



# 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

August 17, 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 5:03 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Milton Curtis, Rick Webster, and Dave Maehren. Also present was 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 Jeremiah Ingersoll, representing Northshore Firefighters, Local 2459, addressed the Commissioners introducing himself to new Commissioners and with comments related to the contract for services process.
- 2.2 Phillippa Kassofer, Lake Forest Park Deputy Mayor, addressed the Commissioners with comments related to the contract for services process and communication with the Lake Forest Park City Council.

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

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

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

- 4.1 Contract for Services Update
  - o Each Commissioner provided an update on the contract for services process.
  - o The Board discussed interim options and the timing for making decisions.
  - o The Board discussed questions submitted by Shoreline Fire Department's Chief Matt Cowan.
- 4.2 Discussion of Board Retreat
  - o The Board discussed and decided to have a board retreat on Wednesday, August 25<sup>th</sup> beginning at 10am. Location is to be determined.
- 4.3 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.

4.4 Discussion of Potential Future Special Meetings

*Commissioner Maehren moved to have Chair Webster authorize a special meeting for August 25<sup>th</sup>, 2021 and to draft a broad agenda for the retreat. Commissioner Curtis seconded. The motion passed unanimously.*

4.5 September 11th Memorial Event

- Deputy Chief McDonald provided an update on the September 11<sup>th</sup> event. A flyer will be posted to department website and social media accounts. The exact details may change due to COVID.

4.6 Applicants for Commissioner Vacancies- Letters of Interest

- Redacted copies of the letter of interest for all eight candidates for commissioner appointment are included in the meeting documents.

**V. BOARD RESOLUTIONS**

5.1 None

**VI. CONSENT AGENDA**

6.1 Vouchers

- The General Fund Vouchers totaled \$43,712.53

6.2 Approval of Regular Meeting Minutes 8/3/2021

*Commissioner Pratt moved to approve the consent agenda as presented. Commissioner Curits seconded. The motion passed 4-0. Commissioner Adman abstained.*

**VII. REPORTS**

7.1 Fire Chief Report

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

- Deputy Chief McDonald updated the Board on status of Battalion Chief testing.
- Deputy Chief McDonald recognized the crew who responded to a technical rescue in Bothell.

7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

- Legal Counsel Paxton provided an update on August 9<sup>th</sup> Governor's Proclamation regarding the October 18<sup>th</sup> vaccination requirement deadline.

**VIII. UPCOMING BOARD AGENDAS**

8.1 Setting of Future Meeting Agenda(s)

- Special meeting for Board Retreat will be held on August 25<sup>th</sup>, 2021.
- Additional items to the standard agenda items for the next regular meeting on September 7<sup>th</sup> will be determined.

**ADJOURNMENT**

The meeting adjourned at 6:35PM

**NEXT MEETING DATE**

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

Attachments: Agenda, Commissioner Applicant Letters of Interest, Vouchers, Meeting Minutes 8/3/2021, 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 M.D.**, Member

Electronically signed- Rick Webster  
**RICK WEBSTER**, Member

Electronically signed- David C. Maehren  
**DAVID MAEHREN**, Member

**ATTEST**

Amy Oakley

**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on September 7<sup>th</sup>, 2021.

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

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

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

Good evening Commissioners,

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

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

- AP\_NOSHRFIR\_APSUPINV\_20210907125814 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20210907130113 GEN Fund
- August DRS Approval Document
- August Payroll Approval Document
- August Payroll Taxes Approval Document
- Special Meeting Minutes 8/10/2021
- Regular Meeting Minutes 8/17/2021
- Board Retreat Minutes 8/25/2021

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

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

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

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- Board Retreat Minutes 8/25/2021

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

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

- AP\_NOSHRFIR\_APSUPINV\_20210907125814 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20210907130113 GEN Fund
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- August Payroll Approval Document
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- Board Retreat Minutes 8/25/2021

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

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

- AP\_NOSHRFIR\_APSUPINV\_20210907125814 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20210907130113 GEN Fund
- August DRS Approval Document
- August Payroll Approval Document
- August Payroll Taxes Approval Document
- Special Meeting Minutes 8/10/2021
- Regular Meeting Minutes 8/17/2021
- Board Retreat Minutes 8/25/2021

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

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

- AP\_NOSHRFIR\_APSUPINV\_20210907125814 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20210907130113 GEN Fund
- August DRS Approval Document
- August Payroll Approval Document
- August Payroll Taxes Approval Document
- Special Meeting Minutes 8/10/2021
- Regular Meeting Minutes 8/17/2021
- Board Retreat Minutes 8/25/2021



## 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 17, 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. **Board Discussion and Possible Action Items**
  - 4.1 Contract for Services Update
  - 4.2 Discussion of Board Retreat
  - 4.3 Discussion of Return to In-person Meetings
  - 4.4 Discussion of Potential Future Special Meetings
  - 4.5 September 11<sup>th</sup> Memorial Event Update
  - 4.6 Applicants for Commissioner Vacancies- Letters of Interest
- V. **Board Resolutions**





None

**VI. Consent Agenda**

6.1 Vouchers

6.2 Approval of Regular Meeting Minutes 8/3/2021

**VII. Reports**

7.1 Fire Chief Report

7.2 Commissioner Reports

7.3 Legal Counsel Report

**VIII. Upcoming Board Agendas**

8.1 Setting of Future Meeting Agenda(s)

**Adjournment**

Next Regular Meeting: Tuesday, September 7<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: 12:52:32 Date: 08/13/2021

08/25/2021 To: 08/25/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1297	08/25/2021	Claims	1	0	411 PLUMBER	319.27	Shower Repair - St 51
1298	08/25/2021	Claims	1	0	ARAMARK UNIFORM SERVICES	16.52	Lobby Mats
1299	08/25/2021	Claims	1	0	CENTURY LINK	64.83	Phones - St 57
1300	08/25/2021	Claims	1	0	CFO SELECTIONS LLC	165.00	Tom B
1301	08/25/2021	Claims	1	0	CITY OF BOTHELL FIRE AND EMS	10,177.48	Fire Marshal Services - July 2021
1302	08/25/2021	Claims	1	0	CITY OF LAKE FOREST PARK	193.32	Acct 005377-000; St 57 - Sewer
1303	08/25/2021	Claims	1	0	DELL COMPUTER	2,429.16	ESO Tablet - Response Ops
1304	08/25/2021	Claims	1	0	DELL COMPUTER	224.00	Service Contract Renewals
1305	08/25/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	1,061.55	August 2021 - Radio Access Fees
1306	08/25/2021	Claims	1	0	ESO SOLUTIONS INC	3,958.10	Annual Subscription
1307	08/25/2021	Claims	1	0	FIRETRET INC	4,980.00	FireTrex Annual Fees
1308	08/25/2021	Claims	1	0	GALACTIC IDEAS, LLC	27.00	WordPress Fix
1309	08/25/2021	Claims	1	0	GALLS, LLC - DBA BLUMENTHAL UNIFORM	28.64	Stenciling on Academy Gear
1310	08/25/2021	Claims	1	0	KING COUNTY FINANCE	1,867.00	July 2021 - I-Net
1311	08/25/2021	Claims	1	0	KROESEN'S, INC.	487.03	Class B's - O'Dougherty
1312	08/25/2021	Claims	1	0	KROESEN'S, INC.	389.97	Day Boots - Wilkinson
1313	08/25/2021	Claims	1	0	LIFE ASSIST	397.26	EMS Supplies
1314	08/25/2021	Claims	1	0	NATURAL CONCEPT LANDSCAPE	515.63	Landscaping - St 51
1315	08/25/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	5,511.47	July 2021 Fuel & Maintenance
1316	08/25/2021	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	2,037.30	COBRA premiums for T. Osgood, approved per the ARPA Form - May-July 2021
1317	08/25/2021	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	679.10	COBRA Premium - Aug 2021 - T. Osgood as approved via ARPA form
1318	08/25/2021	Claims	1	0	O'REILLY AUTO PARTS	201.59	Floor Dry; Fan belt; Mixed Fuel for Saws, etc; Differential Fluid
1319	08/25/2021	Claims	1	0	PRAXAIR DISTRIBUTION INC	35.51	Oxygen - St 51
1320	08/25/2021	Claims	1	0	REPUBLIC SERVICES #172	384.65	Garbage & Recycle Pick up - St 51
1321	08/25/2021	Claims	1	0	REPUBLIC SERVICES #172	155.71	Garbage Pick up - St 57
1322	08/25/2021	Claims	1	0	SEATTLE CITY LIGHT	1,529.32	Acct 9969310000; St 57 - Electric
1323	08/25/2021	Claims	1	0	TKE CORP	2,653.98	Elevator Testing
1324	08/25/2021	Claims	1	0	UNITED PARCEL SERVICE	28.64	Shipping
1325	08/25/2021	Claims	1	0	US BANK	1,430.31	Charges for cards ending 4689, 5507 & 6729
1326	08/25/2021	Claims	1	0	UW VALLEY MEDICAL CENTER	1,010.00	New Hire Exams
1327	08/25/2021	Claims	1	0	VERIZON BUSINESS	718.08	Phones - VOIP System
1328	08/25/2021	Claims	1	0	WESTLAKE HARDWARE	35.11	Bulk Fasteners; Electrical Tape; Irrigation Parts

001 General Fund 10-016-0010

43,712.53

43,712.53 Claims: 43,712.53



# 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:

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

8.2 Commissioner Reports

- o None

8.3 Legal Counsel Reports

- o 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)

- o Special meeting on August 10<sup>th</sup> to interview candidates for board vacancies.
- o 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**

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

DRAFT



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
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### MEMORANDUM

DATE: August 12, 2021

TO: Northshore Board of Fire Commissioners

FROM: Doug McDonald, Deputy Chief, Response Operations

RE: Operational Report

Chairman Webster and Board of Commissioners,

Please see the operational report submitted for August 17, 2021.

1. King County along with other neighboring counties are seeing significant increases in Covid 19 positive cases, especially in the un-vaccinated. We continue to encourage our members to become vaccinated. As of August 12, we have reverted back to mask mandates for all employees which now includes both vaccinated and non-vaccinated employees. In addition, we have received a legal opinion from Matt Paxton in reference to the mandatory vaccination for health care providers. Our firefighters/EMTS who are licensed by the Department of Health fall under the mandatory vaccination requirement mandated by the Governor. Our un-vaccinated firefighters will have until October 18, 2021, to be full vaccinated plus 14 days. We are working collaboratively with labor to develop an implementation plan.
2. The BC promotional committee held their 2nd meeting on 8/11/21. We will once again be using retired AC of Seattle Fire, Ron Hiraki of Human Resource Systems for our assessment center and South King County Training Consortium to assist with our tactical. The tactical test will take place on October 22 with the assessment center taking place on November 1 & 2 if necessary. We currently anticipate 2-3 candidates. The committee consists of DC McDonald, BC Hochstein, BC Morris, Jennifer Kunkel and Chief Ahearn.
3. Our newest members continue to progress in an upward trend. All of our newest firefighters have successfully completed their mid-term evaluation and written test. Congratulations.
4. A151, E151 and E157 responded into Bothell for a machinery (elevator accident). Our firefighters identified the need for additional resources, upgraded to a rescue response and began the technical work of extricating the patient. This was highly technical, staffing intensive and time critical. Our firefighters had the patient extricated within 17 minutes once the location of the patient was determined. We are sad to report that the victim's injuries were not sustainable with life.



5. Station 51 will become very busy in the coming weeks. Our Academy instructors arrived on August 2nd to begin the preparation of Academy 01.
6. ATV 151 is now in service and is being used to assist with Academy 01. We will work on updating paint and graphics in the near future. We continue to look into snowplow attachments.
7. We currently have 3 FF's and one Admin out on OJI or FMLA. We are anticipating another long-term disability in September that will require two additional long term acting positions that will require shift transfers.
8. Our new recruit, RFF O'Dougherty will report on August 24, 2021, at 0800 to begin pre-academy orientation.
9. Our employees have been given an option to opt into a Long-term care plan that will exceed the plan being mandated by the State. They have until the 27<sup>th</sup> of August to apply.

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	5:32	8:07
B shift 2:01	B shift 2:49		
C shift 2:17	C shift 1:58		
D shift 2:09	D shift 2:17		
7-27 2021-08-13 2021	7-27 2021-08-13 2021		

Call Types of	Number of Calls July 28-August 13, 2021
Unauthorized Burning	2
Structure Fire	3
Natural Vegetation	0
EMS	116
Hazmat Minor	0
Electrical wiring	0
Flammable Liquid spill	1
Public Service	4
Dispatched and cancelled	30
Water problem	0
False alarm/system malfunction	16
Other	4
Total calls	<b>176</b>

**COVID-19 Update as of 8/12/2021**

1. 122,102 total cases, **an additional 1548** in the last 24 hrs. (King County)
2. 6844 total hospitalizations, **an additional 70 case** in the last 24 hrs. (King County)
3. 1,688 total fatalities, **0 cases** in the last 24 hrs. (King County)

4. Kenmore – 838 total cases, 11 new additional in the last 24 hrs. 61 hospitalizations and 15 fatalities,
5. LFP – 384 total cases, 19 hospitalizations and 4 fatalities, 6 new cases in the last 24 hrs.
6. About 8 COVID cases per 24 hr. period EMS encounters

**Auto Aid IN to Assist NSFD (All Call Types)**

Kirkland	2	7/27 2021-08/13 2021
Bothell	4	7-27 2021-08/13 2021
Shoreline	4	7-27 2021-08/13 2021
WF-R	0	7-27 2021-08/13 2021

**Auto Aid OUT of District (All Call Types)**

Kirkland	0	7-27 2021-08/13 2021
Bothell	15	7-27 2021-08/13 2021
Shoreline	3	7-27 2021-08/13 2021
WF-R	1	7-27 2021-08/13 2021

**Fire Prevention Highlights**

- Conducted 14 code enforcement inspections
- Conducted 2 AES Transmitter inspections and 1 Fire Alarm inspection
- Issued 2 tank permits
- Site visit with FM Noble: Kenmore Air & Lakeview Yoga
- Inspection with FM Noble and the City of Kenmore: 6838 NE 175 Street
- Coordinate the E151 and B151 for the Kenmore Air 75-year Anniversary Celebration
- Worked with Jennifer Kunkel on a 9-11 event & pushed out on social media
- Research on smoke detector installations near AES Transmitters
- Worked with the City of Kenmore on code enforcement (inspections) at all businesses in the district
- Worked with the City of Kenmore on a resident living at a church in Kenmore
- Worked with NUD on clearing 3' around hydrants in the district
- Resolved an issue with CodePAL – inspection program

**North King County Training Consortium**

- Captain Burrow completed the ICS 300 course designed to manage expanding events.
- Captain Burrow has made application to Seattle Fire Department's Executive Leadership Academy.
- NKCTC Training Officer's facilitated training at an Acquired Commercial Structure in Shoreline.
- NKCTC Training Officers have completed 12 Probationary Firefighter Midterm and Final practical evaluations and written exams.

- NKCTC assisted Bothell Fire with the Technical Rescue Drill focused on Rope Rescue: Guiding Line.
- Captain Eason and FF Colletti proctored a Final practical for a Woodinville Driver Operator test.
- The Training Officers have been collaborating on the framework of a Fire Academy for 2021.
- The Training Officer's and the Academy Instructors have been working together on building various props to be used for the upcoming fire academy.

## Social Media Analytics

An invitation was placed on the district website on August 13 and on our social media platform's. The district is inviting the public to our 9/11 memorial event. The invitation is attached. We will closely follow Covid 19 precautions and determine if we can continue with a public event as the date gets closer.

