



NORTHSHORE FIRE DISTRICT BOARD OF COMMISSIONERS MEETING

AGENDA

September 18, 2025

5:00 p.m.

Meeting held on-site at Station 51 7220 NE 181st Street, Kenmore, WA

Join Zoom Meeting

<https://us02web.zoom.us/j/86267091563?pwd=WTy5xX0bLLiTGh0KAPzdbSlo3NtJwd.1>

Meeting ID: 862 6709 1563

Passcode: 637592

Dial by your location: 1 253 215 8782

- I. **Call to Order**
- II. **Roll Call**
- III. **Public Comment**
- IV. **Consideration of Agenda**
- V. **Agenda**
 1. July 24, 2025, Regular Meeting Minutes / MOTION
 2. Resolution 25-06 Northshore FD Dissolving Petty Cash / MOTION
 3. Resolution 25-07 Northshore FD Dissolving Capital, Reserve, Donations, Benefits / MOTION
 4. Commissioner Adman – Term Expiration December 2025 / DISCUSSION
- VI. **Adjournment**



NORTHSHORE FIRE DISTRICT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES July 24, 2025

Commissioner Webster called the regular meeting of the Northshore Fire District Board of Commissioners to order at 5:15 p.m. on July 24, 2025, at Station 51, 7220 NE 181st Street, Kenmore, WA 98028. Commissioners Byers and Pratt excused absence was read into record.

PRESENT: Eric Adman, Commissioner
 Rick Webster, Commissioner
 Lisa Wollum, Commissioner (attended via Zoom)

Matt Cowan, Chief
 Andres Orams, Deputy Chief (DC)
 Matt Hochstein, Deputy Chief (DC)

I. CALL TO ORDER

II. ROLL CALL

- Tyler Byers, Chair - Absent
- Josh Pratt, Vice-Chair - Absent

III. PUBLIC COMMENT

- None.

IV. CONSIDERATION OF AGENDA

- None.

V. AGENDA

1. APPROVAL OF PAST MEETING MINUTES:

***MOTION:** Commissioner Adman moved, and Commissioner Wollum seconded a motion to approve the June 26, 2025, District regular meeting minutes. The motion passed; three ayes.*

2. Warrants – Motion to Approve

NORTHSHORE FIRE DEPARTMENT (FIRE DISTRICT)
VOUCHER COVER SHEET

Board Meeting
JULY 24, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-016-0010			
Vendor Voucher(s)	250702001 - 250702004	819.45	7/16/25
		\$ 819.45	
CAPITAL EXPENSE FUND: 10-016-3010			
Vendor Voucher(s)	250701001 - 250701002	21,243.75	7/16/25
		\$ 21,243.75	
BENEFITS FUND: 10-016-6090			
Vendor Voucher(s)		No Activity	
		\$ -	
MOTION			
Move to accept disbursements in the amount of :		\$ 22,063.20	

MOTION: *Commissioner Adman moved, and Commissioner Wollum seconded a motion to accept the disbursements for \$22,063.20 per the detail above. The motion passed; three ayes.*

- Chief Cowan noted the possibility of cancelling upcoming Northshore Fire District Board of Commissioner meetings if there are no pressing agenda items or action items requiring approval. Additional information will be provided as it becomes available.

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

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
Secretary to the Board

Tyler Byers, Chair

Josh Pratt, Vice-Chair

Eric Adman, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



**KING COUNTY FIRE PROTECTION DISTRICT
NO.16
7220 NE 181st Street
KENMORE, WA 98028**

FIRE CHIEF
Matt Cowan

COMMISSIONERS
Tyler Byers
Josh Pratt
Eric Adman
Rick Webster
Lisa Wollum

**NSFD DISTRICT
BOARD OF COMMISSIONERS MEETING**

Informational Only

Approval by Motion

Meeting Date:	September 18, 2025
Agenda Title:	Resolution 25-06 Northshore FD Dissolving Petty Cash
Background Information:	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.
Recommendation:	Recommend that the Board of Commissioners approve and sign the Northshore Fire District Resolution 25-06 - Northshore FD Dissolving Petty Cash
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
<i>Cost Impact:</i>	None
Other Options:	N/A
Attachments:	Resolution 25-06 Northshore FD Dissolving Petty Cash

BOARD OF COMMISSIONERS MOTION

I move to authorize the Board of Commissioners of the Northshore Fire District to approve and sign Resolution 25-06 - Northshore FD Dissolving Petty Cash.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Bouphe Siharath, Board Secretary
Follow up Date(s):	



KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 25-06

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT TO DISSOLVE THE PETTY CASH CHECKING ACCOUNT AND PETTY CASH BOX DUE TO THE TRANSITION TO THE REGIONAL FIRE AUTHORITY (RFA)

WHEREAS, the Northshore Fire Department has historically maintained a petty cash checking account and petty cash box for purposes of covering small incidental expenses; and

WHEREAS, the Northshore Fire Department is transitioning operations and financial management to the Regional Fire Authority (RFA); and

WHEREAS, with this transition, the need for a separate petty cash checking account and petty cash box has been eliminated; and

WHEREAS, it is in the best interest of the Department to formally close out and dissolve these accounts;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Northshore Fire Department, on behalf of the citizens of the Department, that:

1. The petty cash checking account maintained by the Northshore Fire Department shall be closed, and funds shall be deposited to the Expense fund.
2. The petty cash box shall be dissolved, and cash shall be deposited to the Expense fund.
3. Department staff are directed to complete all necessary steps to close and reconcile the petty cash checking account and petty cash box.
4. This resolution shall take effect immediately upon adoption.

ADOPTED by the Board of Fire Commissioners of Northshore Fire Department, King County, Washington, at the regular Board meeting held on September 18, 2025.

Attest:

**THE NORTHSHORE FIRE DEPARTMENT (FIRE DISTRICT)
BOARD OF COMMISSIONERS**

Boupha K. Siharath

Tyler Byers, Chair

Josh Pratt, Vice-Chair

Eric Adman, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



**KING COUNTY FIRE PROTECTION DISTRICT
NO.16
7220 NE 181st Street
KENMORE, WA 98028**

FIRE CHIEF
Matt Cowan

COMMISSIONERS
Tyler Byers
Josh Pratt
Eric Adman
Rick Webster
Lisa Wollum

**NSFD DISTRICT
BOARD OF COMMISSIONERS MEETING**

Informational Only Approval by Motion

Meeting Date:	September 18, 2025
Agenda Title:	Resolution 25-07 - Northshore FD Dissolving Capital, Reserve, Donations, Benefits
Background Information:	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.
Recommendation:	Recommend that the Board of Commissioners approve and sign the Northshore Fire District Resolution 25-06 - Northshore FD Dissolving Petty Cash
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
<i>Cost Impact:</i>	None
Other Options:	N/A
Attachments:	Resolution 25-07 - Northshore FD Dissolving Capital, Reserve, Donations, Benefits

BOARD OF COMMISSIONERS MOTION

I move 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.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Boupna Siharath, Board Secretary
Follow up Date(s):	



KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 25-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT AUTHORIZING THE CLOSURE OF THE FOLLOWING FUNDS:

- **10-016-3010 Capital**
- **10-016-6010 Reserve**
- **10-016-6080 Donations**
- **10-016-6090 Benefits**

WHEREAS, Northshore Fire Department desires to dissolve the Capital, Reserve, Donations, ALS Capital and Benefits funds, and

WHEREAS, any remaining balances in these funds shall be transferred to the corresponding Shoreline Fire Regional Fire Authority funds, and

WHEREAS, the purpose of this action is to streamline financial operations by closing inactive District accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Northshore Fire Department, on behalf of the citizens of the Department, that:

1. The King County Treasurer is hereby authorized to close the following Northshore Fire Department funds:
 - Capital, Account Number 10-016-3010
 - Reserve, Account Number 10-016-6010
 - Donations, Account Number 10-016-6080
 - Benefits, Account Number 10-016-6090

2. The King County Treasurer is further authorized to transfer any remaining funds from the accounts listed above to the corresponding Shoreline Fire Regional Fire Authority funds:
 - Capital, Account Number 10-064-3010
 - Reserve, Account Number 10-064-6010
 - Donations, Account Number 10-064-6030
 - Benefits, Account Number 10-064-6050

ADOPTED AND APPROVED by the Board of Fire Commissioners of Northshore Fire Department, King County, Washington, at the regular Board meeting held on September 18, 2025.

Attest:

**THE NORTSHORE FIRE DEPARTMENT (FIRE DISTRICT)
BOARD OF COMMISSIONERS**

Boupha K. Siharath

Tyler Byers, Chair

Josh Pratt, Vice-Chair

Eric Adman, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner