



## 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

July 19, 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, and Tyler Byers. Also present was Chief Matt Cowan, Legal Counsel Peter Ruffatto, Board Secretary Amy Oakley, and 3 members of the public. Commissioner Webster and Commissioner Wollum 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 4.3 and to change 4.4 from approval of Policy 1410 to be discussion of Policy 1410.**

*Commissioner Adman moved to adopt the agenda as amended. Commissioner Byers seconded. The motion passed unanimously.*

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

##### **4.1 Server Room HVAC Proposals**

- Chief Cowan updated the Board on the three proposals for HVAC Server Room at Station 51.
- The Board and Chief discussed the 3 bids and process for consulting with the Board.

*Commissioner Adman moved to accept the bid from PSR mechanical and to authorize the Chief to contract with them to proceed with the work at Station 51 for HVAC server room coolant project. Commissioner Byers seconded. The motion passed unanimously.*

##### **4.2 Station Alerting System**

- Chief Cowan updated the Board on the state of the in-station alerting system. The system has been repaired. The Board and Chief discussed updating the system. The Chief is awaiting a proposal for Station 51. The item will be discussed further at the next Board meeting.

##### **4.3 Board Meeting Frequency Discussion**

- This item was struck from the agenda.
- 4.4 Discussion of Revised Policy 1410
  - Commissioner Adman will work with Commissioner Wollum to update the formatting and numbering of the document and present it back to the Board for approval at the next regular meeting.
- 4.5 Update Aid Car 157
  - Chief Cowan updated the Board on status of bringing Aid Car 157 online.
- 4.6 Station 51 Door Codes
  - Chief Cowan updated the Board on status of the project.
  - Chief is awaiting for final parts to arrive to complete the project.
- 4.7 Discussion of Distribution of hours at Station 51 and Station 57
  - Chief Cowan updated the Board on the status of auditing hours. Chief Cowan anticipates being able to report back at the end of August/first of September.
- 4.8 Discussion of King County Fire Commissioners and WSCA memberships
  - The Board tabled this discussion until Commissioner Wollum returns.

## **V. BOARD RESOLUTIONS**

- 5.1 None

## **VI. CONSENT AGENDA**

- 6.1 Vouchers
  - The General Fund Vouchers totaled \$ 16,423.75
  - The Reserve Fund Vouchers totaled \$ 9,343.62
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 7/5/22

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

## **VII. REPORTS**

- 7.1 Fire Chief Report
  - Chief Cowan updated the Board on the status of the Academy and the North King County Training Consortium.
- 7.2 Commissioner Reports
  - Commissioner Pratt expressed his condolences and heartfelt love to the Webster family and to Commissioner Webster.
  - Commissioner Pratt invited Local 1760 President Doug Loeser to make comments. President Loeser thanked Chief Cowan and the Board for the efforts and communication to blend the two departments.
- 7.3 Legal Counsel Reports

- Peter Ruffatto updated the Board on a lawsuit against Eastside Fire related to the vaccine mandate.

## **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, distribution of hours for 2 NSFD stations, King County Fire Commissioners and WFCFA membership discussion, approval of revised Policy 1410, and an update from the subcommittee of administrative activities not covered under the ILA. This meeting will be by hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

The meeting adjourned at 5:40PM

## **NEXT MEETING DATE**

The next regular Board of Commissioners may cancel the scheduled August 2<sup>nd</sup> meeting. The next regular scheduled meeting will be August 16, 2022, at 5:00PM.

Attachments: Agenda, HVAC proposals, alerting system proposals, Policy 1400, Resolution 20-05, draft Policy 1410, vouchers, Commissioner Compensation, Meeting Minutes: 7/5, and Chiefs Report.

## **BOARD OF COMMISSIONERS**



**ERIC ADMAN**, Member



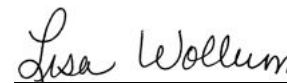
**JOSH PRATT**, Member



**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 August 16th, 2022.



## **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, July 19, 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=dW1uWDFpNldlPZ1dSSU1ZYy9LSXVQQT09>

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 Server Room HVAC Proposals

4.2 Station Alerting System

4.3 Board of Commissioners Meeting Frequency Discussion

4.4 Approval of Revised Policy 1410

4.5 Update Aid Car 157

4.6 Station 51 Door Codes

4.7 Discussion of Distribution of Hours at Station 51 and Station 57



4.8 Discussion of King County Fire Commissioners and WSCA memberships

**V. Board Resolutions**

None

**VI. Consent Agenda**

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 7/5/22

**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, August 2<sup>nd</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).

**From:** [peservices@live.com](mailto:peservices@live.com)

**Date:** July 13, 2022 at 7:48:40 PM PDT

**Subject:** Quote for HVAC Electrical Station #51 Kenmore

Kenmore Station #51 Mini-Split Electrical Wiring

- Provide and install 2-pole 35 amp circuit breaker in Panel
- Run conduit system from Electric Rm to outdoor Unit
- Set Disconnect Switch and GFCI receptacle (if one isn't adjacent)
- Wire 3-Ton outdoor Unit
- Run power/control circuits to indoor section in Server Rm
- Wire indoor Unit
- City of Kenmore Electrical Permit
- Start-Up

TOTAL - \$4,200.00 (Excluding Wa State Sales Tax)

Please contact us with any questions or concerns, we look forward to working with you!

Regards,  
Brent Power  
Power Electrical Services, LLC  
Cell - 425-478-1909





July 11, 2022

Proposal # 22-165-RTP

Zeb Middleton  
Northshore Fire Department  
7220 NE 181<sup>st</sup> St  
Kenmore, WA 98028

Subject: Station 51 Server Room  
Dedicated Mechanical Cooling – Ductless Split System  
Mechanical Proposal

Site Address: 7220 NE 181<sup>st</sup> St, Kenmore, WA 98028

Dear Zeb:

On behalf of MacDonald-Miller Facility Solutions I am pleased to offer our proposal to provide dedicated cooling for the server room at Station 51. As noted during a recent site walk, the current VRF system serving this space is problematic during times when other zones are calling for heat, introducing additional, undesirable heat to the server room. To solve the issue and provide dedicated cooling to the server room, we are recommending the addition of a dedicated, ductless system for this space. We also recommend leaving the existing, installed system in place, such that it can be used as a manual backup, in the event that it is needed.

This proposal is based on a site survey of existing conditions, as well as our conversations, and specifically includes the following:

### ***Inclusions***

- Coordinate all work directly with you and your staff
- Work to occur during normal working hours to the greatest extent possible
- Furnish and install one (1) new Mitsubishi 3-ton ductless split system (TRUYA036/TPKA0A036) using the wall mounted air handler option and wireless/remote control thermostat, multi speed fan controller
  - Indoor unit to be hung inside south interior wall of server room
  - Condensing unit and wind baffle to be mounted at grade, atop a fiberglass housekeeping pad, in the landscaping at the south side of the building
- Furnish and install refrigerant piping between indoor air handling unit and outdoor condensing unit
- Pressure test the new refrigerant lines for leaks, per code, evacuating them to remove moisture and charging them with new environmentally safe refrigerant



- Furnish and install condensate piping, as required, routed to nearest approved receptacle
- Mechanical engineering and preparation of plans for submittal to the City of Kenmore
- Mechanical permit and all required inspections
- Core drill (3"), as required, to route refrigerant piping between indoor and outdoor unit
- Mechanical insulation, including jacketing to protect insulation from UV and birds, where exposed
- Start up and test new equipment
- Clean up and disposal of all debris
- Trade supervision & dedicated project management
- 1-year standard warranty on our work. **A 2-year extended warranty is available at no additional cost to the project, provided MacDonald-Miller is contracted to provide the preventative maintenance on this equipment**

#### ***Exclusions & Clarifications***

- New electrical service (from the existing panel) for the new condensing unit and the indoor air handler **to be provided by others**
- General carpentry work to conceal refrigerant lines and conduit inside of building **to be provided by others**
- Structural modifications to support new equipment, if required
- Roofing, should not be required
- Allowance for any hidden conditions, except as noted above
- After hours or weekend work/overtime of any kind
- Humidity control of any kind
- Acoustical engineering of any kind, if required
- Washington state and local sales tax
- Payment and performance bond for this scope

#### ***Pricing***

Direct Labor.....	\$ 8,825.00
Equipment & Materials .....	\$ 8,205.00
Engineering & Permits .....	\$ 5,886.00
Subcontractors .....	\$ 1,216.00
<b>Total Installed Price.....</b>	<b>\$ 24,132.00</b>

Regarding payment: Preferred payments made by check. Please note that use of credit card for payment will include a surcharge of 3.5% of invoice, we accept Mastercard and Visa.



MacDonald-Miller would like to introduce our Smart Building Services. These services help to optimize your building's performance and identify equipment issues proactively, using analytics and real-time data that your mechanical system already has available. This allows MacDonald-Miller to remotely analyze, prioritize and optimize your building's needs and provide solutions that ultimately save you time and money.




Please indicate acceptance by signing below and returning to my attention via email at [rob.painter@macmiller.com](mailto:rob.painter@macmiller.com). We appreciate the opportunity and confidence in our services. Please feel free to call with any questions you may have (206) 768-4122.

**Anticipated starting date:** TBD

Upon which this proposal is based. This proposal does not include, unless so stated, any applicable state or federal taxes. This proposal is subject to acceptance by purchaser within 30 days and subject to the terms and conditions stated on the following page.

**and completion date:** \_\_\_\_\_

MacDonald-Miller Facility Solutions, LLC.

Submitted by:   
Rob Painter / Senior Account Executive

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**Acceptance: I agree to the terms hereof and acceptance of this agreement.**

Purchaser \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_



## TERMS AND CONDITIONS/CONSTRUCTION SERVICES

Acceptance	By authorizing MacDonald-Miller Facility Solutions, LLC. to provide the construction services contemplated by this Agreement, Customer agrees to the terms and conditions herein stated.
Scope of Obligations	MacDonald-Miller Facility Solutions, LLC. shall provide construction service when contracted for, pursuant to the attached proposal, purchase order or estimate of which these terms and conditions are a part.
Obligations of Customer	Customer shall extend all reasonable cooperation requested in terms of personnel; access to premises where work is to be performed; promptly providing information requested by contractor, and shall promptly notify MacDonald-Miller Facility Solutions, LLC. upon observation of any unusual or unsafe condition.
Service Availability	MacDonald-Miller Facility Solutions, LLC. agrees to provide construction service during normal business hours, i.e., 6:00am to 5:30 pm, Monday through Friday, holidays excepted. Agreed upon changes are at the hourly rate and terms, including vehicle charges or special assessments, then in effect by MacDonald-Miller Facility Solutions, LLC.
Charges and Terms	Payment is due within 30 days of the invoice date. Any balance due after 30 days shall bear interest at the maximum legal rate permitted from the invoice date.
Taxes	There will be added to all charges the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to any services rendered or materials supplied.
Limitation of Liability	<p>MACDONALD-MILLER FACILITY SOLUTIONS, LLC. SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF PROFIT OR GOODWILL, AS A RESULT OF ANY MATTER ARISING OUT OF OR RELATING TO THE CONSTRUCTION SERVICES PROVIDED UNDER THIS AGREEMENT AND/OR ITS SUBJECT MATTER WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.</p> <p>The customer agrees that MacDonald-Miller Facility Solutions, LLC.'s liability thereunder for damage shall not exceed the amount paid for construction services and only if such damage is the result of MacDonald-Miller Facility Solutions, LLC.'s negligence or willful misconduct.</p> <p>To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor and its agents and employees from any claims, damages, losses and expenses including attorney's fees to the extent caused by the negligent acts or omissions, or willful misconduct of the Owner.</p> <p>Unless stated in writing, MACDONALD-MILLER FACILITY SOLUTIONS, LLC. DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.</p> <p>MacDonald-Miller Facility Solutions, LLC. shall not be responsible or liable for any loss, damages or delay in furnishing materials or failure to perform services when caused by fire, interruption of utility services, flood, acts of civil or military authorities, insurrection, terrorist act, riot, civil disorder, labor disturbances, or by any other cause which is unavoidable or beyond its control.</p> <p>If the Contractor is delayed by any act or neglect of Owner or a separate Contractor employed by Owner, the time for completion shall be extended as necessary and an extension of time to complete the work does not preclude recovery of damages for delay by Contractor.</p>
Default	If Customer does not pay any amount due thereunder, or breaches any of the terms of this Agreement, MacDonald-Miller Facility Solutions, LLC. may, in addition to any other legal remedies it may have, including the right to file a lien under state law, suspend work until payment is made.
Term	Prices will be subject to periodic changes due to change in labor and material rates.
General	<p>Either party may terminate this Agreement at any time for failure of the other to comply with any of its terms and conditions, but termination shall not relieve Owner of the duty to pay for work performed by Contractor.</p> <p>Customer represents that it has authority to enter into this Agreement. Owner warrants that to the best of its knowledge there are no unsafe conditions or hazardous materials or substances in, on, around or affecting the area where the work is to be performed.</p> <p>This Agreement shall be governed by the laws of the State where the work was done. In the event any party shall bring suit or action against the other for relief arising out of this Agreement, the prevailing party shall have and recover against the other party all court costs, disbursements, and a reasonable attorney's fee. Customer consents to and agrees to jurisdiction and venue of any proceeding in the District or Superior Court of the State of Washington for King County at MacDonald-Miller Facility Solutions, Inc's election.</p> <p>Making a final payment shall constitute a waiver of claims by the Owner except those arising from claims by third parties arising out of the contract, failure of the work to comply with the requirements of this contract, or manufacturer warranties passed on to the Owner by Contractor.</p> <p>The Owner and Contractor shall commence all claims and causes of action against the other whether in contract, tort, breach warranty or otherwise arising out of or related to this contract within 365 days following Contractor's completion of the work.</p> <p>Publicity and Promotion. Customer and MacDonald-Miller Facility Solutions, LLC., (MMFS) agree that MMFS is entitled rights of publicity or promotion with respect to the work completed by MMFS under this Agreement, including, but in no way limited to, photographs and written or graphical depictions of the work, the project, and product. MMFS may exercise such rights of publicity or promotion in any way it deems appropriate for marketing or other promotional purposes. MMFS shall retain exclusive ownership of any intellectual property rights that may result from any such publicity or promotion, including, but in no way limited to, copyright or trademark protection. Photographs or other graphical depictions of non-MMFS personnel will only be used with written consent by the Customer and the individual. Furthermore, the Customer agrees to the use of their name/logo by MMFS in furtherance of MMFS's rights of publicity. Any press release will be mutually agreed upon (form and content) by both parties prior to its release.</p> <p>Any notice required by this Agreement shall be deemed received, delivered in person, or by facsimile or sent by mail.</p>

**From:** [peservices@live.com](mailto:peservices@live.com)

**Date:** July 13, 2022 at 7:48:40 PM PDT

**Subject:** Quote for New 3-Ton HVAC Station #51 Kenmore

Kenmore Station #51 Mini-Split Installation

(1) 3-Ton Split Unit  
(1) Condensate Pump  
Refrigeration Piping  
Condensate Piping  
City of Kenmore Mechanical Permit  
Start-Up  
Standard 1-Year Warranty  
Close out Documents  
Work to be done during standard business hours  
Includes Coring costs

TOTAL - \$16,800.00 (Excluding Wa State Sales Tax)

Please contact us with any questions or concerns, we look forward to working with you!

Regards,  
Brent Power  
Power Electrical Services, LLC  
Cell - 425-478-1909

# PSR Mechanical

Building Efficiency and Sustainability



A Service Logic Company

3132 NE 133rd Street  
Seattle, WA 98125  
(206) 367-2500  
[www.psrmechanical.com](http://www.psrmechanical.com)

# Fire Station #51 Server Room Improve Cooling

## Project Proposal PP253076

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June 20, 2022

*Prepared for:*

Northshore Fire Station #51  
7220 NE 181<sup>st</sup> St  
Kenmore, WA 98028

## Client Objectives

### Improve Server Room Cooling System

- The existing Server Room at Fire Station #51 currently operates with a space temperature at or above 80°F which is not healthy for the server equipment. The existing VRF system is unable to provide cooling due to an extreme lack of diversity with Branch Circuit #3 and the associated 20-ton condensers.

### New 3-ton Ductless Split System

- PSR will provide a new 3-ton ductless split air conditioning system with indoor wall-mounted evaporator. The condenser will be located at the south exterior of the building; the existing fan coil unit located in the ceiling will be abandoned in-place or used as a backup cooling system.



## Project Agreement

### By and Between

**Company:**

PSR Mechanical  
3132 NE 133rd Street  
Seattle, WA 98125  
(206) 367-2500

(Herein after referred to as "Company" )

**Client:**

Northshore Fire Department  
7220 NE 181<sup>st</sup> St  
Kenmore, WA 98028

**and**

Zeb Middleton

(Herein after referred to as "Client" )

Company will provide the enclosed scope of work [PP253076, Fire Station #51 Server Room Improve Cooling] at the following location(s):

**Northshore Fire Station #51**  
**7220 NE 181st St**  
**Kenmore, WA 98028**

## Scope of Work

Provide and install HVAC Improvements per PSR Mechanical design. Design is based on PSR site visit conducted on 6/16/2022, existing record drawings, and coordination with the facilities manager.

### Option #1 – New 3-ton Ductless Split System

1. One (1) new Mitsubishi model #TRUYA036/TPKA0A036 split air conditioning system, as follows:
  - a. Nominal 3-ton
  - b. 18.8 SEER
  - c. Indoor unit located on south wall of Server Room
  - d. Outdoor unit located at exterior south wall
  - e. Wireless remote controller
  - f. Wind baffle mounted on condensing unit
  - g. Multi-speed fan controller
2. Refrigeration piping and specialties, as follows:
  - a. All new refrigeration copper piping line set from indoor to outdoor unit.
  - b. New pipe supports and hangers. Existing pipe hangers and supports will be re-used where possible.
  - c. Piping insulation, including jacketing to protect insulation from UV and birds where exposed to the exterior.
  - d. New ~3 in. hole penetration at south exterior wall for piping run.
  - e. Pressure test, evacuate and charge refrigeration piping.
  - f. Added refrigerant, as needed to meet factory specifications.

3. Condensate piping, as follows:
  - a. PVC condensate drain pipe, fittings, and pipe supports to connect to existing drain located above ceiling.
    - i. Clean out of existing drain pipe, if required, is not included.
  - b. Condensate pump to assist condensate drain.
4. New wireless remote controller
5. Start and test to factory specifications by authorized PSR technicians
6. Core drill through exterior south wall by PSR subcontractor.
7. Permit application, fees, and coordination included for:
  - a. Mechanical permit
8. Work to be completed during normal business hours, Monday through Friday and 7:00 am – 4:00 pm.
  - a. Revisions to specified work schedule may involve added costs.
9. One year parts and labor warranty on new equipment and materials provided by PSR Mechanical.
  - a. Additional part warranties provided by the equipment manufacturer, per individual manufacturers terms and conditions.

**Subtotal for the above scope of work ..... \$17,577.00**

## Extended Warranty

An extended one-year warranty (two years total) is available on this equipment if covered under one of PSR's comprehensive service programs.

## Exclusions

- Washington State Sales Tax
  - Overtime and Weekend Labor
  - Electrical Power Wiring
  - Electrical Service Outlet
  - New Service Disconnect
  - Repair or Replace Existing Refrigeration Piping
  - Fire Alarm System Interlocks
  - Structural Engineering
  - Acoustical Engineering
  - Equipment Screening
- Equipment Slab
  - Cut, Patch, and Paint
  - Air Balance
  - Concrete Work
  - Repair or Replace Existing Indoor Duct Distribution
  - Correction of Sub-Standard Code Conditions
  - Repairs/Modifications to Existing Controls
  - Bond
  - Electrical Permit

## Payment Terms

Thirty percent (30%) down payment due upon acceptance. Month progress billings per Terms and Conditions enclosed. Balance due within ten (10) days of receipt of invoice upon project completion. The proposal is the property of the Company and is provided for Client's use only. Company guarantees the price stated in this Agreement for thirty (30) days from proposal date above.

### Company

Nick HryciukProject Executive

Approved for Company by:

David ParksPresident

Date

### Client

Print Name

Signature

Title

Date

## Terms and Conditions

As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within ten (10) days of receipt. Any alteration or deviation from the above proposal involving extra cost of material or labor will become an extra charge over the sum stated above. This proposal will become a binding Agreement only after acceptance by Client and approved by Company's authorized agent by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto, and no person has authority to make any claim, representation, promise, or condition on behalf of Company which is not expressed herein.

1. Company warrants that the workmanship hereunder shall be free from defects for one (1) year from date of installation. If any replacement part or item of equipment proves defective. Company will extend to Client the benefits of any warranty Company has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Client's expense and at the rates then in effect. Company warrants the title to the materials and equipment furnished to the Client pursuant to this Agreement.
  2. Client shall permit Company free and timely access to areas and equipment, and allow Company to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Company's normal working hours.
  3. Client will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. Furthermore, Client shall purchase and maintain insurance covering all interests of the Company in the work, naming the Company as a loss payee and entitling the Company to receive payment including the total unpaid balance of the Agreement Price in the event of loss or damage including, but not limited to, loss or damage caused by fire, theft, vandalism or other perils. Client shall bear all costs of such insurance including, but not limited to, premiums, administrative expenses, and deductibles.
  4. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
  5. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Company's rates then in effect) over the sum stated in this Agreement.
  6. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company all court costs and attorneys' fees incurred by Company.
  7. Any legal action relating to this agreement, or the breach hereof, shall be commenced within one (1) year from the date of the work.
  8. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Company's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
  9. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Client, anyone directly or indirectly employed by Client, or anyone for whose acts Client may be liable, regardless of whether it is caused in part by the negligence of Company.
  10. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
  11. Company's obligation under this agreement and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials, or any fungus(es) or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spore(s); or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Owner of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
- Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the Client's facility, arising out of or in connection with the Company's work under this agreement, including without limitation any illness, injury or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
12. Client shall bear the risk of loss, destruction, or damage to all materials and equipment upon arrival of such materials and equipment at the Client's premises. Client shall also bear the risk of any loss, destruction, or damage to the work performed by the Company.
  13. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL COMPANY BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CLIENT'S TENANTS OR CLIENTS, OR ANY SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES.

### Disclaimer and Limitation of Liability:

Design and as-built drawings prepared by Company and proposal information including scope of work/specifications, as defined by Company, are intended for the exclusive use of Company. If these drawings, proposal information, and specifications are used by any person or business entity other than Company, Company disclaims all warranties on the use of this information, either express or implied or otherwise, including but not limited to implied warranties of merchantability, fitness for a particular use, and non-infringement.

Under no circumstances, will Company be liable to any person or business entity for any direct, indirect, special, incidental, consequential, punitive, or other damages based on the use of this information, including, without limitation, any lost profits, or business interruption. This is a comprehensive limitation of liability that applies to all losses and damages of any kind. If you are dissatisfied with the information, your sole and exclusive remedy is to discontinue using the information.

### "NOTICE TO CLIENT"

This Company is registered with the state of Washington, registration No. PSRHVMS924JT as a general and has posted a bond or cash deposit of \$12,000.00 for the purpose of satisfying claims against the Company for negligent or improper work or breach of contract in the conduct of the Company's business. This bond may not be sufficient to cover a claim which might arise from the work done under your contract. If any employee of the Company or subcontractor is not paid by the Company or subcontractor on your job, your property may be lienied to force payment. If you wish additional protection, you may request the Company to provide you with original, "LIEN RELEASE" documents for each supplier or subcontractor on your project. The Company is required to provide you with further information about lien release documents if you request it. General information is also available from the Department of Labor and Industries.

By signing the below line, you are confirming that you have read and understand this paragraph and that you agree to the Terms and Conditions listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal: Station #51 - FAST Alerting System - Rev# 0  
Prepared On: 4/22/2022  
For: Zeb Middleton

Presented By: Alex McNeill

Jaymarc AV  
14600 Interurban AVE S  
Seattle, WA 98168  
Main: 206.682.6111  
[www.jaymarc-av.com](http://www.jaymarc-av.com)

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## Scope of Work

### Norcom/Northshore Fire Station #51 – FAST Alerting System

This is scope of work is to provide an Alerting System refresh for the Northshore Fire Station #51. This has been compiled from a site visit between Jaymarc AV, and Norcom. This is a “Turn-Key” solution including all system components. Existing equipment will be utilized in this system design, with replacement of the Crestron Control system to a 4-series system, and upgrading each Sleeping room Touch Panel to current generation 7" touch panels. All functionality will remain the same, and all other existing equipment will be utilized under this system refresh.


#### Project Notes:

- This proposal and pricing is valid for a duration of fifteen days. Please request an updated proposal if outside of those proposal limitations prior to signing.
- AC Power is provided by others at head-end AV rack location and all projectors, display screens, projector lifts, LED/LCD Flat Panels, etc.
- Outdoor weatherproof enclosures are to be provided by others.
- Assumes adequate wiring pathway/conduit can be found to all related equipment including: Floor Boxes, Conference table bases, Wall Plates, Displays, Touch Panels, etc.
- Core Drills, Exterior Building Penetrations or similar are provided by others.
- Pricing does not include computers, laptops, keyboards, mice, etc.
- LED/LCD Display mount backing or structure is provided by others.
- Drywall patch and repair, and/or ceiling tile grid reconfiguration and tile replacement, by others.
- All ancillary equipment as required to provide a fully functional Turn-Key audio and video presentation system will be provided.
- This quote encompasses all costs associated with product shipping, installation labor, programming, hardware, and training. This proposal implies a complete Turn-Key solution, unless otherwise noted.
- Permit fees are not included in this quote. Should a permit be required; those fees will be billed to you separately.
- Scissor lift rental or similar equipment rentals as needed for installation are not included here in this proposal unless otherwise noted.
- Fire Alarm Shunt provided by Others, N/O
- All associated mobilization costs are included in this proposal, unless otherwise noted.





## AV Rack

### 01. RACK & RELATED HARDWARE




	1 EA	JAYMARC Existing AV Rack Labor to reconfigure Existing AV Rack for new FAST equipment			
	1 EA	SurgeX SX-DS-158-Black SurgeX Comprehensive Protection Defender Series 15A/120V 8 Out horizontal rack mount power strip	\$203.75		\$203.75
	1 EA	Juice Goose SCV-10001-Black JUICE GOOSE SCV-10001 - 1,000 VA / 900 Watt UPS	\$991.25		\$991.25
01. RACK & RELATED HARDWARE		Parts:	\$1,195.00	Labor:	\$500.00
				Total:	\$1,695.00

### 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT


	1 EA	Crestron AV4-Black 4-Series Control System	\$3,300.00		\$3,300.00
	1 EA	Pakedge MS-1212-Black Pakedge MS Series Layer 3 Managed Switch with OvrC   12 1G PoE+, 190W, 2 10G SFP+	\$820.06		\$820.06
02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT		Parts:	\$4,120.06	Labor:	\$375.00
				Total:	\$4,495.06
AV Rack		Parts:	\$5,315.06	Labor:	\$875.00
				Total:	\$6,190.06

## AV Rack 2

### 01. RACK & RELATED HARDWARE

	1 EA	Middle Atlantic EWR-8-17SD-Black 8SP 17"D ECO.WALLRK W/FRDR-BK	\$400.00		\$400.00
	1 EA	SurgeX SX-DS-158-Black SurgeX Comprehensive Protection Defender Series 15A/120V 8 Out horizontal rack mount power strip	\$203.75		\$203.75
	1 EA	Juice Goose SCV-10001-Black JUICE GOOSE SCV-10001 - 1,000 VA / 900 Watt UPS	\$991.25		\$991.25
01. RACK & RELATED HARDWARE		Parts:	\$1,595.00	Labor:	\$750.00
				Total:	\$2,345.00

### 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT

	1 EA	Pakedge MS-1212-Black Pakedge MS Series Layer 3 Managed Switch with OvrC   12 1G PoE+, 190W, 2 10G SFP+	\$820.06		\$820.06
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## 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT

Parts: \$820.06 Labor: \$125.00 Total: \$945.06

AV Rack 2 Parts: \$2,415.06 Labor: \$875.00 Total: \$3,290.06

## Sleeping Rooms

### 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT



10 EA Crestron TSW-770-B-S-Black \$1,237.50 \$12,375.00  
7 in. Wall Mount Touch Screen, Black Smooth

## 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT

Parts: \$12,375.00 Labor: \$937.50 Total: \$13,312.50

Sleeping Rooms Parts: \$12,375.00 Labor: \$937.50 Total: \$13,312.50

## Labor Assembly

### 09. PATCH CABLES, BULK WIRING & CONNECTORS



1 Lot JAYMARC Bulk Cabling Package  
Integration cabling package.



1 1,000' Windy City Wire Cat6 Data Cable (CAT6P-BLK)-Black \$312.50 \$312.50  
23-4P UNS SOL CMP Cat6 for 1Ghz LAN, Plenum



1000 FT. Optical Cable Corp OCC-DZ006TWLS9KP-Black \$0.86 \$860.00  
DIST. 6F 62.5 I/O PLENUM

09. PATCH CABLES, BULK WIRING & CONNECTORS Parts: \$1,172.50 Labor: \$3,000.00 Total: \$4,172.50

### 11. FINALS



1 Lot JAYMARC LABOR ASSEMBLY  
Assembly of Various Additional labor:  
Shop Drawing  
Submittals  
O&M's  
As-Built  
DSP Programming  
Control Programming  
Commissioning  
Training

1 JAYMARC SHOP DRAWING

1 JAYMARC SUBMITTALS

1	JAYMARC O&M'S
1	JAYMARC AS-BUILTS
1	JAYMARC DSP PROGRAMMING
1	JAYMARC CONTROL PROGRAMMING
1	JAYMARC COMMISSIONING
1	JAYMARC TRAINING

11. FINALS	Parts:	\$0.00	Labor:	\$6,522.50	Total:	\$6,522.50
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Labor Assembly	Parts:	\$1,172.50	Labor:	\$9,522.50	Total:	\$10,695.00
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Miscellaneous Parts:	\$212.78
Project Management:	\$1,831.50
Prevailing Wage/Off Hours:	\$2,136.75
Freight and Shipping:	\$851.10
Parts:	\$21,277.62
Labor:	\$12,210.00

Parts No Tax:	\$ .00
Labor No Tax:	\$ .00

Subtotal:	\$38,519.75
Sales Tax:	\$3,890.50

Total:	\$42,410.25
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ALEX McNEILL | AV DESIGN CONSULTANT

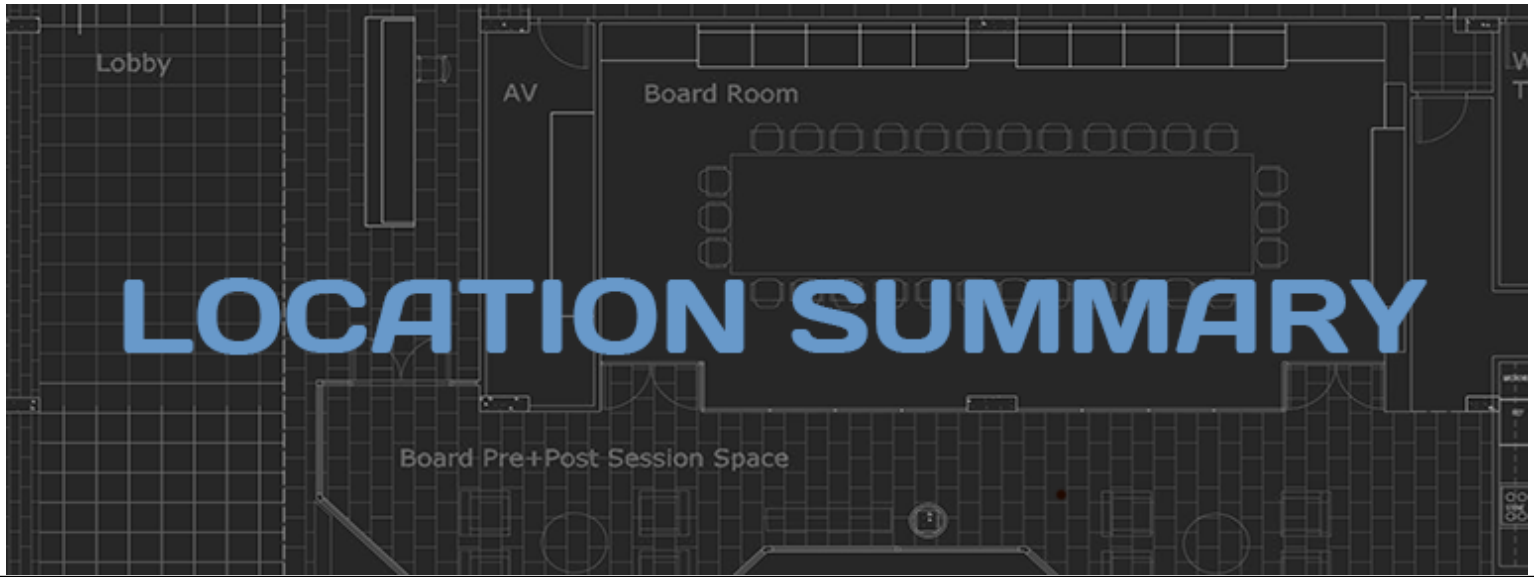


NORCOM, C14047

Date: \_\_\_\_\_

Alex McNeill

Date: \_\_\_\_\_



AV Rack	\$6,190.06
AV Rack 2	\$3,290.06
Sleeping Rooms	\$13,312.50
Labor Assembly	\$10,695.00
Miscellaneous Parts:	\$212.78
Project Management:	\$1,831.50
Prevailing Wage/Off Hours:	\$2,136.75
Freight and Shipping:	\$851.10
Parts:	\$21,277.62
Labor:	\$12,210.00
Parts No Tax:	\$.00
Labor No Tax:	\$.00
Subtotal:	\$38,519.75
Sales Tax:	\$3,890.50
Total:	\$42,410.25

## Agreement Contract

### GENERAL CONDITIONS

1. **CREDIT VERIFICATION:** This Contract is subject to Jaymarc Investments Inc., d/b/a Jaymarc AV verifications of the Customer's credit and determination that such credit is adequate or satisfactory to JAYMARC AV.
2. **SCHEDULING:** JAYMARC AV will expeditiously complete the work, subject to availability of materials and site. It is the responsibility of the Customer to make timely design and materials selections, and make the site available so that the work of JAYMARC AV can be performed as initially planned and bid. Work will be performed during the normal business hours (Monday through Friday, 7:00 a.m. to 4:30 p.m.). JAYMARC AV shall not be liable for failure to deliver occasioned by any cause beyond the control of JAYMARC AV including, but not limited to, inability to obtain material or shipping space, machinery breakdowns, carrier delay of supplies and governmental regulation. Expedited shipping and installation requests are subject to an additional charge. Projects will be put on stop work "Hold" status if down payment or progress payments are not received according to JAYMARC AV terms (Section 11). Additional labor incurred as a result of construction delays for non-receipt of down payment or progress payments will be added to contract.
3. **CORRECTION OR COMPLETION OF WORK:** At the completion of the work, JAYMARC AV shall remove all waste materials from the site, together with JAYMARC AV's tools, construction equipment, and surplus materials. Prior to making final payment, the Customer may review the work and make a list of items, if any, which the Customer believes should be corrected or completed. There shall only be one such list, and it shall be signed by the Customer. This list will be the Customer's statement of work, if any, to be corrected or completed for the Customer to be reasonably satisfied with JAYMARC AV's work and make final payment. There will be only one such punch list. JAYMARC AV shall have the right to perform all corrective work identified on the Customer's punch list, unless JAYMARC AV declines to do so following receipt from the Customer of the punch list together with a reasonable period within which to perform the work. The Customer shall not offset the cost of completing any work stated on the punch list against any balance owed to JAYMARC AV, nor shall the Customer contract with any alternative contractor for the performance or completion of work within the scope of this Contract, nor shall the Customer occupy or use JAYMARC AV's work until and unless JAYMARC AV shall have been first provided the notice and opportunity stated above. If the Customer does contract with an alternate contractor to perform work on the punch list or otherwise complete the project without first affording the above-described opportunity to JAYMARC AV, or if the Customer commences to use or occupy the space in which JAYMARC AV performed work, the Customer accepts all work "as-is" and waives any claim against JAYMARC AV. Upon JAYMARC AV's completion or correction of the work identified on the Customer's single punch list, any hold-back withheld from final payment shall be paid within the next three (3) business days to JAYMARC AV. All further work shall be performed as warranty work as provided for in Paragraph 6 of this Contract. Any accrued balance owing and unpaid to JAYMARC AV, regardless of whether the amount in dispute is liquidated or un-liquidated, shall bear an interest of 18% per annum or the legally maximum rate, whichever is less, from the date of the initial invoice.
4. **CHANGES IN WORK:** The Customer may request changes or modifications in the scope of work, or the client may request work to be done in a Time and Materials (T&M) Method. These requests may be agreed upon orally or in writing. If agreed upon in writing, such changes or modifications shall be identified and agreed upon in a written change order prepared by JAYMARC AV and signed by both parties. Unless so otherwise agreed and signed by both parties in writing, all extra work and change order performed by JAYMARC AV shall be billed by JAYMARC AV and paid by the Customer at the rate of \$125.00 per hour for all labor plus the cost of all product at a 25% Margin as well as 20% margin on all subcontractors, equipment and permits. Jaymarc AV shall be compensated for Project Management at the rate of 10% of all actual labor hours used. The project management time shall be compensated at the same \$125.00 per hour. In all cases, when a project is changed or cancelled in all or part, Jaymarc AV shall be entitled to the benefits of the bargain in that all unrealized profits of the project are non-refundable. Payment for change orders shall be at the time of the next progress billing.
5. **DISPUTES AND REMEDIES:** If a dispute arises, the parties shall meet in good faith in a bona fide effort to resolve. Any unsettled disputes between the parties shall be decided by suit filed in either District or Superior Court. Any suit filed in Superior Court shall be decided according to the Mandatory Arbitration Rules (MAR) regardless of the amount in dispute. The MAR Arbitrator shall have the authority to enter a decree of foreclosure in the arbitration proceeding and the MAR Arbitrator's award shall be subject to appeal only pursuant to RCW

Ch. 7.04. In the event a dispute or lawsuit arises and one or both parties seek and receive the assistance of legal counsel, the prevailing party shall be paid his or her actual attorneys' fees and costs by the non-prevailing party. Neither party may request or receive attorneys' fees pursuant to RCW 4.84.250 et seq.

6. **WARRANTY:** Jaymarc AV warrants the integrated system(s) furnished are free of defects in workmanship for a period of one year from the date of acceptance or date of first beneficial use whichever occurs first. Remedy for such defects during the warranty period shall be provided at no additional expense to the client and shall be handled based on our availability of resources. This warranty includes trouble shooting, uninstalling and installing of any equipment within the Jaymarc AV system except for the cost to service and/or repair Owner Furnished Equipment (OFE) or out of manufacture warranty equipment. Jaymarc AV will broker and process the repair of that equipment at the standard Jaymarc AV fee rate.

7. **WORK PERFORMED BY CUSTOMER:** The Customer shall supply his own labor or materials as follows for the following portions of the work, without adjustment of the contract price: All AC Power, Structural Reinforcement, Network, Telephone Lines, Subscription services such as TV, IPStreams or any other NON-AV task identified in the proposal. If JAYMARC AV's work is delayed or otherwise adversely affected by the Customer's work, the additional costs, if any, incurred by JAYMARC AV shall be charged to the Customer pursuant to Section 4 of this Contract.

8. **PREMISES:** In the event that the work involves improvements to an existing structure, JAYMARC AV is not responsible for unknown or unobserved structural, electrical, plumbing or mechanical conditions in an existing building or on the Customer's premises. JAYMARC AV has familiarized itself with the Customer's project and premises but has not disturbed any of the existing construction in order to further inspect. JAYMARC AV cannot ascertain unobserved or unknown conditions of the Customer's premises, including structural, electrical, plumbing and mechanical systems for purposes of determining whether all necessary work has been identified in the contract documents. Accordingly, at the time that the existing structure and/or mechanical/electrical/plumbing systems are uncovered following commencement of the work JAYMARC AV may be required by the applicable building authority or by normal or standard construction practices to perform additional work not stated in the contract documents in order to complete all of the work according to the building codes or standard construction practices which are designed to ensure the safety and integrity of the structure. The contract price has not been increased by JAYMARC AV in order to cover these unknown or unobserved conditions. If extra work is required because of these conditions, the contract price will be adjusted according to Section 4 of this Contract.

9. **ALLOWANCES:** An allowance constitutes a dollar value of the contract price, which has been set aside for the purpose of financing a distinct portion of the work, such as electronic equipment. The customer has reviewed the allowance amounts for consistency with the Customer's expectations concerning quality of the project. The allowance is not an estimate. Where an overage occurs on any one allowed item, the Customer shall pay the overage, together with the margin of 20% to JAYMARC AV. The Customer's allowance includes all costs charged to JAYMARC AV's account or incurred directly by the Customer for procurement of the allowed item.

10. **PERMITS:** JAYMARC AV will obtain any licenses, permits or inspections required for the installation of a sound or communications system. Unless specifically stated, the cost of all permits is NOT INCLUDED IN THE QUOTED PRICE and will be added according to section #4 above.

11. **STANDARD PAYMENT TERMS:** 40% down payment due upon receipt of invoice. Progress billings to 90% of job quotation will be due within 30 days of invoice date. The final 10% will be billed upon completion and due within 30 days. The down payment is a non-refundable payment for systems consultation, services associated with site evaluation, system presentation and/or programming documentation of the equipment, benefits of bargain and order processing costs. Washington State sales tax is not included in the price quotation. Necessary electrical permit fees are not included in the price quotation and will be billed separately. Prices are subject to change after 30 days. Pricing assumes sufficient lead time. Rush shipping charges are extra. Rush installation is also subject to additional charges. Payment not received may cause job to be put in stop work or "Hold" status as stated in Section 2. Retention will not exceed 5% and will be paid within 30 days of final billing. All outstanding billings are subject to 18% per annum interest.

12. **WORK BY OTHERS:** 110v and higher power circuits shall be provided and installed by others. Unless otherwise noted, others shall

provide all conduits and cable raceways required and associated fire blocking. Pricing assumes that owner or others shall provide any required shelving or cabinetry, unless otherwise noted.

13. **OWNERSHIP AND REMOVAL OF EQUIPMENT:** Title, ownership and right to possession of the equipment remains with JAYMARC AV until all sums due under this Agreement are paid in full. Should payment in full not be made, subject to the terms of this Contract, for any reason other than default by JAYMARC AV then (a) JAYMARC AV shall have immediate right to enter the Customer's premises where the equipment or materials are located and take possession of said equipment or materials without notice or demand and without legal proceedings, and (b) Customer agrees to pay on demand all expenses which have been reasonably incurred by JAYMARC AV including, but not limited to, training on equipment, installation and reasonable equipment rental fees along with any expenses incurred for protecting or recovering the equipment or materials and in enforcing any of JAYMARC AV's rights arising under this contract. Upon delivery, Customer assumes the risk of loss or damage to equipment and Customer shall be held liable and responsible to JAYMARC AV for the full value of equipment in the event of loss or damage, due to any cause whatsoever, until payment in full is made to JAYMARC AV under the terms of this contract.

14. **PREVAILING WAGE:** Unless specifically stated, this contract does not conform with Washington State or any government agencies prevailing wage laws. All labor is quoted as standard Non-Prevailing wage labor rates.

15. **SITE CONDITIONS – EXEMPTIONS:** Jaymarc AV is an electronics system integrator and specializes in providing complete functional systems dealing with state-of-the-art electronics. During the integration of our system, there may be situations that occur that are no fault of ours and shall be dealt with as a change order. These situations include, but are not limited to:

- *Room Acoustics* - If a room is found to be acoustically reverberant or otherwise in-appropriate for the proposed system design, Jaymarc AV may recommend room acoustic treatment for the room in order for electronic performance to be maximized. If the client elects to not treat the room, they understand that the limitations of performance are directly impacted by the room acoustics. Jaymarc AV will do everything they can to identify these issues prior to final design. Under no circumstances shall Jaymarc AV be liable for poor performance of a system due to existing room acoustic issues.
- *Existing Networks* - If our system design includes system integration with a client provided network. It is the client's responsibility to verify that their network is suitable for the devices being integrated. It is the responsibility of the client to provide all necessary ports, expansions, switches, POE, and peripherals necessary to accommodate the integrated devices. Data and VoIP network segments provided by or supported by others shall not be covered under the Jaymarc AV standard warranty.
- *RF Interference* - RF (Radio Frequency) Interference is everywhere and is not always present at the same level at the same time. i.e. many radio stations increase their power at night. Jaymarc AV utilizes RF shielded components and wireless devices that are conducive to implementation in standard existing RF fields. With this being said, Jaymarc AV shall not be held liable for any interference from existing or introduced RF fields in any location.

16. **SCHEDULE:** Each project contracted with Jaymarc AV has a unique installation schedule and Jaymarc AV will work with the client to provide a reasonable schedule to meet both parties best interest. If no schedule is listed, Jaymarc AV works under the following basis for schedules:

- Engineering / Submittals / Shop Drawings - 3 to 6 weeks from executed contract.
- Procurement - 1 to 2 weeks from Approval of above task.
- Installation Start - 1 to 2 weeks from receipt of all procured equipment.
- Completion - 8 to 12 weeks from executed contract.

17. **SYSTEM PROPOSAL - SCOPE OF WORK:** This General Conditions document is an attachment to the System Proposal, aka Scope of Work. If there are any discrepancies between the Scope of Work and the General Conditions documentation, the General Conditions shall take precedence.

The above GENERAL CONDITIONS constitute a CONTRACTUAL OBLIGATION between Jaymarc Investments Inc., dba Jaymarc AV and the client.

Miscellaneous Parts:	\$212.78
Project Management:	\$1,831.50
Prevailing Wage/Off Hours:	\$2,136.75
Freight and Shipping:	\$851.10
Parts:	\$21,277.62
Labor:	\$12,210.00
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Parts No Tax:	\$0.00
Labor No Tax:	\$0.00
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Subtotal:	\$38,519.75
Sales Tax:	\$3,890.50
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Total:	\$42,410.25

ALEX McNEILL | AV DESIGN CONSULTANT



NORCOM, C14047

Date: \_\_\_\_\_

Alex McNeill

Date: 4/22/2022



Proposal: Station #57 - FAST Alerting System - Rev# 0  
Prepared On: 4/22/2022  
For: Zeb Middleton

Presented By: Alex McNeill

Jaymarc AV  
14600 Interurban AVE S  
Seattle, WA 98168  
Main: 206.682.6111  
[www.jaymarc-av.com](http://www.jaymarc-av.com)

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## Scope of Work

### Norcom/Northshore Fire Station #57 – FAST Alerting System

This scope of work is to provide a new Alerting System for the Northshore Fire Station #57. This has been compiled from a site visit between Jaymarc AV, and Norcom. This is a "Turn-Key" solution including all system components, less loudspeakers which are existing.

#### Specific Parameters for this project:

- I. Sleeping Rooms (6 total):
  - a. Red Light (6 total) – existing, integrated with new FAST System
  - b. Control Panel for check in/out (6 total)
  - c. Loudspeakers (10 total) – existing, integrated with new FAST System
- II. Apparatus Codes:
  - a. Aid
  - b. Battalion
  - c. Engine
  - d. *Custom Apparatus Codes may be entered at AV Rack Master Touch Panel.*
- III. Strobe Lights (5 total):
  - a. Kitchen/Dining
  - b. Day Room
  - c. Apparatus Bay (two)
- IV. Loudspeakers:
  - a. Total pendant (Apparatus Bay) loudspeaker count: 4
  - b. Loudspeakers throughout building to be integrated.
- V. New boundary microphones to automatically adjust alert audio volume based on current audio levels within the room: 2 - Day Room, and Apparatus Bay
- VI. Interface to existing Radio System

#### The basic functions of the station alerting system are as follows:

- Audio distribution system-House System:
  - Distribute audio from the dispatch to all public areas designated, and applied Sleeping Rooms
  - Receive the audio information.
- Strobe Annunciation (OSA):
  - The OSA system provides a strobe light as an ancillary annunciator for those rooms that may have outside distractions, such as the workout room or outside barbecue area, etc. The strobe will illuminate whenever a dispatch call comes in.




- Device Shut Down:
  - Turn off the gas to the stove, barbecue or other devices.
  - Turn on lights in designated areas (requires interface with an electrician to do)
  - Other desired actions
- Sleeping Room Isolation:
  - Each dorm room will have a control panel, where the resident checks in/out of their assigned apparatus. This will tell the system to isolate the alerts received in the specific room, to the associated call. Each shift change, the check in's will reset to General Alert.
  - The Sleeping room's existing RED LED LIGHT will be integrated with the FAST system, and will illuminate in the room prior to the overhead fluorescent lighting system engaging manually.
  - The Sleeping rooms will also have an isolated speaker system that will receive dispatch pages only for checked in apparatus.

### Project Notes:

- This proposal and pricing is valid for a duration of fifteen days. Please request an updated proposal if outside of those proposal limitations prior to signing.
- AC Power is provided by others at head-end AV rack location and all projectors, display screens, projector lifts, LED/LCD Flat Panels, etc.
- Outdoor weatherproof enclosures are to be provided by others.
- Assumes adequate wiring pathway/conduit can be found to all related equipment including: Floor Boxes, Conference table bases, Wall Plates, Displays, Touch Panels, etc.
- Core Drills, Exterior Building Penetrations or similar are provided by others.
- Pricing does not include computers, laptops, keyboards, mice, etc.
- LED/LCD Display mount backing or structure is provided by others.
- Drywall patch and repair, and/or ceiling tile grid reconfiguration and tile replacement, by others.
- All ancillary equipment as required to provide a fully functional Turn-Key audio and video presentation system will be provided.
- This quote encompasses all costs associated with product shipping, installation labor, programming, hardware, and training. This proposal implies a complete Turn-Key solution, unless otherwise noted.
- Permit fees are not included in this quote. Should a permit be required; those fees will be billed to you separately.
- Scissor lift rental or similar equipment rentals as needed for installation are not included here in this proposal unless otherwise noted.
- Fire Alarm Shunt provided by Others, N/O
- All associated mobilization costs are included in this proposal, unless otherwise noted.

## AV Rack




### 01. RACK & RELATED HARDWARE

	1 EA	JAYMARC Existing AV Rack Labor to reconfigure Existing AV Rack for new FAST equipment					
	1 EA	SurgeX SX-DS-158-Black SurgeX Comprehensive Protection Defender Series 15A/120V 8 Out horizontal rack mount power strip	\$203.75	\$203.75			
	1 EA	Juice Goose SCV-10001-Black JUICE GOOSE SCV-10001 - 1,000 VA / 900 Watt UPS	\$991.25	\$991.25			
01. RACK & RELATED HARDWARE		Parts:	\$1,195.00	Labor:	\$750.00	Total:	\$1,945.00

### 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT

	2 EA	FAST IP Relay 8 IP controlled Relay. 8ch 16A Relay Module. Requires 12VDC .5A Power Supply.	\$101.88	\$203.76			
	2 Pair	JAYMARC MasonMount-Blue DIN Rail Mounting bracket kit for IP8 Relay modules	\$15.00	\$30.00			
	.2 Bag of 10	Amazon 2.1mm DC Adapter-Black Chanzon (10 x Male) 12V DC Power Connector 5.5mm x 2.1mm 24V Power, 10Pcs Plug Barrel Adapter	\$9.36	\$1.87			
	2 EA	FAST IP Relay 8 CASE Case for IP Relay 8	\$31.25	\$62.50			
	1 EA	QSC TSC-50-G3-Black Q-SYS 5" PoE Touch Screen Controller for In-Wall Mounting	\$1,031.25	\$1,031.25			
02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT		Parts:	\$1,329.38	Labor:	\$471.25	Total:	\$1,800.63

### 07. AUDIO PROCESSING RELATED EQUIPMENT

	1 EA	QSC CORE110F-Black Q-SYS Core 110f with 24 local I/O channels, GPIO, POTs, SIP, AES-67 Q-LAN, Dante, USB and 1x RS-232			\$2,937.50		\$2,937.50
	1 EA	QSC Q-SYS SCRIPTER (SL-QSE-110-P) Q-SYS Core 110 Scripting Engine Software License, Perpetual			\$300.00		\$300.00
	1 EA	QSC Q-SYS UCI LICENSE (SL-QUd-110-P) Q-SYS Core 110 UCI Deployment Software License, Perpetual			\$160.00		\$160.00
07. AUDIO PROCESSING RELATED EQUIPMENT			Parts:	\$3,397.50	Labor:	\$187.50	Total: \$3,585.00

## 08. LOUDSPEAKERS AND AMPLIFICATION EQUIPMENT


	2 EA	QSC CX108V-Black 8 channels, 100 watts/ch at 70V	\$2,269.99	\$4,539.98
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08. LOUDSPEAKERS AND AMPLIFICATION EQUIPMENT	Parts:	\$4,539.98	Labor:	\$250.00	Total:	\$4,789.98
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AV Rack	Parts:	\$10,461.86	Labor:	\$1,658.75	Total:	\$12,120.61
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## App Bay

## 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT

	2 EA	FAST STROBE-2-White Wall Mounted Strobe. White body. White Lens. No Markings (12-24VDC)	\$54.99	\$109.98
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### Additional Options

	*2 EA	FAST Red Lens-Red Red Lens for SWL Panel	\$12.49	\$24.98
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02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT	Parts:	\$109.98	Labor:	\$250.00	Total:	\$359.98
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## 06. AUDIO SOURCE / MICROPHONE RELATED EQUIPMENT

	1 EA	Akg PZM11-White PZM 11 Flush Mount Boundary Mic	\$121.25	\$121.25
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06. AUDIO SOURCE / MICROPHONE RELATED EQUIPMENT	Parts:	\$121.25	Labor:	\$125.00	Total:	\$246.25
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## 08. LOUDSPEAKERS AND AMPLIFICATION EQUIPMENT

	4 EA	QSC AD-P4T-WH-White 4.5" Two-way pendant speaker, 70/100v transformer with 16Ω bypass, 150° conical DMT coverage, Includes cable and fastener for suspended installation.	\$203.44	\$813.76
	4 EA	PSM Canopy + 15' White-White 180" Hook Cable Feed Kit White No Cord, 171 Strain Relief for .290"-.380" Cords, GR-1/4IP TN-L Gripper. Canopy Mounted w/ 180" Galvanized Single Hook End Cables UFO Kit for Fixtures with Loops or Hooks.	\$12.15	\$48.60
	2 EA	QSC AC-S4T-WH-White 4.5 Two-way surface speaker, 70/100V transformer with 80 bypass,	\$73.75	\$147.50

08. LOUDSPEAKERS AND AMPLIFICATION EQUIPMENT	Parts:	\$1,009.86	Labor:	\$812.50	Total:	\$1,822.36
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App Bay	Parts:	\$1,241.09	Labor:	\$1,187.50	Total:	\$2,428.59
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## Day Room

### 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT



1 EA	FAST STROBE-2-White Wall Mounted Strobe. White body. White Lens. No Markings (12-24VDC)	\$54.99	\$54.99
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### Additional Options



*1 EA	FAST Red Lens-Red Red Lens for SWL Panel	\$12.49	\$12.49
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02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT	Parts:	\$54.99	Labor:	\$125.00	Total:	\$179.99
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### 06. AUDIO SOURCE / MICROPHONE RELATED EQUIPMENT



1 EA	Akg PZM11-White PZM 11 Flush Mount Boundary Mic	\$121.25	\$121.25
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06. AUDIO SOURCE / MICROPHONE RELATED EQUIPMENT	Parts:	\$121.25	Labor:	\$125.00	Total:	\$246.25
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Day Room	Parts:	\$176.24	Labor:	\$250.00	Total:	\$426.24
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## Kitchen

### 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT



1 EA	FAST STROBE-2-White Wall Mounted Strobe. White body. White Lens. No Markings (12-24VDC)	\$54.99	\$54.99
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### Additional Options



*1 EA	FAST Red Lens-Red Red Lens for SWL Panel	\$12.49	\$12.49
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02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT	Parts:	\$54.99	Labor:	\$125.00	Total:	\$179.99
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Kitchen	Parts:	\$54.99	Labor:	\$125.00	Total:	\$179.99
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## Sleeping Rooms

### 02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT



6 EA	QSC TSC-50-G3-Black Q-SYS 5" PoE Touch Screen Controller for In-Wall Mounting	\$1,031.25	\$6,187.50
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6 EA	FAST LED-2-Red Light Dorm Room LED - Red (Switchable) Light (12-24VDC).	\$33.69	\$202.14
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02. CONTROL SYSTEM & USER INTERFACE RELATED EQUIPMENT	Parts:	\$6,389.64	Labor:	\$1,687.50	Total:	\$8,077.14
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Sleeping Rooms	Parts:	\$6,389.64	Labor:	\$1,687.50	Total:	\$8,077.14
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## Labor Assembly

### 09. PATCH CABLES, BULK WIRING & CONNECTORS



1 Lot	JAYMARC Bulk Cabling Package Integration cabling package.
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1.5 1,000'	Windy City Wire S70 Speaker Cable (18-02P-BLK)-Black 18-02 UNS STR CMP for 70v Speaker Systems and DC power, Plenum	\$187.50	\$281.25
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2 1,000'	Windy City Wire Cat6 Data Cable (CAT6P-BLK)-Black 23-4P UNS SOL CMP Cat6 for 1Ghz LAN, Plenum	\$312.50	\$625.00
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.5 1,000'	Windy City Wire Mic/Line Cable (22-1PREZP-BLK)-Black 22-1P OAS STR CMP TC for Analog Audio, Mic, Line and Control, Plenum	\$206.25	\$103.13
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09. PATCH CABLES, BULK WIRING & CONNECTORS	Parts:	\$1,009.38	Labor:	\$6,000.00	Total:	\$7,009.38
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### 11. FINALS



1 Lot	JAYMARC LABOR ASSEMBLY Assembly of Various Additional labor: Shop Drawing Submittals O&M's As-Built DSP Programming Control Programming Commissioning Training
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1	JAYMARC SHOP DRAWING
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1	JAYMARC SUBMITTALS
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1	JAYMARC O&M'S
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1	JAYMARC AS-BUILTS
1	JAYMARC DSP PROGRAMMING
1	JAYMARC CONTROL PROGRAMMING
1	JAYMARC COMMISSIONING
1	JAYMARC TRAINING

11. FINALS	Parts:	\$0.00	Labor:	\$6,680.00	Total:	\$6,680.00
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Labor Assembly	Parts:	\$1,009.38	Labor:	\$12,680.00	Total:	\$13,689.38
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Miscellaneous Parts:	\$193.33
Project Management:	\$2,638.31
Prevailing Wage/Off Hours:	\$3,078.03
Freight and Shipping:	\$773.33
Parts:	\$19,333.20
Labor:	\$17,588.75

Parts No Tax:	\$ .00
Labor No Tax:	\$ .00

Subtotal:	\$43,604.95
Sales Tax:	\$4,404.10

Total:	\$48,009.05
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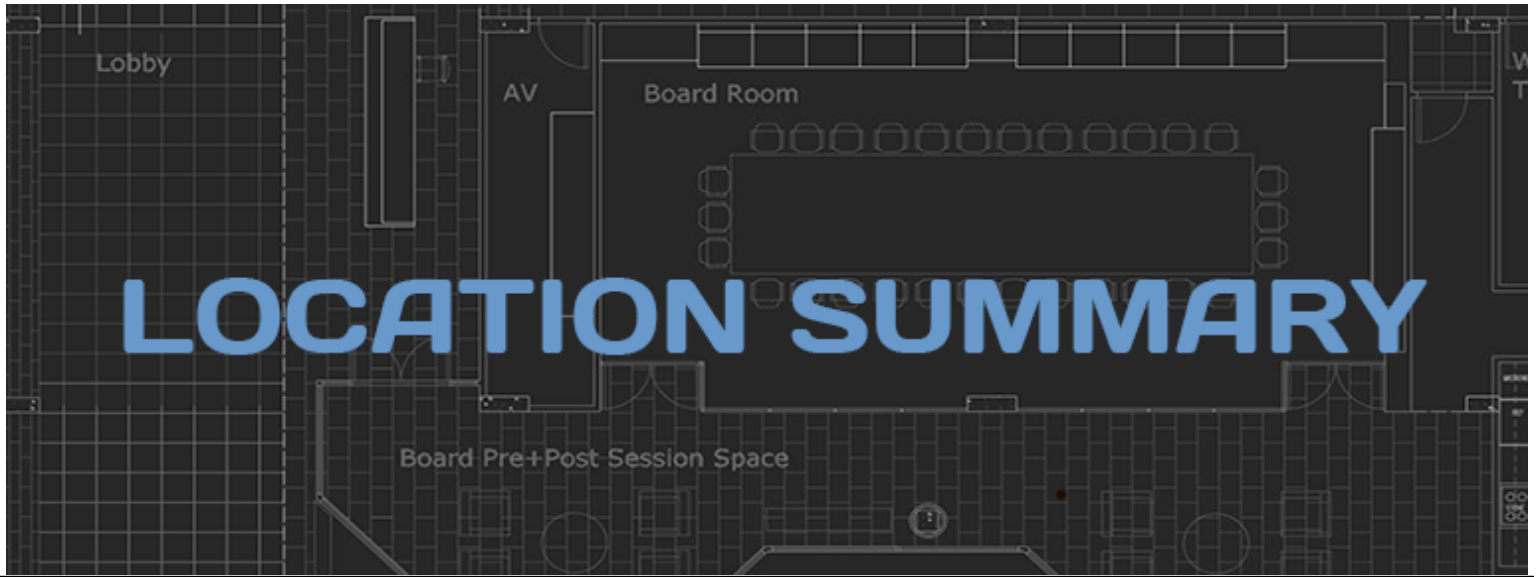


NORCOM, C14047

Date: \_\_\_\_\_

Alex McNeill

Date: \_\_\_\_\_



AV Rack	\$12,120.61
App Bay	\$2,428.59
Day Room	\$426.24
Kitchen	\$179.99
Sleeping Rooms	\$8,077.14
Labor Assembly	\$13,689.38
Miscellaneous Parts:	\$193.33
Project Management:	\$2,638.31
Prevailing Wage/Off Hours:	\$3,078.03
Freight and Shipping:	\$773.33
Parts:	\$19,333.20
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Parts No Tax:	\$.00
Labor No Tax:	\$.00
Subtotal:	\$43,604.95
Sales Tax:	\$4,404.10
Total:	\$48,009.05

## Agreement Contract

### GENERAL CONDITIONS

1. **CREDIT VERIFICATION:** This Contract is subject to Jaymarc Investments Inc., d/b/a Jaymarc AV verifications of the Customer's credit and determination that such credit is adequate or satisfactory to JAYMARC AV.
2. **SCHEDULING:** JAYMARC AV will expeditiously complete the work, subject to availability of materials and site. It is the responsibility of the Customer to make timely design and materials selections, and make the site available so that the work of JAYMARC AV can be performed as initially planned and bid. Work will be performed during the normal business hours (Monday through Friday, 7:00 a.m. to 4:30 p.m.). JAYMARC AV shall not be liable for failure to deliver occasioned by any cause beyond the control of JAYMARC AV including, but not limited to, inability to obtain material or shipping space, machinery breakdowns, carrier delay of supplies and governmental regulation. Expedited shipping and installation requests are subject to an additional charge. Projects will be put on stop work "Hold" status if down payment or progress payments are not received according to JAYMARC AV terms (Section 11). Additional labor incurred as a result of construction delays for non-receipt of down payment or progress payments will be added to contract.
3. **CORRECTION OR COMPLETION OF WORK:** At the completion of the work, JAYMARC AV shall remove all waste materials from the site, together with JAYMARC AV's tools, construction equipment, and surplus materials. Prior to making final payment, the Customer may review the work and make a list of items, if any, which the Customer believes should be corrected or completed. There shall only be one such list, and it shall be signed by the Customer. This list will be the Customer's statement of work, if any, to be corrected or completed for the Customer to be reasonably satisfied with JAYMARC AV's work and make final payment. There will be only one such punch list. JAYMARC AV shall have the right to perform all corrective work identified on the Customer's punch list, unless JAYMARC AV declines to do so following receipt from the Customer of the punch list together with a reasonable period within which to perform the work. The Customer shall not offset the cost of completing any work stated on the punch list against any balance owed to JAYMARC AV, nor shall the Customer contract with any alternative contractor for the performance or completion of work within the scope of this Contract, nor shall the Customer occupy or use JAYMARC AV's work until and unless JAYMARC AV shall have been first provided the notice and opportunity stated above. If the Customer does contract with an alternate contractor to perform work on the punch list or otherwise complete the project without first affording the above-described opportunity to JAYMARC AV, or if the Customer commences to use or occupy the space in which JAYMARC AV performed work, the Customer accepts all work "as-is" and waives any claim against JAYMARC AV. Upon JAYMARC AV's completion or correction of the work identified on the Customer's single punch list, any hold-back withheld from final payment shall be paid within the next three (3) business days to JAYMARC AV. All further work shall be performed as warranty work as provided for in Paragraph 6 of this Contract. Any accrued balance owing and unpaid to JAYMARC AV, regardless of whether the amount in dispute is liquidated or un-liquidated, shall bear an interest of 18% per annum or the legally maximum rate, whichever is less, from the date of the initial invoice.
4. **CHANGES IN WORK:** The Customer may request changes or modifications in the scope of work, or the client may request work to be done in a Time and Materials (T&M) Method. These requests may be agreed upon orally or in writing. If agreed upon in writing, such changes or modifications shall be identified and agreed upon in a written change order prepared by JAYMARC AV and signed by both parties. Unless so otherwise agreed and signed by both parties in writing, all extra work and change order performed by JAYMARC AV shall be billed by JAYMARC AV and paid by the Customer at the rate of \$125.00 per hour for all labor plus the cost of all product at a 25% Margin as well as 20% margin on all subcontractors, equipment and permits. Jaymarc AV shall be compensated for Project Management at the rate of 10% of all actual labor hours used. The project management time shall be compensated at the same \$125.00 per hour. In all cases, when a project is changed or cancelled in all or part, Jaymarc AV shall be entitled to the benefits of the bargain in that all unrealized profits of the project are non-refundable. Payment for change orders shall be at the time of the next progress billing.
5. **DISPUTES AND REMEDIES:** If a dispute arises, the parties shall meet in good faith in a bona fide effort to resolve. Any unsettled disputes between the parties shall be decided by suit filed in either District or Superior Court. Any suit filed in Superior Court shall be decided according to the Mandatory Arbitration Rules (MAR) regardless of the amount in dispute. The MAR Arbitrator shall have the authority to enter a decree of foreclosure in the arbitration proceeding and the MAR Arbitrator's award shall be subject to appeal only pursuant to RCW

Ch. 7.04. In the event a dispute or lawsuit arises and one or both parties seek and receive the assistance of legal counsel, the prevailing party shall be paid his or her actual attorneys' fees and costs by the non-prevailing party. Neither party may request or receive attorneys' fees pursuant to RCW 4.84.250 et seq.

6. **WARRANTY:** Jaymarc AV warrants the integrated system(s) furnished are free of defects in workmanship for a period of one year from the date of acceptance or date of first beneficial use whichever occurs first. Remedy for such defects during the warranty period shall be provided at no additional expense to the client and shall be handled based on our availability of resources. This warranty includes trouble shooting, uninstalling and installing of any equipment within the Jaymarc AV system except for the cost to service and/or repair Owner Furnished Equipment (OFE) or out of manufacture warranty equipment. Jaymarc AV will broker and process the repair of that equipment at the standard Jaymarc AV fee rate.

7. **WORK PERFORMED BY CUSTOMER:** The Customer shall supply his own labor or materials as follows for the following portions of the work, without adjustment of the contract price: All AC Power, Structural Reinforcement, Network, Telephone Lines, Subscription services such as TV, IPStreams or any other NON-AV task identified in the proposal. If JAYMARC AV's work is delayed or otherwise adversely affected by the Customer's work, the additional costs, if any, incurred by JAYMARC AV shall be charged to the Customer pursuant to Section 4 of this Contract.

8. **PREMISES:** In the event that the work involves improvements to an existing structure, JAYMARC AV is not responsible for unknown or unobserved structural, electrical, plumbing or mechanical conditions in an existing building or on the Customer's premises. JAYMARC AV has familiarized itself with the Customer's project and premises but has not disturbed any of the existing construction in order to further inspect. JAYMARC AV cannot ascertain unobserved or unknown conditions of the Customer's premises, including structural, electrical, plumbing and mechanical systems for purposes of determining whether all necessary work has been identified in the contract documents. Accordingly, at the time that the existing structure and/or mechanical/electrical/plumbing systems are uncovered following commencement of the work JAYMARC AV may be required by the applicable building authority or by normal or standard construction practices to perform additional work not stated in the contract documents in order to complete all of the work according to the building codes or standard construction practices which are designed to ensure the safety and integrity of the structure. The contract price has not been increased by JAYMARC AV in order to cover these unknown or unobserved conditions. If extra work is required because of these conditions, the contract price will be adjusted according to Section 4 of this Contract.

9. **ALLOWANCES:** An allowance constitutes a dollar value of the contract price, which has been set aside for the purpose of financing a distinct portion of the work, such as electronic equipment. The customer has reviewed the allowance amounts for consistency with the Customer's expectations concerning quality of the project. The allowance is not an estimate. Where an overage occurs on any one allowed item, the Customer shall pay the overage, together with the margin of 20% to JAYMARC AV. The Customer's allowance includes all costs charged to JAYMARC AV's account or incurred directly by the Customer for procurement of the allowed item.

10. **PERMITS:** JAYMARC AV will obtain any licenses, permits or inspections required for the installation of a sound or communications system. Unless specifically stated, the cost of all permits is NOT INCLUDED IN THE QUOTED PRICE and will be added according to section #4 above.

11. **STANDARD PAYMENT TERMS:** 40% down payment due upon receipt of invoice. Progress billings to 90% of job quotation will be due within 30 days of invoice date. The final 10% will be billed upon completion and due within 30 days. The down payment is a non-refundable payment for systems consultation, services associated with site evaluation, system presentation and/or programming documentation of the equipment, benefits of bargain and order processing costs. Washington State sales tax is not included in the price quotation. Necessary electrical permit fees are not included in the price quotation and will be billed separately. Prices are subject to change after 30 days. Pricing assumes sufficient lead time. Rush shipping charges are extra. Rush installation is also subject to additional charges. Payment not received may cause job to be put in stop work or "Hold" status as stated in Section 2. Retention will not exceed 5% and will be paid within 30 days of final billing. All outstanding billings are subject to 18% per annum interest.

12. **WORK BY OTHERS:** 110v and higher power circuits shall be provided and installed by others. Unless otherwise noted, others shall

provide all conduits and cable raceways required and associated fire blocking. Pricing assumes that owner or others shall provide any required shelving or cabinetry, unless otherwise noted.

13. **OWNERSHIP AND REMOVAL OF EQUIPMENT:** Title, ownership and right to possession of the equipment remains with JAYMARC AV until all sums due under this Agreement are paid in full. Should payment in full not be made, subject to the terms of this Contract, for any reason other than default by JAYMARC AV then (a) JAYMARC AV shall have immediate right to enter the Customer's premises where the equipment or materials are located and take possession of said equipment or materials without notice or demand and without legal proceedings, and (b) Customer agrees to pay on demand all expenses which have been reasonably incurred by JAYMARC AV including, but not limited to, training on equipment, installation and reasonable equipment rental fees along with any expenses incurred for protecting or recovering the equipment or materials and in enforcing any of JAYMARC AV's rights arising under this contract. Upon delivery, Customer assumes the risk of loss or damage to equipment and Customer shall be held liable and responsible to JAYMARC AV for the full value of equipment in the event of loss or damage, due to any cause whatsoever, until payment in full is made to JAYMARC AV under the terms of this contract.

14. **PREVAILING WAGE:** Unless specifically stated, this contract does not conform with Washington State or any government agencies prevailing wage laws. All labor is quoted as standard Non-Prevailing wage labor rates.

15. **SITE CONDITIONS – EXEMPTIONS:** Jaymarc AV is an electronics system integrator and specializes in providing complete functional systems dealing with state-of-the-art electronics. During the integration of our system, there may be situations that occur that are no fault of ours and shall be dealt with as a change order. These situations include, but are not limited to:

- *Room Acoustics* - If a room is found to be acoustically reverberant or otherwise in-appropriate for the proposed system design, Jaymarc AV may recommend room acoustic treatment for the room in order for electronic performance to be maximized. If the client elects to not treat the room, they understand that the limitations of performance are directly impacted by the room acoustics. Jaymarc AV will do everything they can to identify these issues prior to final design. Under no circumstances shall Jaymarc AV be liable for poor performance of a system due to existing room acoustic issues.
- *Existing Networks* - If our system design includes system integration with a client provided network. It is the client's responsibility to verify that their network is suitable for the devices being integrated. It is the responsibility of the client to provide all necessary ports, expansions, switches, POE, and peripherals necessary to accommodate the integrated devices. Data and VoIP network segments provided by or supported by others shall not be covered under the Jaymarc AV standard warranty.
- *RF Interference* - RF (Radio Frequency) Interference is everywhere and is not always present at the same level at the same time. i.e. many radio stations increase their power at night. Jaymarc AV utilizes RF shielded components and wireless devices that are conducive to implementation in standard existing RF fields. With this being said, Jaymarc AV shall not be held liable for any interference from existing or introduced RF fields in any location.

16. **SCHEDULE:** Each project contracted with Jaymarc AV has a unique installation schedule and Jaymarc AV will work with the client to provide a reasonable schedule to meet both parties best interest. If no schedule is listed, Jaymarc AV works under the following basis for schedules:

- Engineering / Submittals / Shop Drawings - 3 to 6 weeks from executed contract.
- Procurement - 1 to 2 weeks from Approval of above task.
- Installation Start - 1 to 2 weeks from receipt of all procured equipment.
- Completion - 8 to 12 weeks from executed contract.

17. **SYSTEM PROPOSAL - SCOPE OF WORK:** This General Conditions document is an attachment to the System Proposal, aka Scope of Work. If there are any discrepancies between the Scope of Work and the General Conditions documentation, the General Conditions shall take precedence.

The above GENERAL CONDITIONS constitute a CONTRACTUAL OBLIGATION between Jaymarc Investments Inc., dba Jaymarc AV and the client.

Miscellaneous Parts:	\$193.33
Project Management:	\$2,638.31
Prevailing Wage/Off Hours:	\$3,078.03
Freight and Shipping:	\$773.33
Parts:	\$19,333.20
Labor:	\$17,588.75
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Parts No Tax:	\$0.00
Labor No Tax:	\$0.00
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Subtotal:	\$43,604.95
Sales Tax:	\$4,404.10
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Total:	\$48,009.05

ALEX McNEILL | AV DESIGN CONSULTANT



NORCOM, C14047

Date: \_\_\_\_\_

Alex McNeill

Date: 4/22/2022

**NORTHSHORE FIRE DEPARTMENT**  
**ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES**

**SUBJECT: Board Meetings**

<b>Policy Number:</b> 1400	<b>Approved By:</b> Board of Commissioners
<b>Effective Date:</b> Unknown	<b>Revision Date:</b> November 2, 2021
<b>Pages:</b> 4	<b>Attachments:</b> 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 yeah, neah 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.





**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**

---

**RESOLUTION NO. 20-05**

**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 and third Tuesdays of the month at 5:00 p.m.**

Adopted this 19<sup>th</sup> day of August 2020.

BOARD OF COMMISSIONERS:

\_\_\_\_\_  
**RICHARD VERLINDA**, Commissioner

\_\_\_\_\_  
**JOSH PRATT**, Commissioner

\_\_\_\_\_  
**DON ELLIS**, Commissioner

\_\_\_\_\_  
**RICHARD WEBSTER**, Commissioner

\_\_\_\_\_  
**DAVID MAEHREN**, Commissioner

**ADOPTED** at a regular meeting of the Board of Commissioners of King County Fire Protection District No. 16, held on August 19, 2020.

---

**KATE HANSEN**, Secretary  
Board of Commissioners

**From:** [Dave Maehren](#)  
**To:** [Kate Hansen](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 8/19 & 8/05  
**Date:** Thursday, August 20, 2020 8:51:55 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

**The following documents are Approved and Electronically Signed this 20 day of August, 2020, by Commissioner David C. Maehren**

- **AP\_NOSHRFIR\_APSUPINV\_20200819090201 GEN Fund**
- **AP\_NOSHRFIR\_APSUPINV\_20200819085958 RES Fund**
- **July Commissioner Payroll Approval Document**
- **July Commissioner Payroll Taxes Approval Document**
- **Resolution 20-05 (Establishing the Date for Regular Meetings)**

*David Maehren*  
*Fire Commissioer – Board Chair*  
*Northshore Fire Department*  
*Business Office 425.354.1780*  
*Cell 206 604-3683*



***Proudly Serving the Citizens of Kenmore and Lake Forest Park***

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---

**From:** Kate Hansen  
**Sent:** Wednesday, August 19, 2020 7:00 PM  
**To:** Commissioners <e-mailcommissioners@northshorefire.com>  
**Cc:** Greg Ahearn <gahearn@northshorefire.com>  
**Subject:** Electronic Signatures - Documents Approved 8/19 & 8/05

Good Evening Northshore Fire Commissioners,

Attached please find the vouchers and Resolution that were approved at tonight's regular meeting of August 19, 2020, and the Commissioner Payroll that was approved at the Regular meeting of August 5, 2020.

At your earliest availability, please respond with your electronic signature using the following verbiage:

**The following documents are Approved and Electronically Signed this \_\_ day of \_\_\_\_, 2020, by Commissioner \_\_\_\_\_.**

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- **July Commissioner Payroll Taxes Approval Document**
- **Resolution 20-05 (Establishing the Date for Regular Meetings)**

Thank you,

*Kate Hansen*

Administrative Specialist  
Northshore Fire Department  
7220 NE 181<sup>st</sup> St., Kenmore, WA 98028  
Office: 425-354-1780  
Direct: 425.354.1779  
[khansen@northshorefire.com](mailto:khansen@northshorefire.com)



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**From:** [Josh Pratt](#)  
**To:** [Kate Hansen](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 8/19 & 8/05  
**Date:** Thursday, August 20, 2020 7:43:32 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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**The following documents are Approved and Electronically Signed this 20th day of August, 2020, by Commissioner Josh Pratt.**

- **AP\_NOSHRFIR\_APSUPINV\_20200819090201 GEN Fund**
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- **July Commissioner Payroll Taxes Approval Document**



- **Resolution 20-05 (Establishing the Date for Regular Meetings)**

Thank you,

*Kate Hansen*

Administrative Specialist  
Northshore Fire Department  
7220 NE 181<sup>st</sup> St., Kenmore, WA 98028  
Office: 425-354-1780  
Direct: 425.354.1779  
[khansen@northshorefire.com](mailto:khansen@northshorefire.com)



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**From:** [Richard Webster](#)  
**To:** [Kate Hansen](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 8/19 & 8/05  
**Date:** Wednesday, August 19, 2020 7:18:58 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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**The following documents are Approved and Electronically Signed this 19 day of August, 2020, by Commissioner Rick Webster.**

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- **AP\_NOSHRFIR\_APSUPINV\_20200819085958 RES Fund**
- **July Commissioner Payroll Approval Document**
- **July Commissioner Payroll Taxes Approval Document**
- **Resolution 20-05 (Establishing the Date for Regular Meetings)**

---

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**Sent:** Wednesday, August 19, 2020 7:00 PM  
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**Cc:** Greg Ahearn <gahearn@northshorefire.com>  
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Good Evening Northshore Fire Commissioners,

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Northshore Fire Department  
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## BOARD MEETINGS – PARLIAMENTARY PROCEDURES

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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 Commissioner \_\_\_\_\_”.

**SECOND.** A motion may be seconded by any commissioner. A motion which fails to receive a second is not considered for discussion.

**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.

**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.

**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. 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.)

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)

- a. Adjourn, Recess
- b. Table,
- c. Previous question (close debate),
- d. Limit debate,
- e. Postpone,
- f. Refer to committee,
- g. Amend the motion,
- h. 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.)

1. 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.)

2. 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.)

1. DIVIDE A MOTION. A main motion, by majority vote, may be divided into smaller units for the purpose of discussion, voting or both.

2. APPEAL. Any decision by the chair may be appealed by a single member, in which the board will decide the matter by majority vote.

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.

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1184	07/27/2022	Claims	1	0	CON TERRA DESIGN CONSULTING AND MANUFACTU	2,568.39	Aztek PMA Full Kit - Backordered from inv 91471
1185	07/27/2022	Claims	1	0	DAVIS DOOR SERIVCE, INC.	1,226.43	Repair - St 57 Bay Doors
1186	07/27/2022	Claims	1	0	GALACTIC IDEAS, LLC	50.00	WordPress Fix - Gravity Forms Issue
1187	07/27/2022	Claims	1	0	KING COUNTY FINANCE	1,867.00	June 2022 - I-Net
1188	07/27/2022	Claims	1	0	KROESEN'S, INC.	208.03	Gillis - Jacket
1189	07/27/2022	Claims	1	0	KROESEN'S, INC.	208.03	Ross - LT Jacket
1190	07/27/2022	Claims	1	0	KROESEN'S, INC.	192.68	McInturff Boots
1191	07/27/2022	Claims	1	0	KROESEN'S, INC.	94.63	Jamerson Class B Shirt
1192	07/27/2022	Claims	1	0	KROESEN'S, INC.	682.17	Creger-Zier Class A Uniform
1193	07/27/2022	Claims	1	0	KROESEN'S, INC.	677.09	Kroon Class A Uniform
1194	07/27/2022	Claims	1	0	KROESEN'S, INC.	655.51	Taiwo Class A Uniform
1195	07/27/2022	Claims	1	0	LINDE GAS & EQUIPMENT INC.	36.61	Oxygen - St 51
1196	07/27/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	7,044.80	June 2022 - Fuel & Maintenance
1197	07/27/2022	Claims	1	0	O'REILLY AUTO PARTS	5.60	Mini bulb
1198	07/27/2022	Claims	1	0	SEAWESTERN, INC.	886.06	Swivel Bell Reducer
1199	07/27/2022	Claims	1	0	STERICYCLE	20.72	Bio Hazard Disposal
001 General Fund 10-016-0010						16,423.75	
						<u>16,423.75</u>	Claims:
						16,423.75	16,423.75

## WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:40:02 Date: 07/15/2022

07/27/2022 To: 07/27/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1182	07/27/2022	Claims	4	0	ALFRED J BAKER	8,595.22	LEOFF I
1183	07/27/2022	Claims	4	0	GARY PEDERSEN	748.40	LEOFF I
004 Reserve Fund 10-016-6010						9,343.62	
						<hr/> 9,343.62	Claims: 9,343.62



Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]

*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.*

Tyler Byers

Signature

Date \_\_\_\_\_

Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]

*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 \_\_\_\_\_

Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]

*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 \_\_\_\_\_



## 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

---

### MINUTES

July 05, 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, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 3 members of the public. Chief Matt Cowan joined the meeting at 5:03 PM.

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

##### **2.1 The Board heard a comment from Mike Dee.**

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

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

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

##### **4.1 Server Room HVAC Proposals**

- No additional proposals are available to discuss. This item will remain on the agenda for the July 19<sup>th</sup> meeting.

#### **V. BOARD RESOLUTIONS**

##### **5.1 None**

#### **VI. CONSENT AGENDA**

##### **6.1 Vouchers**

- The General Fund Vouchers totaled \$ 114,281.74
- The Reserve Fund Vouchers totaled \$ 2,388.89

##### **6.2 Commissioner Compensation**

##### **6.3 Meeting Minutes: 6/21/22**

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

## **VII. REPORTS**

### **7.1 Fire Chief Report**

- Chief Cowan updated the Board on the status of blending staff and equipment.
- Chief Cowan provided an update on a major incident related to a trench rescue and recovery.
- Chief Cowan updated the Board on the status of new hire Northshore NEMCO Emergency Manager, Kevin Lowery.
- Chief Cowan updated the Board on the status of implementing Aid Car 157 with a target date of August 1, 2022.

### **7.2 Commissioner Reports**

- No updates

### **7.3 Legal Counsel Reports**

- Matt Paxton will not be in the attendance for the July 19<sup>th</sup> meeting.

## **VIII. UPCOMING BOARD AGENDAS**

### **8.1 Setting of Future Meeting Agenda(s)**

In addition to the standard items, the July 19<sup>th</sup> agenda will include a discussion on BOC meeting frequency, approval of revised policy 1410, update on Aid 157, Server Room HVAC Proposals, Station 51 door codes, distribution of hours for 2 NSFD stations, King County Fire Commissioners and WFCA membership discussion. This meeting will be hybrid, Zoom and in-person at Station 51.

In addition to the standard items, the August 2<sup>nd</sup> agenda will include an update from the subcommittee of administrative activities not covered under the ILA.

## **ADJOURNMENT**

The meeting adjourned at 5:20PM

## **NEXT MEETING DATE**

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

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes: 6/21, 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 July 5th, 2022

**Shoreline Fire Department**  
**BOARD MEETING DATE: July 19, 2022**  
**Chief Cowan**

---

## **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.
- Preparing for transition of Administrative Director and Assistant Administrative Director transitions.

### **Negotiations**

- Working on PEMB Program modification.

### **Contract for service with NFD**

- Will be moving SFD hose onto frontline NFD fire engines. Have purchased new combination nozzles for frontline SFD and NFD engines. Redeploying smooth bore nozzles and older combination nozzles.
- NORCOM transitioned to Tyler CAD on July 12 as planned.
- Incident number merging still on target for August 1.
- Working on modifying NFD website with additional tabs and information. Will be working on an offline version until we are ready to switch, and then combining sites. Same approach with social platforms.
- Swapping out patches is in the third of three phases, so getting close. New badges should be here by the end of the month. Changing out name on bunker gear and helmets is ongoing.
- Finalizing contract for services with NUD to continue with the relationship. Will have NUD performing some fleet work through the end of the year and then will likely transition all work to SFD, but will be reevaluating needs before final decision. Will also be using NUD for overflow work when necessary.

### **Staffing**

- Still working through some specific questions on payroll adjustment forms and blending of vacation, but has gone fairly well.
- Blending personnel on a limited basis for overtime, debit days, etc. is going well with some limited issues.
- The BCs are working daily with each other and are becoming familiar with East/West battalion challenges.
- All legacy NFD personnel have received training on transporting BLS patients and we are ready to go on August 1<sup>st</sup>. Changes to Telestaff are being made, so that shifts should be starting to get filled.

### **Consortium**

- We have approved changes to fall academy, beginning late August, to include an additional 15 ESFR candidates bringing our total to 45 students.

- Starting to prepare for 2023 curriculum goals.

### **2023 Budget**

- Started the 2023 budget process by sending out request forms for projects and program leads. Will start meetings later next month.
- CPI-U for 2023 is 10.1%, which is very impactful. I made a formal request of the Union to determine if they were interested in “smoothing” this impact over a year or two and they are not interested. While smoothing would lessen the impact in 2023, it could have also created additional problems in 2024 or beyond. So, while not great for 2023, it would have been challenging either way.

### **Noteworthy Meetings**

- July 7 – Meeting with Chief Harden
  - First of ongoing, monthly meetings with Chief Harden on Lake Forest Park issues and are planning to include Kenmore in the future.
  - LFP PD is going to be looking at establishing a water response team in the next 2-3 years and we are looking at collaboration.
- July 7 – Meeting on Rebranding
  - Met with staff and Commissioner Pratt on what elements of the organization would stay NFD and which will be moved over to SFD.
- July 8 – NORCOM Governing Board Meeting
  - Much discussion on finances for 2023 and the next five years. Looking at different models to address operational costs and capital projects. Provided feedback and direction on additional information needed. We continue to be challenged by decreasing E911 funds. Should have a decision on funding model after our next Board meeting.
  - Discussion on Tyler CAD upgrade and switchover.
- July 11 – Zone 1 Chiefs Meeting
  - Discussed the complicated and challenging incident with two workers trapped in an excavation pit/trench in Shoreline. Consortium will be conducting a post-incident analysis (PIA), which will be shared with the Zone.
  - Much discussion on Tyler CAD switchover and a “go/no go” decision...which was to go.
- July 12 – Public Meeting Rooms
  - Discussed the use of the public classroom/meeting rooms and current policy. The desire is to continue using the rooms they way that they are currently being used.
  - Station 51 will be open to non-profit organizations based in the LFP and Kenmore communities.
  - Station 61 will be restricted to organizations affiliated with SFD.
  - Scheduling will be routed through AA Kunkel and Walsh and we need to update the policy.
- July 13 – Management Team Meeting
  - Discussion on wall-times at hospitals and ongoing efforts to improve the situation.



- Discussion on Consortium status, staffing issues, and upcoming academy.
- Discussion on CAD transition.
- Reviewed shooting incident and our responses to scenes of violence.
- Reviewed safety protocols at fire scenes on exposure to hazardous gases and toxins.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan