



## 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

August 16, 2022

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

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

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

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

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

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

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

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

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

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

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

##### **4.1 Review Station Alerting System Proposals**

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

##### **4.2 Discussion Board of Commissioner Meeting Frequency**

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

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

#### 4.9 Aid Car Purchase

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

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

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

### **V. BOARD RESOLUTIONS**

#### 5.1 None

### **VI. CONSENT AGENDA**

#### 6.1 Vouchers

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

#### 6.2 Commissioner Compensation

#### 6.3 Meeting Minutes: 7/19/22

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

### **VII. REPORTS**

#### 7.1 Fire Chief Report

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

#### 7.2 Commissioner Reports

- No commissioner reports.

#### 7.3 Legal Counsel Reports

- No legal counsel reports.

### **VIII. UPCOMING BOARD AGENDAS**

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

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

#### **ADJOURNMENT**

The meeting adjourned at 7:02PM

#### **NEXT MEETING DATE**

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

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

#### **BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member



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**JOSH PRATT**, Member



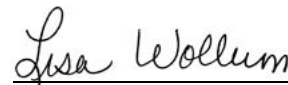
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**TYLER BYERS**, Member



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**RICK WEBSTER**, Member



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**LISA WOLLUM**, Member

#### **ATTEST**

Amy Oakley

**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on September 6, 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, August 16, 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 Review Station Alerting System Proposals

4.2 Discussion Board of Commissioners Meeting Frequency

4.3 Approval of Revised Policy 1410

4.4 Distribution of Hours at Station 51 and Station 57

4.5 Discussion of King County Fire Commissioners and WSCA memberships

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



- 4.7 Discussion on Impact Fees
- 4.8 Service Contracts Discussion
- 4.9 Review Aid Car Purchase Proposal

**V. Board Resolutions**

None

**VI. Consent Agenda**

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 7/19/22

**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, September 6<sup>th</sup>, 2022 at 5:00 PM

**Public Comment Procedures for Virtual Meetings:**

Individuals wishing to comment may comment by appearing at the virtual meeting and “raising their hand” or the equivalent. The chair shall recognize those persons and provide them the opportunity to comment. Three minutes are allowed for comment.

If you wish to provide written public comment, you may do so by submitting a written statement to [boardsecretary@northshorefire.com](mailto:boardsecretary@northshorefire.com). Any comments received up to one hour before the posted meeting time, will be read during the public comment period.

To ensure your written comments are received and read at the proper meeting, your email must include:

- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to



Emails without this information may not be read at the meeting. And, in accordance with normal procedure, messages of an overly repetitive or inappropriate (vulgarity) nature may be declined to be read at the discretion of the meeting Chair.

Please check the District's [AV Capture](#) for the most up-to-date information about individual meetings.

Questions? Email Board Secretary Amy Oakley at [boardsecretary@northshorefire.com](mailto:boardsecretary@northshorefire.com).



**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**

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**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.

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**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](#)

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**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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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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Thank you,

*Kate Hansen*

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



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## 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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### Resolution 2022-01

#### **A RESOLUTION FOR THE WAIVER OF COMPETITIVE BIDDING REQUIREMENTS FOR THE SOLE SOURCE SPECIAL ACQUISITION OF APPARATUS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

**WHEREAS**, Northshore Fire Department (the "District"), desires to purchase the aid cars identified in **Attachment A** (the "Apparatus"); and

**WHEREAS**, the District is aware that products similar to the Apparatus are available in the market, but the District has determined that the Apparatus identified above is the only product to fully meet the needs of the District for the following reasons:

- a. The District currently owns a North Star Emergency Vehicle with a Ford chassis and a patient transport compartment ambulance module manufactured by Braun Northwest, Inc. It is important to provide similar ambulance modules for emergency responding crews within the same public agency to reduce unfamiliarity with different apparatus as well as reduce maintenance issues with allowing service technicians to service a standard fleet of ambulances.
- b. The District intends on having North Star Emergency Vehicle cabs remount the module onto the new service chassis under its remount program to reduce expenses

**WHEREAS**, RCW 39.04.280 allows for competitive bidding requirements to be waived by the governing body of a municipality for purchases that are clearly and legitimately limited to a single source of supply; and

**WHEREAS**, the Apparatus is only sold by one distributor within the State of Washington, namely Braun Northwest, such that the process of competitive bidding, obtaining quotes or use of vendor lists would be futile. **Attachment B**.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of Northshore Fire Department that

1. Because purchasing of the Apparatus is of higher quality and/or is better suited the District's needs, the District may purchase the Apparatus through a brand name solicitation.
2. Because the Apparatus is clearly and legitimately limited to a sole source of supply, the District may waive the requirements of RCW 39.04 and purchase the Apparatus directly from Braun Northwest.

Adopted this 16<sup>th</sup> day of August, 2022.

Electronically signed- Eric Adman  
Eric Adman, Commissioner

\_\_\_\_\_  
Lisa Wollum, Commissioner

Electronically signed- Josh Pratt  
Josh Pratt, Commissioner

\_\_\_\_\_  
Tyler Byers, Commissioner

Electronically signed- Rick Webster  
Rick Webster, Commissioner

ATTEST:

*Amy Oakley*

\_\_\_\_\_  
Amy Oakley, District Secretary

### **CERTIFICATION**

I, the undersigned, Secretary of King County Fire Protection District No. 16 (“Northshore”) hereby certify as follows:

1. The attached copy of the Resolution No. 22-01 (the “Resolution”) is a full, true, and correct copy of the Resolution duly adopted at a regular meeting of the Northshore Board of Fire Commissioners (the “Board”) held on August 16, 2022 as the Resolution appears on the minute book of Northshore and the Resolution is now in full force and effect.
2. The regular meeting was held in accordance with the law.
3. A quorum of the members of the Board was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 24th of August, 2022.

*Amy Oakley*

\_\_\_\_\_  
Amy Oakley, Board Secretary

Attachment A



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

PROPOSAL

July 26, 2022

Shoreline Fire Department  
Attn: Mark Peterson  
17525 Aurora Avenue North  
Shoreline, WA 98133  
[mpeterson@shorelinefire.com](mailto:mpeterson@shorelinefire.com)

RE: Two (1) 2023 North Star 167-3 Ambulances

Braun Northwest is pleased to offer the following proposal:

Two (1) 2023 North Star 167-3 Ambulances on a stock 2023 Ford E-450 4x2 Ambulance prep gas chassis per enclosed specifications dated 7/26/22 and NS vehicle #3363-3 "Approved" drawings dated 1/13/22.

Base price for one (1) vehicle .....	\$248,371.00
Multi vehicle discount .....	<\$ 1,500.00>
Subtotal for one (1) vehicle .....	\$246,871.00
Total amount for two (2) vehicles .....	\$493,742.00

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Approximately 400 – 420 days, based upon current manufacturing plan and receipt of chassis.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

*\*Note: Chassis is being offered as a stock chassis and available on a first come first served basis and is being offered to other agencies. If unavailable at signing, a 2024 model year chassis will be offered with price adjustment.*

*Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.*

*(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.*

Respectfully Submitted by:  
Braun Northwest, Inc.

  
Tami McCallum, V.P. Sales



EMERGENCY VEHICLES

TM  
cc: RL  
Enclosures: Specifications, drawings

We agree to accept the above proposal:  
Shoreline Fire Department

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

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

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



Attachment B



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

April 21, 2021

Camano Island Fire & Rescue  
Attn: Assistant Chief Craig Helgeland  
811 N Sunrise Blvd  
Camano, WA 98282

RE: SOLE SOURCING

Dear Mr. Helgeland:

The following is information detailing some of the reasons Camano Island Fire & Rescue may be able to purchase a North Star vehicle in a sole source manner.

1. Camano Island Fire & Rescue currently owns a North Star Emergency Vehicle, which is exclusively sold and manufactured by Braun Northwest, Inc. Having anyone other than Braun Northwest, Inc remount a North Star module would void the Lifetime Warranty on the module.
2. Braun Northwest, Inc. provides a remount program for its user agencies, whereby a module can be remounted onto a new chassis when the existing one is worn out.
3. Braun Northwest, Inc. typically sells the module and chassis as a package to streamline the purchasing process.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Pam McCallum", is written over a light blue circular stamp.

Pam McCallum  
Vice President Sales

TM/as  
cc: JJ



EMERGENCY VEHICLES

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

**From:** Eric Adman NSFD  
**Sent:** Wednesday, August 24, 2022 8:06 AM  
**To:** Killion, Dawn  
**Subject:** Re: Resolution 22-01 - Sole Source Braun NW - Approved 8.16.2022  
**Attachments:** Resolution 22-01\_Sole Source\_Braun NW\_8.16.2022.pdf

The following documents are Approved and Electronically Signed this 24th day of August, 2022 by Commissioner Adman.

- Resolution 22-01\_Sole Source\_Braun NW\_8.16.2022

**From:** Pratt, Josh  
**Sent:** Wednesday, August 24, 2022 1:51 PM  
**To:** Killion, Dawn  
**Subject:** RE: Resolution 22-01 - Sole Source Braun NW - Approved 8.16.2022

The following documents are Approved and Electronically Signed this 24th day of August, 2022 by Commissioner Josh Pratt.

Resolution 22-01\_Sole Source\_Braun NW\_8.16.2022

**From:** [Webster, Richard](#)  
**To:** [Killion, Dawn](#)  
**Cc:** [NSFD Board Secretary](#)  
**Subject:** RE: Resolution 22-01 - Sole Source Braun NW - Approved 8.16.2022  
**Date:** Wednesday, August 24, 2022 7:59:31 AM

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The following documents are Approved and Electronically Signed this 24th day of August, 2022 by Commissioner Rick Webster.

- Resolution 22-01\_Sole Source\_Braun NW\_8.16.2022



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

**PROPOSAL**

July 26, 2022

Shoreline Fire Department  
Attn: Mark Peterson  
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Sales tax not included

**F.O.B.:** Chehalis, Washington

**Delivery:** Approximately 400 – 420 days, based upon current manufacturing plan and receipt of chassis.

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*Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.*

*(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.*

Respectfully Submitted by:  
Braun Northwest, Inc.

We agree to accept the above proposal:  
Shoreline Fire Department

  
Tami McCallum, V.P. Sales

Signature

Date

Printed Name

Title



**EMERGENCY VEHICLES**

TM  
cc: RL  
Enclosures: Specifications, drawings

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

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1243	08/24/2022	Claims	1	0	DEPT OF RETIREMENT SYSTEMS	48.19	Unreported LEOFF 2 Contribution owed from payroll 05/1982 - B. Thomas
1244	08/24/2022	Claims	1	0	EMPLOYMENT SECURITY DEPARTMENT	20,179.00	Q2 2022 Unemployment
1245	08/24/2022	Claims	1	0	HUGHES FIRE EQUIPMENT	5,206.73	Vehicle Repair - Engine 151
1246	08/24/2022	Claims	1	0	KROESEN'S, INC.	53.94	BC Uniform Shirt & Embroidery - Burrow - Order from March 2022
1247	08/24/2022	Claims	1	0	US BANK	3,808.20	Credit Card Charges - July 2022
001 General Fund 10-016-0010						29,296.06	
						<u>29,296.06</u>	Claims: 29,296.06

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:42:49 Date: 08/12/2022

08/24/2022 To: 08/24/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1238	08/24/2022	Claims	4	0	ALFRED J BAKER	8,786.08	LEOFF I
1239	08/24/2022	Claims	4	0	KNB FIRE	1,706.55	Stryker Powerload Install 7/20/22
1240	08/24/2022	Claims	4	0	RP ADVANCED MOBILE SYSTEMS	42,241.00	Second Half down - 2 SEADOO GTI SE 170
1241	08/24/2022	Claims	4	0	RP ADVANCED MOBILE SYSTEMS	5,163.00	Additional upgrades for 2 new watercraft
1242	08/24/2022	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,388.89	August 2022 - LEOFF I
004 Reserve Fund 10-016-6010						60,285.52	
						<hr/> 60,285.52	Claims: 60,285.52



[illegible]

Signature

Date \_\_\_\_\_

[illegible]

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

Month: June    Year: 2022    Name: Rick Webster		
Date	Description of Activity	Hours
6/6/2022	Prep for Board of Commissioners Mtg	2
6/7/2022	Commissioners Mtg	2
6/20/2022	Prep for Board of Commissioners Mtg	2
6/21/2022	Commissioners Mtg	2

*I certify by signing this request for compensation that I have acted on behalf of the Northshore Fire Department in the fulfillment of my duties as an elected Fire Commissioner and that this request for compensation is in compliance with the Northshore Fire Department policy and State Law.*




Signature

**8-9-2022**

Date

Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: July    Year: 2022    Name: Rick Webster		
Date	Description of Activity	Hours
7/6/2022	Prep for Board of Commissioners Mtg	2
7/7/2022	Commissioners Mtg	2
7/14/2022	Reviewed HVAC bids for the IT Room Station 51	2.5
<p><i>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.</i></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="width: 60%;"> _____ Signature</div><div style="width: 35%; text-align: right;"><b>8-9-2022</b> Date</div></div>		



# 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 WFCA 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**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

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**RICK WEBSTER**, Member

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**LISA WOLLUM**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on August 16th, 2022.

DRAFT

**Shoreline Fire Department**  
**BOARD MEETING DATE: August 16, 2022**  
**Chief Cowan**

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## **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.
- Administrative Director Brown is delaying her retirement by a month to help facilitate a more effective transfer of projects and programs with Assistant Administrative Director Siharath.

### **Negotiations**

- Waiting for response from Union on PEMB Program modification.

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

- Moved SFD hose onto frontline NFD fire engines and installed new combination nozzles. Redeploying smooth bore nozzles and older combination nozzles. However, we cannot put the legacy NFD hose on reserve apparatus without modifications. Currently considering options, but have initiated purchase of new hose and dividers.
- Tyler CAD transition on July 12 went as planned with no major concerns.
- Merged incident numbers on August 1.
- Started transporting BLS patients in LFP and Kenmore on August 1. Still working on modifications to transport policy.
- Contracting with website developer that built NFD website to develop additional tabs and transfer information. It is expected that he will have a working draft by the week of August 15.
- Swapping out patches is complete. New badges are here and are being distributed. Changing out name on bunker gear and helmets is ongoing.
- Contract for services with NUD is finalized and signed. 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 and for fueling of apparatus.

### **Staffing**

- Still working through some specific questions on payroll adjustment forms and blending of vacation, but is gone fairly well overall.
- Blending personnel on a limited basis for overtime, debit days, etc. continues.
- The BCs are working daily with each other and are becoming familiar with East/West battalion challenges with some positions being filled by the other legacy personnel.
- Have a BC and a Lt deployed to Leavenworth area for logistical support of a wildfire.

### **Consortium**

- Identifying and managing the impacts to staff and station 51 facility from the fall academy.
- Starting to prepare for 2023 curriculum goals and staffing structure.
- Assuming that Bothell is in the Consortium for 2023 until told differently.

### **2023 Budget**

- Started the 2023 budget process by sending out request forms for projects and program leads. Draft schedule has been sent out to finance committee members.

### **Noteworthy Meetings**

- July 25 – Meeting with State Attorney General Office
  - Spoke with Deputy Attorney General regarding public records requests.
  - Specifically the volume and immense scope of some of the requests. Our discussion was in regards on how to respond to the requests and future legislation to modify the public records act.
- July 26 – LMC
  - Updated Operations Directive 20-4 regarding admin leave for COVID positive employees being limited to 96 hours annually.
  - Reviewing value and role of the peer fitness trainers for the future of the program.
  - Discussed staffing needs and selection for positions in the consortium.
  - Considering the possibility of having a truck centric focus at Station 63.
  - Discussed the start-up of peak hour A157 and transporting of BLS patients in LFP and Kenmore.
  - Changing uniform expectations so that legacy NFD personnel can replace their Class B uniforms using a quartermaster system for the remainder of 2022.
  - Reviewing a computer program for performance management.
- July 27 – Admin Staff Meeting
  - Changed format slightly to improve value and efficiency. Staff will meet with Joyce and Boupha first, then having me attend.
  - Staff will meet monthly with Joyce and Boupha, and remaining executive staff every other month.
- July 27 – BLS Working Group Meeting
  - Was invited to speak on the changing expectations and roles of Paramedics in the County.
  - Will bridge gaps in the BLS/ALS interactions and enhance training/performance.
  - Create consistency across the region.
  - SFD is already doing most of this 😊

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan