



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 25, 2021

SPECIAL MEETING BOARD RETREAT BOARD OF COMMISSIONERS at Hibulb Cultural Center in Tulalip, WA, and Virtual Meeting via Teleconference

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

Chair Rick Webster called the meeting to order at 10:05 AM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Milton Curtis, Rick Webster, and Dave Maehren. Also present was Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 5 members of the public called into remotely.

II. PUBLIC COMMENT

2.1 No public comments were presented.

III. APPROVAL OF THE AGENDA

3.1 *Commissioner Curtis moved to approve the agenda as presented. Commissioner Pratt seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Introductions

- Board members, Legal Counsel, and Board Secretary introduced themselves.

4.2 Commitment/Agreements

- The Board discussed transparency, fiduciary responsibility, and commitment to stakeholders.

4.3 What we know...or think we know- Current Assumptions

- The Board discussed service quality, regionalization trends, and current NSFD staffing.
- The Board discussed mutual aid, shared institutional and jurisdictional knowledge, and current coordination amongst Northshore, Shoreline, Woodinville, and Bothell for the North King County Training Consortium.
- The Board discussed funding mechanisms and organizational structure.
- The Board discussed State requirements for Northshore to bargain impacts of a contract for service.

- 4.4 Purpose of this Retreat
 - Board members shared their goals and expectations for the retreat.
- 4.5 Current Northshore Fire Department Status
 - The Board discussed the current two-station model and discussed regionalization.
 - The Board discussed finances and fully-funded reserve accounts.
 - The Board discussed the agreement with Northshore Utility District for apparatus maintenance.
- 4.6 Request for EMS and Fire Service Contract Discussion
 - The Board reviewed the Scope of Work provided to Eastside Fire & Rescue and Shoreline Fire Department.
 - The Board discussed posting to the NSFD website public information about the contract for service effort.
- 4.7 Process for evaluation of the Fire Service Contracts
 - The Board discussed criteria for evaluating proposals.
 - The Board discussed the process for gathering stakeholder input.
 - The Board discussed the timeline for evaluating proposals.
- 4.8 Next Steps for Fire and EMS Service Contract
 - The Board discussed tasks to be completed before the September 7th, 2021 meeting.

V. UPCOMING BOARD AGENDAS

- 5.1 Setting of Future Meeting Agenda(s)
 - The Board requested agenda items to include website, FAQs, Commissioner assignments, public outreach update, time schedule, and schedule for upcoming special meetings.

ADJOURNMENT

The meeting adjourned at 3:55PM

NEXT MEETING DATE

The next regularly scheduled Board of Commissioners meeting is scheduled for September 7, 2021.

Attachments: Agenda, Public Notice

BOARD OF COMMISSIONERS

Electronically signed- Eric Adman

ERIC ADMAN, Member

Electronically signed- Josh Pratt

JOSH PRATT, Member

Electronically signed- Milton Curtis

MILTON CURTIS, Member

Electronically signed- Rick Webster

RICK WEBSTER, Member

Electronically signed- David C. Maehren

DAVID MAEHREN, 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 7th, 2021.

From: [Eric Adman](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 9:34:54 AM

The following documents are Approved and Electronically Signed this 8th day of September, 2021, by Commissioner Adman.

From: Board Secretary <boardsecretary@northshorefire.com>
Sent: Tuesday, September 7, 2021 8:24 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signature Documents Approved 9/7/2021

Good evening Commissioners,

Attached please find the documents approved at tonight's regular meeting. 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 _____, 2021, by Commissioner _____.

- AP_NOSHRFIR_APSUPINV_20210907125814 RES Fund
- AP_NOSHRFIR_APSUPINV_20210907130113 GEN Fund
- August DRS Approval Document
- August Payroll Approval Document
- August Payroll Taxes Approval Document
- Special Meeting Minutes 8/10/2021
- Regular Meeting Minutes 8/17/2021
- Board Retreat Minutes 8/25/2021

From: [Milton Curtis](#)
To: [Board Secretary](#); [Commissioners](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 9:07:48 AM

The following documents are Approved and Electronically Signed this 8 day of September , 2021, by Commissioner Milton Curtis .

From: Board Secretary
Sent: Tuesday, September 7, 2021 8:24 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signature Documents Approved 9/7/2021

Good evening Commissioners,

Attached please find the documents approved at tonight's regular meeting. At your earliest availability, please respond with your electronic signature using the following verbiage:

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From: [Josh Pratt](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 4:06:49 PM

The following documents are Approved and Electronically Signed this 8th day of September, 2021, by Commissioner Josh Pratt.

- AP_NOSHRFIR_APSUPINV_20210907125814 RES Fund
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From: [Dave Maehren](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 1:45:46 AM
Attachments: [image001.png](#)

The following documents are Approved and Electronically Signed this 8th day of September, 2021, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20210907125814 RES Fund
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From: [Richard Webster](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 7:31:13 AM

The following documents are Approved and Electronically Signed this 8th day of September, 2021, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20210907125814 RES Fund
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Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Board Retreat Agenda

Wednesday, August 25, 2021

10:00AM

Meeting held at the Hibulb Cultural Center*, Classroom 2, 6410 23rd Avenue NE, Tulalip, WA 98271, and virtually, via teleconference.

*Masks are required to be worn by all persons inside the building. Guests must enter through the main Museum entrance.

Public Comment must be submitted electronically prior to the meeting.
To submit public comment, please see instructions at the end of the agenda.

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

Meeting ID: 869 5396 1506, Passcode: 512812

I. Open Northshore Board Retreat

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 Introductions

4.2 Commitment/Agreements

4.3 What we know ... or think we know - Current Assumptions

4.4 Purpose of this Retreat

4.5 Current Northshore Fire Department Status

4.6 Request for EMS and Fire Service Contract Discussion

4.7 Process for evaluation of the Fire Service Contracts

4.8 Next Steps for Fire and EMS Service Contract

V. Upcoming Board Agendas



5.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, September 7th, 2021 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

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

To ensure your 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. Three minutes are allowed for comment. 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.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

NOTICE OF SPECIAL MEETING

DATED August 22, 2021

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held at the Hibulb Cultural Center, Classroom 2, 6410 23rd Avenue NE, Tulalip, WA 98271, and via conference phone (253) 215-8782, Meeting ID: 869 5396 1506, Passcode: 512812 on Wednesday, the 25th day of August 2021, from 10:00AM to 6:00PM. Meeting agenda will be posted separately.