



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

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 4th, 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



ERIC ADMAN, Member



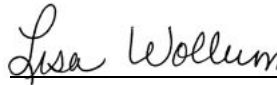
JOSH PRATT, Member



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 February 4, 2025.



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

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

To provide public comment, please see instructions at the end of the agenda.

To attend this meeting live, click the link below and enter the ID & Password provided.

A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldpZ1dSSU1ZYy9LSXVQQT09>

Call in to Zoom Meeting at: (253) 215-8782

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open 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 4th, 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. 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: 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	
						<u>102,956.60</u>	Claims: 102,956.60
						102,956.60	

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	
						111,201.21	Claims: 20,612.26 Payroll: 90,588.95

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

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

12-4-2024
Date

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	

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.



12-4-2024

Signature

Date



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
<i>Commissioner Signature</i>	<i>Date</i>



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

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 5th 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

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 January 7, 2025.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 17, 2024

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

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

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

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was Board Secretary Amy Oakley, and 0 members of the public.

II. PUBLIC COMMENT

2.1 No public comments.

III. APPROVAL OF THE AGENDA

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

IV. CONSENT AGENDA

4.1 Vouchers

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

ADJOURNMENT

The meeting adjourned at 5:02PM.

Attachments: Agenda, Public Notice, Vouchers.

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 January 7, 2025.

District Activity Highlights

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

Hiring/Succession development

- DivC Wollum has retired January 6, 2025.
- Our new mechanic, Cody Sardella, started January 1st.

Strategic Planning

- Still working disseminating information out to the public and explain the reasons for the RFA.
- 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 started EMT class. The fire academy will start mid-February.
- PFML still continues to cause staffing level issues.
- We have many vacant positions due to injuries.

Negotiations

- CBA negotiations have been paused until after the February 11 RFA ballot measure.

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

- Nothing new to report

Budget

- We were .7% under budget through end of October and we appear to be maintaining that level. However, December is usually a heavier month and we will likely lose some ground.

Capital Projects

- Station 57 – Generator replacement is a challenge. Electrical load assessment is ongoing.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings

- December 9 – City of Shoreline City Council Meeting

- Presented and answered questions on RFA and impacts.
 - Considering a resolution supporting the RFA.
- December 10 – Legislative Committee Meeting
 - Discussed upcoming session and concerns.
- December 10 – Regional Crisis Response (RCR) Operations Board Meeting
 - Discussed ongoing operations.
- December 11 – All Officer Meeting
 - Gave a briefing on current RFA efforts, budget for 2025, ALS needs in Seattle.
- December 11 – Bothell FD All Officer Meeting
 - Gave a briefing on current RFA efforts, ALS needs in Seattle.
- December 11 – Promotional Policy Review
 - Met with staff and legal counsel on concerns with current promotional policies.
- December 12 – Snohomish County FD 10 Management Meeting
 - Met with Board Chair on concerns regarding the contract with Bothell FD.
- December 12 – Bothell FD Promotional and Retirement Ceremony
 - Attended and spoke at ceremony.
- December 12 – City of Lake Forest Park City Council Meeting
 - Presented and answered questions on RFA and impacts.
 - Approved a resolution supporting the RFA.
- December 17 – BFD LMC Meeting
 - Met to discuss ongoing issues and concerns.
- December 17 – BFD Public Works Director Meeting
 - Met to discuss ongoing facility issues in Bothell.
 - Discussed plan for transferring information and records to Shoreline for Fleet contract starting on February 1, 2025.
 - Discussed future needs and plans for facility improvements for Fleet and commissary vision.
- December 17 – Evergreen Health Board of Commissioner Meeting
 - Presented and answered questions on RFA and impacts.
 - Approved a resolution supporting the RFA.
- December 19 – SFD LMC
 - Discussion on uniform replacement to minimize exposure to PFAS.
 - Will be training on anti-harassment and anti-discrimination training in early 2025.
 - Discussed challenges with implementing Tech Rescue pay incentive with current ADP software restrictions.
- 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.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan