



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

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## MINUTES

August 3, 2021

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

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

##### 1.1 Roll Call

Chair Rick Webster called the meeting to order at 5:04 PM.

Persons in attendance were Commissioners Josh Pratt, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief McDonald, CAO Joan Montegary, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 19 members of the public.

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

2.1 No public comments were presented.

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

3.1 *Commissioner Webster moved to add an Executive session to under 5.2 to discuss the qualifications of a candidate. Commissioner Pratt seconded. The motion passed unanimously.*

3.2 *Commissioner Pratt moved to approve the agenda as amended. Commissioner Maehren seconded. The motion passed unanimously.*

#### **IV. EXECUTIVE SESSION**

The Board moved into Executive Session at 5:05PM until 5:20PM to discuss performance of an employee pursuant to RCW 42.30.110(1)(g) and to discuss potential litigation pursuant to RCW 42.30.110(1)(i). The Board moved back into open session at 5:20PM.

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

##### 5.1 Contract for Services Update

- Commissioner Webster updated the Board on conversations with Shoreline Fire and Eastside Fire & Rescue.
- The Board discussed items to clarify in the scope of work related to insurance and liability, maintenance and capital expenditures, level of service, staffing, budget, and information technology (IT) needs.

##### 5.2 Board Vacancies Applications Discussion

- Commissioner Webster stated that eight applicants applied for the Board vacancy positions.

### **EXECUTIVE SESSION**

The Board moved into Executive Session at 5:30PM until 5:45PM to evaluate the qualifications of a candidate for appointment to elective office pursuant to RCW 42.30.110(1)(h). The Board moved back into open session at 5:45PM.

- The Board decided to each select three candidates to invite for interview. Names of those candidates will be sent to the Board Secretary by end of the day tomorrow.
- The Board decided to have a special meeting next Tuesday, August 10<sup>th</sup> at 5pm to interview candidates.
- Candidates will be provided the interview questions in advance. Interviews will be conducted in an open session in 30-minute slots.
- After candidate interviews, the Board will go into Executive Session to discuss candidate qualifications. The Board will fill Commissioner Position 3 first. That person, along with the current Commissioners, will then vote to fill Commissioner Position 1.

#### 5.3 Discussion of Return to In-person Meetings

- The Board will continue to hold virtual-only meetings and keep this item on the agenda for future meetings.

#### 5.4 Discussion of Potential Future Special Meetings

- The Board will convene a special meeting next Tuesday, August 10<sup>th</sup> at 5pm to interview and select candidates for Commissioner vacancies.

#### 5.5 September 11th Memorial Event

- Deputy Chief McDonald provided an update on the September 11<sup>th</sup> event. At 8:45AM NSFD will host a flag lowering ceremony. The department is planning a public display of Twin Tower artifact for public viewing. More details to follow and will be updated on social media. The exact details may change due to COVID.
- The Board discussed purchasing a wreath to commemorate the anniversary and NEMCO assisting with crowd control.

## **VI. BOARD RESOLUTIONS**

- 6.1 None

## **VII. CONSENT AGENDA**

### 7.1 Vouchers

- The General Fund Vouchers totaled \$108,969.67
- The Reserve Fund Voucher totaled \$37,034.10

### 7.2 Commissioner Compensation

### 7.3 Approval of Regular Meeting Minutes 7/20/2021

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

## **VIII. REPORTS**

8.1 Fire Chief Report

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

- Fire Chief Ahearn updated the Board on the status of the commemorative plate for former Commissioner Ellis.
- Deputy Chief McDonald updated the Board on masking protocols at the station.

8.2 Commissioner Reports

- None

8.3 Legal Counsel Reports

- Legal Counsel Paxton provided an update on changes to the law regarding civil liabilities as it relates to the Public Duty Doctrine in providing emergency medical services.

**IX. UPCOMING BOARD AGENDAS**

9.1 Setting of Future Meeting Agenda(s)

- Special meeting on August 10<sup>th</sup> to interview candidates for board vacancies.
- In addition to the standard agenda items, the next regular meeting on August 17<sup>th</sup> will include selection of candidates, discussion on the Zoom format.

**ADJOURNMENT**

The meeting adjourned at 6:08PM

**NEXT MEETING DATE**

The next regularly scheduled Board of Commissioners meeting is scheduled for August 17, 2021.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 7/20/2021, and Fire Chief's Report.

**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 August 17<sup>th</sup>, 2021.

**From:** [Eric Adman](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: E-Signatures Needed for Documents Approved 8/17/2021  
**Date:** Tuesday, August 24, 2021 12:52:14 PM

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**The following documents are Approved and Electronically Signed this \_24th\_ day of August, 2021, by Commissioner Adman.**

- Regular meeting minutes 8/3/2021
- AP\_NOSHRFIR\_APSUPINV\_20210817113544 GEN Fund
- July Payroll Approval Document
- July Payroll Taxes Approval Document
- July DRS Approval Document

**From:** [Milton Curtis](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: E-Signatures Needed for Documents Approved 8/17/2021  
**Date:** Tuesday, August 24, 2021 5:59:09 PM

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Amy  
Thanks.

**The following documents are Approved and Electronically Signed this \_24th\_ day of August, 2021, by Milton Curtis, Northshore Fire Department Board Commissioner.**

Milton

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**From:** Board Secretary  
**Sent:** Tuesday, August 17, 2021 7:10 PM  
**To:** Commissioners <[e-mailcommissioners@northshorefire.com](mailto:e-mailcommissioners@northshorefire.com)>  
**Subject:** E-Signatures Needed for Documents Approved 8/17/2021

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 \_\_\_\_\_.**

- Regular meeting minutes 8/3/2021
- AP\_NOSHRFIR\_APSUPINV\_20210817113544 GEN Fund
- July Payroll Approval Document
- July Payroll Taxes Approval Document
- July DRS Approval Document

**From:** [Dave Maehren](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: E-Signatures Needed for Documents Approved 8/17/2021  
**Date:** Wednesday, August 18, 2021 5:32:21 PM  
**Attachments:** [image001.png](#)

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**The following documents are Approved and Electronically Signed this 18<sup>th</sup> day of August, 2021, by Commissioner David C. Maehren.**

- Regular meeting minutes 8/3/2021
- AP\_NOSHRFIR\_APSUPINV\_20210817113544 GEN Fund
- July Payroll Approval DocumentAVID
- July Payroll Taxes Approval Document
- July DRS Approval Document

**From:** [Josh Pratt](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: E-Signatures Needed for Documents Approved 8/17/2021  
**Date:** Tuesday, August 17, 2021 10:16:10 PM

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**The following documents are Approved and Electronically Signed this 17<sup>th</sup> day of August, 2021, by Commissioner Josh Pratt.**

- Regular meeting minutes 8/3/2021
- AP\_NOSHRFIR\_APSUPINV\_20210817113544 GEN Fund
- July Payroll Approval Document
- July Payroll Taxes Approval Document
- July DRS Approval Document

**From:** [Richard Webster](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: E-Signatures Needed for Documents Approved 8/17/2021  
**Date:** Wednesday, August 18, 2021 8:28:15 AM

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**The following documents are Approved and Electronically Signed this 18th day of August, 2021, by Commissioner Rick Webster.**

- Regular meeting minutes 8/3/2021
- AP\_NOSHRFIR\_APSUPINV\_20210817113544 GEN Fund
- July Payroll Approval Document
- July Payroll Taxes Approval Document
- July DRS Approval Document



## Northshore Fire Department Board of Commissioners

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

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### Northshore Fire Department Board of Commissioners

#### Regular Meeting Agenda

Tuesday, August 3, 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/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. Executive Session**

To discuss the performance of an employee pursuant to RCW 42.30.110(1)(g) and to discuss potential litigation pursuant to RCW 42.30.110(1)(i).

**V. Board Discussion and Possible Action Items**

5.1 Contract for Services Update

5.2 Board Vacancies Applications Discussion

5.3 Executive Session.



To evaluate the qualifications of a candidate for appointment to elective office pursuant to RCW 42.30.110(1)(h).

- 5.4 Discussion of Return to In-person Meetings
- 5.5 Discussion of Potential Future Special Meetings
- 5.6 September 11<sup>th</sup> Memorial Event Update

**VI. Board Resolutions**

None

**VII. Consent Agenda**

- 7.1 Vouchers
- 7.2 Commissioner Compensation
- 7.3 Approval of Regular Meeting Minutes 7/20/2021

**VIII. Reports**

- 8.1 Fire Chief Report
- 8.2 Commissioner Reports
- 8.3 Legal Counsel Report

**IX. Upcoming Board Agendas**

- 9.1 Setting of Future Meeting Agenda(s)

**Adjournment**

Next Regular Meeting: August 17<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 [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 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](mailto:boardsecretary@northshorefire.com).

July 28, 2021

To: Northshore Fire Commissioners

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

Good day to you commissioners' task to fill the vacancies for Northshore Fire District #16 commissioners positions.

From: Patrick E. O'Brien

[REDACTED]

Kenmore, Washington 98028

[REDACTED]

Personal background:

I have resided in Kenmore since 1996 prior to that our family home was on Juanita Drive since the mid 1960's. My father was a retired Air Force officer and in management at Boeing my mother was a Teacher, Factory Representative and Real Estate Broker.

My education is from Washington State University and I graduated with a BA from Western Washington University in Bellingham the degree was in Biomass Conversion. During this time in college I was the manager of the University's recycling center and on the weekends I was a chimney sweep and had all the equipment to sweep chimneys I did that for number of years until graduation.

In 1982 I started working in the HVAC business at the Gibson Company where we designed complete plumbing and heating packages. Boilers, valves, pipe, stainless steel chimneys, heat exchangers complete heating systems for residential and commercial clients in Alaska predominantly having to do with the Valdez pipeline construction. Then I worked with the California rep for Belling Gossett and other major pump brands for returning to Washington State. Thereupon I was the factory rep with proctor sales in Lynnwood representing a long list of HVAC products to all the wholesalers in Washington State, Oregon and Alaska.

I was also head of sales of a startup company that designed Ice batteries, Wireless Billing systems, hydronic heat and cool systems, fan coils and all the subsystems, tank less water heaters, boilers etc. I know my way around the boiler room.

I have no political affiliation or pre-conceptions to relative facts.

My goal is to serve the citizens of the Northshore Fire district #16 and ensure that all the tools and training that can be done on the homes and business in this fire district is accomplished to the highest professional levels.

Why should you select me?

Awareness.

Goal #1.) \* I would like to reactivate the old fire station east of Arrowhead Elementary and staff it with either BLS basic life support or ALS advanced life support personnel.

Goal #2) \* As a private citizen my actions of notification of the asphalt plant using illegal ingredients Cut Back Asphalt containing volatile solvents that they do not have permission to use! This creates a great fire risk. My goal is to avoid a waterfront fire similar to the asphalt plant fire of last year on the Tacoma waterfront. We saw the initial limitations of the firefighting crews to fight that fire. It's a good lesson for us.

Through personal initiative I have testified to the City of Kenmore to Puget Sound Clean Air to our State Representatives concerning this Fire Hazard. I have spoken with the owner of Kenmore Air ownership and made him aware of their vulnerability. As citizens we also met with the Asphalt operators. We must know what is in their asphalt cure and all the chemical properties.

We must plan ahead of any disaster by our personal awareness of all the vulnerabilities. Over 15,000 gallon aviation fuel at 115 octane plus! Half \$1 billion of your replaceable seaplanes and human lives are at risk. Shut off valves must be trained on to get full protection for those fuel tanks and avoid a catastrophe. This is paramount to the safety and health of the people that live here. That item was overlooked because it was their illegal secret.

Understanding that Position 1 runs through December 2022. Position 3 runs through December 2021.

At some point I would like to talk to Mr. Paxton about running and winning in position #5 and also being selected to fill one of the other two positions concurrently.

There is an Elephant in the room: Any Merger.

I believe the public is in no rush to join any other fire district at this time. I am independent in those matters. I am interested in getting any and all facts that are presented to me with an open mind.

Lastly I hope to get along with the other commissioners in our joint deliberations and votes.

I appreciate your consideration in this selection process .I would be happy to answer any questions going forward.

The very best of all possible regards to each of you

Patrick E. O'Brien. .

Hello,

My name is Jon Culver, and I wish to indicate my interest in applying for appointment to the Northshore Fire Commission, Position 1.

I'm a Dad and small business owner in the City of Kenmore. As a father, strong and safe communities are my top priority. I've served my local community as an Executive Board Member of Lake Forest Park Elementary PTA, and have been active in many local civic initiatives, including the Yes for Shoreline Schools ballot measures, which passed successfully with over 65% of voter support.

My hopes for the Northshore Fire District are rooted in prioritizing public safety for the residents we serve, and supporting strong relationships with local stakeholders. We are one big community at the end of the day, and we are still weathering many difficult challenges of these last few years. My goal is to help us grow and heal, so that together, we can bounce back stronger.

I am honored to have received the endorsement of many local community leaders in both Kenmore and Lake Forest Park, including:

- Joe Marshall, Kenmore City Councilmember
- Semra Riddle, Lake Forest Park City Councilmember
- Melanie O'Cain, Kenmore City Councilmember
- Corina Pfeil, Kenmore City Councilmember
- Angela Kugler, Kenmore City Councilmember

With my experience in community service, and having developed strong relationships with local leaders in both Kenmore and Lake Forest Park, I believe I'm an excellent candidate for this position of public trust, and it would be a great honor to serve.

Thank you,

Jon

Dear Board Secretary and Commissioners.

Please accept this Letter of Interest in support of my desire to serve my community as a Fire Commissioner with Northshore Fire Department.

With a background in Administrative Management and the Fire Service, I believe I bring a set of experiences, abilities, and skills that could well serve the Board, Fire Fighters, and Community.

A resume is attached but, in short, here are some key positions I have held in my career that I believe would be useful as a Commissioner.

**Administrative Management**

- President/Executive Director, United Way of Whatcom County, 1997-2004
- Energy Efficiency Consultant, Field Staff Manager, and Project Director, CLEARResult, 2007-2020

**Fire Service**

- Fire Fighter/EMT, Whatcom County Fire District #7, North Bellingham Station, Part-Time District Employee, 1994-2006
- Fire Fighter/EMT, Lynden Fire Department, Part-Time District Employee, 2006-2011 (several leaves of absence during this service period due to work commitments)
- EMT, Kirkland Fire Department, Finn Hill Station, Unpaid Volunteer, ~2014-~2017

I am currently semi-retired. We have lived in Kenmore since 2011, having moved here from Whatcom County to support my wife's parents. My wife and I have two children and two grandchildren.

Thank you for your attention to this Letter of Interest. If you have any questions or need more information, please let me know.

The best to you in your search for two Commissioners. Thank you.

Mark

Mark Larson

[REDACTED]

Kenmore, WA 98028

[REDACTED]

Letter of Interest and Statement of Qualifications for Interim Fire Commissioner

July 7, 2021

Dear Commissioners Maehren, Webster, and Pratt,

I would like to express my condolences at the recent loss of Commissioners Ellis and Verlinda, and offer my service as an interim fire commissioner for either of the vacant positions until they are able to be permanently filled.

My qualifications are that I have previously served on the Northshore Fire Department Board of Commissioners, for the years of 2012-2017, and was the Board Chair for the entire period. In addition, I still live in the district as required for the position.

I would be able to be up to speed almost immediately, as I am still quite familiar with the district operations, budgets, and operations. In addition I have good communication channels at all levels (labor and management) with neighboring departments.

I think Commissioner Maehren can attest that when I was previously on the board, I represented the citizens of the district in a balanced manner. My personal goal is for the department to be run as well as possible, with supportive leadership and high morale employees, and provide the best possible service to those who live and work in the fire district.

Thank you for your consideration.

Eric L Adman

[REDACTED]

Kenmore, WA 98028

[REDACTED]

**Dave Baker**

[REDACTED]  
Lake Forest Park, WA 98155

[REDACTED]  
July 29<sup>th</sup> 2021

**Amy Oakley**

District Board Secretary  
Northshore Fire Department  
7220 NE 181<sup>st</sup> Street  
Kenmore, WA 98258

Dear Ms. Oakley:

I am interested in filling one of the open vacancies on the Board of Commissioners. After reading the requirements and the WFCA Commissioner Handbook I am confident that my experience, skills and passion for public service are a perfect match for these positions.

- **38 years in the fire service. 32 years with Shoreline Fire, retiring as a Lieutenant. Previous to that as a Wildland Firefighter with the U.S. Forest Service and the Bureau of Land Management.**
- **Bachelors of Science, Forest Resources from the University of Washington.**
- **Associate of Science, Information Technology from Cascadia College.**
- **Grew up in, live in, and am registered to vote in Lake Forest Park**

I am available on the dates stated on the web site for interviews and can be contacted at [REDACTED] or by email at [REDACTED]. I look forward to hearing from you and the Board.

Sincerely,



David B Baker

Letter of interest in Northshore Fire District Commission, Position #3

Dear Northshore Fire District Commissioners,

The purpose of this letter is to express my interest in serving the people of Lake Forest Park and Kenmore on the Northshore Fire Department Board of Commissioners. I bring to the board a citizen's desire to serve his neighbors and an engineer's ability to examine policy decision thoroughly.

My intent is to do everything possible as a member of the board of commissioners to maintain or improve training and equipment in order to put fire fighting personnel and emergency medical technicians to any community emergency as quickly as possible.

My work in export integration and compliance, flight test operations, and personal flight operations experience at Boeing and Cessna has fostered in me an appreciation for rules, regulations, procedures, and checklists to ensure safe and efficient mission completion. In addition, my personal flying experience and professional flight test operations experience has made me sympathetic and acutely aware of emergency planning, especially fire prevention and extinguishing.

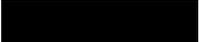
As a commissioner, I intend to collaborate openly and honestly with my fellow commissioners and fire department personnel. As a Boeing engineer, I am a SPEEA member. As such, I am familiar with the interactions between leadership and union interests.

When I get the opportunity, I like to volunteer in the community. Earlier this month, I organized a public reading of the Declaration of Independence at Kenmore City Hall on the Fourth of July.

Thank you very much for this opportunity. It would be a real honor to serve my neighbors in the capacity of Northshore Fire Department fire commissioner, Position 3.

Sincerely,

John C. H. Peeples

 (cell)

## **Application for the Northshore Fire Commissioner Position 1**

I have been a resident of Kenmore for 30 years, and have personally experienced the skills that the Northshore Fire Department provides since I had a major house fire in 1995.

I believe I have the knowledge and background to serve the remainder of the vacant Position 1 term.

- I was on the Kenmore City Council for 13 years, so I have extensive knowledge of long-range planning, policy setting, budgeting, staffing and delegation of operations.
- As a Family Medicine Doctor for 35 years, I have knowledge of the health conditions that trigger 911 calls.
- For the last 5 ½ years of practice, I was the Medical Director for Evergreen Hospital's Primary Care division. I have experience working in communities and working with the Emergency Department.
- Since retiring, I formed the Senior Fall Prevention Initiative which is a 501(c)(3) to help prevent falls and injuries in seniors. We have an online questionnaire to evaluate risk factors, and then we immediately download recommendations to reduce each relevant risk factor.

My style is one of collaboration to find the best compromise positions on issues. Rarely is one view totally correct and another view totally wrong. If a policy works for 80 to 90 percent of people, I consider that a success. No policy setting body will please everyone all the time.

I am easy going but not afraid to express my opinions. I will be an involved Commissioner, not just a fill-in for a few months. I study the issues, ask questions, then develop my recommendations. I listen to others and am able to change my opinions when I get more information from those who have more experience.

Thank you for the opportunity to serve our community.

Milton Curtis MD

District Board Secretary  
Amy Oakley  
7220 NE 181st Street  
Kenmore, WA 98258  
Phone: 425-354-1780

Dear Amy Oakley,

This Letter is to express my interest in the position of Fire Commissioner Position 3 with the Northshore Fire Department. I am a long time resident of Kenmore and have 20 years of fire service experience. I am currently on the Ballot with King County Elections for this position.

I received my primary education from the Northshore School District and graduated from Inglemoor High School in 2001. I since attended Olympic College (fire science), Cascadia Community College, and Central Washington University (Paramedic). I have worked for Lacey Fire District 3 as a Paramedic/Firefighter for the past 10 years.

I have a deep interest in ensuring our fire department response is the best it can be. Not only for my wife and three small children, but also for my aging parents whom also reside in Kenmore. We have called Kenmore home since 1987 and have no plans to leave. I have followed the events of the Northshore Fire Department and the Board of Commissioners over the past few years. With all the current changes and future opportunities I feel this Board is in need of Commissioners that understand the impacts and challenges of these big decisions on the horizon.

Thank you for your consideration,

Tyler Byers

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 13:33:54 Date: 07/30/2021

08/11/2021 To: 08/11/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1255	08/11/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	3,228.50	Legal Fees - Public Records Request
1256	08/11/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	2,777.50	Legal Fees - General Business
1257	08/11/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	82.50	Legal Fees - Consolidation
1258	08/11/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	137.50	Legal Fees - Employment
1259	08/11/2021	Claims	1	0	CONTERRA DESIGN CONSULTING AND MANUFACTU	61.60	Backorder - TRT equipment
1260	08/11/2021	Claims	1	0	IMS ALLIANCE	22.02	Name Tag - O'Dougherty
1261	08/11/2021	Claims	1	0	IMS ALLIANCE	16.52	Name Tag - Schwartz
1287	08/11/2021	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	5,983.51	Pay Cycle(s) 07/30/2021 To 07/30/2021 - ADDLIFE; Pay Cycle(s) 07/30/2021 To 07/30/2021 - LTD; Pay Cycle(s) 07/30/2021 To 07/30/2021 - MEDICAL; Pay Cycle(s) 07/30/2021 To 07/30/2021 - SUPPLIFE; Pay C
1262	08/11/2021	Claims	1	0	KROESEN'S, INC.	51.58	Class B Nametags - Schwartz
1263	08/11/2021	Claims	1	0	L. N. CURTIS & SONS	1,757.45	Bunker Gloves
1264	08/11/2021	Claims	1	0	L. N. CURTIS & SONS	58.34	Schwartz Sweatshirt
1265	08/11/2021	Claims	1	0	L. N. CURTIS & SONS	251.14	Class B Polos - Peterson
1266	08/11/2021	Claims	1	0	L. N. CURTIS & SONS	5,205.10	New BarriAire Hoods
1267	08/11/2021	Claims	1	0	LIFE ASSIST	280.17	EMS Supplies
1268	08/11/2021	Claims	1	0	LIFE ASSIST	4.75	EMS Supplies
1269	08/11/2021	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct 022432-000; Fire Line
1270	08/11/2021	Claims	1	0	NORTH CITY WATER DISTRICT	394.10	Acct 011756-000; St 57 Water
1271	08/11/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	743.78	Meter 316752 - Station 51
1272	08/11/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	406.04	Meter 318008 - Irrigation
1273	08/11/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	2,146.31	Meter 318016 - Training
1274	08/11/2021	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	68,215.62	Medical - August 2021
1275	08/11/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	31.59	Copier - Meter Reading
1276	08/11/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.70	Copier Lease
1277	08/11/2021	Claims	1	0	PSR MECHANICAL	546.50	HVAC Repairs - St 57
1278	08/11/2021	Claims	1	0	PSR MECHANICAL	440.20	HVAC Repair - St 51
1279	08/11/2021	Claims	1	0	SHRM	219.00	Membership Renewal - Moore
1280	08/11/2021	Claims	1	0	STERICYCLE	133.54	Bio Hazard Disposal
1281	08/11/2021	Claims	1	0	SUMMIT LAW GROUP	435.50	Legal Fees
1282	08/11/2021	Claims	1	0	THE FIRE STORE	429.58	Helmet - Schwartz
1283	08/11/2021	Claims	1	0	VERIZON WIRELESS	884.03	Smart Phones
1284	08/11/2021	Claims	1	0	VERIZON WIRELESS	46.45	Suppression Cell Phones
1285	08/11/2021	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,235.34	Aug 2021 - Dental / Life / EAP
1288	08/11/2021	Payroll	1	0	WASHINGTON NATIONAL INS CO	61.20	Pay Cycle(s) 07/30/2021 To 07/30/2021 - CONSECO
1289	08/11/2021	Payroll	1	0	WSCFF EMPLOYEE BENEFIT TRUST	8,200.00	Pay Cycle(s) 07/30/2021 To 07/30/2021 - MERP1
1286	08/11/2021	Claims	1	0	ZIPLY FIBER	213.43	Phones - St 51

001 General Fund 10-016-0010

108,969.67

	Claims:	94,724.96
	Payroll:	14,244.71

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 13:34:39 Date: 07/30/2021

08/11/2021 To: 08/11/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1290	08/11/2021	Claims	4	0	L. N. CURTIS & SONS	34,634.65	Thermal Imagers
1291	08/11/2021	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,399.45	Aug 2021 - LEOFF I
004 Reserve Fund 10-016-6010						37,034.10	
						<u>37,034.10</u>	Claims: 37,034.10
						37,034.10	

Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 7	Year: 2021	Name: Rick Webster	
Date	Description of Activity		Hours
7/5/2021	Prep for Board of Commissioners Mtg		2
7/6/2021	Commissioners Mtg		2
7/15/2021	Agenda prep, legal review Mtg		2
7/19/2021	Prep for Board of Commissioners Mtg		2
7/20/2021	Commissioners Mtg		2
7/21/2021	Mtgs w/ Chief and Deputy Chief		2
7/29/2021	RFP request for info response and Agenda prep		2

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



**7-28-2021**

Date

Signature



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

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## MINUTES

July 20, 2021

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

#### I. OPEN REGULAR NORTHSHORE MEETING

##### 1.1 Roll Call

Chair Rick Webster called the meeting to order at 5:04 PM.

Persons in attendance were Commissioners Josh Pratt, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief McDonald, CAO Joan Montegary, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 30 members of the public.

#### II. PUBLIC COMMENT

2.1 Kenmore resident, Lisa Wollum, addressed the Board with questions related to NSFD staffing and NSFD Policy 1400.

2.2 Shoreline Fire Chief Matt Cowan addressed the Board with comments related to regionalization efforts.

#### III. APPROVAL OF THE AGENDA

3.1 *Commissioner Webster moved to add an Executive session to discuss NSFD Policy 1400. Commissioner Maehren seconded. The motion passed unanimously.*

3.2 *Commissioner Pratt moved to amend the agenda to include an Executive Session to evaluate the performance of an employee. Commissioner Webster seconded. The Board discussed combining this discussion with the current Executive Session. The motion passed unanimously.*

3.3 *Commissioner Maehren moved to add an item 4.5 under Board Discussion and Action Items a discussion of a September 11<sup>th</sup> Memorial Event. Commissioner Webster seconded. The motion passed unanimously.*

*A final vote of the agenda as amended passed unanimously.*

#### IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:15PM until 5:45PM to discuss performance of an employee pursuant to RCW 42.30.110(1)(g) and to discuss potential litigation pursuant to RCW 42.30.110(1)(i). The Board moved back into open session at 5:45PM.

- Legal Counsel Paxton addressed the meeting in open session to clarify the legal authority of defining quorum in an open public meeting and for conducting business.

*Commissioner Maehren moved to revert to the previous version of NSFD Policy 1400 which defines Quorum as three members effective immediately. Commissioner Pratt seconded. The motion passed unanimously.*

- Legal Counsel concurred that the quorum to conduct business is three members, however the vote is the majority of the Commissioners present.

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

5.1 Commissioner Vacancies: Developing Interview Questions

- The Board discussed the interview questions for potential candidates.
- Commissioner Pratt agreed to moderate reading the questions during the interviews.
- Candidates invited for interviews will be provided advance copy of the questions.

5.2 What's Next: Finalize Request for Proposals (RFP)

- The Board discussed forgoing the RFP process and instead initiate a direct ask for contract proposals from Shoreline Fire and Eastside Fire.

*Commissioner Maehren moved that NSFD use a direct ask for contracts for services and that the Board Chair contact Eastside Fire & Rescue and Shoreline Fire Department to initiative that process. Commissioner Webster seconded. The motion passed unanimously.*

5.3 Discussion of Return to In-person Meetings

- Legal Counsel Paxton reviewed the conditions for holding in person meetings, including masking rules, occupancy, and offering a virtual option. There were no changes since the previous Board meeting. He stated that Proclamation 20-28 is still in effect.
- The Board discussed taking steps to plan for hybrid meeting model and outlining equipment and technology needs.
- The Board agreed to discuss this agenda item at the next meeting, which will be held virtually.

5.4 Discussion of Potential Future Special Meetings

- No special meetings currently scheduled.

5.5 September 11th Memorial Event

- The Board discussed an event for public viewing of the Twin Towers artifact in the lobby of Station 51 on September 11<sup>th</sup>, marking the 20<sup>th</sup> anniversary of 9/11 attack.
- Chief Ahearn will report back with ideas for the event.

**VI. BOARD RESOLUTIONS**

6.1 None

**VII. CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$100,623.90
- The Reserve Fund Voucher totaled \$1,913.60

7.2 Approval of Regular Meeting Minutes 7/6/2021

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

**VIII. REPORTS**

8.1 Fire Chief Report

- o No questions or comments to the written Chief’s report provided with the meeting materials.

8.2 Commissioner Reports

- o None

8.3 Legal Counsel Reports

- o None

**IX. UPCOMING BOARD AGENDAS**

9.1 Setting of Future Meeting Agenda(s)

- o In addition to the standard agenda items, the next regular meeting on July 20<sup>th</sup> will include discussions for in-person meetings and the need for future special meetings, report on contract for services, 9/11 memorial event planning, and selection of Board vacancy candidates for interviews.

**ADJOURNMENT**

The meeting adjourned at 6:05PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is scheduled for August 3, 2021.

Attachments: Agenda, Policy 1400 (revised to original), Request for Proposals Draft, Vouchers, Meeting Minutes 7/6/2021, and Fire Chief’s Report.

**BOARD OF COMMISSIONERS**

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VACANT, Member

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JOSH PRATT, Member

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VACANT, Member

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**RICK WEBSTER**, Member

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**DAVID MAEHREN**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on August 3<sup>rd</sup>, 2021.

DRAFT

# Fire Chief's Report

Submitted by Interim Chief Ahearn  
August 3, 2021

## Operations:

- King County along with other neighboring counties are seeing significant increases in COVID-19 cases, especially in the un-vaccinated. We continue to encourage our personnel to become vaccinated. We have developed a policy that will allow our personnel to utilize a mask exemption. They will be required to provide proof of vaccination plus 14 days. The CDC card will be copied and on file with the District. If this trend continues, I anticipate retuning to masking inside of the stations and potential for suspension of public events once again.
- The BC promotional committee held their first meeting on July 26. We will once again be using retired Seattle Fire Assistant Chief Ron Hiraki of Human Resource Systems for our assessment center and South King County Training Consortium to assist with our tactical. The test will take place in middle to late October with the assessment center taking place on November 1 and 2 if necessary. We currently anticipate 2-3 candidates. The committee consists of DC McDonald, BC Hochstein, BC Morris, Jennifer Kunkel, and Chief Ahearn.
- Our newest members continue to progress in an upward trend. Most are in the process of completing their section 3 probationary written and skills test. We will report out at our next meeting on their completion status.
- Rescue 151 responded with Shoreline Fire on a traffic rescue involving a car pinned under a semi-truck.
- Station 51 will become very busy in the coming weeks. Our Academy instructors arrive on August 2 to begin preparation for NKCTC Academy #1.
- BCs and Company Officers will begin tactical training during the week of August 2.
- DC McDonald continues to work on the impacts of HB 1310 "use of force by police". The region is developing plans for fire agencies to help mitigate the impacts.
- Call data:

Reaction time 51 90% Fractile	Reaction Time 57 90% Fractile	Response Time Avg Call received to O/S	Response Time 90% Call received to O/S
A shift 1:53	A shift 1:58	5:04	7:47
B shift 2:01	B shift 2:49		
C shift 2:17	C shift 1:58		
D shift 2:09	D shift 2:17		
7-17-7-27 2021	7-17-7-27 2021		

Call Types	Number of Calls July 17 – July 27, 2021
Unauthorized Burning	2
Structure Fire	1
Natural Vegetation	5
EMS	66
Hazmat Minor	1
Electrical wiring	1
Flammable Liquid spill	6
Public Service	1
Dispatched and cancelled	16
Water problem	1
False alarm/system malfunction	9
Other	4
Total calls	<b>113</b>

- COVID-19 Update as of July 27, 2021:
  - King County:
    - 119,788 total cases; additional 110 in the last 24 hours
    - 6,678 total hospitalizations; additional 9 in the last 24 hours
    - 1,681 fatalities; no additional in the last 24 hours
  - Kenmore:
    - 804 total cases; no additional in the last 24 hours
    - 60 hospitalizations
    - 15 fatalities
  - Lake Forest Park:
    - 373 total cases; no additional in the last 24 hours
    - 19 hospitalizations
    - 4 fatalities

- Automatic Aid Data; July 17 – July 27, 2021:

- In to assist Northshore Fire

Kirkland	2
Bothell	1
Shoreline	2
WF-R	0

- Out to assist other agencies

Kirkland	1
Bothell	4
Shoreline	10
WF-R	0

## **Training:**

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

- Training Officers started the third quarter tactical training for Battalion Chiefs and Company Officers. The last scheduled session is August 5<sup>th</sup>. Area of focus is lessons learned from previous multi-company drills in creating divisions and groups.
- Training Officers have begun facilitating Probationary Firefighter midterm and final practical evaluations and written exams.
- NKCTC assisted Bothell Fire with the Technical Rescue drill focused on rope rescue.
- Training Officers have been collaborating on the framework of a Fire Academy for 2021.

## **Fire Prevention:**

- 19 code enforcement inspections
- 1 sprinkler/alarm inspection
- 1 tank permit
- Responded to citizen complaint re: fire hazard (dry grass in culvert)
- City of Kenmore: AFAs at St. Edward's; fire lane issue in Inglewood Village III; road marking for hydrant on 181<sup>st</sup>
- Worked with Cities of Kenmore and Lake Forest Park to help implement food truck validation to ensure they meet regional Fire Marshal checklist
- Worked with NUD re: 3 problem hydrants on 68<sup>th</sup> and 1 on 522
- Attended Washington State Fire Marshal webinar on tents and membrane structures
- Worked with AA Kunkel on letters and site visit to residents along a narrow driveway on Lakeview Lane
- Coordinated a station tour with Mary's Place
- Coordinated E151/B151 and E157 for National Night Out events on August 3.
- Facebook:
  - Total page views up 131%
  - Post engagement up 672%
  - 5 additional page followers

## **NEMCo:**

- NEMCo volunteers have completed the installation and testing of a new amateur band radio repeater (444.775 MHz) located at Bastyr University. This is a multi-agency coordinated project repurposing the radio frequency previously used by

Seattle Children's Hospital now made available for NEMCo use and installed at Bastyr. The equipment was purchased with private funds and donated to NEMCo to be used as a regional communications resource during an emergency.

- EM Lunak taught a traffic control flagging class for public works and utility employees.
- EM Lunak completed and submitted NEMCo's 2021 Emergency Management Program Grant (EMPG) funding application.