



# 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

April 5, 2022

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

#### I. OPEN REGULAR NORTHSHORE MEETING

##### 1.1 Roll Call

Chair Josh Pratt called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Lake Forest Park Councilmember Phillippa Kassover, Chief Mike Morris, Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 8 members of the public. Commissioner Eric Adman joined the meeting at 5:45PM.

#### II. PUBLIC COMMENT

##### 2.1 No public comments.

#### III. APPROVAL OF THE AGENDA

##### 3.1 *Commissioner Webster moved to adopt the agenda as presented. Commissioner Byers seconded. The motion passed unanimously.*

#### IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:03PM until 5:23PM to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the Executive Session by 10 minutes. The Board moved back into open session at 5:33PM.

*Commissioner Webster moved to add to Item 5.2 B. MOU for BC In-fill with Chief Morris. Commissioner Byers seconded. The motion passed unanimously.*

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

##### 5.1 Conversation with IAFF, Local 2459

- Local 2459, President Ingersoll, updated the Board that they have filed with IAFF to consolidate with Local 1760, pending approval of the Local 1760 Board.
- The Board discussed continuing to have Local representation at Board of Commissioner meetings.

##### 5.2 A. Amended and Restated Employment Agreement for Chief Morris

*Commissioner Webster moved to accept the Amended and Restated Employment Agreement for Chief Morris that was presented on Friday. Commissioner Wollum seconded. The motion passed unanimously*

B. MOU for BC In-fill with Chief Morris

*Commissioner Webster moved to accept the MOU for Chief Morris to In-fill as a Battalion Chief as needed. Commissioner Byers seconded. The motion passed unanimously*

5.3 Separation Agreement for Shannon Moore

*Commissioner Webster moved to accept the separation agreement for Shannon Moore as presented. Commissioner Byers seconded. The motion passed unanimously*

5.4 Update from Shoreline Fire Department Negotiation Team

- Commissioner Webster updated the Board on the draft ILA process. The draft is currently being reviewed by Tom Broetje.
- Legal Counsel Paxton updated the Board that the non-financial terms have been negotiated and agreed to.
- The Board discussed a possible special meeting next week to review the ILA.
- Commissioner Adman joined the meeting.
- Commissioner Pratt responded to a public question to reassure the public and members of city council that there will be no reduction in service level due to contract for services.

5.5 Discussion of Return to In-person Meetings

- Chief Morris updated the Board on the status of purchased microphone for the public meeting space.
- The Board will return to in-person meetings on May 1, 2022 and will continue to offer a remote Zoom option for Board members and the public to attend.

5.6 April 18<sup>th</sup> Robert's Rules of Order Training

- The Board will attend Roberts Rules of Order Training on April 18<sup>th</sup>. The training will be conducted on Zoom and will not be recorded due to proprietary content of the trainer.

## **VI. BOARD RESOLUTIONS**

6.1 None

## **VII. CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$ 257,764.75
- The Reserve Fund Vouchers totaled \$ 3,767.22

7.2 Commissioner Compensation

7.3 Meeting Minutes: 3/15/2022

*Commissioner Webster moved to accept the consent agenda as presented. Commissioner Wollum seconded. The motion passed unanimously.*

## VIII. REPORTS

### 8.1 Fire Chief Report

- Chief Morris updated Board that the Annual Report will be published soon.
- The Board discussed Bothell Fire Department's intent to withdraw from the North King County Training Consortium in 2023 and future plans for the NKCTC.

### 8.2 Commissioner Reports

- None

### 8.3 Legal Counsel Reports

- Legal Counsel Paxton updated the Board on the impacts of changes to Use of Force HB1310 and Open Public Meetings Act HB1329.

## IX. UPCOMING BOARD AGENDAS

### 9.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the April 19<sup>th</sup> agenda will include Contract for Services Negotiation Team, Update Blending Committees, Administrative Activities not covered under contract, Name/rebranding discussion.

## ADJOURNMENT

The meeting adjourned at 6:00PM

## NEXT MEETING DATE

The next regular Board of Commissioners meeting is scheduled for April 19, 2022, at 5:00PM.

Attachments: Agenda, Signed Robert's Rules of Order Training Contract, Vouchers, Minutes 3/15/22, Chiefs Report.

## BOARD OF COMMISSIONERS

Electronically signed- Eric Adman

**ERIC ADMAN**, Member

Electronically signed- Josh Pratt

**JOSH PRATT**, Member

Electronically signed- Tyler Byers

**TYLER BYERS**, Member

Electronically signed- Rick Webster

**RICK WEBSTER**, Member

Electronically signed- Lisa Wollum

**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 April 19th, 2022

**From:** [Eric Adman NSFD](#)  
**To:** [NSFD Board Secretary](#)  
**Subject:** RE: E-Signatures Needed - 4/19/22 Meeting  
**Date:** Wednesday, April 20, 2022 10:49:23 AM

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**The following documents are Approved and Electronically Signed this 20<sup>th</sup> day of April, 2022, by Commissioner Adman.**

- AP\_NOSHRFIR\_APSUPINV\_20220419084221 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20220419084553 GEN Fund
- April Mid Month Payroll Approval Document
- April Mid Month Payroll Taxes Approval Document
- HRA Transfer 2.14.22 Approval Document
- Meeting Minutes: 4/5/22

**From:** [Byers, Tyler](#)  
**To:** [NSFD Board Secretary](#)  
**Subject:** Re: E-Signatures Needed - 4/19/22 Meeting  
**Date:** Thursday, April 21, 2022 10:28:50 AM  
**Attachments:** [AP\\_NOSHRFIR\\_APSUPINV\\_20220419084221\\_RES\\_Fund.pdf](#)  
[AP\\_NOSHRFIR\\_APSUPINV\\_20220419084553\\_GEN\\_Fund.pdf](#)  
[April\\_Mid\\_Month\\_Payroll\\_Approval\\_Document.pdf](#)  
[April\\_Mid\\_Month\\_Payroll\\_Taxes\\_Approval\\_Document.pdf](#)  
[HRA\\_Transfer\\_2.14.22\\_Approval\\_Document.pdf](#)  
[7.2\\_DRAFT\\_Minutes\\_RegularMtnq\\_2022-04-5\\_with\\_attachments.pdf](#)

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**The following documents are Approved and Electronically Signed this 21st day of April, 2022, by Commissioner Tyler Byers.**

**From:** [Pratt, Josh](#)  
**To:** [NSFD Board Secretary](#)  
**Subject:** RE: E-Signatures Needed - 4/19/22 Meeting  
**Date:** Wednesday, April 20, 2022 10:50:57 AM

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**The following documents are Approved and Electronically Signed this 20th day of April, 2022, by Commissioner Josh Pratt.**

- AP\_NOSHRFIR\_APSUPINV\_20220419084221 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20220419084553 GEN Fund
- April Mid Month Payroll Approval Document
- April Mid Month Payroll Taxes Approval Document
- HRA Transfer 2.14.22 Approval Document
- Meeting Minutes: 4/5/22

**From:** [Webster, Richard](#)  
**To:** [NSFD Board Secretary](#)  
**Subject:** RE: E-Signatures Needed - 4/19/22 Meeting  
**Date:** Wednesday, April 20, 2022 6:27:54 AM

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The following documents are Approved and Electronically Signed this 20th day of April, 2022, by Commissioner Rick Webster.

- AP\_NOSHRFIR\_APSUPINV\_20220419084221 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20220419084553 GEN Fund
- April Mid Month Payroll Approval Document
- April Mid Month Payroll Taxes Approval Document
- HRA Transfer 2.14.22 Approval Document
- Meeting Minutes: 4/5/22

**From:** [Wollum, Lisa](#)  
**To:** [NSFD Board Secretary](#)  
**Subject:** RE: E-Signatures Needed - 4/19/22 Meeting  
**Date:** Wednesday, April 20, 2022 1:24:55 PM

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The following documents are approved and electronically signed the 20<sup>th</sup> day of April, 2022, by Commissioner Wollum

*Lisa Wollum*

**Fire Commissioner**

**Northshore Fire Department**

7220 NE 181st ST, Kenmore, WA 98028

DIRECT: 425-877-5882

[www.northshorefire.com](http://www.northshorefire.com)

[lwollum@northshorefire.com](mailto:lwollum@northshorefire.com)



## 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, April 5, 2022

5:00PM

Meeting held virtually, via Zoom

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=dW1uWDFpNldpZlIdSSU1ZYy9LSXVQQT09>

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. Executive Session**

To discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i).

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

5.1 Conversation with IAFF, Local 2459

5.2 Amended and Restated Employment Agreement for Chief Morris

5.3 Separation Agreement for Shannon Moore

5.4 Update from Shoreline Fire Department Negotiation Team



5.5 Discussion of Return to In-person Meetings

5.6 April 18<sup>th</sup> Robert's Rule of Order Training

**VI. Board Resolutions**

None

**VII. Consent Agenda**

7.1 Vouchers

7.2 Commissioner Compensation

7.3 Meeting Minutes: Regular Meeting 3/15/2022

**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, April 19<sup>th</sup>, 2022 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).

## **Jurassic Parliament**

P.O. Box 77553  
Seattle WA 98177  
Tel: 206-542-8422  
[www.jurassicparliament.com](http://www.jurassicparliament.com)

February 11, 2022

Eric Adman  
Fire Commissioner  
Northshore Fire Department  
6220 NE 181<sup>st</sup> St.  
Kenmore WA 98028  
*Via email to [eadman@northshorefire.com](mailto:eadman@northshorefire.com)*

Dear Eric:

This letter confirms our offer to provide online training to the Board of Commissioners of the Northshore Fire District (DISTRICT).

### **PROPOSAL**

Jurassic Parliament offers to provide a 3-hour online training workshop to elected officials, volunteers, and staff of the Northshore Fire District on Monday, April 18, 2022, from 9 am to 12 pm. There will be a maximum of 40 participants in this event. The workshop will be entitled “Great District Board Meetings.” The public may observe the workshop.

### **FORMAT**

The workshop will take the form of an interactive scenario modeling the meeting of a special district board. The workshop is based upon adult learning principles and is highly interactive. Participants have found the approach to be informative, engaging and entertaining.

### **PRESENTER**

The presenter for this workshop will be Ann G. Macfarlane, a Professional Registered Parliamentarian with wide experience in training both in-person and online. Her primary professional focus is training local governments. Ann’s resume is attached.

## MATERIALS

Three business days before the workshop, Jurassic Parliament will provide the District with a PDF file giving the slides for the workshop. Note that this handout is not necessary to take the workshop, but some participants prefer to be able to take notes during the session. After the workshop, Jurassic Parliament will provide additional extensive reference materials.

## INVITATION TO MAILING LIST SIGNUP

Jurassic Parliament will be provided the opportunity during the training to invite attendees to sign up for the Jurassic Parliament mailing list, and to inform them about relevant training materials available free or for purchase.

## ADVANCE PREPARATION

The District will be available for inquiries in order for Jurassic Parliament to customize the material for the attendees. The District will provide Jurassic Parliament with all relevant background materials, and with a list of participants 5 business days before the session.

## TERMS

The base fee for this training will be \$1900 for up to 20 participants. Additional participants may attend at an added cost of \$59/person, to a maximum of 40 participants. We will invoice the District after completion based on the actual number of attendees. All charges are due and payable 30 days from date of invoice. Checks should be made out to Macfarlane Estep Inc. DBA Jurassic Parliament. Our fee schedule is attached.

In addition, Jurassic Parliament offers to provide copies of our book, *Mastering Council Meetings: A handbook for elected officials and local government*, at a discounted cost of \$10 plus shipping and handling. (The retail price of this book is \$24.95)

## INTELLECTUAL PROPERTY

The intellectual property, training material and documents prepared by Jurassic Parliament for this training session are and remain the property of Jurassic Parliament. However, the PDF handout prepared for the session will be licensed to the District for training of its board and staff for one year. In addition, the educational articles provided in PDF format may be freely shared provided that the content is left unchanged.

DISCLAIMER

Ann G. Macfarlane, the presenter for this workshop, is a Professional Registered Parliamentarian with extensive experience in parliamentary procedure as used in local governments. Jurassic Parliament will use its best efforts to provide accurate and relevant information within the area of its professional expertise. Jurassic Parliament provides these services as an independent contractor and not as an employee of the District or any company affiliated with the District. Nothing in the presentation provided will constitute legal or business advice. Participants with legal or business questions will be advised to seek qualified counsel.

If there are any questions about these terms, please contact me so we can resolve them. If these terms are satisfactory, a signature will constitute acceptance. Thank you for the opportunity to provide this proposal. I look forward to working with you.

Sincerely yours,



Ann G. Macfarlane  
Professional Registered Parliamentarian  
EIN 91-1858072 UBI 601-816-428

Attachments: Macfarlane resume, fee schedule



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Signature

Eric Adman

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Name (please print)

Board Member, Northshore Fire Department

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Title

## GREAT DISTRICT BOARD MEETINGS ONLINE WORKSHOP

Special district boards face special challenges in these turbulent times. This workshop distills the best of *Robert's Rules of Order* to provide guidelines, tips and tools to run effective district board meetings. The workshop is interactive and lively.

After taking this session, participants will be able to:

- Describe correctly the authority of the chair, members and staff
- Follow best practices for effective discussion
- Make motions and amendments
- Deal with difficult members and inappropriate remarks
- Hold effective public comment sessions

3 hours

### Presenter

Ann G. Macfarlane has trained thousands of elected officials in Robert's Rules of Order since 2005 under the banner of "Jurassic Parliament." Her lively and entertaining workshops use dinosaurs as props to demonstrate how motions work. They are filled with real-life examples that bring the lessons home. Ann is a former diplomat and Russian translator. She is a Professional Registered Parliamentarian. With Andrew Estep, Ann is the author of *Mastering District Meetings: A Guidebook for Elected Officials and Local Governments*.

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 08:00:58 Date: 04/07/2022

04/13/2022 To: 04/13/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
490	04/13/2022	Claims	1	0	ARAMARK UNIFORM SERVICES	16.52	Lobby Mats
491	04/13/2022	Claims	1	0	CHMELIK SITKIN & DAVIS PS	6,960.00	Legal Fees - Consolidation
492	04/13/2022	Claims	1	0	CHMELIK SITKIN & DAVIS PS	1,590.00	Legal Fees - General Business
493	04/13/2022	Claims	1	0	CHMELIK SITKIN & DAVIS PS	468.00	Legal Fees - Public Records Request
494	04/13/2022	Claims	1	0	CONTERRA DESIGN CONSULTING AND MANUFACTU	930.92	Rescue Rope
495	04/13/2022	Claims	1	0	DIMARTINO ASSOCIATES	2,885.02	April 2022 - LTD Premiums
535	04/13/2022	Payroll	1	0	EMPLOYMENT SECURITY DEPT - PFML	6,897.99	Pay Cycle(s) 01/28/2022 To 01/28/2022 - PFML; Pay Cycle(s) 01/31/2022 To 01/31/2022 - PFML; Pay Cycle(s) 02/28/2022 To 02/28/2022 - PFML; Pay Cycle(s) 02/28/2022 To 02/28/2022 - PFML; Pay Cycle(s) 03/
496	04/13/2022	Claims	1	0	FINISHING TOUCHES LANDSCAPING	4,649.26	Irrigation Repair
497	04/13/2022	Claims	1	0	FIREBLAST GLOBAL, INC.	1,164.38	Valve Kit
536	04/13/2022	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	5,604.06	Pay Cycle(s) 03/31/2022 To 03/31/2022 - LTD; Pay Cycle(s) 03/31/2022 To 03/31/2022 - MEDICAL; Pay Cycle(s) 03/31/2022 To 03/31/2022 - SUPPLIFE; Pay Cycle(s) 03/31/2022 To 03/31/2022 - METLIFE; Pay Cyc
498	04/13/2022	Claims	1	0	KROESEN'S, INC.	9.91	Embroidery - Ross Uniform
499	04/13/2022	Claims	1	0	KROESEN'S, INC.	9.91	Embroidery - Heilman Uniform
500	04/13/2022	Claims	1	0	KROESEN'S, INC.	384.08	Boots - Livingston
501	04/13/2022	Claims	1	0	KROESEN'S, INC.	116.71	Badge
502	04/13/2022	Claims	1	0	KROESEN'S, INC.	1,227.57	Burrow BC Uniforms
503	04/13/2022	Claims	1	0	KROESEN'S, INC.	769.75	Hansson BC Uniforms
504	04/13/2022	Claims	1	0	KROESEN'S, INC.	219.30	Boots - Petro; Credit - Pants for BC Hansson
505	04/13/2022	Claims	1	0	L. N. CURTIS & SONS	564.83	Boots - Livingston
506	04/13/2022	Claims	1	0	L. N. CURTIS & SONS	2,952.83	Recruit Bunker Gear
537	04/13/2022	Payroll	1	0	LABOR & INDUSTRIES	99,019.92	1ST Quarter L&I: 01/01/2022 - 03/31/2022
507	04/13/2022	Claims	1	0	LIFE ASSIST	1,906.63	EMS Supplies
508	04/13/2022	Claims	1	0	LIFE ASSIST	87.36	EMS Trauma Grant - Cart Supplies
509	04/13/2022	Claims	1	0	LINDE GAS & EQUIPMENT INC.	36.61	Oxygen
510	04/13/2022	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	11,708.03	Ballistic Helmets
511	04/13/2022	Claims	1	0	NORTH CITY WATER DISTRICT	443.62	Acct #011756-000; St 57
512	04/13/2022	Claims	1	0	NORTH CITY WATER DISTRICT	67.93	Acct #022432-000; St 57 - Fire Line 4
513	04/13/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	145.53	Meter #318008 - Irrigation
514	04/13/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	821.90	Meter #316752 - St 51
515	04/13/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	727.13	Meter #318016 - Training
516	04/13/2022	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	67,159.43	April 2022 - Medical
517	04/13/2022	Claims	1	0	PACIFIC OFFICE AUTOMATION	46.83	Copier Meter Reading
518	04/13/2022	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.70	Copier Lease
519	04/13/2022	Claims	1	0	PUGET SOUND ENERGY	6,316.70	Acct #200019536453; St 51
520	04/13/2022	Claims	1	0	PUGET SOUND ENERGY	854.40	Acct #200020658783; St 57
521	04/13/2022	Claims	1	0	RESOURCEFUL COMPLIANCE	89.90	Poster Renewal

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 08:00:58 Date: 04/07/2022

04/13/2022 To: 04/13/2022

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
522	04/13/2022	Claims	1	0	RESOURCEFUL COMPLIANCE	92.03	Poster for St 57
523	04/13/2022	Claims	1	0	STAPLES	342.66	Office Supplies & Toner
524	04/13/2022	Claims	1	0	STATE AUDITOR'S OFFICE	116.00	Accountability Audit
525	04/13/2022	Claims	1	0	SUMMIT LAW GROUP	2,345.00	Legal Fees - Labor Bargaining
526	04/13/2022	Claims	1	0	US BANK	13,139.27	Charges for cards ending 4689 5507 6729
527	04/13/2022	Claims	1	0	VERIZON WIRELESS	824.46	Smart Phones
528	04/13/2022	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	55.24	Janitorial Supplies
529	04/13/2022	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	103.05	Janitorial Supplies
530	04/13/2022	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	297.92	Janitorial Supplies
531	04/13/2022	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	132.15	Janitorial Supplies
532	04/13/2022	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,309.92	April 2022 - Dental / Life / EAP
538	04/13/2022	Payroll	1	0	WASHINGTON NATIONAL INS CO	30.60	Pay Cycle(s) 03/31/2022 To 03/31/2022 - CONSECO
533	04/13/2022	Claims	1	0	WASHINGTON STATE DEPARTMENT OF REVENUE	96.30	Q1 2022 Leasehold Excise Tax Due
539	04/13/2022	Payroll	1	0	WSCFF EMPLOYEE BENEFIT	7,600.00	Pay Cycle(s) 03/31/2022 To 03/31/2022 - MERP1
534	04/13/2022	Claims	1	0	ZIPLY FIBER	212.49	Phones - St 51
001 General Fund 10-016-0010						257,764.75	
						257,764.75	Claims: 138,612.18 Payroll: 119,152.57

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 08:02:28 Date: 04/07/2022

04/13/2022 To: 04/13/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
487	04/13/2022	Claims	4	0	GARY PEDERSEN	363.00	LEOFF I
488	04/13/2022	Claims	4	0	STRYKER SALES LLC	1,015.33	Battery Charger and Power Cord
489	04/13/2022	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,388.89	April 2022 - LEOFF I
004 Reserve Fund 10-016-6010						3,767.22	
						3,767.22	Claims: 3,767.22

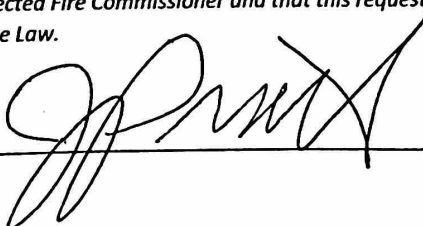




Northshore Fire Department  
Fire Commissioner Request for Compensation

Month:	March	Year:	2022	Name:	Josh Pratt
Date	Description of Activity			Hours	
2/28	Meeting prep including review of BOC packet			2	
3/1	Regular meeting			1.5	
3/3	Special meeting			1	
3/4	Conference call w/Legal concerning possible litigation			1	
3/14	Meeting prep / review of BOC packet/ zoom meeting with legal and HR manager Moore			3	
3/15	Regular meeting			1.5	

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 3/31/22

Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 3      Year: 2022      Name: Rick Webster		
Date	Description of Activity	Hours
2/28/2022	Prep for Board of Commissioners Mtg	2
3/1/2022	Commissioners Mtg	2
	Contract for Services Neg. Subcommittee Mtg	2
3/10/2022	Contract for Services Neg. Subcommittee Mtg	2
3/11/2022	Meeting w\ the Chief and M. Paxton	2
3/12/2022	Prep time for Neg. Subcommittee Mtg.	6
3/14/2022	Contract for Services Neg. Subcommittee Mtg	2
3/19/2022	Prep time for Neg. Subcommittee Mtg.	2
3/21/2022	Contract for Services Neg. Subcommittee Mtg	3
3/27/2022	Prep time for Neg. Subcommittee Mtg.	6
3/28/2022	Prep time for Neg. Subcommittee Mtg.	3
3/31/2022	Contract for Services Neg. Subcommittee 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.*



**3-29-2022**

Date

Signature



# 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

March 15, 2022

### **REGULAR MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom**

#### **I. OPEN REGULAR NORTHSHORE MEETING**

##### **1.1 Roll Call**

Chair Josh Pratt called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Rick Webster and Lisa Wollum. Also present was Chief Mike Morris, Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 20 members of the public. Commissioner Tyler Byers joined the meeting at 5:48PM (at Item 5.4).

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

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

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

##### **3.1 *Commissioner Webster moved to adopt the agenda as presented. Commissioner Adman seconded. The motion passed unanimously.***

#### **IV. EXECUTIVE SESSION**

The Board moved into Executive Session at 5:05PM until 5:25PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the Executive Session by 10 minutes to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g). The Board moved back into open session at 5:35PM.

*Commissioner Adman moved to approve an amended employment agreement for Interim Chief Morris. Commissioner Webster seconded. The motion passed unanimously.*

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

##### **5.1 Conversation with IAFF, Local 2459**

- Local 2459 hosted a breakfast for 4 retirees at Station 51 with their last call through dispatch.
- Eleven members of Local 2459 and Chief Morris participated in the Columbia Tower stair climb. Fire Fighter Matt Langbehn finished in the top 30 out of 2000.

- 5.2 Update from Chiefs on Battalion Chief Position
  - Chief Morris and Chief Cowan discussed a transition plan for BC coverage and attrition through 2023.
- 5.3 Update from Blending Committee
  - Chief Cowan updated the Board on the progress of the blending committee with the two local unions.
- 5.4 Update from Shoreline Fire Department Negotiation Team
  - Commissioner Byers joined the meeting.
  - The Board discussed progress made towards finalizing the ILA with Shoreline Fire Department, with a June 1<sup>st</sup> expected implementation date.
  - The Board discussed timing for a possible special meeting next week to finalize. No specific meeting date was set.
- 5.5 Update from KCFD16 Administrative Activities Not Covered in Contract for Services Subcommittee
  - Commissioner Webster updated the Board that the ILA will determine the items not covered under the Contract for Services.
  - This item will be discussed further at future meetings.
- 5.6 Name/Rebranding Discussion
  - The Board discussed getting input from interested parties.
  - This item will be discussed further at future meetings.
- 5.7 Discussion of Return to In-person Meetings
  - Legal Counsel Matt Paxton updated the Board on the requirements for open public meetings.
  - The Board discussed options for returning to in-person meetings.
  - The Board requested Chief Morris to research the technological capabilities of hosting a hybrid meeting at Station 51.
  - The Board agreed to tentatively return to in-person meetings the first meeting in May 2022.

## **VI. BOARD RESOLUTIONS**

- 6.1 None

## **VII. CONSENT AGENDA**

- 7.1 Vouchers
  - The General Fund Vouchers totaled \$133,051.27
  - The Reserve Fund Vouchers totaled \$8,154.97
- 7.2 Meeting Minutes: 3/1/2022 and 3/3/2022

***Commissioner Webster moved to accept the consent agenda as presented. Commissioner Wollum seconded. The motion passed unanimously.***

## **VIII. REPORTS**

8.1 Fire Chief Report

- Chief Morris congratulated the promotions of BC John Burrow, BC Anders Hansson, Training Captain Brian Ford, Lt. Travis Ross, Lt. Joe Heilman. A promotion ceremony will be held at the May 3<sup>rd</sup> meeting.
- Eleven fire benefit charge appeals were approved.
- Chief Morris updated the Board on minor accident with Engine 151.
- Chief Morris updated the Board that the WSRB rating is due in June 2022. WSRB recommended that NSFD roll into Shoreline's evaluation that will occur in August 2022, and should be a seamless transition.
- Chief Morris discussed the transition plan for vehicle maintenance from NUD to Shoreline Fleet Maintenance.
- The Board discussed the automatic aid statistics the past two months.

8.2 Commissioner Reports

- None

8.3 Legal Counsel Reports

- None

**IX. UPCOMING BOARD AGENDAS**

9.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the April 5<sup>th</sup> agenda will include an update on the status of technology needed for return to in-person meetings, Contract for Services Negotiation Team, and update on Administrative Activities subcommittee.

**ADJOURNMENT**

The meeting adjourned at 6:13PM

**NEXT MEETING DATE**

The next regular Board of Commissioners meeting is scheduled for April 5, 2022, at 5:00PM.

Attachments: Agenda, Vouchers, Minutes 3/1/22 & 3/3/22, Chiefs 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 April 5th, 2022



## 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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DATE: April 1, 2022

TO: Board of Fire Commissioners

FR: Interim Fire Chief

RE: Chief's Report for 4/5/2022 meeting

### **Personnel, Operations, Facilities, Community**

#### **Personnel**

1. FF Ricki Creger-Zier completed her probationary period successfully. I was present at a recent structure fire where FF Creger-Zier was dubbed a *"bad-ass firefighter woman"* by the resident whose garage was on fire.
2. All four current Northshore academy recruits are performing at or above standards to date.
3. Regional icon Deputy Chief of Operations John Nankervis, Shoreline Fire Department, retired after 36+ years.

#### **Operations**

##### 1. Meetings held:

- a. Administrative staff:
  - i. 2021 Annual Report.
  - ii. Public information requests.
  - iii. Working continually with Shoreline planning implementation.
- b. Labor/Management:
  - i. Staffing crisis management.
- c. King County EMS and Public Health:
  - i. Covid briefing.
  - ii. EMS contract 5002 signed over to Shoreline for BLS services and funding.
- d. NEMCO Emergency Manager interviews.
- e. BC Hochstein oversaw installation of our two floating docks for new water rescue craft. Policy development continues.
- f. BC Burrow spearheading Norcom single cad training and rolling out plan for the end of April. This is our new response software on our apparatus.
- g. Shoreline Chief and Deputy Chief's to discuss transition, ongoing.
- h. ILA Negotiations Committee with Commissioner Webster and Attorney Paxton.



2. BC Hansson is developing specifications for the aid cars, training vehicle, and new Battalion 151.
3. Zeb Middleton has requested Norcom to extend the IT contract through the end of May.
4. E151 repairs nearly completed and we expect it in service within the week.

### **Facilities**

1. Zeb Middleton continues researching security system updates and retro-fit options for Northshore Stations and integration into Shoreline's system. We met with providers of software and hardware who will provide quotes and recommendations.
2. Station 57 landscape work is underway. They are currently improving drainage and installing sprinkler system.
3. We are working with the City of LFP to obtain a permit for easement curbing along the Brookside Blvd sidewalk. BC Hansson met with the LFP building permit specialist.

### **Community**

1. FPS Booth working with Sequoia residents on smoke detector replacement plan.
2. 2021 Annual Report scheduled for completion by April 30<sup>th</sup>, 2022.

### **TRAINING UPDATE**

1. Fire Chief Kroon, Bothell Fire Department, notified NKCTC that they plan on joining East King County Training Consortium in 2023. This action appears to be opposed by their Local and is being met with some resistance. It is my recommendation we begin planning for an early departure of Training Director Wallgren in 2022 as well as Bothell's departure in 2023. Our desire is for Bothell to remain in NKCTC, but we should plan for their departure.

### **FIRE PREVENTION**

1. FPS Booth and Admin Specialist Jennifer Kunkel attended Washington State Association of Fire Marshall Plans Review course.
2. FPS Booth continues to integrate with Shoreline operating within the current ILA as well as planning for full integration.

## COVID-19 UPDATE

4/1/2022

1. King County – 374,746 total cases, 11,315 hospitalizations and 2,701 fatalities. 1,966 new cases in the last 7 days, showing a 51% **increase**, 3 daily average hospitalizations, showing a 23% **decrease**, and 2 daily fatalities, a 38% **decrease** over the last 14 days.
2. Kenmore – 3,108 total cases, 96 hospitalizations and 24 fatalities. Kenmore has experienced 26 new cases in the previous 7 days equating to an 136% **increase**, 1 new hospitalization and 2 fatalities.
3. LFP – 1,596 total cases, 32 hospitalizations and 6 fatalities. LFP has experienced 18 new cases in the previous 7 days equating to a 80% **increase**, 0 new hospitalization and no fatalities.
4. King County residents who have at least one vaccination:
  - a. 96.9% ages 16 and older.
  - b. 96.1% ages 12 and older.
  - c. 92.8% ages 5 and older.
  - d. 80.4% people who have completed their vaccine series.
5. Community Level:
  - a. Current **Low** Transmission level.
  - b. **Decreasing** trend in the number of hospitalizations in the last 14 days.
  - c. **Decreasing** trend in the number of fatalities related to Covid-19 over the last 14 days.

**Northshore Fire Department** has one Firefighter in quarantine expected to return to work on 4/4/2022.

## Response Standards

March 1 - 31

Reaction time 51 90% Fractile	Reaction Time 57 90% Fractile	Response Time Avg Call received to O/S	Response Time 90% Call received to O/S
A shift 1:48	A shift 1:56	5:05	8:03
B shift 1:31	B shift 1:53		
C shift 1:37	C shift 1:35		
D shift 1:47	D shift 1:48		

Call Types	Number of Calls
Rescue/Vehicle fire	1
Structure Fire	8
Natural Vegetation	0
EMS	179
Odor/Smoke/Steam problem	2
Electrical wiring	0
Flammable Liquid spill	4
Public Service	20
Dispatched and cancelled	31
Water problem	7
False alarm/system malfunction	15
Other	1
<b>Total calls</b>	<b>268</b>

### Auto Aid IN to Assist NSFD (All Call Types)

Kirkland	6	
Bothell	5	
Shoreline	22	

### Auto Aid OUT of District (All Call Types)

Kirkland	3	
Bothell	23	
Shoreline	10	