on Station 54
 - Chief Cowan provided an update that the hydroseeding is complete.
- 5.2 Report from RFA Planning Committee
 - Commissioner Pratt updated the Board on the October 28th Public Open House Information Session.
 - There will be a final RFA Planning Committee meeting on Tuesday, November 12th to recommend moving the final plan forward to each Board. Northshore Board will meet on November 19th and Shoreline Board will meet on November 21st, respectively.
- 5.3 Discussion of Financial Policy 6200
 - A final policy will be presented at the next regular Board meeting.
- 5.4 Approval to update Policy 1450 – Commissioner Meeting Minutes
 - Commissioner Adman presented an amended version of Policy 1450.

Commissioner Webster moved to adopt Policy 1450 as presented. Commissioner Pratt seconded. The motion passed unanimously 5-0.
- 5.5 Update on capital projects
 - Chief Cowan updated the Board on the status of bids electrical work and generator replacement at Station 54.
- 5.6 2025 Fire Benefit Charge (FBC) Letter to Tax Payers
 - Chief Cowan presented the Board with a draft 2025 FBC letter.

Commissioner Webster moved to adopt the FBC letter as presented. Commissioner Byers seconded. The motion passed unanimously 5-0.

VI. BOARD RESOLUTIONS

None

VII. CONSENT AGENDA

- 7.1 Vouchers
 - The Benefit Fund Vouchers totaled \$ 10,168.25
 - The General Fund Vouchers totaled \$ 1,006.59
 - The Capital Fund Vouchers totaled \$ 81,642.13
- 7.2 Commissioner Compensation
- 7.3 Meeting Minutes: 10/1/2024 and 10/29/2024

Commissioner Webster moved to accept the consent agenda as presented. Commissioner Pratt seconded. The motion passed unanimously 5-0.

VIII. REPORTS

- 8.1 Fire Chief Report
 - None
- 8.2 Commissioner Reports
 - None
- 8.3 Legal Counsel Reports
 - Matt Paxton provided his input on the RFA Plan to Brian Snure.

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

Special meeting of the RFA Planning Committee on Tuesday, November 12th, 2024 at 5:00 PM at Station 51.

Special meeting November 19, 2024 at 5:00PM to pass Board Resolutions related to Fire Benefit Charge, 2025 Budget, RFA Plan.

The next regular meeting on December 3, 2024 meeting will include the standard agenda items as well a discussion of Policy 6200, update on capital projects.

Meetings will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 6:40 PM.

NEXT MEETING DATE

- Special Meeting: Tuesday, November 12th, 2024 at 5:00 PM – RFA Planning Committee
- Special Meeting: Tuesday, November 19th, 2024 at 5:00 PM – Northshore Board Meeting
- Next Regular Meeting: Tuesday, December 3rd, 2024 at 5:00 PM

Attachments: Agenda, Public Notice, 2025 Draft NFD Budget, Revised Policy 1450, 2025 Taxpayer letter, Vouchers, Commissioner Compensation, Meeting Minutes 10/01/2024 and 10/29/2024, and Chief's Report.

BOARD OF COMMISSIONERS




ERIC ADMAN, Member

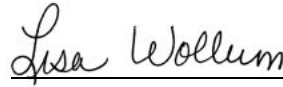
JOSH PRATT, Member



TYLER BYERS, Member



RICK WEBSTER, Member



LISA WOLLUM, Member

ATTEST

Amy Oakley _____

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on December 3, 2024.



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Public Hearing and Regular Meeting Agenda

Tuesday, November 5, 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=dW1uWDFpNldlPZ1dSSU1ZYy9LSXVQQT09>

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. **Public Hearing—Budget, Benefit Charge, and other Revenue Sources**
 - 4.1 Open Public Hearing
 - 4.2 Financial Overview of the Fire District
 - 4.3 Presentation of the 2025 Draft Budget
 - 4.4 Staff Recommendations for 2025 Tax Levy and Benefit Charge Assessments
 - 4.5 Public Comment



4.6 Board Discussion and Review of the Budget Proposal

4.7 Conclude or Continue Public Hearing

V. Board Discussion and Possible Action Items

5.1 Report from subcommittee from Station 54

5.2 Report from RFA Planning Committee

5.3 Discussion on updating Financial Policy 6200

5.4 Approval to update Policy 1450- Commissioner Meeting Minutes

5.5 Update on capital projects

5.6 2025 FBC Letter to Tax Payers

VI. Board Resolutions

None

VII. Consent Agenda

7.1 Vouchers

7.2 Commissioner Compensation

7.3 Meeting Minutes: Regular Meeting 10/1/2024

VIII. Reports

8.1 Fire Chief Report

8.2 Commissioner Reports

8.3 Legal Counsel Report

IX. Upcoming Board Agendas

9.1 Setting of Future Meeting Agenda(s)

Adjournment

Special Meeting: Tuesday, November 19th, 2024 at 5:00 PM

Next Regular Meeting: Tuesday, December 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



Notice of Public Hearing
Northshore Fire Department
King County Fire Protection District No.16

TO: All owners of personal property and improvements to real property located within the geographical boundaries of King County Fire District No. 16 (City of Lake Forest Park and the City of Kenmore):

NOTICE IS HEREBY GIVEN that the Board of Fire Commissioners of **Northshore Fire Department** will hold a public hearing at the date, time and place specified below to:

1. Review sources of revenue for the District's 2025 expense budget, including revenue from property taxes and possible increases in property tax revenues, if any, as required by RCW 84.55.120; and
2. Review and establish the District's benefit charge to be imposed in 2025 for the support of its legally authorized activities which will maintain or improve the services afforded in the District as provided in RCW 52.18.060.

DATE OF HEARING: Tuesday, November 5, 2024

TIME OF HEARING: 5:00 p.m. or as soon thereafter as may be heard

PLACE OF HEARING: Meeting will be held at Station 51, 7220 NE 181st Street, Kenmore, WA 98028 and via Zoom.
Go to www.Zoom.com and select "Join a Meeting"
Meeting ID: 850 4471 3997
Passcode: 743608
Or call in to Zoom Meeting at: (253) 215-8782

DATED this 7th Day of October 2024.

Lisa Wollum, Chair
Board of Fire Commissioners

2025 PRELIMINARY Budget Summary

Personnel

Operations	Adding 8 Entry Level Firefighters. Anticipating known vacancies this will increase suppression shift staffing to 28 (+2) assigned.
ALS	We have 3 candidates in Paramedic training to graduate in August of 2025 and expect to send 2 or 3 more in 2025 to start their training.
Administration	Continuing to contract for social media and communication work, but will be re-evaluating in 2025 for continuation or hiring our own specialists. Will be considering the filling of a data analyst position in 2025 for a 2026 hiring.
Support Services	Adding a Mechanic position at end of 2024 in anticipation of two fleet contracts. Adding a Facilities position in early 2025 as either a Technician or Facilities Manager, depending on qualifications.

Funds

Reserve Funds	Maintain a minimum of 5% of our annual operating expenses (15% between SFD and NFD reserves). We have approximately \$12.1 million including all total cash on hand and reserve funds.
Carryover	Maintain a carryover target of at least 35% of operating expenses, minus average revenues, plus \$300 thousand for unanticipated expenses. We are currently anticipating that we have about \$752 thousand in unallocated general funds above the necessary level to start 2025.
General Benefits Fund	We will be transferring funds to cover anticipated liabilities and retirement cash outs. We ensure full coverage of all anticipated and potential liabilities by maintaining a reserve at approximately \$2.2 million.
General Capital Fund	Transferring funds into Capital Fund as part of our annual commitment to cover annual and future purchases. Will be increasing the fund in 2025 in anticipation of increased capital project expenditures.

Budget

Assessed Valuations	Current estimates for assessed valuations indicate a 10.5% increase in Shoreline, and about 8.4% in Northshore.
Expenses	Overall decrease in expenses of approximately 8%, totalling \$1.5 million. Primarily due to starting to catch up on capital purchases and projects.
Revenues	We continue to look for efficiencies and are anticipating an overall decrease in our equivalent levy rate (Tax levy and FBC) of about \$.009, or a .8% decrease.

Financial Outlook for 2025

ANNUAL EXPENSES	2025	2024	% Change
Expense Budget	\$ 386,527	\$ 363,678	6.28%
NFD Portion of SFD Operations Cost*	\$ 13,792,464	\$ 13,651,070	1.04%
Transfer to SFD MIH (direct transfer to SFD)	\$ 118,531	\$ 112,053	5.78%
Transfer to Reserve Fund	\$ -	\$ -	#DIV/0!
Transfer to Benefits Fund	\$ 188,018	\$ 448,808	-58.11%
Transfer to Capital Fund	\$ 1,599,350	\$ 3,108,797	-48.55%
GO Bond Payment	\$ 1,568,750	\$ 1,499,500	4.62%
Total Expenses	\$ 17,653,640	\$ 19,183,906	-7.98%
ANNUAL REVENUES			
BLS Transports**	\$ 300,000	\$ 335,000	-10.45%
GEMT (incr. transport fees & true up)**	\$ 550,000	\$ 740,000	-25.68%
KCEMS BLS Allocation (not core, MIH, QI)**	\$ 559,671	\$ 534,890	4.63%
Portion of SFD Contract Revenue	\$ 87,250		#DIV/0!
Transfer out of Reserve Fund	\$ -	\$ 950,000	-100.00%
Transfer out of General Fund	\$ -	\$ 1,550,000	-100.00%
2024 General Fund Interest	\$ 130,000	\$ 130,000	0.00%
Miscellaneous Revenue	\$ 10,000	\$ 10,000	0.00%
Allowable Tax Levy Revenue	\$ 9,008,311	\$ 5,914,790	52.30%
Fire Benefit Charge	\$ 5,440,000	\$ 7,520,000	-27.66%
2025 GO Bond Excess Levy	\$ 1,568,750	\$ 1,499,500	4.62%
Total Revenue	\$ 17,653,982	\$ 19,184,180	-7.98%
Net Annual Budget	\$ 342	\$ 274	
Effective 2024 Tax Rate Incl GO Bond	\$1.245	\$1.258	-1.06%
Equivalent Operational Levy Rate	\$1.123	\$1.132	-0.82%

Notes:

* NFD portion, but net transfer is reduced by revenues collected by SFD. The net transfer is \$12,295,543

** These revenues are collected by SFD for NFD and are shown to identify the decrease of net transfer to SFD.

The Equivalent Levy Rate represented above is provided solely for demonstrative value for comparative analysis. The number is the product of the following formula $ELR = ((FBC + Levy) * 1000) / AV$.

If Juridicional Assessed Valuation (AV) increases when we receive the final levy limit worksheet in December, that would reduce the Equivalent Levy Rates. Currently, those figures are based on the total Jurisdictional AV on the most up to date levy limit worksheet.

Fund Balances

Description	Beginning Balance	YTD Exp. Thru 9-30	Remaining as of 10-25	Proj. Year End	Balance Needed	2025 Budget	2025 Transfer	Proj. End of 2025	Notes
Reserve Fund									
Unplanned Loss of Revenue	\$ 2,501,800	\$ -	\$ 2,594,983	\$ 2,000,000	\$ 1,920,601	\$ -		\$ 2,000,000	Target is at least 5% of SFD Exp. Budget.

Estimated 5% of SFD Exp)

Benefits Fund									
LEOFF I OPEB	\$ 2,100,000	\$ 114,514	\$ 2,435,486	\$ 2,200,000	\$ 2,200,000	\$ -	\$ -	\$ 2,200,000	Minimum is defined by GASB
Retiree Payouts	\$ 94,009	\$ 94,009	\$ -	\$ -	\$ -	\$ 188,018	\$ 188,018	\$ -	Combining 2026 & 2027 Payment
						Total \$ 188,018	\$ 2,200,000		

Capital Fund									
Apparatus, Fac., Equip, IT	\$ 2,199,865	\$ 338,740	\$ 2,461,125	\$ 2,300,000	\$ 1,900,000	\$ 1,599,350	\$ 1,599,350	\$ 2,300,000	Prepare for R151 purchase in 2026.

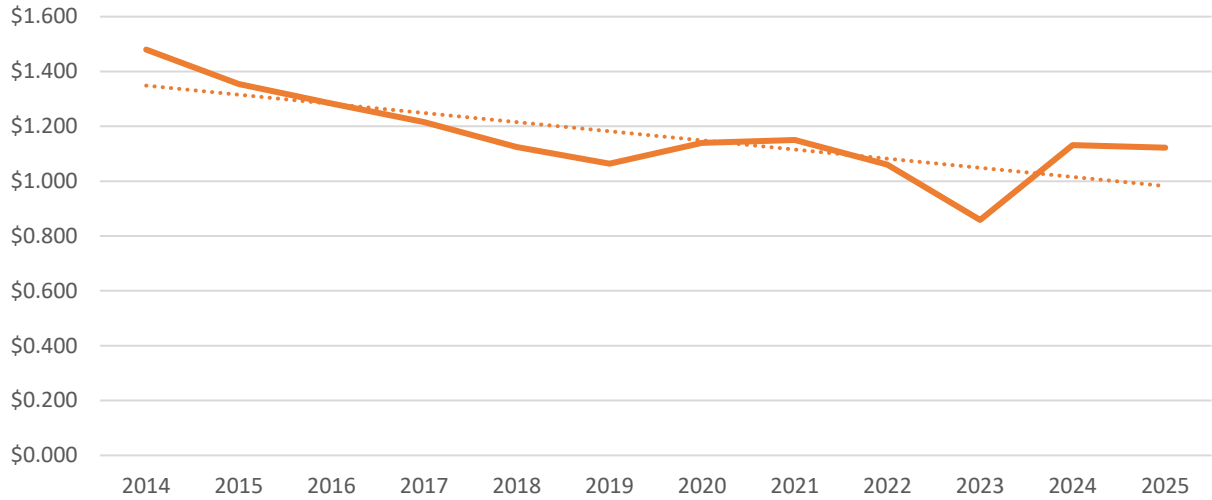
Description	2024 Carryover*	2024 Revenue Budget	2024 Expense Budget	Proj. Year End	2025 Balance Needed	2025 Transfer	Proj. Start of 2025	2026 Balance Needed	Notes
General Expense Fund	\$ 3,741,582	\$ 13,588,203	\$ 12,516,511	\$ 5,600,000	\$ 4,846,016	\$ -	\$ 5,600,000	\$5,088,317	Target is at least 35% of Exp. Budget plus \$300k
						Balance \$ 753,984	\$ 511,683	<i>Assumes 5% cost increase</i>	

Other Revenues					2024 Budget
NKCTC Office Rental & Facility Investment Fee*					\$ 40,166
Reserve Fund Interest & Fees					\$ 160,000
Total					\$ 200,166

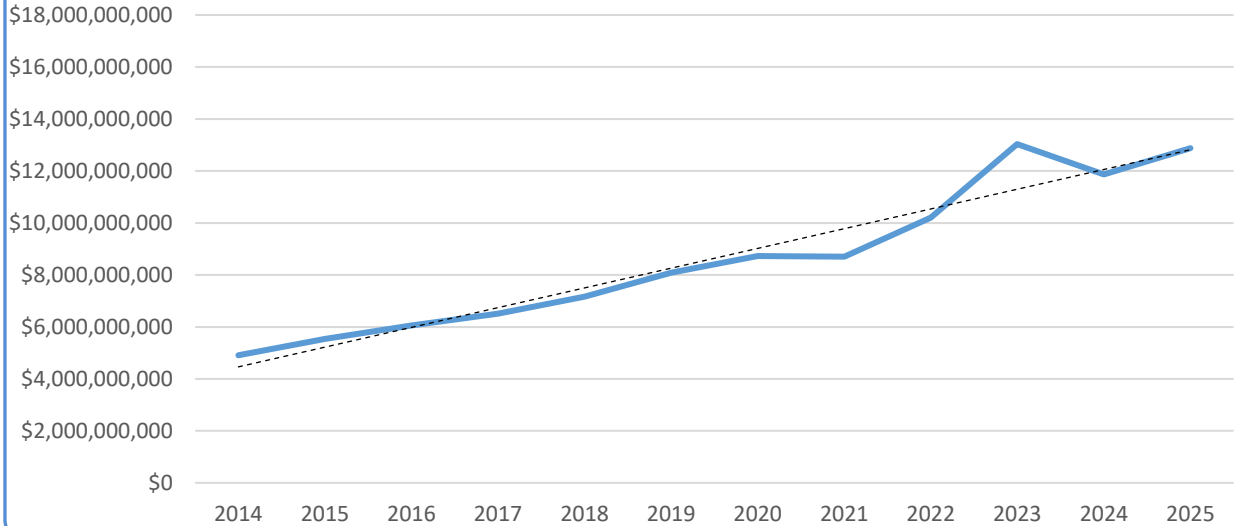
* Facility investment fee assumes 20 students annually and is an estimate

Year	Assessed Valuation	AV Change	Levy Collection	Levy Rate	FBC	FBC Rate	Equiv Rate	% FBC	Other Income	Total Revenue	Rev % Change	Expense Budget	Budget Change
2014	\$ 4,909,399,732	6.34%	\$ 4,765,499	\$0.97	\$ 2,500,000	\$ 0.51	\$ 1.48	32.75%	\$ 472,004	\$ 7,737,503	5.19%	\$ 7,634,460	3.48%
2015	\$ 5,535,748,036	12.76%	\$ 4,848,229	\$0.88	\$ 2,650,000	\$ 0.48	\$ 1.35	33.57%	\$ 477,864	\$ 7,976,093	3.08%	\$ 7,893,977	3.40%
2016	\$ 6,054,273,196	9.37%	\$ 4,969,884	\$0.82	\$ 2,800,000	\$ 0.46	\$ 1.28	34.10%	\$ 485,000	\$ 8,254,884	3.50%	\$ 8,210,980	4.02%
2017	\$ 6,515,548,648	7.62%	\$ 5,118,579	\$0.79	\$ 2,800,000	\$ 0.43	\$ 1.22	33.31%	\$ 515,719	\$ 8,434,298	2.17%	\$ 8,405,431	2.37%
2018	\$ 7,161,521,894	9.91%	\$ 5,253,974	\$0.73	\$ 2,800,000	\$ 0.39	\$ 1.12	32.39%	\$ 525,629	\$ 8,579,603	1.72%	\$ 8,644,995	2.85%
2019	\$ 8,085,320,023	12.90%	\$ 5,398,451	\$0.67	\$ 3,200,000	\$ 0.40	\$ 1.06	34.99%	\$ 571,044	\$ 9,169,495	6.88%	\$ 9,145,326	5.79%
2020	\$ 8,726,665,321	7.93%	\$ 5,508,006	\$0.63	\$ 4,440,000	\$ 0.51	\$ 1.14	43.46%	\$ 706,376	\$ 10,654,382	16.19%	\$10,216,712	11.72%
2021	\$ 8,707,216,466	-0.22%	\$ 5,599,961	\$0.64	\$ 4,413,338	\$ 0.51	\$ 1.15	42.06%	\$ 610,742	\$ 10,624,041	-0.28%	\$10,492,279	2.70%
2022	\$ 10,208,191,650	17.24%	\$ 5,710,000	\$0.56	\$ 5,115,506	\$ 0.50	\$ 1.06	45.85%	\$ 642,937	\$ 11,468,443	7.95%	\$11,156,437	6.33%
2023	\$ 13,033,452,076	27.68%	\$ 5,837,426	\$0.45	\$ 5,353,610	\$ 0.41	\$ 0.86	47.84%	\$500,000	\$ 11,691,036	1.94%	\$11,191,036	0.31%
2024	\$ 11,869,020,636	16.27%	\$ 5,914,790	\$0.50	\$ 7,520,000	\$ 0.63	\$ 1.132	60.09%	\$140,000	\$ 13,574,790	16.11%	\$12,515,310	11.83%
2025	\$ 12,869,015,311	8.43%	\$ 9,008,311	\$0.70	\$ 5,440,000	\$ 0.42	\$ 1.123	41.88%	\$140,000	\$ 14,588,311	7.47%	\$12,988,618	3.78%
10 YEAR AVG		11.81%		\$0.67	\$ 4,230,223	\$ 0.47	\$ 1.14	40.87%			6.07%		5.01%

Equivalent Levy Rate Comparison



Assessed Valuation Comparison



2025 NFD BOC Budget - GEN EXPENSE Fund

Last Update: November 5, 2024

Budget Line	Budget Title	2024 BUDGET	2025 PROPOSED	% Change 2024 to 2025	NOTES
SALARY & WAGES- ADMINISTRATION					
522.10.11.01-00	SALARIES- ADMINISTRATION	\$4,400.00	\$5,900.00	34.09%	
01	Salaries- Administration	\$4,400.00	\$5,900.00	34.09%	Part-time Board Secretary \$35.07/hr
	Administration: Salary & Wages	\$4,400.00	\$5,900.00	34.09%	
PERSONNEL BENEFITS- ADMINISTRATION					
522.10.21.02-00	WA PAID FAMILY & MEDICAL LEAVE	\$256.60	\$258.85	0.88%	
01	WA Paid Family & Medical Leave	\$256.60	\$258.85	0.88%	WA State Family and Medical Leave Premiums -ER portion
522.10.22.02-00	SOCIAL SECURITY & MEDICARE	\$63.80	\$451.35	607.45%	
01	Medicare	\$63.80	\$451.35	607.45%	Base pay+OT @1.45%
522.10.24.01-00	LABOR & INDUSTRIES	\$1,800.00	\$500.00	-72.22%	
01	Labor and Industries	\$1,800.00	\$500.00	-72.22%	Reportable regular hours + OT hours multiplied by L&I rate (Admin, \$.12)
	Administration: Personnel Benefits	\$2,120.40	\$1,210.20	-42.93%	
	Total- 10, Administration Salary & Benefits	\$6,520.40	\$7,110.20	9.05%	
SUPPLIES- ADMINISTRATION					
522.10.31.01-00	OPERATING SUPPLIES	\$500.00	\$500.00	0.00%	
01	Office Supplies	\$500.00	\$500.00	0.00%	General office supplies for BOC activities
	Administration: Supplies	\$500.00	\$500.00	0.00%	
SERVICES & CHARGES- ADMINISTRATION					
522.10.41.01-00	LEGAL SERVICES	\$25,000.00	\$25,950.00	3.80%	
01	General Legal Services	\$25,000.00	\$25,950.00	3.80%	Unpredictable expense
522.10.41.03-00	CONSULTING SERVICES	\$14,000.00	\$16,800.00	20.00%	
03	Interface Systems Management (FBC)	\$14,000.00	\$16,800.00	20.00%	\$8k fee + \$3.5k postage + \$580 other
522.10.43.03-00	TRAVEL- LEADERSHIP TEAM RETREAT	\$650.00	\$650.00	0.00%	

Budget Line	Budget Title	2024 BUDGET	2025 PROPOSED	% Change 2024 to 2025	NOTES
01	Travel- Leadership Team Retreat	\$650.00	\$650.00	0.00%	Costs for per diem, lodging, mileage, parking, etc. for Chair of the BOC
522.10.43.07-00	MEETING MEALS	\$100.00	\$100.00	0.00%	
01	Meeting Meals	\$100.00	\$100.00	0.00%	Snacks or food for BOC meetings
522.10.46.01-00	INSURANCE	\$8,000.00	\$8,500.00	6.25%	
01	Insurance (Liability)	\$8,000.00	\$8,500.00	6.25%	6% increase
522.10.49-09-00	STATE AUDIT	\$12,000.00	\$19,000.00	58.33%	
01	State Audit	\$12,000.00	\$19,000.00	58.33%	Will go down significantly in 2024
522.10.49.10-00	KING COUNTY FINANCE- INVESTMENT/TAXES FEES	\$107,500.00	\$140,500.00	30.70%	
01	Ad Valorem tax, Tax adjustments, Misc.	\$10,000.00	\$20,000.00	100.00%	Charges for KC investment fees, tax adjustments, chas management fee. Increase is based on past and current year charges
02	FBC Collection Fee	\$80,000.00	\$100,000.00	25.00%	FBC Collection fee (1%) King County Finance contract (payment due in Jan & Jun)
02	Cash Management Fee	\$3,500.00	\$4,000.00	14.29%	FBC Collection fee (1%) King County Finance contract (payment due in Jan & Jun)
02	Property Tax	\$12,500.00	\$15,000.00	20.00%	FBC Collection fee (1%) King County Finance contract (payment due in Jan & Jun)
02	Leashold Excise Tax	\$1,000.00	\$1,000.00	0.00%	FBC Collection fee (1%) King County Finance contract (payment due in Jan & Jun)
02	Bank Service Charges	\$500.00	\$500.00	0.00%	FBC Collection fee (1%) King County Finance contract (payment due in Jan & Jun)
SERVICES & CHARGES- IT SERVICES					
522.51.41.01-00	SOFTWARE LICENSE/MAINTENANCE	\$10,000.00	\$12,456.00	24.56%	
02	BIAS Annual Maintenance	\$10,000.00	\$12,456.00	24.56%	
522.45.49.03-00	SOFTWARE LICENSE/MAINTENANCE	\$3,500.00	\$4,750.00	35.71%	
01	AV Capture	\$3,000.00	\$3,500.00	16.67%	For 2023 should be \$3k for AV, also need adobe pdf for \$250
	Zoom	\$250.00	\$250.00	0.00%	
	Mail Chimp	\$0.00	\$0.00	#DIV/0!	No charge?
	Other	\$250.00	\$1,000.00	300.00%	No charge?
522.51.42.03-00	CELL PHONE AIRTIME	\$600.00	\$600.00	0.00%	
522 51 42 03-01	Cell Phone- Airtime	\$600.00	\$600.00	0.00%	need to re-imburse SFD
Administration: Services & Charges		\$181,350.00	\$229,306.00	26.44%	

Budget Line	Budget Title	2024 BUDGET	2025 PROPOSED	% Change 2024 to 2025	NOTES
	Grand Total- 10, Administration	\$188,370.40	\$236,916.20	25.77%	\$48,545.80
SALARY & WAGES- LEGISLATIVE SERVICES					
522.11.11.01-00	SALARIES- COMMISSIONERS	\$30,000.00	\$30,000.00	0.00%	
01	Salaries- Commissioners	\$30,000.00	\$30,000.00	0.00%	Annual compensation= \$12,228 per year: increase every five years, less meetings in 2023
	Legislative: Salary & Wages	\$30,000.00	\$30,000.00	0.00%	
PERSONNEL BENEFITS- LEGISLATIVE SERVICES					
522.11.22.00-00	SOCIAL SECURITY	\$2,132.80	\$2,225.80	4.36%	
01	State Retirement (DRS)	\$2,132.80	\$2,225.80	4.36%	???
522.11.22.01-00	MEDICARE	\$435.00	\$435.00	0.00%	
01	Medicare/Social Security Tax	\$435.00	\$435.00	0.00%	
522.11.22.02-00	WA PAID FAMILY & MEDICAL LEAVE	\$100.00	\$100.00	#VALUE!	
01	WA Paid Family & Medical Leave	\$100.00	\$100.00	0.00%	WA State Family and Medical Leave Premiums -ER portion
522.11.24.01-00	LABOR & INDUSTRIES	\$300.00	\$300.00	#VALUE!	
01	Labor and Industries	\$300.00	\$300.00	0.00%	No change
522.11.27.01-00	CLOTHING ALLOWANCE	\$750.00	\$750.00	#VALUE!	
01	Clothing Allowance	\$750.00	\$750.00	0.00%	\$150 per Comm/per year (no carry over)
	Legislative: Personnel Benefits	\$3,717.80	\$3,810.80	2.50%	
	Total- 11, Legislative Salary & Benefits	\$33,717.80	\$33,810.80	0.28%	
SERVICES & CHARGES- LEGISLATIVE SERVICE					
522.11.43.01-00	TRAVEL- COMMISSIONER CONFERENCES,	\$5,000.00	\$5,000.00	0.00%	
01	Travel-Comm. Conferences, Seminars	\$5,000.00	\$5,000.00	0.00%	WFCA Seminar Chelan, State (Tulalip), etc.
522.11.43.02-00	KCFCA- MEETING FOOD	\$350.00	\$500.00	42.86%	
01	KCFCA- Meeting Food	\$350.00	\$500.00	42.86%	

Budget Line	Budget Title	2024 BUDGET	2025 PROPOSED	% Change 2024 to 2025	NOTES
522.11.49.01-00	MISC. REGISTRATION- WFCA	\$3,000.00	\$5,000.00	66.67%	
01	Misc. Registration-WFCA Conf./Seminars	\$3,000.00	\$5,000.00	66.67%	\$850/Com
522.11.49.03-00	MEMBERSHIPS	\$43,240.00	\$15,300.00	-64.62%	
01	WA Fire Comm Association (WFCA)	\$0.00	\$0.00	#DIV/0!	???
02	KCFCA- Other	\$300.00	\$300.00	0.00%	
03	NEMCO	\$42,940.00	\$15,000.00	-65.07%	
522.11.49.04-00	ELECTIONS- EDUCATION INFORMATION	\$10,000.00	\$10,000.00	0.00%	
01	Elections- Education Information	\$10,000.00	\$10,000.00	0.00%	one Comm election in Nov 2023, another measure in 2024
522.11.49.05-00	ELECTIONS- COUNTY FEE	\$80,000.00	\$80,000.00	0.00%	
01	Elections- County Fee	\$80,000.00	\$80,000.00	0.00%	one election in 2023, charges in 2024, another measure in 2024
Legislative: Legislative Services		\$141,590.00	\$115,800.00	-18.21%	
Grand Total- 11, Legislative		\$175,307.80	\$149,610.80	-14.66%	(\$25,697.00)
INTERFUND TRANSFERS FROM OPERATIONS BUDGET					
597.00.00.01-00	INTERFUND TRANSFER OUT TO RESERVE FUND	\$0.00	\$0.00	#DIV/0!	
000	Reserve Fund	\$0.00	\$0.00	#DIV/0!	
597.00.02.00-00	INTERFUND TRANSFER OUT TO CAPITAL FUND	\$3,108,797.00	\$1,599,350.00	-48.55%	
000	Capital Project-Apparatus, Equip., Facilities	\$3,108,797.00	\$1,599,350.00	-48.55%	Transfer into Capital Fund
597.00.03.00-00	INTERFUND TRANSFER OUT TO BENEFITS FUND	\$448,808.00	\$188,018.00	-58.11%	
000	LEOFF 1 & Retirement Liabilities	\$332,119.00	\$0.00	-100.00%	Transfer into Benefits Fund for LEOFF1 liabilities
000	Retirement Payouts	\$116,689.00	\$188,018.00	61.13%	Transfer into Benefits Fund for NFD retiree payouts
597.00.03.00-00	TRANSFER OUT - SHORELINE FIRE DEPARTMENT	\$12,041,180.00	\$12,295,542.00	2.11%	
000	Annual Payment	\$12,041,180.00	\$12,295,542.00	2.11%	Net transfer out reflecting credits for BLS/GEMT/KCEMS revenues
597.00.03.00-00	TRANSFER OUT - SHORELINE FIRE DEPARTMENT	\$112,053.00	\$118,531.00	5.78%	
000	MIH Fund	\$112,053.00	\$118,531.00	5.78%	Transfer of MIH fund in addition to KCEMS allocation
TOTAL - BOARD OF COMMISSIONERS		\$363,678.20	\$386,527.00	6.28%	

Budget Line	Budget Title	2024 BUDGET	2025 PROPOSED	% Change 2024 to 2025	NOTES
	TOTAL - TRANSFERS	\$15,710,838.00	\$14,201,441.00	-9.61%	
	TOTAL BUDGET	\$16,074,516.20	\$14,587,968.00	-9.25%	
Change from 2021 to 2022 Proposed Budget- OVERALL					
	Difference in Dollars (\$) - change from 2022 to 2023	(\$1,486,548.20)			
	Difference in Percentage (%) - change from 2022 to 2023	-9.2%			
Budget Worksheet Legend:					
PINK= Delete					
ORANGE= New or Re-titled					
YELLOW= Note for Chief, need to go back (pending)					
GREEN= Budget reallocation					

2024 Budget Development Document- CAPITAL Fund (10-004-0020)

Last Update: **November 5, 2024**

Budget Line	Budget Title	2024 PROPOSED	2024 BUDGET	2025 PROPOSED	2025 BUDGET	Updated Notes
594.22.64.13-51	APPARATUS	\$0	\$0	\$609,000	\$609,000	
	Rescue 151			\$500,000	\$500,000	Allocation to build capital fund to prepare for purchase in 2026.
	Staff Vehicles			\$100,000	\$100,000	Replace 4051 and 4081, Trailblazers
	Wireless Installation			\$9,000	\$9,000	
594.22.64.14-51	IT EQUIPMENT	\$134,300	\$100,600	\$78,700	\$64,700	
	Computers	\$5,000	\$5,000			Keep this line as \$0, next purchase will be in 2026
	Monitors	\$1,000	\$1,000	\$800	\$800	\$200/each
	MDT Tablets			\$2,500	\$2,500	iPads and docking stations = \$2500 per set
	ESO Tablets Surface	\$5,000	\$5,000	\$3,000	\$3,000	Dell tablets and rugged keyboard = \$3000 per set
	Printers	\$500	\$500	\$500	\$500	One HP printer
	Laptops	\$0	\$0			
	CISCO Warranty on Hardware	\$15,000	\$15,000	\$15,000	\$15,000	Cisco warranty renewal for firewalls and switches at 51 and 57
	ESO Record Retention	\$800	\$800			
	Modems	\$6,000	\$6,000	\$9,000	\$9,000	Need to replace, no support
	Security Cameras	\$6,000	\$6,000	\$7,000	\$7,000	3 cameras and hardware: ST51 181st east lobby, tower camera to see lower parking lot. ST57 east parking
	Electronic Door Locks	\$15,000	\$12,500	\$22,000	\$8,000	Panic bar for external door by MIH. Records Room. 8 offices downstairs. 2 offices upstairs. 2 Portal Gateways. Locks = 1240e x10 = \$12400. Labor = 300e x10 = \$3000. Portal = 2200e x2 = \$4400. +Tax.
57	Backup Batteries	\$2,000	\$2,000	\$1,000	\$1,000	Station 57
52	First Arriving Software			\$3,400	\$3,400	
52	First Arriving Hardware			\$2,500	\$2,500	
52	CISCO Power Supplies			\$12,000	\$12,000	
52	LCD Projector/Displays	\$78,000	\$46,800			
594.22.64.16-51	EQUIPMENT - SCBA	\$224,820	\$69,210	\$750	\$750	
52	SCBAs	\$89,000	\$44,500			5 new packs (frame only), NFD portion of overall purchase.

Budget Line	Budget Title	2024 PROPOSED	2024 BUDGET	2025 PROPOSED	2025 BUDGET	Updated Notes
52	Cylinder and valve assembly	\$30,000	\$15,000			5 new and 5 replacement, NFD portion of overall purchase.
52	Cylinder sleeves	\$3,800	\$1,900			for bottles without sleeves, NFD portion of overall purchase.
52	New Hire Masks	\$1,200	\$400	\$750	\$750	New hires, split with SFD
53	Chest Strap	\$820	\$410			5 new packs
54	Mask Blue Tooth Communication	\$93,000	\$0			all new masks
69	SEEK TIC	\$6,000	\$6,000			Units for SCBA's
53	SCBA Bracket Replacement	\$1,000	\$1,000			Replace fatigued bracket on frame, NFD portion of overall purchase.

594.22.64.20-51	EQUIPMENT -GENERAL	\$0	\$0	\$0	\$0	
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594.22.64.21-51	FACILITIES	\$1,642,500	\$890,000	\$924,900	\$924,900	
52	St 51 HVAC/Boiler Replacement	\$45,000	\$45,000			waiting until 2026?
71	St 51 Lighting Project	\$10,000	\$0	\$20,000	\$20,000	Bay lighting upgrades. Rollover from 2023.
	St. 51 Server Room Suppression	\$25,000	\$25,000	\$45,000	\$45,000	Install a non-water based extinguishing system
	St 51 Outbuilding	\$500,000	\$500,000			waiting until 2026?
	St 51 Carport	\$100,000	\$100,000	\$150,000	\$150,000	
	St. 51 Generator Fuel Tank	\$20,000	\$20,000			Approved for replacement. Waiting until 2026? (\$200k?)
	St. 51 Fueling Station	\$80,000	\$0			waiting until 2026? (\$125k?)
	St. 57 Generator Replacement	\$150,000	\$100,000	\$400,000	\$400,000	Approved for replacement. (more in 2026)
	St. 57 Refrigerator	\$2,500	\$0			4th fridge (one for each shift)
	St. 57 Workstation modification	\$10,000	\$0			With the added staff at station 57 we can make some modifications to the existing desk/workstations in the front workroom to accommodate six computer stations. We can remove a few sections of base cabinets/drawers to accommodate the new work stations. I would anticipate this would have a maximum cost of \$10,000 to make the updates. waiting until 2026?
	St. 57 HVAC Upgrade	\$600,000	\$100,000			waiting until 2026?

Budget Line	Budget Title	2024 PROPOSED	2024 BUDGET	2025 PROPOSED	2025 BUDGET	Updated Notes
	A&E Contract Fees (St. 57 2nd Floor, 51 carport, etc.)	\$100,000	\$0	\$76,400	\$76,400	Work in 2025 for evaluating future facility work
	Station 51 SCBA Compressor			\$165,000	\$165,000	Replacement
	Station 51 SCBA Decon Washer			\$51,000	\$51,000	
	Station 51 Locker Room Upgrade			\$17,500	\$17,500	

594.22.64.22.51	OTHER EXPENDITURES	\$0	\$0	\$0	\$0	
52	KC- Ad Valorem Tax Refunds, Misc. fees					King County Treasury fees for ad valorem tax refunds and misc. cash management svcs. Fees (Boupha)

Grand Total- CAPITAL	\$2,001,620.00	\$1,059,810	\$1,613,350.00	\$1,599,350.00
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NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Commissioner Meeting Minutes

Policy Number:	1450	Approved By:	Board of Commissioners
Effective Date:	July 1, 2008	Revision Date:	November 5, 2024
Pages:	3	Attachments:	0

1 PURPOSE

- 1.1 To outline the policy and procedure for the creating, approving, and retaining of the official Board of Commissioners meeting minutes.

2 REFERENCES

- 2.1 RCW 42.30.030, *Minutes*
- 2.2 RCW 40.14.070, *Destruction of Local Records*
- 2.3 RCW 42.30.220 Recording or online streaming encouraged.

3 RESPONSIBILITY

- 3.1 Board meeting minutes shall be developed and maintained in accordance with this policy.
- 3.2 The District Secretary or designee shall record and develop a permanent set of minutes for the Board meetings as required by policy and applicable law.
- 3.3 Board meetings shall be recorded in audio format or audiovisual format in accordance with this policy.

4 DEFINITIONS

5 POLICY

- 5.1 Northshore Fire Department shall promptly develop a written set of minutes for all regular and special Board meetings.
 - 5.1.1 Exception: discussions held during executive sessions shall not be recorded or documented in the meeting minutes.
- 5.2 Board meeting minutes shall be a record of the items discussed and the actions taken by the Board. The minutes should contain the following:
 - 5.2.1 Date, time and location of the meeting.
 - 5.2.2 The presiding officer.
 - 5.2.3 Board members, District employees, legal advisor, consultants and as available, the number of visitors who are present.
 - 5.2.4 Items discussed during the meeting and the results of any voting that occurred.
 - 4.2.4.1 Voting shall be recorded by name when the vote is not unanimous.
 - 5.2.5 Documentation of action items and/or assignments, the due dates and person(s) assigned.
 - 5.2.6 Documentation of executive sessions with a general statement of the

purpose, RCW citation and duration of each session.

5.2.7 Next meeting agenda items will be listed.

5.2.8 Time of adjournment.

5.2.9 Documentation of meeting minutes attachments.

5.3 Except for executive sessions and specific training sessions or other work sessions as discussed below, Board meetings shall be recorded using AV Capture or similar. However, the District cannot guarantee that the quality of the audio recording will be continuous and fault free.

5.3.1 The recordings are for information purposes only. The approved minutes of each meeting shall serve as the official record of the meeting.

5.3.2 At the commencement of each meeting, there should be an announcement that the meeting is being recorded.

5.3.3 The retention of audio recordings shall be in accordance with RCW 40.14.070 and the retention schedules established by the Washington State Archives. Access to archived audio recordings shall be in accordance to Chapter 42.56 RCW.

6 PROCEDURES/GUIDELINES

6.1 The Secretary or designee shall be present at Board meetings and will document the proceedings in preparation for the development of official minutes.

6.2 The Secretary will complete and distribute a draft version of the minutes via e-mail to the Board members, and Fire Chief within three calendar days for their review and suggested modifications.

6.2.1 Suggested modifications shall be emailed to the Board Secretary, Board Chair, and Fire Chief within seven days of the board meeting.

6.3 The Secretary shall incorporate the suggested modifications received from the reviewers into the draft minutes. Modifications that require board discussion shall be highlighted; and include the name of the requestor, added and deleted text shall be indicated.

6.4 Draft meeting minutes shall be provided to the Board with the meeting materials of the next subsequent regular meeting.

6.5 Formal approval of minutes shall be made during an open Board meeting.

6.6 Approved minutes, along with attachments of any documents that were distributed or discussed at the meeting, shall be posted to the department website and maintained in accordance with state law.

6.7 Approved resolutions shall be documented in the minutes, posted to the department website and maintained in accordance with state law.

6.8 Audio recordings (or audiovisual recordings if available) will be posted to the department website along with meeting minutes.

The Board may decide, on a case-by-case basis, that a meeting (or portion thereof) will not be recorded if the purpose of the meeting (or portion thereof) is training or a work session at which the Board will take no final action.



Northshore Fire Department

7220 NE 181st Street
Kenmore, WA 98028
425-354-1780

FIRE CHIEF
Matt Cowan

COMMISSIONERS

Josh Pratt Eric Adman
Tyler Byers Rick Webster
Lisa Wollum

THIS LETTER IS FOR INFORMATIONAL PURPOSES ONLY, IT IS NOT A BILL!

This letter is to notify you of the 2025 amount of the Fire Benefit Charge (FBC) collected by the King County Treasury as part of your regular property tax payment. You will see this charge on your property tax statement in 2025. Again, this is NOT A BILL – please do not send a payment to the Fire Department.

Valued residents, we are grateful and thankful for your continued support. It cannot be overstated how important and humbling that support is to all of us. We continue to have great success with another year of contracting with the Shoreline Fire Department for all administrative, operational, and support services. Our plan is to build on these successes of better levels of service, financial efficiencies, and long-term benefits by pursuing a regional fire authority (RFA) ballot measure in February of 2025. The RFA will create tax savings for every homeowner and 98% of all properties, providing more service improvements and cost efficiencies, and allow for more direct strategic input on the management of the entire Fire Department. For more information on the RFA, please refer to our website at: www.shorelinefire.com/regional-fire-authority-ballot-measure.

As part of our commitment to financial security, in 1989 the Northshore Fire Department transitioned from being dependent solely on a property tax as its primary source of revenue to a combined tax and Fire Benefit Charge (FBC). Thank you for supporting the FBC, as this diversification of revenue sources provides better sustainability into the future.

The FBC is a charge on the square footage of improvements, or buildings, for each individual property. Unlike your regular property taxes, the FBC calculation uses the overall square footage of your property, including garage and unfinished areas. The charge is based on a formula that considers the risk that the specific building poses and the resources needed to mitigate an emergency. Due to the charge being imposed specifically on buildings, the larger and riskier structures pay more than the smaller, safer structures. For example, a commercial or multi-family property poses more risks than a house of the same size, so it would pay a higher FBC. If you have a property without a building on it, then you will not pay a FBC. However, you will still owe property taxes based on the property's overall value. Furthermore, if you qualify as a low-income senior citizen for reduced property taxes, and/or if you have an approved fire protection sprinkler system, you may qualify for a reduction in the FBC.

Economic pressures continue to be a concern with increasing costs and challenges in supply chains, but our 2025 budget reflects about a 8% budget decrease. We have achieved improved efficiencies in our contract with the Shoreline Fire Department, which allows us to continue to address some of the larger, delayed capital projects. On the reverse side of this letter is more information on the FBC computation, which will be collected similarly as all other property taxes. If you have a mortgage, then your mortgage company should pay the FBC at the same time the property taxes are paid. The formula uses information obtained from the King County database, so if you believe the FBC has not been calculated correctly, you can appeal it. The appeal deadline for the 2025 FBC is February 10, 2025 at 4:00 pm. Details on how to appeal the FBC are on our website at www.shorelinefire.com or you may call the Department at 206-533-6500.

We are proud to serve you, and thank you again for your continued support in providing the best possible emergency services to our communities!

Sincerely,

Matt Cowan, Fire Chief
Shoreline Fire Department

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:56:52 Date: 10/29/2024

11/13/2024 To: 11/13/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
491	11/13/2024	Claims	5	0	ALFRED J BAKER	7,572.20	LEOFF I
492	11/13/2024	Claims	5	0	GARY PEDERSEN	192.20	LEOFF I
493	11/13/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	LEOFF I MEDICAL PREMIUMS - NOV 2024
005 Benefit Fund 10-016-6090						10,168.25	
						<u>10,168.25</u>	Claims: 10,168.25
						10,168.25	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:01:38 Date: 11/04/2024

11/13/2024 To: 11/13/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
496	11/13/2024	Claims	301	0	AMERICAN ABATEMENT & DEMO	44,998.43	ST 54 DEMO - BALANCE DUE
497	11/13/2024	Claims	301	0	B&B UTILITIES AND EXCAVATING LLC	5,924.18	ST 54 UTILITY WORK
498	11/13/2024	Claims	301	0	SHORELINE FIRE DEPARTMENT	3,469.65	REIMBURSEMENT FOR CAPITAL PURCHASES ON SHFD CREDIT CARD
499	11/13/2024	Claims	301	0	SNOHOMISH EARTHWORKS	12,250.93	ST 54 WORK
506	11/13/2024	Claims	301	0	WEST COAST FIRE & RESCUE	14,998.94	COMBI TOOL
301 Capital Fund 10-016-3010						81,642.13	
						<hr/>	Claims: 81,642.13
						81,642.13	

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:56:15 Date: 10/29/2024

11/13/2024 To: 11/13/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
500	11/13/2024	Claims	1	0	CSD ATTORNEYS AT LAW	224.00	LEGAL FEES - GENERAL BUSINESS
501	11/13/2024	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	27.40	PETTY CASH CHECKING REIMBURSEMENT - OCT 2024
502	11/13/2024	Claims	1	0	SNURE LAW OFFICE PSC	352.00	LEGAL FEES - RFA
503	11/13/2024	Claims	1	0	SUBURBAN PROPANE	71.63	PROPANE TANK RENTAL ST 51
504	11/13/2024	Claims	1	0	US BANK	331.56	CREDIT CARD RECONCILIATION - SEPT 2024
001 General Fund 10-016-0010						1,006.59	
						<hr/>	Claims: 1,006.59
						1,006.59	

Northshore Fire Department
Fire Commissioner Request for Compensation

Date	Description of Activity	Hours
Month: 10	Year: 2024	Name: Rick Webster
10/1/2024	Commissioners Mtg	2
10/16/2024	Budget Review	2
10/28/2024	Budget Review	2
10/29/2024	Special Joint 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

10-30-2024
Date



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 1, 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, Tyler Byers, Eric Adman, Josh Pratt, and Rick Webster. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 5 members of the public.

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 5-0.

IV. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Report from Subcommittee for Station 54

- Commissioner Webster updated the Board that the demolition of Station 54 was completed.

4.2 Report from RFA Planning Committee

- Chief Cowan updated the Board on the status of the fire benefit charge evaluation, sprinkler discount impact, 20-year capital replacement plan, October 28th public information/open house session.

4.3 Discussion on updating Financial Policy 6200

- Chief Cowan updated the Board on the status of updating Financial Policy 6200, draft policy has been revised and will be ready for review at the next meeting.

4.4 Discussion on updating Policy 1450- Commissioner Meeting Minutes

- The Board discussed amending Policy 1450 to exclude "Board learning, work, and/or training sessions" from being recorded on a case-by-basis.
- Legal Counsel Paxton provided input and context.

- Commissioner Adman will amend the policy for review at the next meeting.

V. BOARD RESOLUTIONS

6.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The Benefit Fund Vouchers totaled \$ 10,407.99
- The General Fund Vouchers totaled \$ 12,329.00

6.2 Commissioner Compensation

6.3 Meeting Minutes: 09/03/2024

*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 NEMCO with regard to the participation of the City of Kenmore.

7.2 Commissioner Reports

- Commissioner Pratt requested information about the upcoming October 28th Open House/Info session. The website will be updated tomorrow.

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 November 5, 2024 will include a public hearing on the 2025 budget, as well as the standard agenda items as well as an update from subcommittee on RFA Committee, update finance policy discussion, update on Policy 1450, update on capital projects. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 5:28PM.

UPCOMING MEETING DATES

Special meeting of the RFA Planning Committee on Monday, October 21, 2024 at 5:00PM

Special meeting Open House and Q&A session of the RFA Planning Committee on Monday, October 28, 2024 at 6:00PM. Meeting will be hybrid and in-person at Northshore Station 51.

Special joint meeting with the Shoreline Fire Department Board Tuesday, October 29, 2024 at 5:00PM to discuss 2025 budget. Meeting will be hybrid and in-person at Shoreline Station 61.

Next Regular meeting Tuesday, November 5, 2024 at 5:00PM. Meeting will also include Public Hearing for the 2025 budget. Meeting will be hybrid and in-person at Northshore Station 51.

Special meeting on Tuesday, November 19, 2024 at 5:00PM to adopt the 2025 budget. Meeting will be hybrid and in-person at Northshore Station 51.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 9/3/2024, 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 November 5, 2024.



MINUTES

October 29, 2024

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

**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, David Harris, Barb Sullivan, and Ken Callahan, Northshore Commissioners Rick Webster, Tyler Byers and Josh Pratt. Also present was Chief Matt Cowan, Northshore Board Secretary Amy Oakley, and 1 members of the public. Commissioner Eric Adman joined the meeting at 5:24 PM. Commissioner Lisa Wollum was absent.

IV. PUBLIC COMMENT

2.1 No public comments.

V. BOARD DISCUSSION

5.1 2025 Budget

- Chief Cowan presented an overview of the proposed 2025 Shoreline budget including financial outlook, personnel, reserve funds, capital funds, revenues, and expenses.
- Chief Cowan presented an overview of the proposed 2025 Northshore budget including financial outlook, capital fund, general fund.
- The Boards discussed the timing of the proposed RFA and the process to combine accounts.

ADJOURNMENT

The meeting adjourned at 6:14PM.

Attachments: Agenda and Public Notice.

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 November 5, 2024.

District Activity Highlights

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

Hiring/Succession development

- Starting the process for a DivC of EMS as DivC Wollum is retiring December 31, 2024. This is a change from the original date and has required us to accelerate the process and transition plan.
- In the hiring process for mechanic with a planned start on December 1st, 2024.
- Resignation of facilities technician effective November 1st, 2025. This was a change from the originally anticipated date of April, 2025.

Strategic Planning

- Continue working on RFA process, the draft plan has been written, capital needs for the next 20 years is done, working on the new FBC computation.
- The Department will be submitting a Request for Qualifications (RFQ) to Architectural firms for general consulting work such as; feasibility evaluation for Station 62, Station 57 generator, and Station 51 carport projects.

Staffing

- Have made conditional offers to eight candidates for entry level FF.
- PFML still continues to cause staffing level issues.

Negotiations

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

Contracts

- Kenmore has indicated an interest in withdrawing from NEMCO at end of 2025, but is still considering their options. Expect a decision by Spring of 2025 if they will be separating from NEMCO at the end of 2025.

North King County Training Consortium

- Working on transition of BC Joel Secan back to operations at Bothell and his replacement to the Consortium.

Budget

- We are .6% under budget through end of September and appear to be maintaining that level.

Capital Projects

- Station 57 – Generator replacement is a challenge. Separating project out to two different phases; electrical work, and actual generator replacement.
- Trying to finish up 2024 projects, but some will roll into 2025.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings

- October 1-3 – Leadership Retreat
 - Addressed pressing issues as reflected in the climate survey.
 - Developed goals for 2025.
 - Wrote a new mission statement:
The Shoreline Fire Department is committed to serving with professionalism and integrity, while providing responsive and compassionate service.
- October 8 – 2nd 2025 Budget Meeting
 - Working on expense items.
- October 8 – Seattle PM Assistance Meeting
 - Continued discussions on special events and staffing assistance for Paramedic services in Seattle.
- October 9 – Officer Meeting
 - Division updates and discussion on hose loads.
- October 10 – Gallatin Public Affairs Meeting
 - Bi-Weekly update on strategic communications
- October 14 – Z1 Fire Chiefs Meeting
 - Discussed ongoing issues in Zone and Tri-Med ambulance contract.
- October 15 – 3rd 2025 Budget Meeting
 - Continued work on 2025 budget.
- October 15 – LMC Meeting
 - Discussed promotional policies, TRT qualifications, and rescue swimmer impacts.
- October 16 – Communications Training
 - Half-day workshop on communications.
- October 17 – 4th 2025 Budget Meeting
 - Continued work on 2025 budget.
- October 21 – RFA Planning Meeting
 - Discussed Draft RFA plan and potential upcoming ballot measure.
- October 24 – Lake Forest Park City Council Meeting
 - Discussed Draft RFA plan and potential upcoming ballot measure.
- October 28 – RFA Public Meeting
 - Presentation on potential RFA.
 - Discussed Draft RFA plan and potential upcoming ballot measure.
 - Asked for public comments and engaged in Q&A session.
- October 29 – Uniform CBA Negotiations
 - Met for 11th meeting to discuss negotiations.
- October 29 – Special Joint Board Meeting
 - Presentation of draft 2025 Shoreline Fire budget and Northshore Fire budget.
 - Reviewed different areas of budgets and answered questions.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan