



## 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

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### MINUTES

February 4, 2025

### **REGULAR MEETING 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 Tyler Byers called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Tyler Byers, Rick Webster, Josh Pratt and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 7 members of the public. Commissioner Eric Adman was absent.

#### **II. PUBLIC COMMENT**

##### **2.1 No public comments**

#### **III. APPROVAL OF THE AGENDA**

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

#### **IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

##### **4.1 Update on RFA ballot measure**

- Chief Cowan updated the Board on the status of the ballot measure including letter to the editor and constituent inquires and discussions around property taxes and fire benefit charge.
- Chief Cowan has communicated with administrative staff on workload should the ballot measure pass related to creating new funds.

##### **4.2 Update on capital projects**

- Chief Cowan updated the Board on the status of the Station 57 generator is awaiting an updated bid.
- Chief Cowan updated the Board on status of architectural & engineering RFP and part-time facilities project manager. Commissioner Webster will participate in the review of proposals.

#### **V. BOARD RESOLUTIONS**

##### **6.1 None**

#### **VI. CONSENT AGENDA**

- 6.1 Vouchers
  - The General Fund Vouchers totaled \$ 15,616.71
  - The Capital Fund Vouchers totaled \$ 769.17
  - The Benefit Fund Vouchers totaled \$ 56,125.72

6.2 Commissioner Compensation

6.3 Meeting Minutes: 1/7/2025

*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 items in the Fire Chief's report including recruitment of a facilities manager.
- Chief Cowan updated the Board that the department came in 2.1% under budget in 2024. Chief will work on reconciliation and processing a refund to Northshore Fire Department.
- Chief Cowan updated the Board that MSO DeBay will be stationed to Medic One Paramedic Training for 18 months as an instructor to address paramedic shortages in the region.
- Chief Cowan updated the Board on the ILA with Seattle Fire Department for medic coverage at special events. There is an agreement amongst the unions. This agreement will be sent back to the City of Seattle for next steps. This agreement will not impact paramedic staffing at Shoreline.
- Chief Cowan updated the status of NEMCO participation by Kenmore. Lake Forest Park and Shoreline will have a discussion regarding ACS.

### **7.2 Commissioner Reports**

- No report.

### **7.3 Legal Counsel Reports**

- No report.

## **VIII. UPCOMING BOARD AGENDAS**

### **8.1 Setting of Future Meeting Agenda(s)**

Due to scheduling conflicts, the next regular meeting on March 4<sup>th</sup> will be canceled.

There will be a special meeting on March 11, 2025 meeting will include the standard agenda items as well as update on the RFA ballot results and next steps, fire benefit charge appeals hearing, capital projects update. This meeting will be hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

The meeting adjourned at 5:33PM.

## NEXT MEETING DATE

The next scheduled meeting will be Tuesday, March 11<sup>th</sup>, 2025 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 1/7/25, and Chief's Report.

## BOARD OF COMMISSIONERS



**ERIC ADMAN**, Member



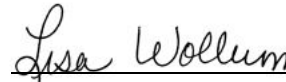
**JOSH PRATT**, Member



**TYLER BYERS**, Member

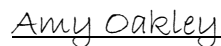


**RICK WEBSTER**, Member



**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 March 11, 2025.



## **Northshore Fire Department Board of Commissioners**

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### **Northshore Fire Department Board of Commissioners**

#### **Regular Meeting Agenda**

Tuesday, February 4, 2025

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. Board Discussion and Possible Action Items**

4.1 Update on RFA ballot measure

4.2 Update on Capital Projects

**V. Board Resolutions**

None

**VI. Consent Agenda**

6.1 Vouchers



6.2 Commissioner Compensation

6.3 Meeting Minutes: Regular Meeting 1/7/2025

**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, March 4<sup>th</sup>, 2025 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](mailto: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](mailto:boardsecretary@northshorefire.com)

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:35:33 Date: 01/31/2025

02/12/2025 To: 02/12/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
22	02/12/2025	Claims	5	0	ALFRED J BAKER	4,388.00	LEOFF I
23	02/12/2025	Claims	5	0	ALFRED J BAKER	10,728.50	LEOFF I
24	02/12/2025	Claims	5	0	ALFRED J BAKER	10,808.13	LEOFF I
25	02/12/2025	Claims	5	0	ALFRED J BAKER	11,294.30	LEOFF I
26	02/12/2025	Claims	5	0	GARY PEDERSEN	203.50	LEOFF I
27	02/12/2025	Claims	5	0	JOHN HANCOCK	4,896.84	LTC Insurance Premiums - Pedersen
28	02/12/2025	Claims	5	0	JOHN HANCOCK	5,946.16	LTC Insurance Premiums - Shellenberger
29	02/12/2025	Claims	5	0	JOHN HANCOCK	5,179.32	LTC Insurance Premiums - Taylor
30	02/12/2025	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,680.97	LEOFF I Medical Ins Premiums - Feb 2025
005 Benefit Fund 10-016-6090						56,125.72	
						<hr/> 56,125.72	Claims: 56,125.72

## WARRANT/CHECK REGISTER

# Northshore Fire Department

Time: 17:35:47 Date: 01/31/2025

02/12/2025 To: 02/12/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
35	02/12/2025	Claims	301	0	L. N. CURTIS & SONS	769.17	Apparatus Equipment - Barrerel Steel Newark Tool
301 Capital Fund 10-016-3010						769.17	
						<u>769.17</u>	Claims:
						769.17	769.17

Time: 17:34:49 Date: 01/31/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
31	02/12/2025	Claims	1	0	CITY OF LAKE FOREST PARK	15,000.00	NEMCO 2025 Fee
32	02/12/2025	Claims	1	0	CSD ATTORNEYS AT LAW	128.00	Legal Fees - General Business
33	02/12/2025	Claims	1	0	CSD ATTORNEYS AT LAW	224.00	Legal Fees - Consolidation
34	02/12/2025	Claims	1	0	SHORELINE FIRE DEPARTMENT	264.71	Reimbursement - CC charge for Amy's Acrobat Pro
001 General Fund 10-016-0010						15,616.71	
						<u>15,616.71</u>	Claims:
						15,616.71	15,616.71



Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]

*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

Date \_\_\_\_\_



# 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

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## MINUTES

January 7, 2025

### **REGULAR MEETING 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 5:01 PM.

Persons in attendance were Commissioners Eric Adman, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 0 members of the public. Commissioner Josh Pratt joined the meeting at 5:05pm.

#### **II. PUBLIC COMMENT**

##### **2.1 No public comments**

#### **III. APPROVAL OF THE AGENDA**

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

#### **IV. ELECTION OF NEW BOARD OFFICERS**

##### **4.1 Nomination for Board Chair**

*Commissioner Adman moved to nominate Commissioner Byers to the position of Board Chair. Commissioner Webster seconded.*

##### **4.2 Discussion**

- Commissioner Byers accepted the nomination.

##### **4.3 Election of Board Chair**

*The Board voted and the motion passed unanimously 4-0 to select Commissioner Byers as Board Chair. Commissioner Pratt joined the meeting after the vote.*

##### **4.4 Nomination for Board Vice Chair**

*Commissioner Webster moved to nominate Commissioner Pratt to Board Vice Chair. Commissioner Byers seconded.*

##### **4.5 Discussion**

- Commissioner Pratt accepted the nomination.

##### **4.6 Election of Board Vice Chair**

***The Board voted and the motion passed unanimously 5-0 to select Commissioner Pratt as Vice Chair.***

**V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

5.1 Update on RFA ballot measure

- Chief Cowan updated the Board on the status of the ballot measure pro/con committee, measure pamphlet & outreach materials, fire benefit charge letters, and meetings with city officials.

**VI. BOARD RESOLUTIONS**

6.1 None

**VII. CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$ 111,201.21
- The Capital Fund Vouchers totaled \$ 141.77
- The Benefit Fund Vouchers totaled \$ 102,956.00

7.2 Commissioner Compensation

7.3 Meeting Minutes: 12/05/2023 and 12/17/2023

***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

- Chief Cowan updated the Board on items in the Fire Chief's report including end of year budget spending.
- Chief Cowan updated the Board on Station 57 generator repairs. The Board discussed with the Chief the impacts of the wind event last month.
- Chief Cowan requested permission to move administrative staff from Station 51 to Station 61.
- Chief Cowan proposed to the Board for consideration establishing a contract with St. Edwards Park and potential other exempt properties. The Chief will collect more data for the Board at a future meeting.

8.2 Commissioner Reports

- No report.

8.3 Legal Counsel Reports

- Matt Paxton updated the Board on court ruling regarding the Public Records Act.
- Matta Paxton updated the Board on updates from the WA State Auditor regarding shift trades. Chief Cowan updated the Board on Shoreline's policy on shift trades.
- Commissioner Wollum updated the Board that her husband, Todd, has retired and there is no longer a conflict of interest for her service on the Board.

**IX. UPCOMING BOARD AGENDAS**

9.1 Setting of Future Meeting Agenda(s)

The next meeting on February 4, 2025 meeting will include the standard agenda items as well as update on the RFA ballot measure, Station 57 capital projects update. This meeting will be hybrid, on Zoom and in-person at Station 51.

**ADJOURNMENT**

The meeting adjourned at 5:43PM.

**NEXT MEETING DATE**

The next regular scheduled meeting will be Tuesday, February 4<sup>th</sup>, 2025 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 12/3/24 and 12/17/2024, and Chief's Report.

**BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

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**RICK WEBSTER**, Member

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**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 February 4, 2025.

DRAFT



## **Northshore Fire Department Board of Commissioners**

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### **Northshore Fire Department Board of Commissioners**

#### **Regular Meeting Agenda**

Tuesday, January 7, 2025

5:00PM

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

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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. Election of Board Officers**

4.1 Nominations for Board Chair Position

4.2 Discussion

4.3 Election of Board Chair

4.4 Nominations for Board Vice Chair Position

4.5 Discussion

4.6 Election of Board Vice Chair



**V. Board Discussion and Possible Action Items**

- 5.1 Update on RFA ballot measure

**VI. Board Resolutions**

None

**VII. Consent Agenda**

- 7.1 Vouchers  
7.2 Commissioner Compensation  
7.3 Meeting Minutes: Regular Meeting 12/3/2024 and 12/17/2024

**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**

Next Regular Meeting: Tuesday, February 4<sup>th</sup>, 2025 at 5:00 PM

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- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to



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Questions? Email Board Secretary Amy Oakley at [boardsecretary@northshorefire.com](mailto:boardsecretary@northshorefire.com)



# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 11:23:34 Date: 01/03/2025

01/15/2025 To: 01/15/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
6	01/15/2025	Claims	5	0	ALFRED J BAKER	6,686.85	LEOFF I
7	01/15/2025	Claims	5	0	GARY PEDERSEN	192.20	LEOFF I
8	01/15/2025	Claims	5	0	NORTHSHORE FIRE DEPARTMENT	94,009.30	Interfund Billing Reimbursement to General Fund for Retiree Payroll 2025
9	01/15/2025	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,068.25	LEOFF I Medical Insurance - January 2025
005 Benefit Fund 10-016-6090						102,956.60	
						<hr/> 102,956.60	Claims: 102,956.60

## WARRANT/CHECK REGISTER

# Northshore Fire Department

Time: 11:23:51 Date: 01/03/2025

01/15/2025 To: 01/15/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
10	01/15/2025	Claims	301	0	WA STATE DEPT OF REVENUE	141.77	Consumer Use Tax
		301 Capital Fund 10-016-3010				141.77	
						<u>141.77</u>	Claims:
						141.77	141.77

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 11:22:59 Date: 01/03/2025

01/15/2025 To: 01/15/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
11	01/15/2025	Claims	1	0	AV CAPTURE ALL INC	3,300.00	2025 Renewal Fee
1	01/15/2025	Payroll	1	2025001	BRIAN L GILBERT	13,396.75	
12	01/15/2025	Claims	1	0	CSD ATTORNEYS AT LAW	1,360.00	Legal Fees - General
2	01/15/2025	Payroll	1	2025002	DOUGLAS S KNIGHT	20,766.67	
17	01/15/2025	Payroll	1	0	EMPLOYMENT SECURITY DEPT	752.07	Pay Cycle(s) 01/15/2025 To 01/15/2025 - PFML
18	01/15/2025	Payroll	1	0	EMPLOYMENT SECURITY DEPT	426.91	Pay Cycle(s) 01/15/2025 To 01/15/2025 - LTC
4	01/15/2025	Payroll	1	2025004	JEFFREY S TAGART	18,547.85	
13	01/15/2025	Claims	1	0	KING COUNTY FIRE COMMISSIONERS ASSOCIATI	180.00	2025 Annual Membership Dues
3	01/15/2025	Payroll	1	2025003	MICHAEL A MORRIS	22,087.60	
14	01/15/2025	Claims	1	0	SPRINGBROOK HOLDING COMPANY LLC	11,873.76	2025 Software Renewal Fees
15	01/15/2025	Claims	1	0	STATE AUDITOR'S OFFICE	3,822.50	2023 Audit Fees
16	01/15/2025	Claims	1	0	US BANK	76.00	Credit Card Reconciliation - Dec 2024
5	01/15/2025	Payroll	1	2025005	WILLIAM T WILLIAMS	14,611.10	
001 General Fund 10-016-0010						111,201.21	
							Claims: 20,612.26
						111,201.21	Payroll: 90,588.95

Northshore Fire Department  
Fire Commissioner Request for Compensation


[illegible]

*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

Date \_\_\_\_\_

Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 12	Year: 2024	Name: Rick Webster	
Date	Description of Activity	Hours	
12/3/2024	Commissioners Mtg	2	
<p><i>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.</i></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"> _____ <i>Signature</i></div><div style="text-align: right;"><b>12-4-2024</b> <i>Date</i></div></div>			

Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 11	Year: 2024	Name: Rick Webster	
Date	Description of Activity	Hours	
11/5/2024	Commissioners Mtg	2	
11/12/2024	Special Mtg	2	
<p><i>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.</i></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"> _____ <i>Signature</i></div><div style="text-align: right;"><b>12-4-2024</b> <i>Date</i></div></div>			



# NORTHSHORE FIRE DEPARTMENT

## FIN 312-A - Commissioner's RFA Committee Payroll Accounting Form

NAME: Rick Webster

RFA PLANNING COMMITTEE MEETINGS - \$70.00 per day not to exceed \$700.00 per year		
DATE	DESCRIPTION / LOCATION	ACTUAL HOURS
11/11/2024	Review New RFA documents	2.00
11/12/2024	RFA Meeting	2.00
TOTAL		4.00

I CERTIFY BY SIGNING THIS PAYROLL FORM THAT I HAVE ACTED ON BEHALF OF THE SHORELINE FIRE DEPARTMENT IN THE FULFILLMENT OF MY DUTIES AS AN ELECTED FIRE COMMISSIONER AS NOTED UNDER STATE LAW AS A DAY OF SERVICE. I ALSO CERTIFY THAT I AM ELIGIBLE TO RECEIVE THIS PAYMENT UNDER THE REGULATIONS STATED BY THE KING COUNTY ELECTIONS BOARD UNDER WHICH I WAS ELECTED .

RCW 52.26.030:(2) Each governing body of the fire protection jurisdictions participating in planning under this chapter shall appoint three elected officials to the authority planning committee. Members of the planning committee **may receive compensation of seventy dollars per day**, or portion thereof, **not to exceed seven hundred dollars per year**, for attendance at planning committee meetings and for performance of other services in behalf of the authority, and may be reimbursed for travel and incidental expenses at the discretion of their respective governing body.

Rick Webster

12/4/2024

Commissioner Signature

Date



# 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

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## MINUTES

December 3, 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 2 members of the public.

#### **II. PUBLIC COMMENT**

##### **2.1 No public comments**

#### **III. APPROVAL OF THE AGENDA**

*Commissioner Adman moved to approve the agenda as presented. Commissioner Byers seconded. The motion passed unanimously 5-0.*

#### **IV. NORTHSHORE BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

##### **4.1 Discussion on updating Financial Policy 6200**

- Chief Cowan updated the Board on the process for updating Financial Policy 6200.

*Commissioner Byers moved to approve Policy 6200 as presented. Commissioner Webster seconded. The motion passed unanimously 5-0.*

##### **4.2 Update on capital projects**

- Chief Cowan provided an update on the generator at Station 54, and will update the Board on testing for the monitoring the use the power.
- Chief Cowan updated the Board on the status of the power outage with the November 5<sup>th</sup> storm.

#### **V. BOARD RESOLUTIONS**

##### **6.1 None**

#### **VI. CONSENT AGENDA**

##### **6.1 Vouchers**



- The Benefit Fund Vouchers totaled \$ 7,130.05
  - The General Fund Vouchers totaled \$ 3,345.73
  - The Capital Fund Vouchers totaled \$ 16,765.80
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 11/05/2024 and 11/19/2024

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

## **VII. REPORTS**

### **7.1 Fire Chief Report**

- Chief Cowan updated the Board on the status of the 8 new Shoreline firefighter recruits. The fire academy will begin in January 2025.
- Chief Cowan updated the Board on the status of the 2024 budget.
- Chief Cowan updated the Board on the meetings with Lake Forest Park and City of Kenmore elected officials.
- Chief Cowan updated the Board on the status of the submission of the RFA ballot measure to King County Elections office.

### **7.2 Commissioner Reports**

- Commissioner Adman updated the Board that he attended and spoke at the Kenmore City Council meeting yesterday. The City Council passed a resolution in support of the RFA plan.

### **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 January 7, 2025 will include the standard agenda items as well as the selection of Board Chair and Vice Chair. This meeting will be hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

The meeting adjourned at 5:22PM.

## **UPCOMING MEETING DATES**

- Regular meeting Tuesday, January 7, 2025 at 5:00PM. Meeting will be hybrid and in-person at Northshore Station 51.

Attachments: Agenda, Financial Policy 6200 and Small Business Utilization Plan, Vouchers, Commissioner Compensation, Meeting Minutes 11/05/2024 and 11/19/2024, Chief's Report.

**BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

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**RICK WEBSTER**, Member

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**LISA WOLLUM**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on January 7, 2025.

# Shoreline Fire Department

**BOARD MEETING DATE: February 4<sup>th</sup>, 2025**

**Chief Cowan**

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## District Activity Highlights

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

### **Hiring/Succession development**

- Working on finalizing new Facilities Manager job description. This position will replace a lost facilities position last fall and elevate accountability.
- DC Mark Foster retired on January 30<sup>th</sup>.
- PM Eric Adman retired on January 31<sup>st</sup>.

### **Strategic Planning**

- Still working on disseminating information out to the public and explaining the reasons for the RFA. Including a problem with the way that the County lists information on the property tax cards.
- Will be focusing on 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**

- Our new Firefighters have nearly completed their EMT class. The fire academy will start mid-February.
- Will be assigning MSO DeBay to Medic One Paramedic Training for about 18 months. This position will be to help address the Paramedic crisis that some Departments are facing with up to two, lateral Paramedic classes.
- PFML still continues to cause staffing level issues.
- Our strike team to California returned safely on January 25<sup>th</sup>.

### **Negotiations**

- CBA negotiations have been paused until March.

### **Contracts**

- Kenmore has indicated an interest in withdrawing from NEMCO at end of 2025. Still waiting for a final decision by spring of 2025 if they will be separating from NEMCO at the end of 2025. We have a contract through the end of 2025.

### **North King County Training Consortium**

- Issues in the Zone with technical rescue training. We are trying to continue with a Zone coalition, but ESFR and KFD are training in the South King County Training Consortium, which is a problem. Hoping that there is a solution in the coming weeks.

### **Budget**

- We finished 2024 at 2.1% under budget. We did not lose ground in December.
- Will be preparing the reconciliation document and appropriate funds transfer.

### **Capital Projects**

- Station 57 – Generator replacement is a challenge. Electrical load assessment has been completed and a bid is being generated for replacement.

### **Public Records Requests**

- Significant requests at this time.

### **Noteworthy Meetings**

- January 2 – SFD New Employments Orientation
  - Welcomed new employees to the Department and provided background on myself and Department.
  - Shared expectations for academy and first year of employment.
- January 2 – BFD New Employments Orientation
  - Welcomed new employees to the Department and provided background on myself and Department.
  - Shared expectations for academy and first year of employment.
- January 6 – Todd Wollum Retirement
  - Thanked and had a good turnout for breakfast as DivC Wollum finished his decades of work.
- January 8 – Promotional Policy Discussion
  - Reviewed what is working well and where there are concerns.
  - Forming a sub-committee to work on addressing the concerns.
- January 8 – BFD Fleet Contract Prep
  - Meeting to discuss final preparations for absorbing BFD fleet work.
- January 8 – RFA Meeting
  - Met with Parkwood Neighborhood Association to discuss the upcoming RFA ballot measure.
- January 9 – BFD Executive Leadership Team Meeting
  - Met Division Heads to discuss ongoing issues and goals for 2025.
- January 10 – NORCOM Governing Board Meeting
  - Attended Governing Board Meeting.
- January 13 – Zone 1 Fire Chiefs Meeting
  - Discussed NORCOM changes with IT work and prioritization.
  - Discussed upcoming KCEMS Levy approvals from cities of 50k+.
- January 13 – NFD Audit Risk Assessment
  - Met with auditor to discuss NFD risk assessment for ongoing audit.
- January 13 – Shoreline City Council Meeting
  - Attended and answered questions from City Council on RFA ballot measure.
  - Council unanimously approved resolution in support of RFA.
- January 14 – WSFC Legislative Meeting
  - Attended meeting to discuss priorities for upcoming session and challenges.
  - On the table right now is a consolidation of PERS 1&2, and LEOFF 1&2.
- January 14 – Gordon Pomeroy Service

- Attended a well-attended funeral service for retired PM Gordon Pomeroy.
- January 14 – RFA Meeting
  - Met with Briarcrest Neighborhood Association to discuss the upcoming RFA ballot measure.
- January 15 – RFA Video
  - Filmed a RFA educational video to be disseminated this week.
- January 15 – BFD HR Meeting
  - Met with HR Asst Director on personnel issue.
- January 16 – BFD Executive Leadership Team Meeting
  - Met Division Heads to discuss ongoing issues and goals for 2025.
  - Reviewed 2025 hiring schedule.
- January 21-23– RFA Public Hearing Meetings on Three Consecutive Nights
  - Discuss upcoming RFA ballot measure and share facts and information.
  - Answer any questions in Q&A session.
- January 22 – NEMCO ACS Meeting
  - Meeting to discuss future of Auxiliary Communications Service (ACS) team support. Shoreline is interested in supporting but not hosting team.
  - Continued discussion on future of NEMCO.
- January 23 – Bothell Executive Leadership Team (ELT) Meeting
  - Met Division Heads to discuss ongoing issues and goals for 2025.
- January 27 – BFD Executive Staff Team Meeting
  - Weekly staff meeting to discuss schedule and ongoing issues.
- January 28 – SFD LMC Meeting
  - Discussing ongoing issues and concerns.
- January 28 – WSFC Legislative Committee
  - Attended meeting to discuss priorities for upcoming session and challenges, and updates on current progress.
- January 29 – Meeting with Bothell City Manager
  - Met with CM and HR Director Pruitt to discuss staffing management software challenges and solutions.
- February 3 – Woodway Town Council Meeting
  - Discussed 2024 incidents report, updated on LA fires and becoming a more resilient community, and the updated on RFA ballot measure.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan