



# 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

December 6, 2022

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

#### I. OPEN REGULAR NORTHSHORE MEETING

##### 1.1 Roll Call

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

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

#### II. PUBLIC COMMENT

##### 2.1 The Board heard public comments from Kenmore residents David Maehren and Stacy Valenzuela.

- Chief Cowan and Commissioner Adman responded to public comments related to the lease at the NSFD property on 153<sup>rd</sup>.

#### III. APPROVAL OF THE AGENDA

Commissioner Pratt proposed to add 4.2 to discuss Commissioner Clothing Stipend.

*Commissioner Webster moved to adopt the agenda as amended. Commissioner Wollum seconded. The motion passed unanimously 5-0.*

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

##### 4.1 Discussion of D. Maehren Records Request

- Commissioner Pratt updated the Board on the public records request to add 2018 audio recordings prior to the use of AVCapture.
- The Board discussed this request and discussed updating Policy 1450 to reflect the practices.
- David Maehren addressed the Board with clarifications related to his request.
- Legal Counsel Matt Paxton provided input of the legality of posting the audio recordings. He determined it is within the Board's discretion.

*Commissioner Webster moved to post the 2018 audio recordings on AVCapture. Commissioner Wollum seconded. The motion passed unanimously 5-0.*

4.2 Commissioner Clothing Stipend

- Commissioner Pratt congratulated Commissioner Wollum on her election to be the Secretary of the King County Fire Board of Commissioners.
- Commissioner Wollum requested approval to exceed the \$150 clothing limit.

***Commissioner Byers moved to accept Commissioner Wollum's request to purchase clothing item exceeding \$150 limit. Commissioner Webster seconded. The motion passed unanimously 5-0.***

**V. BOARD RESOLUTIONS**

6.1 None

**VI. CONSENT AGENDA**

6.1 Vouchers

- The General Fund Vouchers totaled \$86,064.27
- The Reserve Fund Vouchers totaled \$94,007.42

6.2 Commissioner Compensation

6.3 Meeting Minutes: 11/1/22

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

**VII. REPORTS**

7.1 Fire Chief Report

- Chief Cowan updated the Board on Battalion Chief attrition and staffing.
- Chief Cowan updated the Board on the status of the Training Consortium for calendar year 2023.
- Chief Cowan updated the Board on the establishment of the Northend Cities Critical Response Program and Shoreline's mental health crisis response and referral program.
- Chief Cowan update the Board on the status of the Tyler CAD dispatch software upgrade related to data and usability issues. Operations Chiefs met and recommended they revert back to Tritech. The Governing Board is scheduled to meet on Friday to discuss.

7.2 Commissioner Reports

- No reports

7.3 Legal Counsel Reports

- No report

**VIII. UPCOMING BOARD AGENDAS**

8.1 Setting of Future Meeting Agenda(s)

- The Board discussed holding a Special Meeting on December 20<sup>th</sup> at 5pm to approve year end vouchers.

The next meeting on January 3, 2022 meeting will include the standard agenda items as well as election of Board Chair and Vice Chair and Policy 1450 discussion. This meeting will be hybrid, on Zoom and in-person at Station 51.

**ADJOURNMENT**

The meeting adjourned at 5:56PM.

**NEXT MEETING DATE**

The next regular scheduled meeting will be Tuesday, January 3<sup>rd</sup>, 2022 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 11/1/22, Chief's Report.

**BOARD OF COMMISSIONERS**



**ERIC ADMAN**, Member




**JOSH PRATT**, Member



**TYLER BYERS**, Member

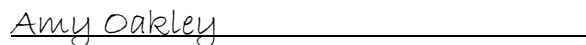


**RICK WEBSTER**, Member



**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 January 3, 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, December 6, 2022

5:00PM

Meeting held virtually, via Zoom, and in-person at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028

To provide public comment, please see instructions at the end of the agenda.

To attend this meeting live, click the link below and enter the ID & Password provided.

A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldpZl1dSSU1ZlYy9LSXVQQT09>

Call in to Zoom Meeting at: (253) 215-8782

Meeting ID: 850 4471 3997

Passcode: 743608

- I. Open Regular Northshore Board Meeting**
  - 1.1 Roll Call
- II. Public Comment**
  - 2.1 Public Comment
- III. Approval of Agenda**
  - 3.1 Approval of the Meeting Agenda
- IV. Board Discussion and Possible Action Items**
  - 4.1 Discussion of D. Maehren records request
- V. Board Resolutions**

None
- VI. Consent Agenda**
  - 6.1 Vouchers
  - 6.2 Commissioner Compensation



6.3 Approval of Regular Meeting Minutes 11/1/2022

**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, January 3<sup>rd</sup>, 2023 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).

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:20:41 Date: 12/05/2022

12/14/2022 To: 12/14/2022

Page: 1

| Trans                        | Date       | Type   | Acct # | War # | Claimant                  | Amount    | Memo                                     |
|------------------------------|------------|--------|--------|-------|---------------------------|-----------|--|
| 1504                         | 12/14/2022 | Claims | 1      | 0     | AMERICAN PRODUCTS         | 930.93    | BLS Kit Inserts                          |
| 1505                         | 12/14/2022 | Claims | 1      | 0     | CHMELIK SITKIN & DAVIS PS | 1,200.00  | Legal Fees - General Business            |
| 1506                         | 12/14/2022 | Claims | 1      | 0     | CHMELIK SITKIN & DAVIS PS | 52.00     | Legal Fees - Public Records Request      |
| 1507                         | 12/14/2022 | Claims | 1      | 0     | CITY OF KIRKLAND          | 16,420.00 | TRT Tech Class Registrations 2022        |
| 1516                         | 12/14/2022 | Claims | 1      | 0     | LISA A WOLLUM             | 1,765.96  | Reimbursement - WSFA Conference Expenses |
| 1508                         | 12/14/2022 | Claims | 1      | 0     | SHORELINE FIRE DEPARTMENT | 2,224.53  | Reimbursement - Jet Ski Expenses         |
| 1509                         | 12/14/2022 | Claims | 1      | 0     | SHORELINE FIRE DEPARTMENT | 23,577.25 | Q3 2022 MIH                              |
| 1510                         | 12/14/2022 | Claims | 1      | 0     | SHORELINE FIRE DEPARTMENT | 23,577.25 | Q4 2022 MIH                              |
| 1511                         | 12/14/2022 | Claims | 1      | 0     | SHORELINE FIRE DEPARTMENT | 9,918.00  | 2022 BLS QI & Training                   |
| 1512                         | 12/14/2022 | Claims | 1      | 0     | STATE AUDITOR'S OFFICE    | 1,566.00  | 2019/2020 Audit Fees                     |
| 1513                         | 12/14/2022 | Claims | 1      | 0     | SUBURBAN PROPANE          | 71.57     | Propane Tank Annual Rental Fee           |
| 1514                         | 12/14/2022 | Claims | 1      | 0     | UNITED PARCEL SERVICE     | 18.90     | Shipping                                 |
| 1515                         | 12/14/2022 | Claims | 1      | 0     | US BANK                   | 4,741.88  | Credit Card Charges                      |
| 001 General Fund 10-016-0010 |            |        |        |       |                           | 86,064.27 |  |
|                              |            |        |        |       |                           | <hr/>     | Claims: 86,064.27                        |
|                              |            |        |        |       |                           | 86,064.27 |  |

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:21:22 Date: 12/05/2022

12/14/2022 To: 12/14/2022

Page: 1

| Trans                        | Date       | Type   | Acct # | War # | Claimant                              | Amount    | Memo  |
|------------------------------|------------|--------|--------|-------|---------------------------------------|-----------|---|
| 1498                         | 12/14/2022 | Claims | 4      | 0     | ALFRED J BAKER                        | 8,864.38  | LEOFF I   |
| 1499                         | 12/14/2022 | Claims | 4      | 0     | GARY PEDERSEN                         | 748.40    | LEOFF I   |
| 1500                         | 12/14/2022 | Claims | 4      | 0     | GARY PEDERSEN                         | 125.00    | LEOFF I   |
| 1501                         | 12/14/2022 | Claims | 4      | 0     | SHORELINE FIRE DEPARTMENT             | 81,339.73 | Reimbursement - Capital Expenses<br>Paid by Shoreline |
| 1502                         | 12/14/2022 | Claims | 4      | 0     | TOM TAYLOR                            | 541.02    | LEOFF I   |
| 1503                         | 12/14/2022 | Claims | 4      | 0     | WASHINGTON COUNTIES<br>INSURANCE FUND | 2,388.89  | Dec 2022 - LEOFF I                                    |
| 004 Reserve Fund 10-016-6010 |            |        |        |       |                                       | 94,007.42 |   |
|                              |            |        |        |       |                                       | <hr/>     | Claims: 94,007.42                                     |
|                              |            |        |        |       |                                       | 94,007.42 |   |







Northshore Fire Department  
Fire Commissioner Request for Compensation

| Month: 11  | Year: 2022                          | Name: Rick Webster |  |
|------------|-------------------------------------|--------------------|--|
| Date       | Description of Activity             | Hours              |  |
|            |                                     |                    |  |
|            |                                     |                    |  |
| 10/31/2022 | Prep for Board of Commissioners Mtg | 2                  |  |
| 11/1/2022  | Commissioners Mtg                   | 2                  |  |
|            |                                     |                    |  |
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|            |                                     |                    |  |

*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.*



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**11-30-2022**  
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

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## MINUTES

November 1, 2022

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

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

##### 1.1 Roll Call

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

Persons in attendance were Commissioners Josh Pratt, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 2 members of the public. Commissioner Adman joined the meeting at 5:02PM.

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

##### 2.1 No public comments.

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

*Commissioner Webster moved to adopt the agenda as presented. Commissioner Byers seconded. The motion passed unanimously 4-0.*

- o Commissioner Adman joined the meeting after the vote.

#### **IV. PUBLIC HEARING- BUDGET, BENEFIT CHARGE, AND OTHER REVENUE SOURCES**

##### 4.1 Open Public Hearing

- o Chair Josh Pratt opened the public hearing at 5:03 PM.

##### 4.2 Financial Overview of the Fire District

- o Chief Cowan updated the Board on a \$3,000 change to the Capital Budget.
- o Chief Cowan updated the Board on key expense drivers including staffing, paid family medical leave, wild land deployments, new staff, training costs, training consortium costs.
- o Chief Cowan updated the Board on key revenue sources including, assessed valuation increase, and improved levels of service and efficiencies.

##### 4.3 Presentation of the 2023 Draft Budget

- o The Board did not have any questions for Chief Cowan.

- Chief Cowan will conduct a cost analysis and will update the Board on a frequent basis.
- 4.4 Staff Recommendations for 2023 Tax Levy and Benefit Charge Assessments
  - Chief Cowan thanked Dawn Killion for her efforts to prepare the Northshore budget and 2023 resolutions.
  - The Board reviewed the AV tab of the 2023 Budget
- 4.5 Public Comment
  - No public comments
- 4.6 Board Discussion and Review of the Budget Proposal
  - None
- 4.7 Conclude or Continue Public Hearing
  - The Board concluded the Public Hearing at 5:17PM.
  - Legal Counsel Matt Paxton confirmed that the Board has met the requirements of the public hearing.

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

- 5.1 Vaccine Mandate Update
  - Chief Cowan updated the Board on the decision to continue with the vaccine mandate.
  - Chief Cowan and the Board discussed insurance impacts and King County requirement that all county employees and contractors to be vaccinated, including Shoreline ALS.
  - Chief Cowan discussed Novavax as options to meet the vaccine requirement.
- 5.2 COVID Emergency Resolution Discussion
  - The Board discussed Resolution 20-01.
  - Legal Counsel Matt Paxton updated the Board the status of the State Washington State of Emergency.

***Commissioner Byers moved to rescind Resolution 20-01 State of Emergency. Commissioner Wollum seconded. The motion passed unanimously 5-0.***
- 5.3 Update from the subcommittee of administrative activities not covered under the ILA
  - The Board thanked former Commissioner David Maehren for compiling the list of administrative items not covered in the contract.
  - Chief Cowan and Commissioners Webster and Pratt reviewed the items and feel that the items were addressed in the budget.
- 5.4 2023 FBC Letter to Tax Payers
  - Chief Cowan updated the Board on the Fire Benefit Charge (FBC) letter to tax payers.
  - Commissioner Pratt and Commissioner Webster will coordinate working with Chief Cowan to finalize the letter by November 7, 2022.

## **VI. BOARD RESOLUTIONS**

- 6.1 Resolution 22-03, 2023 Fire Benefit Charge

*Commissioner Byers moved to accept Resolution 22-03, 2023 Fire Benefit Charge as presented. Commissioner Wollum seconded. The motion passed unanimously 5-0.*

- 6.2 Resolution 22-04, 2023 Property Tax Levy and 2023 Budget

*Commissioner Byers moved to accept Resolution 22-04, 2023 Property Tax Levy and 2023 Budget as presented. Commissioner Wollum seconded. The motion passed unanimously 5-0.*

- The Board thanked Chief Cowan for all his efforts to create the Northshore budget.

## **VII. CONSENT AGENDA**

- 7.1 Vouchers

- The General Fund Vouchers totaled \$35,624.29
- The Reserve Fund Vouchers totaled \$34,704.29

- 7.2 Commissioner Compensation

- 7.3 Meeting Minutes: 10/4/22, 10/18/22, 10/25/22

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

## **VIII. REPORTS**

- 8.1 Fire Chief Report

- Chief Cowan updated the Board on upcoming promotional ceremony, upcoming negotiations, IT website update, and public records requests.

- 8.2 Commissioner Reports

- Commissioner Wollum updated the Board on Washington State Fire Board Commissioners conference in Spokane, Washington. Legal Counsel Matt Paxton was a presenter at the conference.
- Commissioner Wollum is being considered for Secretary of the King County Fire Board of Commissioners. Voting is tomorrow.
- Commissioner Pratt shared a thank you letter from Kenmore resident, Bruce Fenner.
- Commissioner Adman updated the Board on a discussion with community member regarding Northshore's property at 153<sup>rd</sup> Street. The property is zoned residential and is allowed for fire use. The property is currently leased for storage usage through 2023. The Chief has tasked Chief Taylor with researching future uses for the property. This item will be discussed at the February 2023 meeting.

- 8.3 Legal Counsel Reports

- The COVID vaccine mandate and State of Emergency for State of Washington has been rescinded effective October 31, 2022.
- Matt Paxton updated the Board on a June 2022 change in Washington State law regarding fiscal agent. The Board and Matt Paxton discussed the benefits of becoming own fiscal agent.

**IX. UPCOMING BOARD AGENDAS**

9.1 Setting of Future Meeting Agenda(s)

The next meeting will include the standard agenda items. This meeting will be hybrid, on Zoom and in-person at Station 51.

**ADJOURNMENT**

The meeting adjourned at 6:02PM.

**NEXT MEETING DATE**

The next regular scheduled meeting will be Tuesday, December 6<sup>th</sup>, 2022 at 5:00PM.

Attachments: Agenda, Public Notice, 2023 NFD Budget, Resolution 20-01, 2023 Taxpayer letter, KC Assessor Levy Form, Resolution 22-03, Resolution 22-04, Vouchers, Commissioner Compensation, Draft minutes: 10/4, 10/18, 10/25, Chiefs Reports, citizen thank you letter.

**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 December 6, 2022.

DRAFT



## **District Activity Highlights**

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

### **Succession development**

- Preparing for DC Hochstein transition starting in January.

### **Negotiations**

- Negotiating impacts of BC attrition that is coming up in January and exploring the value of having day shift BCs.

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

- No known concerns or issues.

### **Staffing**

- Have nine recruits in current Firefighter academy.
- We have two lateral Firefighters that have accepted conditional offers of employment.

### **Consortium**

- Monitoring the impacts to staff and Station 51 facility from the fall academy.
- Approved 2023 curriculum goals, budget, and staffing structure.

### **2023 Budget**

- Initial King County Assessor final levy reports are nearly 19% and 27.7% AV growth for SFD and NFD respectively.

### **Public Records Requests**

- Still receiving a high amount of PRRs from one individual.

### **Noteworthy Meetings**

- November 21 – Admin Meeting
  - Met with administrative staff to provide updates on Department activities and to answer any questions.
- November 21 – Fircrest Master Plan Meeting
  - Attended meeting to hear any updates on the site plan and to provide an updated from us.
- November 22 – LMC Meeting
  - Long meeting with many topics and a negotiations session.
  - Important topics are:
    - Specialty pay positions and PFT program
    - Working on truck centric Station 63 program

- Heard a proposal on restructuring promotional processes. Believe that there is value and will continue to develop a guiding document for review.
  - Will be modifying overtime policy
  - Evaluating a proposal for EMT CBT instructor specialties.
  - Discussed R151 staffing parameters.
  - Discussed the PT comp time program and challenges with documentation.
- Negotiation included discussion on NFD hydrants inspections, NKCTC staffing, Facilities Technician job description, cashing out of extra hours for BCs, PFML being given back to the State, and the ending of COVID admin leave.
- November 28 – WA Group: Virtual Mental Health w/in Dispatch Center
  - Attended a meeting on the potential addition of a mental health professional (MHP) in dispatch at NORCOM with representatives from Maricopa County, Arizona.
- November 29 – AFG Regional Discussion
  - Met with other Chiefs from Zone 1 Departments on a potential regional grant application.
  - Meeting was led by Bellevue, who is paying for a grant writer to lead their efforts.
  - Provided input on different potential projects and there will be a list circulated back for us to consolidate on a potential direction for a regional grant.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan