



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 6, 2022

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 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 Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 2 members of the public. Commissioner Adman joined the meeting at 5:21PM.

II. PUBLIC COMMENT

2.1 The Board heard a public comment from Kenmore resident, David Maehren.

III. APPROVAL OF THE AGENDA

Commissioner Byers moved to adopt the agenda as amended. Commissioner Wollum seconded. The motion passed unanimously 4-0. Commissioner Adman was absent.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Review Station Alerting System Proposals

- Zeb Middleton provided an overview of the Jaymarc proposal for updating the alerting system at Station 51.
- The Board discussed the timing of the installation, the alerting system at Station 57.

Commissioner Wollum moved to accept the Jaymarc proposal for upgrading the alerting system at Station 51. Commissioner Byers seconded. The motion passed unanimously 4-0. Commissioner Adman was absent.

- Zeb Middleton also provided an update on the server room upgrade and the server room HVAC project.

4.2 Approval of Policy 1410

Commissioner Webster moved to accept Policy 1410 as presented. Commissioner Wollum seconded. The Board discussed. The motion passed unanimously 4-0. Commissioner Adman was absent.

4.3 Discussion Policy 1400

- The Board discussed the proposed changes to the non-voting advisory members and the Zoom chat function sections of Policy 1400.
- 4.4 Discussion Policy 6200
 - Commissioner Adman joined the meeting at 5:21PM.
 - Chief Cowan updated the Board on the status of preliminary discussion on updating Policy 6200.
- 4.5 Discussion WSFCA membership
 - Commissioner Wollum updated the Board on the status of various Fire Commissioner memberships.
 - The Board discussed maintaining their current membership with the King County Fire Commissioner Association and not to pursue membership with WSFCA.
- 4.6 Update from the subcommittee of administrative activities not covered under the ILA
 - Commissioner Webster updated the Board on the status of his efforts to review the 2021 and 2022 budgets.
 - The Board will keep this on the agenda item throughout the 2023 budget process.

V. BOARD RESOLUTIONS

- 5.1 Establishing Regular Meeting Schedule
 - The Board discussed Resolution 22-02 to update the meeting schedule to be once per month on the first Tuesday of every month.

Commissioner Webster moved to accept Resolution 22-02 as presented. Commissioner Wollum seconded. The Board discussed. The motion passed unanimously 5-0.

VI. CONSENT AGENDA

- 6.1 Vouchers
 - The General Fund Vouchers totaled \$72,129.34
 - The Reserve Fund Vouchers totaled \$11,626.26
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 8/16/22

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

VII. REPORTS

- 7.1 Fire Chief Report
 - Chief Cowan updated the Board on the status of transport program and status of staffing Aid Car 157.
 - Chief Cowan updated that wall time has reduced over the past two weeks.
 - Chief Cowan will be monitoring transports to hospital transports to Evergreen Hospital.

- Chief Cowan updated the Board that Aid 157 has primarily been staffed by overtime, but not mandatory overtime. He anticipates staffing issues to lessen when the 10 academy recruits join in at the end of the year.
- Chief Cowan updated the Board on damage to Station 57 door panels due to a minor accident of Aid Car 157. The parts are anticipated to not be delivered until April 2023. The bay door is closed, and secure, but the drive-through feature is not functional.
- Chief Cowan discussed the valuation and insurance costs at Station 51. There is a \$5,000 annual savings in insurance if the valuation is decreased to \$14M from \$17M. The Board discussed maintaining insurance at 100% of valuation.
- Chief Cowan and the Board discussed the budget process, public hearing notifications, and schedule.
- Chief Cowan discussed preliminary data to the assessed valuation (AV).

7.2 Commissioner Reports

- The Board updated Commissioner Adman on the agenda items prior to his arrival to the meeting.
- Commissioner Adman updated the Board on his proposed edits to Policy 1400 and the conversations he had with City Council representatives from Lake Forest Park and Kenmore.

7.3 Legal Counsel Reports

- No legal counsel reports.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the next regular meeting agenda will include approval of Policy 1400, discussion of Policy 6200, an update from the subcommittee of administrative activities not covered under the ILA, setting date for special meeting for budget hearing. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 6:00PM.

NEXT MEETING DATE

The next regular scheduled meeting will be October 4, 2022, at 5:00PM.

Attachments: Agenda, David Maehren Public Comment Written Statement, Jaymarc Quote, Final Proposed edits Policy 1410, Proposed edits 1400, Resolution 22-02, Vouchers, Draft minutes: 8/16, Commissioner Compensation, Chiefs Report.

BOARD OF COMMISSIONERS



ERIC ADMAN, Member



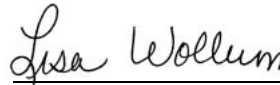
JOSH PRATT, Member



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 October 4, 2022.



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, September 6, 2022

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=dW1uWDFpNldpZl1dSSU1ZlYy9LSXVQQT09>

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 Review Station Alerting System Proposals

4.2 Approval of Revised Policy 1410

4.3 Discussion Policy 1400

4.4 Discussion Policy 6200

4.5 Discussion of WSCA membership

4.6 Update from the subcommittee of administrative activities not covered under the ILA



V. Board Resolutions

- 5.1 Establish Regular Meeting Schedule

VI. Consent Agenda

- 6.1 Vouchers
6.2 Commissioner Compensation
6.3 Meeting Minutes: 8/16/22

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, October 4th, 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. 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.

From: David Maehren
6316 NE 196th Street
Kenmore, WA 98028

Date: September 6th, 2022

RE: King County Fire District Policy 1400

Set for tonight's agenda is a discussion to revise policy 1400. The primary policy change is to eliminate the policy Intent statement guiding the board to be transparent and inclusive and to eliminate the non-voting advisory and temporary board positions.

As members of this board no doubt recall this policy was revised just last year to include the items you now wish to delete. The 2021 policy revision passed by a unanimous vote. Four of you voted for this policy change. Commissioner Wollum benefited from this policy as a temporary board member. The policy was revised because members of the public and members of both the Lake Forest Park and Kenmore City councils criticized the Northshore Board of Fire Commissioners for a lack of transparency and poor communications with the city councils and the public. I believe adoption of the policy amendment was a wise action and it improved transparency and board communications.

Retaining the current policy is more important than ever today because the board has no representation from the Lake Forest Park community and the board appears to be heavily weighted to the interests of the fire fighters. Three board members are active firefighters and IAFF Union members. A fourth board member is married to a Shoreline Fire Department Chief.

There are very important issues before the Northshore Fire Board of Commissioners including contract cost controls, service level standards, regional cooperation and more. I urge you to retain the existing policy.

During development of the policy 1400 revision an option was included allowing each city to appoint a citizen representative to serve as the cities non-voting advisory board member. The intent was to have this person bring city related issues to the board and report back regularly to the city councils regarding fire department operations. This option provided a direct connection without an undue burden of individual city council members workload. If the city council

members now feel that they do not have time to attend board meetings I recommend adding back the citizen representative option.

I believe that any current commissioner whose position is up for election next year should recuse themselves from voting to eliminate the temporary board position. Eliminating this position would provide the board member with an undue advantage during the election process. The temporary position was intended to provide candidates who had qualified for the general election the opportunity to participate in board operations allowing each candidate them to learn about the fire department operations and the role of fire commissioner. The temporary board position also prepared the successful candidate to promptly and effectively assume the responsibilities of a fire commissioner.

The existing policy sections you will be discussing tonight are sound, effective and promote public trust in board operations. Should the board walk away from the current policy it can only be seen as an attempt to shield board members from public scrutiny, reduce transparency and limit communications with the public and our partner city leaders. I urge you to retain the language of policy 1400 and prove to the public that you indeed meet the high ideals expected from elected public officials.



Existing AV Rack	\$1,000.00
New AV Rack (near Dorm Rooms)	\$18,131.83
Bunk Rooms	\$12,775.00
Labor Assembly	\$21,662.50

Miscellaneous Parts:	\$278.34
Project Management:	\$3,860.25
Freight and Shipping:	\$1,113.37
Parts:	\$27,834.33
Labor:	\$25,735.00
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Parts No Tax:	\$.00
Labor No Tax:	\$.00
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Subtotal:	\$58,821.29
Sales Tax:	\$5,940.95
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Total:	\$64,762.24

BOARD MEETINGS – PARLIAMENTARY PROCEDURES

1. **MOTION.** A motion brings business before the board for its consideration in such a manner that it may be discussed and acted upon. A motion may be made by any commissioner, including the chair. A motion may be stated as: "I move that _____." The chair may recognize a motion by stating: "A motion has been made by _____."
 - A. **SECOND.** A motion may be seconded by any commissioner. A motion which fails to receive a second is not considered for discussion.
 - B. **OUT-OF-ORDER MOTION.** A motion which does not relate to the matter under consideration or which is a main motion and is being presented while another main motion is still before the board is out of order and shall not be recognized.
 - C. **REVISION OF MOTION.** At any time before a vote is taken on a motion, the person making the motion may revise the wording of the motion if there is no objection by other commissioners. If there is an objection, the motion should be revised by amendment.
 - D. **WITHDRAWAL OF MOTION.** The maker of a motion may elect to withdraw their motion prior to a vote.

2. **SUBSIDIARY MOTIONS.** These are motions which propose to take some action in relation to the manner in which the board will consider the substance of the main motion. (Motions are ranked in order of precedence.)
 - A. **TABLE.** Upon majority vote of the board, a motion may be tabled. Such motion may be removed from the table by the majority vote.
 - B. **CALL FOR THE QUESTION.** At any time during the discussion on any motion any commissioner may move for the previous question. If that call receives a second and approval by two-thirds of the board, the chair shall call for the vote on the motion being discussed. The chair at any time may state: "If there is no objection, the chair will call for the vote on the motion being discussed." If one commissioner objects, the discussion shall continue until there is a two-thirds affirmative vote to close debate or there is no objection to closing debate. Other business is out of order until the motion before the board has been disposed.
 - C. **LIMITED DEBATE.** The board may elect to limit discussion or establish special rules governing the discussion on the main motion. (A second and two-thirds vote are required.)

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- D. POSTPONE DEFINITELY. If a motion to postpone consideration of a subject or the consideration of a motion is approved, the chair shall place the subject or the main motion on the agenda in accordance with the terms of the motion without further action by the commissioners. If no time or circumstances are specified for the reinstatement of the subject or the main motion in the motion of postponement, the chair shall reinstate the subject or the main motion at his/her discretion without further action by the commissioners but not sooner than the next regular meeting. (A second and majority vote are required.)
- E. REFER. The subject of the main motion may be referred to a committee or individual for study or special consideration.
- F. AMEND. At any time before a vote is taken on a motion, a commissioner may move to amend the motion which is then before the board. The motion shall state the amendment and shall receive a second before it shall become the business before the board. The chair shall call for discussion, which shall be limited to the proposed amendment. If the proposed amendment receives a favorable majority, the main motion shall stand amended and further discussion on the main motion shall be directed to the motion as amended.
- G. POSTPONE INDEFINITELY. A motion can be postponed indefinitely. (A second and majority vote are required.)
- H. ORDER OF MOTIONS AND PROCEDURAL ACTIONS. The following order in the presentation of motions and other procedural actions shall be in effect while a main motion is being discussed.

If there is a main motion before the members, the chair may recognize one of the following: (with "a" being at the highest in rank order)

- 1) Adjourn, Recess
- 2) Table,
- 3) Previous question (close debate),
- 4) Limit debate,
- 5) Postpone,
- 6) Refer to committee,
- 7) Amend the motion,
- 8) Postpone indefinitely.

3. PRIVILEGED MOTIONS. This type of motion provides for the comfort or convenience of the board or one of its commissioners and is not directly related to a motion that is "on the floor." (Motions are ranked in order of precedence.)

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- A. ADJOURN. When the agenda is completed, if there are no objections, the chair may declare the meeting adjourned. If a commissioner moves to adjourn the meeting, the chair would call for a vote of the board to adjourn. Once the motion passes, the chair must declare the meeting adjourned. (A majority vote is required.)
 - B. RECESS. A commissioner can request a recess in the deliberations of the board. (A majority vote is required.)
4. INCIDENTAL MOTIONS. This type of motion deals with the procedures of the board and is incidental to the motion that is "on the floor." Incidental motions are acted upon when proposed. (No order of preference.)
- A. DIVIDE A MOTION. A main motion, by majority vote, may be divided into smaller units for the purpose of discussion, voting or both.
 - B. APPEAL. Any decision by the chair may be appealed by a single member. The appeal will be decided by a majority vote of the board.
 - C. RECONSIDER. A motion can be brought back "to the table" by a commissioner provided that such a motion is made by a member of the majority when the issue was last voted upon.
 - D. RESCIND. A motion can be made to retract an issue or order that was passed. (A two-thirds vote is required.)

~~VOTE. The vote on all matters shall be made in person and shall be oral. Results will be announced immediately and recorded in the minutes. A commissioner may change his/her vote if the change is announced before the chair announces the results of the vote.~~

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- E. _____

Any commissioner may abstain from voting at any call for the vote. The reason for the abstention should be stated and recorded in the minutes of the meeting. Such a commissioner, who is present at the call for the vote, shall be counted as present for the purpose of determining the presence of a quorum. All votes on motions and resolutions shall be by "voice" vote.

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3. RECONSIDER. A motion can be brought back “to the table” by a commissioner provided that such a motion is made by a member of the majority when the issue was last voted upon.

4. RESCIND. A motion can be made to retract an issue or order that was passed. (A two-thirds vote is required.)

5. VOTE. The vote on all matters shall be made in person and shall be oral. Results will be announced immediately and recorded in the minutes. A commissioner may change his/her vote if the change is announced before the chair announces the results of the prevailing side.

Any commissioner may abstain from voting at any call for the vote. The reason for the abstention should be stated and recorded in the minutes of the meeting. Such a commissioner, who is present at the call for the vote, shall be counted as present for the purpose of determining the presence of a quorum. All votes on motions and resolutions shall be by “voice” vote.

6. Board members may change agenda at any time.

5. Chat Function on Zoom will be turned on only when the Board is in public session.

NORTHSHORE FIRE DEPARTMENT
ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Board Meetings

Policy Number: 1400	Approved By: Board of Commissioners
Effective Date: Unknown(update)	Revision Date: November 2, 2024(update)
Pages: 4	Attachments: 0

1 PURPOSE

1.1 Provides rules and guidelines for Commissioner Board meetings.

2 REFERENCES

- 2.1 RCW 52.14.090, *Office--Meetings*
- 2.2 RCW 52.14.100, *Meetings--Powers and duties of Board*
- 2.3 Ch. 42.30 RCW, *Open Public Meetings Act*

3 RESPONSIBILITY

3.1 It is the responsibility of the Board Chair to conduct meetings in an orderly and businesslike manner according to the policies of this section. The District's legal counsel will assist as needed. All Commissioners, the Fire Chief and participating members shall comply with the conduct guidelines contained in this policy.

4 DEFINITIONS

5 POLICY

5.1 Board meetings will be scheduled in compliance with Ch. 42.30 RCW (Open Public Meetings Act) and RCW 52.14.100 (Fire Commissioners – Meetings). The Act broadly defines meetings to include the transaction of the official business of the Board including, but not limited to, “receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations and final actions”.

6 BOARD MEMBERSHIP

~~**INTENT** The Board of Fire Commissioners believe it is important to be transparent and inclusive. Additionally, the board sees value in receiving input from city council members and in ensuring that fire commissioner candidates are prepared to fully participate in board decisions upon taking office. The following open public meeting advisory positions are initiated.~~

6.1 **Voting members** of the Board are restricted to sworn Fire Commissioners.

~~6.2 **Advisory non-voting members** of the Board shall include one city council representative from the City of Lake Forest Park and one city council member from the City of Kenmore.~~

~~6.3 **Temporary Advisory non-voting members** of the Board shall include Fire Commissioner candidates that have qualified for the general election ballot.~~

7 PROCEDURES/GUIDELINES

7.1 The Board will function through regular, special, and emergency meetings.

- 7.1.1 REGULAR MEETINGS – The Board shall have at least one meeting per month. The date, time and place of the regular meeting must be established by written resolution.
- 7.1.2 SPECIAL MEETINGS – A special meeting is any meeting other than a regular meeting.
 - 7.1.2.1 Special meetings may be called by the Chair or upon a petition of a majority of the Commissioners. As a courtesy, prior to the establishment of the date, time and place of any special meeting, the Chair shall attempt to contact the other members of the Board to determine their availability for any such special meeting. The Board may not take final action on any item not specified in the special meeting notice, which shall be provided to the public pursuant to RCW 42.30.080
 - 7.1.2.2 While other items of business may be discussed at a special meeting, no action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session, the item of business must also appear on the agenda if final action is to be taken following the executive session.
 - 7.1.2.3 Notice of Special Meetings must be provided to the public at least 24 hours in advance of the meeting.
- 7.1.3 EMERGENCY MEETINGS – An emergency meeting is a special board meeting held without the usual required notice. The Chair or a majority of the Board may call an emergency meeting when the conditions of RCW 42.30.070 are met.
- 7.2 NOTICES –
 - 7.2.1 All regular or special meetings of the Board must be advertised as meetings that are open to the public. If the Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session, the special meeting should be called to order and recessed to an executive session. The purpose and expected duration of the executive session should be announced and recorded in the minutes (e.g., personnel matters).
 - 7.2.2 A regular meeting does not require a public notice. If the Board does not meet at its regular location or time, the meeting should be treated as a special meeting with proper notice and announcements to the media stating the time, place and purpose of the meeting. The District will notify newspapers and radio and television stations which have filed a request for such notification.
- 7.3 ATTENDANCE – Meetings may be convened in-person and/or by conference call, online, or other alternative format as determined by the chair, subject to the requirements of the Open Public Meetings Act, chapter 42.30 RCW.
- 7.4 AGENDA – The board shall provisionally establish the agenda for each subsequent meeting as a part of regular and special meeting business.
 - 7.4.1 Agenda items may be suggested by any commissioner or the fire chief. The board will assess the proposed agenda items including the time

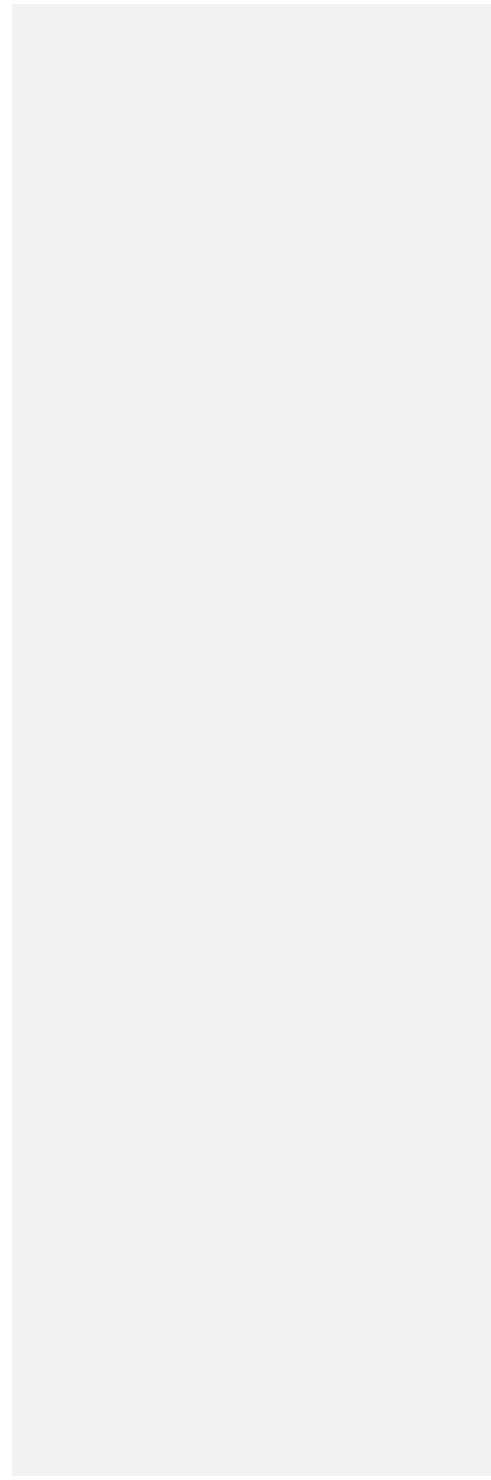
- needed for discussion, the required meeting materials and the priority of the topic. The board chair or designee and the fire chief will collaborate to assure that the appropriate meeting materials are provided in the meeting materials packet or other format as required. If during preparation of the meeting materials packet a lack of documentation or readiness prohibits discussion the agenda topic, that topic will remain on the agenda with a notation explaining the status of the item. When needed, agenda topics may be added at the discretion of the fire chief and the board chair.
- 7.4.2 The meeting materials packet will typically include; the agenda, draft minutes of the previous meeting and relevant supplementary information. The meeting materials packet will be available to each Commissioner by the end of business at least six days in advance of the meeting and will be available to any interested citizen via the department website and at the district headquarters as early as possible but no less than twenty-four hours prior to the meeting. Late edits to the meeting agenda or meeting materials will be provided to board members and the public as soon as possible.
- 7.4.3 The general format for the agenda document will include:
- 7.4.3.1 I. Open Meeting
 - 7.4.3.2 II. Approval of Agenda
 - 7.4.3.3 III. Public Comment
 - 7.4.3.4 IV. Board Discussion and Possible Action Items
 - 7.4.3.5 V. Board Resolutions
 - 7.4.3.6 VI. Reports
 - 7.4.3.7 VII. Fire Commissioner Compensation Request Review (1st meeting of the month)(may be included as part of the Consent Agenda)
 - 7.4.3.8 VIII. Meeting Minutes Review and Approval (May be included as part of the Consent Agenda)
 - 7.4.3.9 IX. Consent Agenda
 - 7.4.3.10 X. Executive Session
 - 7.4.3.11 XI. Next Meeting Agenda
 - 7.4.3.12 XII. Adjournment
 - 7.4.3.13 Notation of the next scheduled Regular meeting and or Special meeting date and time.
- 7.5 **QUORUM** – Three Commission members shall constitute a quorum for the transaction of all business. Quorum shall be determined by counting each Commissioner present for the call for the vote.
- 7.6 **CONDUCT** – All Board meetings will be conducted in an orderly and businesslike manner, and when necessary using simplified parliamentary procedures as described in Policy 1410.
- 7.6.1 The order of business will be indicated in the agenda. Any amendments to the agenda will be voted on at the beginning of the meeting.
 - 7.6.2 All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by a member of the Board.
 - 7.6.3 Meetings should be conducted in accordance with the following ground

rules:

- 7.6.3.1 Members are to listen actively and respect others when they are talking. Refrain from side conversations during discussions. Wait until the presenter has finished before asking questions.
 - 7.6.3.2 Consider ideas with an open mind. Ideas may be respectfully challenged by asking questions – focus on ideas and refrain from personal attacks.
 - 7.6.3.3 Members wishing to bring items for discussion should provide background information to other members in advance of the meeting, in conjunction with the meeting materials packet.
 - 7.6.3.4 Each member should actively participate in discussions. There may be times when members do not agree 100% with an idea. Members should share their thoughts if they can't accept a proposal, but also consider what they can accept even without 100% agreement.
 - 7.6.3.5 Each member should try to keep discussions on task and efficient.
 - 7.6.3.6 Instead of invalidating others' suggestions, share your own new idea or contribution.
 - 7.6.3.7 Issues which have been decided will only be reopened in rare instances and with agreement of the majority of the Board.
 - 7.6.3.8 Prior to the Board voting on a motion the Chair or District Secretary will restate the motion.
 - 7.6.3.9 Decisions made by the Board will be summarized by the Chair or District Secretary prior to moving to the next topic.
- 7.7 VOTING –
- 7.7.1 The vote on all matters shall be oral. Results will be announced immediately and recorded in the minutes.
 - 7.7.2 When the vote is not unanimous the meeting minutes shall record the yeas, ~~yeas~~ nays and abstentions by name for each commissioner.
 - 7.7.3 A Commissioner may change his/her vote if the change is announced before the Chair announces the results of the vote.
 - 7.7.4 Any Commissioner may abstain from voting at any call for the vote. The reason for the abstention should be stated and recorded in the minutes of the meeting.
- 7.8 PUBLIC PARTICIPATION – The Board recognizes the value of public comment on fire and emergency medical services issues and the importance of involving members of the public in its meetings.
- 7.8.1 A period for public comment shall be included in the agenda.
 - 7.8.2 Individuals wishing to be heard by the Board may participate in person, by virtual attendance using the 'hand raise' function, or by written comment submitted to the board secretary in advance of the meeting. Individuals shall first be recognized by the Chair. After identifying themselves, each commenter will have up to three minutes to address the board. Commenters are encouraged to make comments as briefly as the subject permits. The Chair shall maintain order and ensure the appropriateness of discussion.

7.8.3 For meetings with virtual attendance (online/Zoom) enabled, the “chat” function shall only be turned on while the Board is in public session.

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KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

Resolution 2022-02

A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT ESTABLISHING REGULAR MEETING SCHEDULE (RCW 42.30.070).

WHEREAS, RCW 42.30.070 and Policy 1400 (Board Meetings) require the Board of Commissioners to establish its regular meeting schedule by Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Northshore Fire Department hereby adopts the following schedule for its regular meeting:

The first Tuesdays of the month at 5:00 p.m.

Adopted this ____ day of September 2022.

Eric Adman, Commissioner

Lisa Wollum, Commissioner

Josh Pratt, Commissioner

Tyler Byers, Commissioner

Rick Webster, Commissioner

ATTEST:

Amy Oakley, District Secretary

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:11:24 Date: 09/02/2022

09/14/2022 To: 09/14/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo	
1296	09/14/2022	Claims	1	0	COMPLETE LANDSCAPE EDGING	2,975.67	Concrete Curbing - St 57 landscape project	
1297	09/14/2022	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	3,280.80	Petty Cash Checking Reimbursement	
1298	09/14/2022	Claims	1	0	SEAWESTERN, INC.	743.73	Engineers & Hydrant Wrench Brass	
1299	09/14/2022	Claims	1	0	SHORELINE FIRE DEPARTMENT	51,621.09	Reimbursement - CDW invoices for Office 365 renewal, Antivirus renewal, Dell computers and new servers	
1300	09/14/2022	Claims	1	0	SHORELINE FIRE DEPARTMENT	1,075.96	Reimbursement - St 57 Stove Repair paid for by DC Taylor on SHFD cc	
1301	09/14/2022	Claims	1	0	SHORELINE FIRE DEPARTMENT	289.06	Reimbursement - Computer Cables purchased by DC Taylor cc	
1302	09/14/2022	Claims	1	0	SHORELINE FIRE DEPARTMENT	1,940.51	Reimbursement - St 51 HVAC repair	
1303	09/14/2022	Claims	1	0	SHORELINE FIRE DEPARTMENT	7,444.30	Reimbursement - Computer Server Batteries	
1304	09/14/2022	Claims	1	0	US BANK	2,654.22	Credit Card Charges - August 2022	
1305	09/14/2022	Claims	1	0	WESTERN DISPLAY FIREWORKS, LTD.	104.00	Permit #FO22-001; Cleanup Bond Refund	
001 General Fund 10-016-0010						72,129.34	Claims:	72,129.34
						72,129.34		

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:10:33 Date: 09/02/2022

09/14/2022 To: 09/14/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1293	09/14/2022	Claims	4	0	SHORELINE FIRE DEPARTMENT	8,681.74	Reimbursement - Taxes & Licensing for 2 Seadoo's paid for by DC Taylor cc
1294	09/14/2022	Claims	4	0	TOM TAYLOR	555.63	LEOFF I
1295	09/14/2022	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,388.89	LEOFF I - Sept 2022
004 Reserve Fund 10-016-6010						11,626.26	
						<u>11,626.26</u>	Claims: 11,626.26
						11,626.26	



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 16, 2022

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

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Lisa Wollum and Rick Webster. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Substitute Board Secretary Dawn Killion, and 3 members of the public. Commissioner Byers and Board Secretary Amy Oakley were absent.

II. PUBLIC COMMENT

2.1 No public comments.

III. APPROVAL OF THE AGENDA

3.1 Commissioner Pratt recommended amending the agenda to strike the approval of policy 1410 from the agenda due to not all Commissioners being present and to change 4.3 to a discussion of Policy 1400 and moving the discussion of 1410 to the next meeting.

Commissioner Adman moved to adopt the agenda as amended. Commissioner Webster seconded. The motion passed unanimously 4-0. Commissioner Byers was absent. .

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Review Station Alerting System Proposals

- Zeb Middleton went over the current alerting system at Station 51 and is awaiting a revised proposal from Jaymarc for the specific brand of alerting system installed at Station 51.
- Legal Counsel Paxton discussed the bidding process and using a sole source vendor.
- The Board discussed examining Policy 6200 to bring it inline with the Shoreline Fire Department policy, and also the State policy for purchasing. This will be an agenda item at the next regular meeting.

4.2 Discussion Board of Commissioner Meeting Frequency

- Commissioner Webster suggested the meeting frequency could go down to one meeting per month with the option of adding on additional meetings if needed.

- The first Tuesday of each month was suggested.
 - Legal Counsel Paxton suggested passing a Resolution at the next meeting.
 - Commissioner Pratt suggested a first reading of any changes to Policy 1400 at the September 6th meeting, cancelling the second meeting in September, and passing the Resolution and Policy 1400 on the first meeting in October.
- 4.3 Approval of Revised Policy 1410
- This item was stricken from the agenda and replaced
- 4.3a Discussion of Policy 1400
- Commissioner Adman proposed revising Policy 1400 Board Membership section to only include voting Board Members. He brought up how there is no longer a need to include non-voting, advisory members.
 - The Board discussed. Commissioner Adman will prepare a revised draft for legal counsel review.
- 4.4 Distribution of Hours at Station 51 and Station 57
- Chief Cowan discussed his methodology for tracking hours and costs at both stations using straight time hours.
 - The Board discussed continuing to see these reports throughout the remainder of the year.
- 4.5 Discussion of King County Fire Commissioners and WSFCA memberships
- NSFD is not currently a member of WSFCA. Substitute Board Secretary Killion explained that WSFCA membership is based on assessed valuation, and estimated that annual membership could be anywhere from \$4,000 to \$6,000 per year.
 - Commissioner Wollum agreed to do more research on the membership benefits and to report back to the Board at the next meeting.
 - Chief Cowan suggested talking to the Shoreline Board of Commissioners for perspective on the value of a WSFCA membership as they are current members
- 4.6 Update from the subcommittee of administrative activities not covered under the ILA
- Commissioner Webster had no update at this time due to personal matters. He will coordinate with Chief Cowan on one item to work on that was a budgetary item.
- 4.7 Discussion on Impact Fees
- Chief Cowan described the Impact Fees program at the City of Shoreline.
 - The Board discussed getting additional information from Chief Cowan on how the Shoreline program was set up and what the monies collected can be used towards.
 - Chief Cowan will provide the Board with copies of the governing documents, annual report, and forecasting model used in Shoreline.
- 4.8 Service Contracts Discussion
- The Board and Chief Cowan discussed possible service contracts for tax exempt properties within Lake Forest Park and Kenmore.
 - Chief Cowan will research the number of tax exempt properties and the fiscal impact on the department and report back to the Board.

4.9 Aid Car Purchase

- Chief Cowan discussed the quote from Braum to purchase two new Aid Cars.
- The Board discussed the branding (logo) on the vehicles.

The Board agreed to take a 15 minute recess for Chief Cowan and Legal Counsel Paxton to prepare a Resolution for the Aid Car Purchase. The meeting resumed at 6:33 and the recess was extended an additional 10 minutes. The meeting resumed at 6:43pm.

Commissioner Webster moved accept the Resolution of Sole Source Special Acquisition of Apparatus. Commissioner Adman seconded. The motion passed unanimously 4-0. Commissioner Byers was absent.

V. BOARD RESOLUTIONS

5.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$ 29,296.06
- The Reserve Fund Vouchers totaled \$ 60,285.52

6.2 Commissioner Compensation

6.3 Meeting Minutes: 7/19/22

Commissioner Webster moved to accept the consent agenda as presented. Commissioner Adman seconded. The motion passed unanimously 4-0. Commissioner Byers was absent.

VII. REPORTS

7.1 Fire Chief Report

- Zeb Middleton provided an update on the updates to the video camera and door code system at Station 57 and Station 51.
- Chief Cowan briefly discussed the meeting with the Attorney General's Office regarding a public records request.
- Chief Cowan discussed patient transport and wait time issues due to staffing shortages at hospitals.
- Chief Cowan requested a Board member to represent Northshore on the Finance Committee. Commissioner Webster will participate.
- Chief Cowan and the Board discussed the budget process and calendar.

7.2 Commissioner Reports

- No commissioner reports.

7.3 Legal Counsel Reports

- No legal counsel reports.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the next regular meeting agenda will include a discussion on BOC meeting frequency, alerting proposal Station 51, King County Fire Commissioners and WFCA membership discussion, approval of revised Policy 1410 and discussion of Policy 1400 and Policy 6200 and an update from the subcommittee of administrative activities not covered under the ILA. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 7:02PM

NEXT MEETING DATE

The next regular scheduled meeting will be September 6, 2022, at 5:00PM.

Attachments: Agenda, Policy 1400, Resolution 20-05, draft Policy 1410, Resolution 22-01, vouchers, Commissioner Compensation, Meeting Minutes: 7/19, and Chiefs 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 September 6, 2022.

DRAFT

District Activity Highlights

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

Succession development

- Continuing to work on new positions and expectations.
- Moving into final month and half of AAD and AD transition. Both Rachel and Boupah are taking more of the “lead” roles and activities.

Negotiations

- Waiting for response from Union on PEMB program modification.
- Working through modifications to transport policy to clean up expectations of transport destinations and use of aid cars.

Contract for service with NFD

- Started transporting BLS patients in LFP and Kenmore on August 1. Still working on modifications to transport policy.
- Contracting with website developer that built NFD website to develop additional tabs and transfer information. Waiting for a working draft, which is overdue.
- New badges have been distributed. Changing out name on bunker gear and helmets is ongoing.
- Working through minor issues in the transition of services with NUD.

Staffing

- Finished work and communicated out the blending of vacation for legacy NFD personnel.
- Firefighter academy has started with 10 recruits from SFD, 44 in total.
- Working with legal counsel on potentially bringing back a legacy NFD employee for temporary accommodation work.
- Worked through personal contract changes for the AAD and AD positions. Reviewed and have approval from AAD Garlini and AD Siharath.

Consortium

- Monitoring the impacts to staff and Station 51 facility from the fall academy.
- Preparing 2023 curriculum goals and staffing structure.
- Assuming that Bothell is in the Consortium for 2023 until told differently, but working up two different 2023 budgets.

2023 Budget

- Identifying staffing needs for next year.
- Starting work on legacy NFD impacts.
- King County Assessor area reports for east Shoreline and Lake City are 22.8% and 25.6% respectively.

Public Records Requests

- Still receiving a high amount of PRRs from one individual.
- Nature of the PRRs is bullying in nature and is taking up time away from other tasks.

Noteworthy Meetings

- August 24 – Rotary
 - Spoke at Rotary on current state of SFD.
 - Identified improved levels of service, capital needs, and the positive contribution of the impact fee program.
 - Spoke about the contract for services with NFD.
- August 25 – LMC
 - Will be reviewing value and role of the peer fitness trainers at upcoming Retreat.
 - Will retroactively be compensating legacy NFD personnel for specialty assignment work. Will review all specialty assignments at upcoming Retreat.
 - BC Hochstein will be the swim team lead under BC Yake, who will be in charge of all Special Operations.
 - Considering the possibility of having a truck centric focus at Station 63.
 - Discussed and approved a few changes to Policy EMS 405 regarding transports.
 - Finishing up legacy NFD CAH audits and will be reviewing debit day impacts.
 - Reviewing the abnormal need for potentially putting a six-month plus probationary Firefighter with a new probationary Firefighter on an aid car. Will not be done unless there is a need and the BC approves.
 - Agreed on intent of station transfer pay.
 - Reviewed TRT training needs and improving rotations to facilitate training for staff.
 - Changing the mechanic work schedule for one to work Wed-Sat, and the other Tue-Fri. This is at the request of the mechanics and will ensure 5-day coverage.
- August 25 – Legal Counsel Meeting
 - Met with counsel, including Commissioner Pratt, regarding a request to return to work by a legacy NFD Firefighter that has been separated.
- August 30 – Legal Counsel Meeting
 - Met with counsel again, including Commissioner Pratt, regarding a request to return to work by a legacy NFD Firefighter that has been separated.
 - Still considering our options.
- August 31 – City of Shoreline Meeting
 - Discussed July 4th excavation/trench rescue call on lessons learned, improved efficiencies, resources lists, and future needs.
- August 31 – City of Shoreline Meeting
 - Discussed major emergency responses to schools and overall emergency management.
 - Will be returning to more scenes of violence training and planning for a major drill next year.

- September 1 – Police Chiefs Meeting
 - Attended monthly meeting with police Chiefs Harden and Moen, LFP and Kenmore respectively. Chief Abbott of SPD could not make it.
 - Discussion about integration of NFD and SFD culture and personnel.
 - Discussed ongoing resource challenges and future needs.
 - Discussed major school responses such as active shooter.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan