



## 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

February 2, 2021

## **Joint Regular Meeting of the Boards of Fire Commissioners Northshore Fire Department and Woodinville Fire & Rescue and Board of Commissioners Regular Meeting Agenda at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom**

### **I. OPENING OF MEETING**

#### 1.1 Roll Call

Chair Roger Collins called the meeting to order at 5:01 PM.

Persons in attendance for Northshore Fire Department were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Interim Board Secretary Dawn Killion.

Additional persons in attendance for Woodinville Fire & Rescue were Commissioners Roger Collins, Mike Millman, Tim Osgood, Derek van Veen, and Doug Halbert. Also present was CAO Joan Montegary and Executive Assistant/Board Secretary Nicole Frisch.

Also present were 15 members of the public.

### **II. PUBLIC COMMENT**

2.1 Lake Forest Park resident Carolyn Armanini submitted a public comment requesting information on when the Board will solicit citizens to participate in preparation of "pro" and "con" statement for the ballot measure.

- Mr. Paxton stated once the resolution is submitted by Northshore to King County Elections there can be a request made to include measure in the voter pamphlet. He said the pro/con committee can be established any time before the February 26<sup>th</sup> deadline to submit the ballot measure. Chief Ahearn is aware of this deadline.
- Commissioner Ellis asked if there is a cost to be included in the voter pamphlet.
- Chief Ahearn clarified that the merger is the only local measure on the ballot and that Northshore Fire would need to pay for the entire mailing.
- Commissioner Collins asked if there was a King County-wide pamphlet.
- Chief Ahearn clarified that it would be an insert into the King County pamphlet.

- Commissioner Maehren responded that if there are no other Lake Forest Park/Kenmore measures on the ballot, then Northshore Fire would be responsible for entire mailing.
- Mr. Paxton clarified that there is normally a pamphlet published for ordinary general elections, and not for special elections, unless there are certain measure on the ballot. If there does not appear there will be other local measures for the April election.
- Commissioner Webster would like to know the cost.
- Chief Ahearn will work with County elections department to determine the cost and next steps.
- Commissioner Collins and Commissioner Halbert agreed on the need to publish a voter's pamphlet. Commissioner Halbert restated the February 26<sup>th</sup> deadline for pro-con committee establishment.
- Commissioner Millman asked that if Northshore does not publish a pro/con, does one not exist, or could someone publish an opposition-only statement.
- Chief Ahearn will report back to Board on these items. The Communication Committee is working on updating the FAQ and educational information that can also be used for notifying the public.
- Commissioner Verlinda stated that the next joint meeting is in March and sought clarification that decision to proceed lies solely with Northshore.
- Chief Ahearn confirmed that the decision is solely on the Northshore Board and can be discussed on the February 16<sup>th</sup> meeting, or by special meeting.
- Mr. Paxton noted that pro/con statements are 200 or 250 words. Upcoming deadlines are February 26<sup>th</sup> to have a committee, March 2<sup>nd</sup> to submit the comment, and March 4<sup>th</sup> or 6<sup>th</sup> deadline to submit replies to opposition's comments.
- Commissioner Maehren is concerned about the upcoming deadlines.
- Mr. Paxton stated that the Chief can make recommendations for pro/con committee candidates at the February 16<sup>th</sup> meeting. Additionally, there is no requirement to advertise or notify for those committee positions but should follow-up with King County Elections.

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

- Commissioner Verlinda requested the addition of Section 4.1.1 to discuss Local 2459 vote to oppose consolidation.
- Commissioner Collins offered to add as an amendment to the agenda as presented.
- Commissioner Maehren motion to move discussion into Executive Session.
- Commissioner Collins confirmed that the particulars of this issue would be discussed in the Executive Session.
- Commissioner Verlinda clarified that the discussion would be to have a general discussion of the response, not related to collective bargaining.
- Commissioner Maehren and Commissioner Collins discussed where to place the item in the agenda.
- Commissioner Verlinda suggested under Section 4.1.1 (General Discussions).

***Commissioner Ellis moved to approve the agenda as modified. Commissioner Webster seconded. The motion passed 10-0.***

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

##### **4.1 Merger Next Steps Discussion**

- Chief Ahearn stated that Boundary Review Board materials have been submitted. Other items can be reported on during later points on this agenda.

##### **4.1.1 Discussion of Local 2459 vote to oppose the consolidation (Added during 3.1)**

- Commissioner Collins stated that Northshore Local voted to oppose the merger before the Board had a chance to discuss options moving forward which will be discussed in this agenda's Executive Session.
- Commissioner Verlinda stated an interest in having this discussion as part of the open public meeting so that citizens can hear both sides, to acknowledge the vote by the Northshore Local, and to seek positive outcomes to moving forward. He asked whether Woodinville Fire & Rescue's labor organization has taken a position. He recognized that the majority of the Board support the merger, however at this time the majority of Northshore Local oppose the merger. Commissioner Verlinda stated the importance to find a solution before the vote in April and emphasized the importance of making this public to alleviate the appearance that the Boards are not aware of and addressing this conflict within the organization.
- Commissioner Collins stated his desire for the combined Boards to alleviate fears about merger and to come to a resolution that the Local will support.
- Commissioner Verlinda and Commissioner Halbert supported Commissioner Collins previous statement.
- Commissioner Pratt brought up that the Woodinville, Bothell, and Shoreline Locals also oppose the merger, and the need to reevaluate our approach. He asked the Board what changes need to be made to bring Locals onboard.
- Commissioner Maehren asked why the Local opposes the merger. His understanding is that it is based on contract negotiations with the labor organization. He questioned if this vote was due to dissatisfaction with labor contract, or dissatisfaction with the merger, and requested that the Board look into the underlying issue.
- Commissioner Millman is confident the merger is in the best interest for citizens of Northshore and the citizens of Woodinville and in the long term is beneficial to the Locals involved. He stated that at this point the merger does not involve Shoreline and Bothell. He is confident we can get to a resolution that is amicable and that will serve the citizens of both districts.
- Commissioner Verlinda acknowledged the short timeline and asked about the possibility to move to the November election in order to give more time to get the Locals onboard.
- Commissioner Collins brought up that the Executive Session will emphasize the need to move as quickly as possible. He believes there is time reach a satisfactory agreement to move ahead with the vote in April.
- Commissioner van Veen agrees with Commissioner Millman previous statement.

##### **4.2 Financials Discussion**

- Chief Ahearn acknowledged Board's feedback to one-page financial sheet. The sheet has been revised and posted to both websites and being used for internal and external communication. For reference, Column 1 is the Northshore standalone 2021 budget, Column 2 is the Woodinville standalone 2021 budget, and Column 3 is combined agency budget based on the cost savings communicated. They are actual numbers as if the agencies were merged as of Jan. 1<sup>st</sup>, 2021.
- Commissioner Maehren asked for an update in identifying effective tax rates for other districts in the area.
- Chief Ahearn stated that work has not yet been done.
- Commissioner Verlinda suggested creating a short video presentation of the document to highlight the benefits and asked what additional measures are being taken beyond posting to website.
- Chief Ahearn responded that an abridged version highlighting the savings (11 cents per thousand Northshore and 7 cents per thousand Woodinville in effective tax rate) is being distributed, along with the percentages of savings. He stated that to date, there has been no feedback. The department is using multiple avenues including press releases and other venues to distribute the information. He is open to more suggestions for disseminating the message to educate residents in anticipation of the April election date.
- Commissioner Verlinda suggested posting in the Kenmore newsletter.
- Chief Ahearn acknowledged missing that deadline due to an early submission deadline. However, the information will appear in the Lake Forest Park electronic newsletter and Kenmore's newsletter next month.
- Commissioner Verlinda thanked Chief Ahearn.

#### 4.3 Public Transparency Discussion

- Commissioner Webster informed the Board of a meeting scheduled for Thursday, February 4<sup>th</sup>, to complete this policy for discussion. No new information to report currently.

#### 4.4 Community Communication Sub-Committee Report

- Commissioner Webster stated that Ms. Loomis is compiling next plan of operations, including more involvement in newspapers.
- Commissioner Pratt added that the next newsletter items will address improvements in education and prevention because of the combined agency. The group is also brainstorming ways to get Lake Forest Park residents more involved and to address concerns about lack of representation on the Board.
- Commissioner Webster noted the need to work with Chief Ahearn to develop a FAQ about how residents will be represented with a combined agency and paired down Board.
- Commissioner Collins noted that Ms. Frisch will be involved in that presentation.
- Commissioner Maehren brought up that a couple of weeks ago Ms. Loomis sent out a list of community organization compiled by the committee. He suggested reaching out to condominium association as part of the community education component and asked if those have been identified. He requested that the current list be made available to Commissioners and department members so that we can add to list of community contacts. He stated the importance of reaching out to existing community groups as we move into community education.
- Chief Ahearn noted that the list is compiled and was sent to Northshore Board several weeks ago. He received several additions and will resend to the Board.



- Commissioner Maehren asked if the list included condominium associations. He noted many have sprinklers and would be on an inspection list. He said both Kenmore and Lake Forest Park cities have compiled list of community organizations.
- Chief Ahearn said the list includes some homeowner groups but may not include condominium associations. He added that the communication plan is beginning outreach this week on target.

#### 4.5 Next Joint Meeting Agenda Items

- Commissioner Collins stated the next meeting will be March 2<sup>nd</sup>
- Commissioner Pratt suggested item to address letter from Chief Cowan, Shoreline Fire Department, and dated 12/23/2020 sent to members last week.
- Commissioner Collins noted item appropriate for next month.
- Commissioner Halbert asked if the letter was sent via email.
- Chief Ahearn responded letter was sent by Chief Cowan to the Northshore Board. He offered to forward the letter to the Woodinville Board.
- Commissioner Halbert responded that it would not be necessary.
- Commissioner Verlinda stated that he was going to bring up as a correspondence item with the Northshore agenda this evening. He confirmed that the letter was sent directly to the Northshore Board.
- Commissioner Collins agreed with Commissioner Verlinda as something Northshore should address first.
- Commissioner Pratt believes the letter was addressed to all ten board members, both Northshore and Woodinville.
- Commissioner Verlinda noted his copy came directly from Chief Ahearn addressed only to the Northshore Board. He planned to begin the response discussion with the Northshore Board at their meeting later this evening.
- Commissioner Collins will leave as a tentative item for next meeting.
- Chief Ahearn clarified the letter sent 12/23/2020 was addressed to Chief Ahearn and Northshore Board members.
- Commissioner Collins requested Northshore discuss first and if necessary, can add to the joint agenda next month.

### **EXECUTIVE SESSION**

The Board moved into Executive Session at 5:44PM until 6:42PM to discuss matters related to discuss matters related to collective bargaining pursuant to RCW 42.30.140 (4)(b).

### **ADJOURN JOINT MEETING**

The joint meeting was adjourned at 6:41PM.

## **V. OPEN REGULAR NORTHSHORE BOARD MEETING**

### 5.1 Roll Call

Chair Rick Webster called the meeting to order at 6:48 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, CAO Joan Montegary, Interim Board Secretary Dawn Killion, and 5 members of the public.

## **VI. PUBLIC COMMENT**

### 6.1 No public comment received for the Regular Meeting.

## **VII. APPROVAL OF THE AGENDA**

### **7.1 Approval of the Meeting Agenda**

- Commissioner Verlinda requested to add 8.4 to discuss correspondence from Shoreline Fire Chief Matt Cowan.

*Commissioner Verlinda moved to approve the agenda as amended. Commissioner Ellis seconded. The motion passed 5-0.*

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

### **8.1 Station 57 Final Review**

- Chief Ahearn presented report out on the completed Station 57 remodel. His PowerPoint presentation included photos of the completed work including:
  - Entryway: New secure block pressure check station and replacement of flooring.
  - Kitchen: Two new stoves, dishwashers, garbage disposal, refrigerators, countertops, and cabinets.
  - Enlarged day room and workout room.
  - Living/kitchen: removed hallway to create open concept.
  - Laundry: Updated counters and cabinets, installed two new commercial grade W/D units.
  - Bedrooms: replaced lockers, new carpet and desks.
  - Bathroom: converted two multi-share bathrooms and created third individual bathroom, shower, sink, and toilet. (He noted these upgrades help accommodate our diverse workforce and thanked the Board for their support.)
  - Yard: fenced side yard for privacy and noise reduction, adjusted sidewalk to accommodate walk-through traffic. The landscaping and fencing completed by the Station 57 crew with materials purchased by the district.
  - Apparatus Bay: relocated the bunker gear to new bunker/gear room, replaced ceiling tiles, and upgraded electrical system to run emergency generator.
- Chief Ahearn thanked firefighters, especially project point of contact, BC Mike Morris and Lt. Hansson and his crew, as well as FF Peterson for assisting with the design and dedication to the project. Firefighters landscaped the yard on their own time between shifts, headed by Lt. Ingersoll. He also thanked the Board for ongoing support.
- Chief Ahearn noted that project was funded with no additional tax to the taxpayer, as it was planned for and paid from the reserve account. He remarked total project costs were just under \$1 million.
- Commissioner Verlinda asked if the new washers are for extractors.
- Chief Ahearn responded that extractors for washing gear are in bunker room. He noted new W/D units are for general laundry.
- Commissioner Webster noted the electrical upgrades made to allow for the extractor.
- Chief Ahearn special thanks Commissioner Webster for expertise and background.
- Commissioner Webster thanked Chief Ahearn for his presentation.

### **8.2 Review of Board Secretary Policy**

- Commissioner Maehren sent proposed changes to Board members and reviewed the following policies sequentially to be approved at the next meeting:
  - Policy 1250 Secretary Description. Proposed change is if Board Secretary unable to attend Fire Commissioner meeting, then Board Chair shall appoint an alternative, as the Board Secretary now reports to Board Chair. In practice, would likely be in collaboration with Fire Chief.

- Policy 1300 clarified that district policies and procedures will be made available to the public in a read-only format. Commissioner Maehren referenced prior Board decision 5.2.2 to move forward with posting policies in pdf format. DC McDonald has accepted the assignment to review policies for Homeland Security threats prior to posting. Commissioner Webster clarified this will be completed by newly hired Board Secretary as a special assignment.
- Policy 1300A1 Policy Template adds Item 7 effective date added to every policy approved.
- Policy 1400 Board Meetings clarifies that Board Chair will attempt to notify members of a special meeting. State law requires 24 hours advance notice of public meeting.
- Policy 1400 Agenda meeting materials packets will be provided to Commissioner by end of business 6 days in advance, and to the public no less than 24 hours. Ideally, materials will be posted to the public by the Friday prior to regularly scheduled Tuesday meetings. Last minute updates will be posted to public as soon as possible.
- Policy 1400 Fire Commissioner Compensation reviews are submitted on the 1<sup>st</sup> of month. Policy added Item 7 to review of compensation on the first meeting of the month.
- Policy 1400 Bottom of agenda to include next meeting date added to format.
- Policy 1400 Voting clarifies that when a vote is not unanimous the record yeas-nay for each Commissioner noted in the minutes.
- Draft meeting minutes will be sent to Commissioners 6 days after meeting for approval to be included in meeting materials packet. Commissioner Maehren could not locate on his notes but will add to document for approval at next meeting.
- Commissioner Webster thanked Commissioner Maehren and Commissioner Verlinda for their work to update these policies. He noted they we will review and vote to adopt at the next meeting.

### 8.3 Decision of Fire Hose Needs

- Chief Ahearn handed off the presentation to DC McDonald.
- DC McDonald provided an overview of the Northshore Fire use of firehose as specified by NFPA 1901. He stated there is a large amount of hose that has reached the end of its life or has failed hose testing. The district is approaching not having enough hose for its four engines and “spare” hose required to be maintained at each station to comply with requirements.
- DC McDonald noted that many engine nozzles are beyond their useful life or out of service and clarified that replacement parts are cost prohibitive.
- DC McDonald proposed request to allocate funds previously approved by the Board for the purchase hose and nozzles in the amount not to exceed \$70,000. This request will allow for District to replace our outdated equipment and standardize the hose and nozzles being carried and deployed on all 4 fire engines.
- Commissioner Webster asked two questions, first, how much of the existing hose will remain in the inventory and second, is there a program for routine hose and nozzle replacement.
- DC McDonald responded that we currently have enough hose for two fire engines and need hose for two engines. Of the remaining hose, it too is reaching end of life. He stated the intent is to move forward to purchase new so that all four engines match with identical nozzles and hose lines.

- Commissioner Webster asked if the usable retired hoses will be donated.
- DC McDonald said the hose will be used with the North King County Training Consortium for upcoming Academy in September.
- Commissioner Verlinda asked if the 28 nozzles will replace all the nozzles on the engines.
- DC McDonald confirmed that the 28 nozzles changing from a combination to a solid bore with the advance being less maintenance and to be consistent with neighboring fire departments, including potential new partner Woodinville.
- Chief Ahearn clarified that the purchase was approved in the 2021 budget to be expended out of reserve account and due to the amount of the purchase, the request is to allocate and approve purchase for staff to move forward.

***Commissioner Maehren moved to approve the request as presented. Commissioner Verlinda seconded. The motion passed 4-0. Commissioner Ellis had previously left the meeting***

- Chief Ahearn also wanted to thank BC Hochstein, FF Petro, and Woodinville FF Kapfer, to develop presentation. He also stated the new engine update will be in the Fire Chief update.

#### 8.4 Letter from Shoreline Fire Chief Matt Cowan

- Commissioner Verlinda suggested the Board Chair and Vice Chair officially provide written response to the letter from Shoreline Fire Chief Matt Cowan.
- Commissioner Maehren stated he had contacted the Shoreline Board Chair last year but not recently. He requested clarification on the content of the letter.
- Commissioner Pratt agreed to proceed with a formal response. He also noted the importance of discussing neighboring organizations and leaders of neighboring organizations in a respectful way.
- Commissioner Maehren commented that he did not recall that happening in Northshore meetings, and if they did occur, those instances should be reviewed.
- Commissioner Webster agreed with Commissioner Maehren. He will discuss the matter with Vice Chair and review with legal counsel.

## **IX. BOARD RESOLUTIONS**

9.1 None. Next meeting to approve Board Secretary.

## **X. COMMISSIONER COMPENSATION**

- Commissioner Maehren noted that Commissioner Pratt's form was not signed.
- Commissioner Pratt and Ms. Killion discussed to resolve matter.

***Commissioner Verlinda moved to approve the compensation claim as submitted. Commissioner Pratt seconded. The motion passed 4-0. Commissioner Ellis had previously left the meeting.***

## **XI. CONSENT AGENDA**

### 11.1 Vouchers

- The General Fund Vouchers totaled \$113,383.57 and Reserve Fund Vouchers totaled \$104,904.74
- Commissioner Verlinda was surprised by the about amount of sales tax for the new engines.

***Commissioner Verlinda moved to approve the vouchers as presented. Commissioner Pratt seconded. The motion passed 4-0. Commissioner Ellis had previously left the meeting.***

- Commissioner Maehren commented that previous agreement to deliver one new engine to Lake Forest Park and one to Kenmore so that the sales tax would go to the individual cities. Ms. Killion will confirm this delivery arrangement and report back to the Board at the next meeting.

## **XII. REPORTS**

### **12.1 Fire Chief Report**

In addition to the written report provided in the meeting materials, Chief Ahearn reported:

- Chief Ahearn highlighted that six recruit fire fighters converted into probationary fire fighters after graduating from Academy and 5-week EMT course this past Thursday. Northshore FF Blake was class valedictorian, FF Park named to the Chiefs Company, and FF Taiwo was selected to give the class speech at graduation. Woodinville had five recruits at the Academy, two were selected to the Chiefs Company. He acknowledged Lt. Blake for his instruction and commitment at the Academy. The oath of office ceremony was held on Friday, where now retired, BC Sauer was recognized for his 30 years of service.
- Chief Ahearn updated on the status of the new fire engines. He thanked BC Tagart, Lt. Hansson, and Lt. Ford their efforts to outfit the units. They are hoping to schedule a push-in ceremony at Station 151 & Station 157 on Saturday, February 6<sup>th</sup>.
- DC McDonald added the ceremony would be at noon on the 6<sup>th</sup> and streamed live on Facebook for the public to view.
- Chief Ahearn reported that 15 staff have expressed interest in administering the COVID-19 vaccine. He is hopeful the program will be up and running next few weeks. He added that regionally 60% of firefighters have received at least the first dose of the vaccine, however, the data is not tracked internally.
- Commissioner Webster asked if any sick leave was taken from FF receiving the vaccination.
- DC McDonald replied that two members utilized personal sick leave. He added most common reports are sore arms and being tired after the second shot.
- Commissioner Verlinda asked when the next recruit class will occur and the number slots to be filled.
- Chief Ahearn reported that next Academy starts August 26<sup>th</sup>. He added the number of positions will be determined later and may depend on the merger.
- Commissioner Webster inquired about the status of the retiring engines and a review of the costs to excess the equipment.
- Chief Ahearn responded that he needs more time to review and will update at a future meeting.

There were no further additions or questions regarding the written Fire Chief's report.

### **12.2 Commissioner Reports**

- Commissioner Verlinda mentioned that King County Fire Commissioners Association offers introductory classes that may be useful for new Board Secretary Ms. Oakley. He

added the next class will be next year and added that the website has additional resources pertinent to the Board Secretary role.

### 12.3 Legal Counsel Reports

- Mr. Paxton updated on the status of the Notice of Intention and boundary review process through King County election. He added the Boundary Review Board is meeting February 11<sup>th</sup> to discuss. He noted that likely there is no intent to invoke jurisdiction. He will be attending meeting to confirm these details. He expects to have Northshore through the 45-day process after notice of intention deemed approved by the week of February 22<sup>nd</sup> ahead of Feb. 26<sup>th</sup> deadline.

## **XIII. UPCOMING BOARD AGENDAS**

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

- Commissioner Webster confirmed next meeting will be February 16<sup>th</sup>.
- Commissioner Maehren added the Board Secretary Policy second review and approval. He added that he will send Policy 1410 and Policy 1450 along with the ones discussed this evening.
- Commissioner Verlinda requested a discussion for planning expenditures on the operational side. He recognized the large expenditures for PPE and hoses made recently.
- Commissioner Maehren added that some of the expenditures fell under the apparatus replacement fund, but not the full amount.
- Chief Ahearn added the expenditures are within the current asset replacement fund. He offered that he has no concerns with Northshore finances at this time. He suggested revisiting this plan at the time of the merger.

## **EXECUTIVE SESSION**

The Board moved into Executive Session at 7:40PM until 8:25PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140 (4)(b). The board moved back to open session at 8:25PM.

## **ADJOURNMENT**

The meeting adjourned at 8:22PM

## **NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for February 16, 2021.

Attachments: Agenda and Fire Chief's Report

## **BOARD OF COMMISSIONERS**

*Electronically signed- Rick Verlinda*

**RICK VERLINDA**, Member

**JOSH PRATT**, Member

**DON ELLIS, Member**

*Electronically signed- Rick Webster*

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**RICK WEBSTER, Member**

*Electronically signed- Dave Maehren*

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**DAVID MAEHREN, Member**

**ATTEST**

*Amy Oakley*

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**Amy Oakley, Board Secretary**

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 16, 2021

**From:** [Richard Webster](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: Electronic Signature - Documents Approved 2/16/2021  
**Date:** Wednesday, February 17, 2021 9:16:48 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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The following documents are Approved and Electronically Signed this 17<sup>th</sup> day of February, 2021, by Commissioner Rick Webster.

- AP\_NOSHRFIR\_APSUPINV\_20210216111504 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20210216111841 GEN Fund
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Resolution 21-02 District Secretary
- Minutes for Regular and Special Meeting 1-19-2021 and Regular Meeting 2-2-2021

**From:** [Dave Maehren](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: Electronic Signature - Documents Approved 2/16/2021  
**Date:** Wednesday, February 17, 2021 10:09:52 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

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The following documents are Approved and Electronically Signed this 17<sup>th</sup> day of February, 2021, by Commissioner David C. Maehren.

- AP\_NOSHRFIR\_APSUPINV\_20210216111504 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20210216111841 GEN Fund
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Resolution 21-02 District Secretary
- Minutes for Regular and Special Meeting 1-19-2021 and Regular Meeting 2-2-2021



**From:** [Rick Verlinda](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: Electronic Signature - Documents Approved 2/16/2021  
**Date:** Wednesday, February 17, 2021 3:25:03 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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The following documents are Approved and Electronically Signed this \_\_17th\_\_ day of \_\_February\_\_, 2021, by Commissioner \_\_Rick Verlinda\_\_.

- AP\_NOSHRFIR\_APSUPINV\_20210216111504 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20210216111841 GEN Fund
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Resolution 21-02 District Secretary
- Minutes for Regular and Special Meeting 1-19-2021 and Regular Meeting 2-2-2021



## **Northshore Fire Department Board of Commissioners**

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### **Joint Regular Meeting of the Boards of Fire Commissioners Northshore Fire Department and Woodinville Fire & Rescue and**

### **Board of Commissioners Regular Meeting Agenda**

Tuesday, February 2, 2021

5:00PM

Meeting held virtually, via Zoom

Public Comment must be submitted electronically prior to the meeting.  
To submit 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/83913456574?pwd=QkJWTXRvaXlIWFBkRkhrK056T1VOUT09>

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

Meeting ID: 839 1345 6574  
Passcode: 366166

- I. Open Joint Northshore Woodinville Fire and Rescue Meeting**
  - 1.1 Roll Call
- II. Public Comment**
  - 2.1 Public Comment – 3 Minute limit per person
- III. Approval of Agenda**
  - 3.1 Approval of the Meeting Agenda
- IV. Board Discussion and Possible Action Items**
  - 4.1 Merger Next Steps Discussion
  - 4.2 Financials Discussion
  - 4.3 Public Transparency Discussion
  - 4.4 Community Communication Sub-Committee Report



#### 4.5 Next Joint Meeting Agenda Items

### **Executive Session**

To discuss matters related to collective bargaining pursuant to  
RCW 42.30.140 (4)(b)

### **Adjourn Joint Meeting**

#### **V. Open Regular Northshore Board Meeting**

5.1 Roll Call

#### **VI. Public Comment**

6.1 Public Comment

#### **VII. Approval of Agenda**

7.1 Approval of the Meeting Agenda

#### **VIII. Board Discussion and Possible Action Items**

8.1 Station 57 Final Review

8.2 Review of Board Secretary Policy

8.3 Decision of Fire Hose Needs

#### **IX. Board Resolutions**

None

#### **X. Consent Agenda**

10.1 Vouchers

10.2 Commissioner Compensation

10.3 Approval of Meeting Minutes 1/19/2021 – Special & Regular

#### **XI. Reports**

11.1 Fire Chief Report

11.2 Commissioner Reports

11.3 Legal Counsel Report

#### **XII. Upcoming Board Agendas**

12.1 Setting of Future Meeting Agenda(s)

### **Executive Session**



None

### **XIII. Adjournment**

Next Regular Meeting: February 16<sup>th</sup>, 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 [dkillion@northshorefire.com](mailto:dkillion@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 Dawn Killion at [dkillion@northshorefire.com](mailto:dkillion@northshorefire.com)

**Fire Chief's Report**  
Submitted by Chief Ahearn  
February 2, 2021

**Human Resources:**

- Board Secretary hiring update: conditional offer letter has been sent. Date of hire pending completion of pre-employment background check.
- Provided administrative support to DC McDonald in preparation for BC Sauer's retirement ceremony.
- HRM Moore began steps to schedule employee physicals with PHS in April.
- HRM Moore completed various updates to the Northshore Fire website, including merger updates.
- HRM Moore completed work in preparation for new recruits coming to shift.

**Operations:**

- Reaction time (average)
  - Total EMS incidents            131    1:18    January 6 – January 26
  - Total Fire incidents            73     1:46    January 6 – January 26
- Response time from call received to on-scene (average)

5:22    January 6 – January 26
- Our recruits graduated on January 28, 2021. Our first probationary firefighter will start February 1.
- We will be conducting a promotional ceremony for BC Hochstein, Lt. Ford, and Lt. Pritchett during the February 2 Board meeting.
- Our two new fire engines have arrived at Station 51. BC Tagart, along with Lt. Hansson and Lt. Ford, has been working hard to get our new engines outfitted with equipment. We are hoping to have all training and equipment installation completed in early to mid-February. We will be planning a push-in ceremony for both engines. This will likely be done via Facebook Live due to COVID restrictions.
- Our firefighter/EMTs have been working their way through the vaccination process at Northwest hospital. The last number we had was 20 members that had been vaccinated. UW is no longer providing us with updated numbers, but it would be reasonable to expect that number is higher to date. We continue to educate our members on the importance of getting vaccinated.
- Both of our primary engines have been experiencing routine breakdowns and we have been forced to move to our reserves on multiple occasions. We will continue to monitor the frequency and types of issues. We are very excited to get our new engines in service.
- Our new Board-approved PPE has begun to arrive. We have begun to distribute to crews. As always, we appreciate the support of the Board.
- We will be discussing the purchase of new hose and nozzles for our fleet. Currently, the nozzles on our apparatus are in poor shape and replacement parts are nearly impossible to find due to the age of the nozzles. In addition, the

District needs to enhance its hose inventory to ensure compliance with NFPA 1962.

- The District received one pallet of N95 masks that were purchased by King County EM. The District is going well on our PPE burn rate but ensuring our members have this vital piece of equipment is very much appreciated.
- FF Hofschulte served as an assessor for the Bothell Fire Department Engineer Practical test over a three-day period. We received a very nice email thanking him for his expertise during the process.
- Our firefighters will complete the destructing training on February 29. This training has been invaluable, and the NKCTC has done an outstanding job.
- Please join me in congratulating BC Mitch Sauer on his retirement after a nearly 30-year career. We will be having a small retirement gathering at 1530 at Station 51 on his last day, January 29.

### **Training:**

- Captain Burrow is researching alternative and acceptable Officer Development courses equivalent to the previous King County Officer Development Academy

### **North King County Training Consortium (NKCTC):**

- NKCTC completed the eight section Probationary Firefighter Taskbook. Each section is 45 days in duration, with a midterm after the fourth section and a final at the completion of section eight.
- North end fire department technicians participated in a heavy machinery extrication.
- The Training Officers have been collaborating on the framework of a Fire Academy for 2021
- NKCTC delivered destructive training at an acquired structure in downtown Kenmore during the month of January. Areas of focus included: forcible entry using a chain around the main point of access, long hose lays for fire attack, deployment of dry chem extinguisher for grease fire, vertical ventilation of a tiled roof, and size up of a commercial roof.

### **Fire Prevention:**

- 12 sprinkler/alarm inspections
- 2 code enforcement re-inspections
- 5 site visits for outdoor tents (restaurants and bars)
- Onsite visit to Bastyr for bag flush, hydrant relocation, and tree fall plan
- Citizen complaint about dirty water in LFP
- Fire Watch at Inglewood Golf & Country Club and Woodland North
- Training with Jen for Fire Prevention Support
- Ongoing PR meetings
- Zone 1 meeting
- Fire investigations
  - Fires in 2020                      12 in Kenmore / 3 in LFP
  - Estimated Fire Loss              \$349,200.00 Kenmore / \$932,000.00 LFP





# STATION 57 REMODEL

NORTHSHORE FIRE DEPARTMENT





# FRONT ENTRY RECONFIGURATION

- Created a secure blood pressure check station
- Rubber flooring removed and replaced with polished concrete





## KITCHEN

- Two new stoves and dishwashers
- Garbage disposal added
- New refrigerators
- New countertops and cabinets





## ENLARGED AREAS

- Workout room enlarged to be more functional
- Dayroom added a built-in coffee and popcorn station
- Eliminated second hallway to create an open concept







## LAUNDRY ROOM

- Updated cabinets and counters
- New washer and dryer
- New modern door for both laundry and utility room



## BEDROOMS

- Bedroom lockers replaced
- New carpet
- Functional desks







## BATHROOMS

- Converted two multi-shower shared bathrooms
- Built 3 individual bathrooms with shower, sink and toilet
- Conversion will help accommodate diverse employees





## YARD

- Side yard fenced-in for privacy
- Adjusted sidewalk to accommodate walk-through traffic



## APPARATUS BAY

- Relocated bunker gear from bay to new bunker gear room
- Replaced all ceiling tiles in the bay
- Electrical upgrades for emergency generator





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# SPECIAL THANK YOU

- Firefighters throughout the organization took part in the station remodel
  - BC Morris spearheaded the remodel project
  - Lt Anders Hansson and his crew (FF Seefeld/FF Peterson) played a huge role in assisting with the design and dedicated numerous hours to keep the project moving forward
- Firefighters relandscaped the yard on their own time
  - Lt Ingersoll dedicated numerous hours to landscape work
- Special thanks to the Board for their ongoing support
- Special thanks to the personnel at Station 57 for supporting the project in various capacities
- This remodel was funded with no additional cost to the taxpayer



## THE BOARD OF FIRE COMMISSIONERS

### SECRETARY

**Purpose:**

To identify the appointment process for and duties of the District Secretary.

**Reverences:**

Legal Reference:

RCW 52.14.080, Secretary--Duties and oath

**Policy:**

The Board of Fire Commissioners shall appoint a Secretary of the District, who is not a member of the Board, for such term as shall be established by resolution.

The Secretary shall keep a record of Board proceedings, perform other duties as prescribed by the Board or by law, and take an official oath similar to that of the Commissioners, which shall be filed in the same office as the Commissioners.

When the Secretary is unable to attend a Fire Commissioner Meeting the ~~Fire Chief~~Board Chair shall appoint an alternate.

# NORTHSHORE FIRE DEPARTMENT

## ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

### **SUBJECT: Policies and Procedures**

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<b>Policy Number:</b> 1300	<b>Approved By:</b> Board of Commissioners
<b>Effective Date:</b> August 6, 2013	<b>Revision Date:</b> May 15, 2018
<b>Pages:</b> 3	<b>Attachments:</b> 2

---

#### **1 PURPOSE**

- 1.1 To establish a procedure for the adoption, review and amendment of District policies and procedures.

#### **2 REFERENCES**

- 2.1 RCW 52.02.020 (1), *Districts authorized*
- 2.2 RCW 52.14.100, *Meetings – Powers and duties of the board*
- 2.3 RCW 42.56.040, *Duty to publish procedures*

#### **3 RESPONSIBILITY**

- 3.1 The Board of Commissioners maintains the sole statutory authority to establish policies of the District as they relate to service levels and operational goals. The Board is responsible for the adoption, amendment and rescission of District policies.
- 3.2 The Fire Chief is responsible for the development of administrative and operational policies and procedures, including policy sections 2000 to 7000.
- 3.3 District members of the organization must be familiar and comply with the provisions of all District policies.

#### **4 DEFINITIONS**

- 4.1 **POLICY:** a declared intent or objective used as a basis for decision making. Policies define “what” will be done regarding a specified area of operation or practice.
- 4.2 **PROCEDURE:** a prescribed or acceptable routine or method of performing or implementing a desired course of action. Procedures define “how” objectives of any given policy or practice will be accomplished.

#### **5 POLICY**

- 5.1 The District shall adopt and maintain policies and procedures that govern District operations.
  - 5.1.1 Established policies and procedures shall not violate any laws or regulations or the collective bargaining agreement with IAFF Local 2459.
- 5.2 Policies and procedures shall be named and indexed in a manner that provides for easy identification of their content.
  - 5.2.1 1000 series policies and procedures will be maintained and available to all members and the public in a read-only format on the District’s SharePoint and website.
  - 5.2.2 2000 through 7000 series policies and procedures will be maintained by the Fire Chief and available to all members of the public in a read-only format





in paragraph format.

- 6.2 Policies shall be given a number within the appropriate policy grouping. The following are the current groups
  - 6.2.1 1000 Series–Board of Commissioners
  - 6.2.2 2000 Series–Personnel
  - 6.2.3 3000 Series–Community Relations
  - 6.2.4 4000 Series–Operations
  - 6.2.5 5000 Series–Non-Service Operations
  - 6.2.6 6000 Series–Fiscal Management
  - 6.2.7 7000 Series–Facilities
- 6.3 Policies and procedures shall be reviewed as stated in section 5.6. The review process will address the following questions:
  - 6.3.1 Is the policy and/or procedure still consistent with best practices, strategic direction, and/or changes in national standards or legislation;
  - 6.3.2 Do current practices comply with the existing policy and/or procedures;
  - 6.3.3 Are there inconsistencies between the existing policy and/or procedures with other policies and procedures;
  - 6.3.4 Is the policy obsolete and no longer needed;
- 6.4 New policies should be proposed or existing policies amended or rescinded whenever gaps, inconsistencies, or changes have occurred that affect the appropriateness or accuracy of current policy or procedure.
  - 6.4.1 Members’ recommendations for the creation of a new, or the amendment or rescission of a current, policy or procedure must be submitted to the Fire Chief on the Policy Amendment Recommendation Form, 1300-A2.
- 6.5 Whenever deemed necessary, the process for adopting a new, or amending or repeal of an existing, policy shall be as follows:
  - 6.5.1 A draft of the proposed new 1000 series policy or amendment of an existing policy shall be provided to the Board. The proposal shall be added to the agenda of a regular or special Board meeting for a first reading and discussion.
  - 6.5.2 The Board would move to adopt, amend or reject or the draft proposal at a subsequent regular or special Board meeting, unless immediate action is deemed necessary.
    - 6.5.2.1 If immediate action is required, approval must be by a majority plus one.
  - 6.5.3 The adoption, amendment or rescission of administrative or operational policies and procedures proposed by the Chief may be approved at the first meeting as part of the Consent Calendar after the Board has been provided a copy of the proposed changes.

# **NORTHSHORE FIRE DEPARTMENT**

## **ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES**

### **SUBJECT:**

<b>Policy Number:</b> <u>1300-A1</u>	<b>Approved By:</b>
<b>Effective Date:</b> <u>Needs info</u>	<b>Revision Date:</b> N/A
<b>Pages:</b>	<b>Attachments:</b>

**1 PURPOSE**

1.1

**2 REFERENCES**

2.1

**3 RESPONSIBILITY**

3.1

**4 DEFINITIONS**

4.1

**5 POLICY**

5.1

**6 PROCEDURES/GUIDELINES**

6.1

**7 APPROVAL / EFFECTIVE DATE**

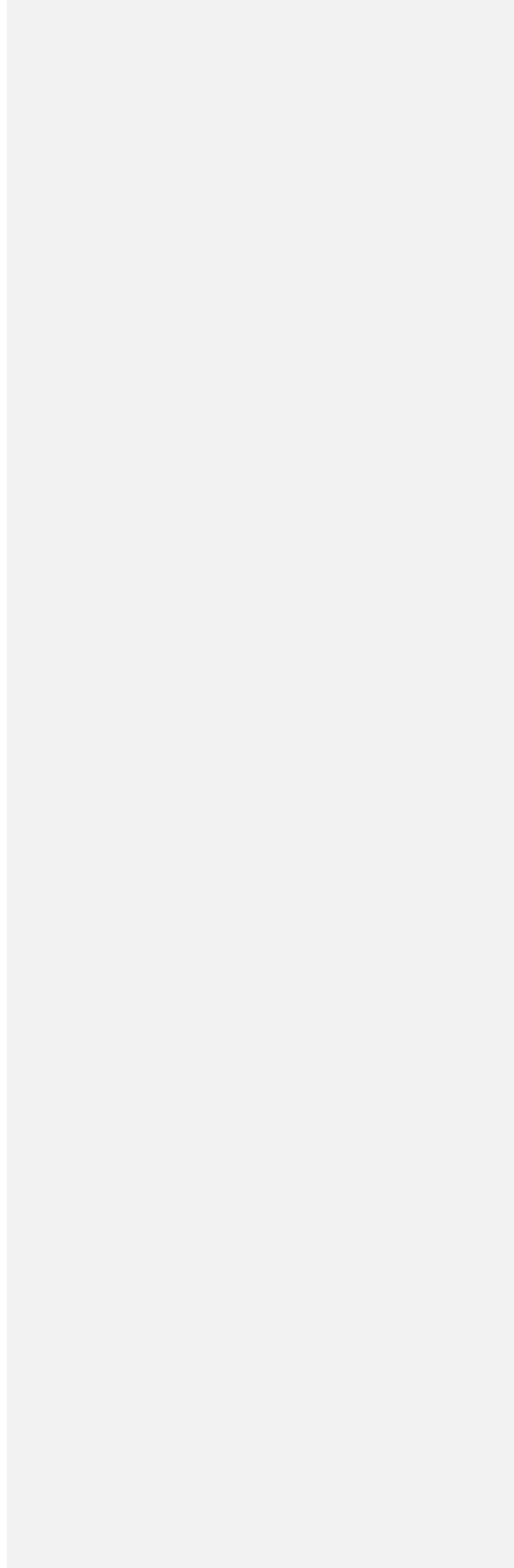
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## **BOARD MEETINGS**

### **Purpose:**

Provides rules and guidelines for Commissioner Board meetings.

### **References:**

Legal Reference:	RCW 52.14.090	Office--Meetings
	RCW 52.14.100	Meetings--Powers and duties of board
	Ch. 42.30 RCW	Open public meetings act

### **Responsibilities:**

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.

### **Policy:**

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”.

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

#### 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.

#### Special Meetings

A special meeting is any meeting other than a regular meeting. 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

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.

**Notice of Special Meetings must be provided to the public at least 24 hours in advance of the meeting.**

#### Emergency Meetings

Amended 2-05-2019



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.

#### Notices

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).

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.

#### 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.

#### Agenda

The board shall provisionally establish the agenda for each subsequent meeting as a part of regular and special meeting business. 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.

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 ~~at least three business days in advance~~ 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.

**Commented [DM1]:** Our current practice / goal is to have the meeting materials available to board members by the end of business on the Thursday before our Tuesday meeting. This is one day in advance of publishing to the public. This allows board members to identify errors or omissions. I used six days in case we change our regular meeting to a different day of the week. It is helpful for board members to have the weekend before the meeting to review documents.

The general format for the agenda document will include:

- I. Open Meeting
- II. Approval of Agenda
- III. Public Comment

Amended 2-05-2019

IV. Board Discussion and Possible Action Items

V. Board Resolutions

VI. Reports

VII. Fire Commissioner Compensation Request Review (1<sup>st</sup> meeting of the month)

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VIII. Meeting Minutes Review and Approval (May be included as part of the Consent Agenda)

~~IXVII~~ Consent Agenda

~~XVIII~~ Executive Session

~~XIX~~ Next Meeting Agenda

XII. Adjournment

Notation of the next scheduled Regular meeting and or Special meeting date and time.

#### 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.

#### 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. 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.

All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by a member of the Board.

Meetings should be conducted in accordance with the following ground rules:

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.
2. Consider ideas with an open mind. Ideas may be respectfully challenged by asking questions – focus on ideas and refrain from personal attacks.
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.
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.

Amended 2-05-2019

5. Each member should try to keep discussions on task and efficient.
6. Instead of invalidating others' suggestions, share your own new idea or contribution.
7. Issues which have been decided will only be reopened in rare instances and with agreement of the majority of the Board.
8. Prior to the Board voting on a motion the Chair or District Secretary will restate the motion.
9. Decisions made by the Board will be summarized by the Chair or District Secretary prior to moving to the next topic.

#### Voting

The vote on all matters shall be oral. Results will be announced immediately and recorded in the minutes. When the vote is not unanimous the meeting minutes shall record the yeah, neah and abstentions by name for each commissioner. A Commissioner may change his/her vote if the change is announced before the Chair announces the results of the vote.

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.

#### 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. A period for public comment shall be included in the agenda.

The Board may also allow individuals to express an opinion prior to Board action on agenda items. Individuals wishing to be heard by the Board shall first be recognized by the Chair. Individuals, after identifying themselves, are encouraged to make comments as briefly as the subject permits. The Chair shall maintain order and ensure the appropriateness of discussion.

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 09:25:40 Date: 02/02/2021

02/10/2021 To: 02/10/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
148	02/10/2021	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	Lobby Mats
149	02/10/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	1,107.00	Legal Fees - General Business
150	02/10/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	4,482.00	Legal Fees - Consolidation
151	02/10/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	6,788.00	Legal Fees - Public Records Request
152	02/10/2021	Claims	1	0	DRUG FREE BUSINESS	45.00	Pre-Employment Screening - Oakley
153	02/10/2021	Claims	1	0	DRUG FREE BUSINESS	100.00	Annual Membership - 1/24/21 To 1/23/22
179	02/10/2021	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	2,894.42	Pay Cycle(s) 01/29/2021 To 01/29/2021 - ADDLIFE; Pay Cycle(s) 01/29/2021 To 01/29/2021 - MEDICAL; Pay Cycle(s) 01/29/2021 To 01/29/2021 - METLIFE; Pay Cycle(s) 01/29/2021 To 01/29/2021 - METLIFE2
154	02/10/2021	Claims	1	0	L. N. CURTIS & SONS	188.92	New Hire Badges
155	02/10/2021	Claims	1	0	LIFE ASSIST	205.93	EMS Supplies
156	02/10/2021	Claims	1	0	LIFE ASSIST	80.92	EMS Supplies
157	02/10/2021	Claims	1	0	LIFE ASSIST	95.58	EMS Supplies - DOH Grant
158	02/10/2021	Claims	1	0	LIFE ASSIST	191.16	EMS - Trauma Bags
159	02/10/2021	Claims	1	0	N.F.P.A.	175.00	Annual Renewal
160	02/10/2021	Claims	1	0	NORTH CITY WATER DISTRICT	375.32	Acct #011756-000; Station 57
161	02/10/2021	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct #022432-000; Station 57
162	02/10/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	769.42	Meter #43105121 - Station 51
163	02/10/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	112.87	Meter #35768370 - Irrigation
164	02/10/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	959.45	Meter #48702679 - Training
165	02/10/2021	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	70,065.18	Medical Insurance Premiums - Feb 2021
166	02/10/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Monthly Lease
167	02/10/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	75.68	Copier - Meter Reading
168	02/10/2021	Claims	1	0	PRAXAIR DISTRIBUTION	65.86	Oxygen
169	02/10/2021	Claims	1	0	PUGET SOUND ENERGY	4,637.26	Acct #200019536453; Station 51
170	02/10/2021	Claims	1	0	PUGET SOUND ENERGY	685.92	Acct #200020658783; Station 57
171	02/10/2021	Claims	1	0	STAPLES	302.93	Office Supplies
172	02/10/2021	Claims	1	0	STERICYCLE	144.91	Bio Hazard Disposal
173	02/10/2021	Claims	1	0	VERIZON WIRELESS	675.41	Smart Phones
174	02/10/2021	Claims	1	0	VERIZON WIRELESS	46.75	Suppression Cell Phones
190	02/10/2021	Claims	1	0	VFIS	2,002.00	Insurance - Adding 2 New Apparatus To 2021 Policy
175	02/10/2021	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	48.00	Janitorial Supplies
176	02/10/2021	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	1,107.28	Janitorial Supplies
177	02/10/2021	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,596.00	Dental / Life / EAP - Feb 2021
180	02/10/2021	Payroll	1	0	WASHINGTON NATIONAL INS CO	90.10	Pay Cycle(s) 01/29/2021 To 01/29/2021 - CONSECO

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 09:25:40 Date: 02/02/2021

02/10/2021 To: 02/10/2021

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
181	02/10/2021	Payroll	1	0	WSCFF EMPLOYEE BENEFIT TRUST	8,800.00	Pay Cycle(s) 01/29/2021 To 01/29/2021 - MERP1
178	02/10/2021	Claims	1	0	ZIPLY FIBER	178.21	Phones - Station 51
001 General Fund 10-016-0010						113,383.57	
						<u>113,383.57</u>	Claims: 101,599.05
							Payroll: 11,784.52

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:14:25 Date: 01/31/2021

02/10/2021 To: 02/10/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
142	02/10/2021	Claims	4	0	ANDERS HANSSON	57.47	Remibursement - Drill Bit, Conversion Kit And Tool For Apparatus
143	02/10/2021	Claims	4	0	DELL COMPUTER	4,787.43	ESO Tablets For New Apparatus
144	02/10/2021	Claims	4	0	HUGES FIRE EQUIPMENT	47,891.72	Sales Taxes For Delivery - New Pumper VIN 022227
145	02/10/2021	Claims	4	0	HUGES FIRE EQUIPMENT	47,891.72	Sales Taxes For Delivery - New Pumper VIN 022228
146	02/10/2021	Claims	4	0	JEFF TAGART	1,430.77	Reimbursement - Battery Set, Grinder Kit And Circular Saw For R151
147	02/10/2021	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,845.63	LEOFF I - Medical Insurance Premiums - Feb 2021
004 Reserve Fund 10-016-6010						104,904.74	
						104,904.74	Claims: 104,904.74







Northshore Fire Department  
Fire Commissioner Request for Compensation

Month	Year	Name	
Date	Description of Activity		Time
01/03/2021	Meeting preparation for meeting with labor local. Meeting preparation (0.5 hr) Attend meeting (1 hr) meeting follow-up (1 hr)		2 1/2
01/05/2021	Additional regular fire commissioner meeting preparation (2.5 hr) Attend regular fire commissioner meeting (1.25) Meeting follow-up (1.5 hr)		4.25
1/12/2021	Meeting preparation for Merger sub-committee. (1 hr) Attend merger sub-committee meeting (1.5) Attend Zoom meeting w/ Commissioner Webster (1 hr) meetings follow-up (1.75)		4.25
1/16/2021	Meeting preparation for regular fire commissioner meeting.		3 hr
1/19/2021	Additional meeting prep (1.75) Attend Joint Woodville fire commissioner meeting and NFD regular meeting (1 hr) Meeting follow-up (1.5)		2.25
1/25/2021	Meeting preparation for Merger sub-committee meeting (1 hr) Attend meeting (1.5 hr) Edit board policies (1.5 hr) Review department correspondence		5 hr.
1/28/2021	Prep. & Attend Merger sub-committee Meeting		2.75

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.

Claude MacInnes
7
01/29/2021  
 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

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### MINUTES

January 19, 2021

## **Joint Regular Meeting of the Boards of Fire Commissioners Northshore Fire Department and Woodinville Fire & Rescue and Board of Commissioners Regular Meeting Agenda at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom**

### **I. OPENING OF JOINT NORTHSHORE WOODINVILLE FIRE & RESCUE MEETING**

#### **1.1 Roll Call**

Chair Roger Collins called the meeting to order at 5:00 PM.

Persons in attendance for Northshore Fire Department were Commissioners Rick Verlinda, Josh Pratt, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Interim Board Secretary Dawn Killion. Absent was Commissioner Don Ellis.

Additional persons in attendance for Woodinville Fire & Rescue were Commissioners Roger Collins, Mike Millman, Tim Osgood, Derek van Veen, and Doug Halbert. Also present was CAO Montegary and Executive Assistant/Board Secretary Frisch.

Also present were 15 members of the public

### **II. PUBLIC COMMENT**

- 2.1 Lieutenant Jeremiah Ingersoll, current Vice Present of Local 2459, wanted to talk about the bridge agreement from January 6<sup>th</sup>.
- Lieutenant Ingersoll stated that should the merger take place, Local 2459 would assume the contract of Local 2950, which would cause a large reduction for the current Local 2459 members, some in excess of 12%. The Union feels this is unacceptable, and they are not asking for any more, just that things stay the same until a joint contract can be negotiated, or the Woodinville contract catches up to the Northshore one.
  - Lieutenant Ingersoll indicated that this is time critical and has asked the board to sign the agreement so they can take it to their members and make a decision on supporting the merger.
  - Commissioner Halbert asked a clarifying question, he didn't think the labor groups were that different in pay rates between the two districts.
  - Lieutenant Ingersoll responded that with the current 2021 wages, and that Woodinville is working with an expired contract, the difference is about 1%; however, with the additions

like longevity, TRT and education for some it is difference anywhere from 7% to over 12%.

- Commissioner Millman asked if the difference is an average overall, or if the 12% was an outlier, or if there was a mean number available.
- Lieutenant Ingersoll responded that he didn't have that number in front of him, but overall it would be about \$100,000 difference for the 6 months they would be in Woodinville's contract, which would affect 43 members.

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

3.1 No additions to the agenda were requested.

*Commissioner Osgood moved to approve the agenda as presented. Commissioner van Veen seconded. The motion passed 10-0.*

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

#### **4.1 Merger Next Steps Discussion**

##### **A. Community Communication – Liz Loomis Public Affairs**

- Ms. Loomis briefly discussed the project updates that have happened since the last joint board meeting and also the January projects, including updates to the website and social media
- Commissioner Maehren wondered if it was possible to write a short article to go out in both city news letters
- Commissioner Verlinda asked about the date a mailer to Northshore citizens will be sent out.
- Ms. Loomis replied that it would be the same date the ballots will drop. Ballots will be mailed approximately April 9<sup>th</sup>. She indicated they follow up with the election board and if ballots go out early then they send out the mailer at the same time.
- Commissioner Pratt asked if she knew why the tax saving information didn't get the response they thought it would.
- Ms. Loomis thought that news outlets were holding on to the information because there is so much other information to report on already. If the financial savings information is not out to the public by the end of the week, she will follow up with media outlets.
- Chief Ahearn stated that fire department administration has completed the initial briefings with City of Kenmore, City of Lake Forest Park and City of Woodinville. Also we've sent out communications with an attached press release to all community partners.

##### **B. Financials Discussion**

- Chief Ahearn talked about a one-page document for the financial information on both agencies and the projected cost savings that can be put out to both boards and the public
- Commissioner Maehren asked for some edits to the one-page document, the word 'adpoted' added to the individual district columns to note that those were the adopted 2021 budgets, and the word 'projected' to the combined column
- Commissioner Collins asked about rearranging the columns
- Commissioner Webster noted the one-page document was put together really well

- Commissioner Verlinda asked Commissioner Collins how Woodinville estimated the budgeted labor expenses with an expired contract
- Chief Ahearn responded that Woodinville already accounted for any increases in labor expenses with a new contract
- Chief Ahearn asked about going forward with posting the document to the website after the suggested formatting changes are made. Also on January 6<sup>th</sup>, the boundary review documents have been submitted

C. Public Transparency Discussion

- Commissioner Maehren brought up briefly some of the policies and practices as an overview of what the Northshore Board does currently regarding meetings and mentioned a sub-committee might be needed to review said policies and practices and how they can be combined
- Commissioner Webster brought up names for the sub-committee, but after discussion of availability of the board members they revised the sub-committee to consist of Commissioners Osgood & Millman from Woodinville and Commissioners Webster and Pratt from Northshore
- Commissioner Velinda asked a question regarding decisions made as a joint board
- Commissioner Collins said that the sub-committees are an advisory and then any thoughts and objections brought up are brought back to both boards so they can be discussed, but ultimately the boards would each have to make separate decisions until the merger is approved

D. Contract Sub-Committee Report

- No report at this time

E. Next Joint Meeting Agenda Items

- Next joint meeting is on Feb 2<sup>nd</sup>
- Standard list of agenda items with possible Executive session

**EXECUTIVE SESSION**

The Board moved into Executive Session at 5:44PM until 6:15PM to discuss matters related to discuss matters related to collective bargaining pursuant to RCW 42.30.140 (4)(b).

The board moved back to open session at 6:15PM to extend for another 30 minutes until 6:45PM.

The board moved back to open session at 6:45PM to extend for another 10 minutes until 6:55PM.

The board moved back to open session at 6:55PM to extend for another 5 minutes until 7:00PM.

**ADJOURN JOINT MEETING**

The joint meeting was adjourned at 7:01PM

**V. OPEN REGULAR NORTHSORE BOARD MEETING**



5.1 Roll Call

Chair Rick Webster called the meeting to order at 7:10 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, CAO Joan Montegary, Interim Board Secretary Dawn Killion, and 5 members of the public.

**VI. PUBLIC COMMENT**

6.1 No public comment requests received for the regular meeting.

**VII. APPROVAL OF THE AGENDA**

- o Commissioner Webster added the decision for hiring a Board Secretary under 8.1
- o Commissioner Maehren would like to add clean up of policies in 1300 and 1400 under 8.2
- o Commissioner Webster also asked to cancel the executive session

*Commissioner Maehren moved to approve the agenda as amended. Commissioner Verlinda seconded. The motion passed 5-0.*

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

8.1 Decision for hiring a Board Secretary

- o Commissioners Webster and Maehren thanked both applicants and noted that both candidates were well qualified

*Commissioner Verlinda moved to offer Amy Oakley position of Board Secretary. Commissioner Pratt seconded. The motion passed 5-0.*

8.2 Clean up of policies for board secretary

- o Commissioner Maehren said that to help new board secretary be successful, look over policies and update them with the new position.
- o Commissioner Maehren and Commissioner Verlinda will look over the current policies and update them

**IX. BOARD RESOLUTIONS**

9.1 None

**X. CONSENT AGENDA**

10.1 Vouchers

- o The General Fund Vouchers totaled \$117,979.28 and Reserve Fund Vouchers totaled \$13,546.32

10.2 Adoption of Meeting Minutes 1/5/2021

*Commissioner Ellis moved to approve the consent agenda as presented. Commissioner Pratt seconded. The motion passed 5-0.*

**XI. REPORTS**

11.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Ahearn reported:

- Chief Ahearn noted that the Station 57 recap will be done at the next meeting on February 2<sup>nd</sup>. He also noted that we are also working with King County Public Health and King County EMS to assist with vaccinating the higher risk individuals in the community. Fifteen people have expressed interest in assisting with the program for vaccinating.

There were no further additions or questions regarding the written Fire Chief's report.

#### 11.2 Commissioner Reports

- Commissioner Verlinda mentioned that part of the secretary employment process, he contacted Kim Fisher at Shoreline regarding the King County Fire Commissioners Training Program, they are doing monthly meetings are being held via Zoom
- Commissioner Verlinda also had questions about the Mia Roma property

#### 11.3 Legal Counsel Reports

- Legal Counsel Paxton during the meeting the Governor has extended the remote meetings indefinitely as the state of emergency is in place. There is flexibility in the current rules if the District would like to have an in person option, but the requirements to have an in-person option are onerous

### **XII. UPCOMING BOARD AGENDAS**

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

- St 57
- Retiring Fire Apparatus
- Board Secretary Policy Review
- Executive Session for Joint Board
- Staff Report for purchase of Fire Hose

### **EXECUTIVE SESSION**

Cancelled – per request during agenda approval

### **XIII. ADJOURNMENT**

The meeting adjourned at 7:27PM

### **NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for February 2, 2021.

Attachments: Agenda and Fire Chief's Report

### **BOARD OF COMMISSIONERS**

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**RICK VERLINDA**, Member

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**JOSH PRATT**, Member

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**DON ELLIS, Member**

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**RICK WEBSTER, Member**

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**DAVID MAEHREN, Member**

**ATTEST**

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**DAWN KILLION, Interim Board Secretary**

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 2, 2021



# 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

January 19, 2021

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

#### **I. OPENING OF MEETING**

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

Chair Rick Webster called the meeting to order at 4:02 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Rick Webster, and Dave Maehren. Also present was Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Interim Board Secretary Dawn Killion, HR Manager Shannon Moore and 3 members of the public. Absent was Commissioner Don Ellis.

#### **II. BOARD SECRETARY INTERVIEW PROCESS**

- Commissioner Verlinda talked about the interview process that would take place during the executive session
- The Commissioners introduced themselves to the applicants in turn then asked if either had any questions

#### **III. EXECUTIVE SESSION**

- 3.1 The Board moved into Executive Session at 4:08PM until 4:51PM to discuss matters related to evaluate the qualification of an applicant for public employment pursuant to RCW 42.30.110 (g). The board moved back to open session at 4:51PM.

#### **IV. ADJOURNMENT**

The meeting adjourned at 4:51PM

#### **NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for February 2, 2021.

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**

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**RICK VERLINDA, Member**

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**JOSH PRATT, Member**

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**DON ELLIS, Member**

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**RICK WEBSTER, Member**

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**DAVID MAEHREN, Member**

**ATTEST**

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**DAWN KILLION, Secretary**

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 2, 2021