



NORTHSHORE FIRE DISTRICT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

September 18, 2025

Commissioner Pratt, Vice Chair called the regular meeting of the Northshore Fire District Board of Commissioners to order at 5:00 p.m. on September 18, 2025, at Station 51, 7220 NE 181st Street, Kenmore, WA 98028.

PRESENT: Tyler Byers, Chair (attended via Zoom) Matt Cowan, Chief
Josh Pratt, Vice-Chair Matt Hochstein, Deputy Chief (DC)
Eric Adman, Commissioner
Rick Webster, Commissioner (arrived at 5:04 p.m.)
Lisa Wollum, Commissioner (attended via Zoom)

I. CALL TO ORDER

II. ROLL CALL

- Andres Orams, Deputy Chief (DC)

III. PUBLIC COMMENT

- None.

IV. CONSIDERATION OF AGENDA

MOTION: Commissioner Adman moved, and Commissioner Wollum seconded a motion to approve the agenda as set. The motion passed; four ayes.

V. AGENDA

1. APPROVAL OF PAST MEETING MINUTES:

MOTION: Commissioner Adman moved, and Commissioner Wollum seconded a motion to approve the July 24, 2025, District regular meeting minutes. The motion passed; four ayes.

2. Resolution 25-06 Northshore FD Dissolving Petty Cash:

- Northshore Fire Department is transitioning operations and financial management to the Regional Fire Authority (RFA). Due to the transition, there is need to eliminate the separate petty cash checking account and petty cash box.

MOTION: Commissioner Adman moved, and Commissioner Wollum seconded a motion to authorize the Board of Commissioners of the Northshore Fire District to approve and sign Resolution 25-06 - Northshore FD Dissolving Petty Cash. The motion passed; four ayes.

3. Resolution 25-07 - Northshore FD Dissolving Capital, Reserve, Donations, Benefits:

- The Northshore Fire Department desires to dissolve the Capital, Reserve, Donations, ALS Capital and Benefits funds. The purpose of this action is to streamline financial operations by closing inactive District accounts.

MOTION: Commissioner Adman moved, and Commissioner Webster seconded a motion to authorize the Board of Commissioners of the Northshore Fire District to approve and sign Resolution 25-07 - Northshore FD Dissolving Capital, Reserve, Donations, and Benefits funds. The motion passed; five ayes.

4. Commissioner Adman – Term Expiration (December 2025):

- The Board discussed the upcoming vacancy for Northshore Commissioner Position No. 1, as Commissioner Adman's service will conclude at the end of December 2025. Commissioner Adman also noted he will be absent from the second December meeting.
- The Board's consensus was to appoint an interim Commissioner at the December meeting, with the official Oath of Office administered at the first Northshore District Board meeting in January 2026.
- Commissioner Adman summarized the process under RCW 42.12.070 for filling nonpartisan vacancies:
 - **RCW 42.12.070(1):** When one position is vacant, the remaining members appoint a qualified person. (For Northshore, a "qualified person" must reside within the City of Kenmore or the City of Lake Forest Park.)
 - **RCW 42.12.070(4):** If no appointment is made within 90 days of the vacancy, appointment authority transfers to the county legislative authority.
 - **RCW 42.12.070(6):** Per chapter 29A.24 RCW, an appointee serves until a qualified person is elected at the next election at which the position would normally be on the ballot; the elected person then assumes office immediately to serve the remainder of the unexpired term.
- The Board suggested the Department solicit statements of interest for the anticipated vacancy, setting a submission deadline of October 30, 2025. Applications would be reviewed at the November's Board meeting, with a final appointment targeted for December's meeting.

The regular meeting of the Northshore District Board of Commissioners adjourned at 5:18 p.m.

Minutes prepared by: Beatriz Goldsmith


Bouphe K. Siharath
Secretary to the Board

Tyler Byers, Chair



Josh Pratt, Vice-Chair



Eric Adman, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner