



## 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

September 7, 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 Fire Chief Ahearn, Deputy Chief McDonald, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 38 members of the public.

#### II. PUBLIC COMMENT

- 2.1 Kenmore resident, Stacy Valenzuela, addressed the Commissioners with comments related to the appointment of Commissioners and contract for services.

#### III. APPROVAL OF THE AGENDA

- 3.1 Commissioner Webster proposed to move Item 4.5 Review of documents to the website to follow Item 4.7, to add a second RCW reference to the Executive Session, and to add Item 4.12 to discussion adding a Special Meeting for September 14th.

- 3.2 *Commissioner Curtis moved to approve the agenda as amended. Commissioner Adman seconded. The motion passed unanimously.*

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

- 4.1 Presentation from IAFF, Local 2459 and Q&A session
- Local 2459 President, Jeremiah Ingersoll and the Board discussed items related to the contract for services.
  - Commissioner Maehren suggested having labor input as a standard agenda item moving forward.
- 4.2 Update on meeting with City Councils of Lake Forest Park and Kenmore
- Commissioner Webster updated the Board on the upcoming September 9<sup>th</sup> meeting with Lake Forest Park and September 13<sup>th</sup> meeting with Kenmore City Council where he will provide a brief update on contract for services.
- 4.3 Contract for Services Update

- Commissioner Webster updated the Board on a September 1<sup>st</sup> letter sent to Chief Cowan and Chief Clark.
  - Commissioner Curtis provided a statement about regionalization.
- 4.4 Review Criteria for Evaluating Contract for Services Proposals
- The Board discussed and amended the criteria matrix for evaluating the contract for services proposals.
  - The Board Secretary will email to updated criteria matrix to Chief Clark and Chief Cowan.
- 4.5 Review Questions for Public Survey
- The Board discussed posting a survey link on the NSFD website.
  - Commissioner Curtis and Commissioner Maehren will revise the survey questions and present to the Board at the next meeting.
  - The Board discussed asking Public Information Officer Booth to circulate the survey on the department's social media, and to local groups and listservs.
- 4.6 Review Questions for Agency Surveys on Contract for Services
- Commissioner Curtis will edit and send a revised draft to Commissioners by Friday.
- 4.7 Review Documents to include on Website for Contract for Services
- The Board discussed items to include on the contract for services website.
  - Commissioner Curtis and Commissioner Pratt will be on a subcommittee to revise the FAQs.
- 4.8 Chief and Fire Marshal Services Contracts Discussion
- The Board discussed a letter from Commissioner Collins of Woodinville regarding the transition of IT services to NorCom.
  - The Board tabled the discussion to next meeting.
- 4.9 Discussion of Potential Future Special Meetings and Virtual Open Houses
- Commissioner Maehren moved to convene a special meeting on Tuesday, September 14<sup>th</sup> at 5pm via Zoom. Commissioner Curtis seconded. The motion passed unanimously.***
- Commissioner Curtis moved to convene a special meeting on Tuesday, September 28<sup>th</sup> at 7pm via Zoom to have a virtual open house related to contract for services. Commissioner Maehren seconded. The motion passed unanimously.***
- Commissioner Maehren moved to have a special meeting for the purposes of a joint meeting with Lake Forest Park City Council's Committee of the Whole on September 20<sup>th</sup> at 6pm. Commissioner Curtis seconded. The motion passed unanimously.***
- 4.10 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.
- 4.11 Station 51 Lighting Upgrade

- Fire Chief Ahearn requested additional reserve funds to upgrade exterior lighting.
- Chief Ahearn acknowledged BC Morris and crew for their ongoing facility care and upkeep.

*Commissioner Adman moved to authorize the funds requested by Chief Ahearn to upgrade the exterior lighting at Station 51. Commissioner Pratt seconded. The Board discussed. The motion passed unanimously.*

4.12 Discussion of a Special Meeting for September 14th

- The Board previously discussed this item under 4.9.

## **V. EXECUTIVE SESSION**

The Board moved into Executive Session at 6:50PM until 7:05PM to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the Executive Session to 7:20PM, followed by a 5-minute break. The Board moved back into open session at 7:25PM.

## **VI. BOARD RESOLUTIONS**

6.1 None

## **VII. CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$298,603.76
- The Reserve Fund Vouchers totaled \$2,515.86

7.2 Commissioner Compensation

7.3 Approval of Special Meeting Minutes 8/10/2021, Regular Meeting Minutes 8/17/2021, Board Retreat Minutes 8/25/2021

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

## **VIII. REPORTS**

8.1 Fire Chief Report

- No additional questions related to the Fire Chief's written report.

8.2 Commissioner Reports

- None

8.3 Legal Counsel Reports

- None

## **IX. UPCOMING BOARD AGENDAS**

9.1 Setting of Future Meeting Agenda(s)

- Special meeting will be held on September 14<sup>th</sup>, 2021, to discuss public survey questions, FAQs and questions agencies, Woodinville ILAs, labor input, city council presentation feedback, executive session, website and outreach update, contract for service update, planning for Lake Forest Park joint meeting, develop agenda for 9/21 meeting, open house planning.

- Special meeting September 20<sup>th</sup> 6pm. Joint meeting with LFP City Council to discuss contract for services discussion with Lake Forest Park City Council. There will be no action items at this meeting.
- Regular meeting September 21<sup>st</sup>, in addition to the standard items, presentation from Chief's on contract proposals and Q&A, open house planning.
- Special meeting September 28<sup>th</sup> for virtual open house.
- The Board discussed outreach efforts to notify the public of upcoming meetings.

**ADJOURNMENT**

The meeting adjourned at 7:42PM

**NEXT MEETING DATE**

The next special meeting is scheduled for September 14, 2021.

Attachments: Agenda, Criteria for Evaluating Contract for Services, Documents for website: Time schedule, Scope of Work, NSFD Organizational Chart, FAQ revised draft, Public Survey Questions, Agency Interview Questions, Vouchers, Commissioner Compensation, Meeting Minutes 8/10/2021, 8/17/2021, 8/25/2021, 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 October 5<sup>th</sup>, 2021.

**From:** [Eric Adman](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 10/5/2021  
**Date:** Thursday, October 7, 2021 1:30:09 PM

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The following documents are Approved and Electronically Signed this 7<sup>th</sup> day of October, 2021, by Commissioner Adman.

- AP\_NOSHRFIR\_APSUPINV\_20211005142722 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20211005142955 GEN Fund
- September Payroll Approval Document
- September Payroll Taxes Approval Document
- September DRS Approval Document
- Meeting minutes: 9/7/2021, 9/14/2021, 9/17/2021

**From:** [Milton Curtis](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 10/5/2021  
**Date:** Friday, October 8, 2021 8:16:12 AM

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

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**From:** Board Secretary  
**Sent:** Wednesday, October 6, 2021 11:19 AM  
**To:** Commissioners <e-mailcommissioners@northshorefire.com>  
**Subject:** Electronic Signatures - Documents Approved 10/5/2021

Commissioners,

Attached please find the documents approved at last night'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\_20211005142722 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20211005142955 GEN Fund
- September Payroll Approval Document
- September Payroll Taxes Approval Document
- September DRS Approval Document
- Meeting minutes: 9/7/2021, 9/14/2021, 9/17/2021

**From:** [Dave Maehren](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 10/5/2021  
**Date:** Thursday, October 7, 2021 10:42:40 AM  
**Attachments:** [image001.png](#)

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The following documents are Approved and Electronically Signed this 7<sup>th</sup> day of October, 2021, by Commissioner David C. Maehren.

- AP\_NOSHRFIR\_APSUPINV\_20211005142722 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20211005142955 GEN Fund
- September Payroll Approval Document
- September Payroll Taxes Approval Document
- September DRS Approval Document
- Meeting minutes: 9/7/2021, 9/14/2021, 9/17/2021

**From:** [Josh Pratt](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 10/5/2021  
**Date:** Wednesday, October 6, 2021 5:13:19 PM

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The following documents are Approved and Electronically Signed this 6<sup>th</sup> day of October, 2021, by Commissioner Josh Pratt.

- AP\_NOSHRFIR\_APSUPINV\_20211005142722 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20211005142955 GEN Fund
- September Payroll Approval Document
- September Payroll Taxes Approval Document
- September DRS Approval Document
- Meeting minutes: 9/7/2021, 9/14/2021, 9/17/2021

**From:** [Richard Webster](#)  
**To:** [Board Secretary](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 10/5/2021  
**Date:** Wednesday, October 6, 2021 2:59:04 PM

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The following documents are Approved and Electronically Signed this 6th day of October, 2021, by Commissioner Rick Webster.

- AP\_NOSHRFIR\_APSUPINV\_20211005142722 RES Fund
- AP\_NOSHRFIR\_APSUPINV\_20211005142955 GEN Fund
- September Payroll Approval Document
- September Payroll Taxes Approval Document
- September DRS Approval Document
- Meeting minutes: 9/7/2021, 9/14/2021, 9/17/2021



## 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, September 7, 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=dW1uWDFpNldPZ1dSSU1ZYy9LSXVQQT09>

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 Presentation from IAFF, Local 2459 and Q&A session

4.2 Update on meetings with City Councils of Lake Forest Park and Kenmore

4.3 Contract for Services Update

4.4 Review Criteria for Evaluating Contract for Services Proposals

4.5 Review Questions for Public Survey

4.6 Review Questions for Agency Surveys on Contract for Services

4.7 Review Documents to Include on Website for Contract for Services





- 4.8 Chief and Fire Marshal Services Contracts Discussion
- 4.9 Discussion of Potential Future Special Meetings and Virtual Open Houses
- 4.10 September 11<sup>th</sup> Memorial Event Update
- 4.11 Station 51 Lighting Upgrade

**V. Executive Session**

To discuss with legal counsel matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i).

**VI. Board Resolutions**

None

**VII. Consent Agenda**

- 7.1 Vouchers
- 7.2 Commissioner Compensation
- 7.3 Approval of Special Meeting Minutes 8/10/2021, Regular Meeting Minutes 8/17/2021, Board Retreat Minutes 8/25/2021

**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 Special Meeting: Tuesday, September 14th, 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).

# Criteria for Evaluation of Contract Proposals

Revised: September 7, 2021

AGENCY: \_\_\_\_\_

#	Criteria	Comments
1a	Best interest to citizens we serve.	
1b	Best interest to stakeholders we serve.	
2	How will they treat transfer of Northshore employees?	
3	Clarify and evaluate risks and underlying assumptions	
4	Clear prediction of costs over the term of the contract.	
5	Equal or better service across all aspects of operation	
6	Potential for continued service improvements.	
7	Expanded opportunities for firefighters and department members.	
8	Confidence in governance model.	
9	Experience in providing contract services	
10	Satisfaction of current contract agencies a. Responsiveness to local needs	
11	Cost of Service	
12a	Agency financial obligation a. History of budget/ Tax rate increases	
12b	Agency financial obligation b. History of revenue streams	

# Criteria for Evaluation of Contract Proposals

Revised: September 7, 2021

13	Short term impacts. a. Similarities and differences of operations	
14	Long term impacts.	
15	Plan for organizational integration.	
16	Stakeholder response review.	
17	Citizen response review.	

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## Frequently Asked Questions

### **Q1. What is the difference between a Fire District and a Fire District using a “Contract for Services”?**

#### **A1.**

- Fire district “are political subdivisions of the state and shall be held to be municipal corporations within the laws and Constitution of the state of Washington.” RCW 52.12.011. Fire districts may provide fire prevention services, fire suppression services, emergency medical services, and the protection of life and property. RCW 52.02.020.
- The Interlocal Cooperation Act, Chapter 39.34 RCW, authorizes fire districts to combine or join operations between each other. A contract for services between fire departments can involve the consolidation or joint operation of the entire department or of only limited operations or activities of the fire departments. Possible areas of joint operations include, (1) administration, office functions, budgeting and accounting, (2) training and instructional services, (3) emergency medical services consisting of basic life support, advance life support, and ambulance transportation; (4) hazardous material incident response services; (5) repair and maintenance of equipment; (6) dispatch services, and (7) purchasing of equipment, supplies and services. Under a consolidation of services each fire department retains its separate identity with separate governance and with separate taxing and revenue authority.

### **Q2. Why is the Northshore Fire Department considering a contract for services?**

#### **A2.**

- Small fire departments have a difficult time providing the same level of specialization of services as a more regional system.
- Small fire departments have a difficult time hiring fire fighters and leadership positions due to the lack of advancement potential. We already contract out our Fire Chief and Fire Marshall services.
- Most small fire departments have taken a more regional approach, either merging or contracting for services.
- Contracting for services gives us more local control than other consolidation options.
- The Northshore Fire Department expects to provide better service with a contract for service. As an example, we only have one aid car. When transporting a person to a hospital, we do not ordinarily have any direct backup, although we can call on other fire department.
- Northshore Fire Department expects to save money by avoiding some duplication of services. Larger departments already have the capacity to add some of our work needs to their present work force.

### **Q3. What are some local examples of “Contracting for Service”?**

**A3.** The City of Kenmore contracts with the King County Sheriff’s Department for police services. They rely on Northshore Utility District for utilities. They have an agreement with Republic Servicers to provide garbage service.

Some fire districts across the region also contract with other fire departments to provide fire and EMS services to their jurisdictions. For example, consider the following examples:

- The City of Bothell provides fire and EMS services for Snohomish County Fire District No. 10 under a contract for services.

- Puget Sound Regional Fire Authority provides fire and EMS services to King County Fire District No. 37 and Fire District No. 43 under contracts for services.
- Renton Regional Fire Authority provides fire and EMS services to King County Fire District No. 25 and Fire District No. 40 under contracts for services.
- Valley Regional Fire Authority provides fire and EMS services to King County Fire District No. 31 under a contract for services.
- The City of Redmond provides fire and EMS services to King County Fire District No. 34 under a contract for services.

**Q4. What is the difference between a “Contract for Services” and a merger?**

**A4.**

- With a contract for services, another agency would provide fire, EMS, and other services to Northshore as part of a contractual agreement. Northshore Fire Department would still exist with a local board of commissioners. The board of commissioners for Northshore would determine the level of service under the contract (to the extent permitted by the contract), set the tax levy and fire benefit charges; pay the bond debt; and maintain and manage reserve accounts. A contract for services would not necessarily change the levy rate and/or fire benefit charge for Northshore.
- In a merger, two fire districts are consolidated into a single fire district. The surviving district’s jurisdiction would expand to include the jurisdiction of both districts involved in the merger. Immediately after the merger, the board of fire commissioners of the surviving fire department would consist of all the fire commissioners of the two districts. With a merger, the surviving district would charge the levy rate and/or fire benefit charge through its jurisdiction. But, only the properties within Northshore’s current jurisdiction would be liable for the bond levy.

**Q5. What did we learn from the recent Woodinville – Northshore Fire Department merger vote?**

**A5.** The citizens of Northshore Fire Department did not want to merge with the Woodinville Fire and Rescue. The Northshore Fire Department Board of Commissioners respects that vote and appreciates the direction given by the voters.

**Q6. What input do the citizens of Lake Forest Park and Kenmore have in the decision of how to provide fire and emergency services to the two cities?**

**A6.**

- Northshore Fire Department Board meetings are on the first and third Tuesday of each month. They welcome citizen input during the public comment period.
- There will be virtual open houses to get input and opinions.

**Q7. Do we have information from other small Fire Districts that joined larger entities?**

**A7.** The Northshore Fire Department Board is gathering information.

**Q8. What is the timeline for making a decision and what factors affect that timeline for deciding how the Northshore Fire Department will continue to provide services?**

**A8.**

- The timeline will be posted on the Northshore Fire Department's website at <https://www.northshorefire.com/>.
- By Washington State mandate, Northshore Fire Department is required to submit a budget by November 15, 2021. Whether we provide full services as we have in the past or contract some of those services with another agency, will have a major impact on how we do our budget.
- The budget needs to be determined before the levy rate, special taxing district fees, and levy lid lifts can be determined. The deadline for this is **XXX**.
- Our Fire Chief's services will end October 1, 2021.
- Our labor contract with the IAFF, Local 2459 expires on December 31, 2021.

**Q9. Where can I get more information related to the how the NS FD will provide fire and emergency services?**

**A9.** The Northshore Fire Department website at <https://www.northshorefire.com/>

**Q10. Why is the Northshore Board of Fire Commissioners requesting contract for services offers?**

**A10.** Contract for services offers have been requested to gain operational efficiencies and assure quality and dependable services can be provided far into the future. Consolidation of fire departments has been happening throughout Washington State for these same reasons. As a small 2 station department we currently carry the same heavy administrative burden and compliance requirements of larger departments. We are having trouble hiring quality recruit fire fighters. This past year we attempted to fill 8 vacancies. Only 2 candidates made it through the academy process and zero candidates made it through our last hiring process. Two candidates withdrew, taking positions with larger fire departments.

**Q11. What other area fire departments have consolidated?**

**A11.** MRSC Local Government Fire Service Providers <https://mrsc.org/Home/Explore-Topics/Public-Safety/Fire-Protection/Local-Government-Fire-Protection-Service-Providers.aspx>

**Q12. Why contract for services now?**

**A12.** The Northshore Fire Department has been exploring consolidation options since 2015. Our Fire Chief and Fire Marshall both retired. These positions were held open in anticipation of our merger with the Woodinville Fire Department as these positions would have been eliminated with consolidation. The board must develop a 2022 budget by November of this year. The board has determined that a contract for services is the best path forward as a long-term guarantee of excellent service and reasonable cost control.

**Q13. Who will decide the level of service provided to our Northshore community?**

**A13.** The Northshore Board of Fire Commissioners, elected by the voters of Kenmore and Lake Forest Park will set the level of service (to the extent permitted by contract) and monitor contract compliance. The board will decide if anticipated cost savings will be returned to the taxpayers, used to improve service or a combination of the two options. The board will determine the tax rate assessment for the district.

**Q14. How will the Northshore Fire Department change if we contract for services?**

**A14.** Northshore is looking for a provider that will offer the same level of service or better. While some current Northshore firefighters may be assigned to stations outside of our area, we anticipate that most will remain in their current assignments. We will continue to participate in the mutual aid program, which assures that area fire agencies respond to area calls as a team. The Northshore Fire Department

will continue to own our reserve funds. The board of fire commissioners will continue to set the level of service and tax rate for the district.

**Q15. Does labor support consolidation?**

**A15.** Yes, labor has expressed support for consolidation over the past decade. At our January 15<sup>th</sup>, 2020, meeting union president Anders Hannsen stated “I want you to know that the local fully support basically any option except for one, and that is to do nothing. If you chose to do nothing, we absolutely do not support that. We have looked at too much and seen too many efficiencies. Consolidation is the way to go.”

**Q16. How will the contract service provider be selected?**

**A16.** The board of fire commissioners has developed a list of criteria to assess the contract proposals. These criteria focus on the best interests of the citizens of the Northshore Fire District. Criteria include quality of service, range of services available, contracting experience, reputation and cost.

**Q17. What is a Contract For Service?**

**Q18. How will the department change if a contract for service happens?**

**Q19. What service level changes are proposed as part of the contracts for service?**

**Q20. How many fire stations will be part of the new organization?**

**Q21. What effect will this have on what I pay for the fire department?**

**Q22. Will any jobs be created or go away? What will this mean for the firefighters’ jobs?**

**Q23. How do the firefighters feel about a contract for service? Do they have a preference of which agency to contract with, and if so, why?**

**Q24. A merger with Woodinville was recently rejected by the voters. Why is the fire department proposing a contract for service now? How is it different than what was just rejected?**

**Q25. When is this going to happen?**

**Q26. What can I do if I want to provide my input?**

**Q27. Will there be any open houses or other opportunities for me to learn more about it and share my input? How will public input be incorporated?**

**Q28. Who are the entities proposing a contract for service?**

**Q29. What cities and areas do they currently provide service to?**

**Q30. Do all entities under the contract for service pay the same amount? Why or why not?**

**Q31. Where are the contract agency headquarters? Where will the new headquarters be?**



**Q32. What cities does Northshore fire provide service to now?**

**Q33. Have the cities of Lake Forest Park and Kenmore taken a position on this?**

**Q34. How will the new entity be governed? What is its governance model? How do local cities provide input to the contracting agency?**

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## SCOPE OF WORK

The following description of the Scope of Work is intended to be the desired scope of work. Northshore Fire Department is open to variations in the scope of work. If an Agency is proposing a variation on this Scope of Work, please clearly identify that variation in the Proposal.

1. Services. Northshore Fire Department is requesting Proposals from public agencies for fire and emergency medical services for a period of at least seven (7) to ten (10) years to include the following:

- a. All services necessary for fire suppression, emergency medical service, hazardous materials response, technical rescue, and disaster response to a service area within the jurisdictional boundaries of Northshore Fire Department as are currently provided by Northshore Fire Department.
- b. Support services including, but not limited to, fire chief, fire prevention and life safety, public education, public information, facilities and fleet maintenance, payroll and finances, human resources, and legal and risk management pertaining to the operations and delivery of fire department services.
- c. Training and education to all firefighter and emergency medical service personnel in accordance with State, County, and local requirements.
- d. 911 dispatch services.
- e. Appropriate insurance coverage.
- f. Maintain participation in the Northshore Emergency Management Coalition (NEMCO).

The Agency shall assume the Northshore Fire Department contractual responsibility and obligations for the provision of mutual and automatic aid.

2. Level of Service. The Agency awarded the contract will maintain the level of service currently provided by Northshore Fire Department or better. Northshore Fire Department's minimum staffing requirements are currently as follows:

- **Battalion 151** - 1 Battalion Chief or Acting Battalion Chief
- **Engine 151** - 1 Lieutenant or Acting Lieutenant, 1 driver operator (engineer) and 1 firefighter
- **Aid 151** - 2 firefighters
- **Engine 157** - 1 Lieutenant or Acting Lieutenant, 1 driver operator (engineer) and 1 firefighter

There shall be a process by which Northshore Fire Department may add to services or increase the level of service during the term of the contract. When a service level change is mandated by law, required due to a collective bargaining agreement, or is requested by Northshore Fire Department, the parties shall renegotiate the provisions of this agreement at the request of either party.

3. Employees. The Agency awarded the contract shall become the employer of all Northshore Fire Department employees, including administrative and unrepresented uniformed personnel and IAFF members; with the exception of the Northshore Fire Department board secretary.

- a. The uniformed employees of Northshore Fire Department would be integrated into the IAFF local for the Agency. Uniformed employees of Northshore Fire will continue in their current positions, job assignments, and seniority, or as agreed through collective bargaining prior to the implementation of the contract.
- b. Administrative uniformed employees of Northshore Fire Department may be reassigned to job positions that meet the needs of consolidating the two organizations.
- c. Any civilian employee of Northshore Fire Department who is reassigned to a new position with the Agency shall be entitled to wages and benefits consistent with, or greater than, the current wages and benefits provided by Northshore Fire Department for such employee's former position.

Sick leave and vacation leave of employees of Northshore Fire Department shall be transferred and maintained by the Agency.

Upon termination of this contract for any reason other than a merger or other permanent form of consolidation of Northshore Fire Department with the Agency, employees who were employees of Northshore Fire Department will return to employment with Northshore Fire Department.

Northshore Fire Department would either retain the LEOFF I medical obligation or reimburse the contract agency for those costs.

4. Property. Northshore Fire Department shall retain ownership of all existing fire stations, facilities, real property, apparatus, vehicles, and equipment. The Agency awarded the contract shall maintain all such property in accordance with policies, procedures, and best practices as currently in effect. In the event of a significant, unanticipated repair or replacement that is considered to be a capital expenditure, the parties will negotiate how the repair or replacement is to be funded.

Fair and reasonable compensation should be provided for regional use of Northshore Fire Department facilities, including the headquarters administration building and fire training grounds, and consumables.

5. Reserve Funds. Northshore Fire Department would retain ownership of its reserve funds.

6. Construction Bond Levy. The Northshore Fire Department would retain and make payments to retire the Station 51 Construction bond levy.

7. Oversight. The Chair of Northshore Fire Department and the Agency, and/or their designees, shall act as administrators of the contract for services pursuant to RCW 39.34.030. During the term of this Agreement, the Agency's fire chief shall provide the Board of Fire Commissioners for Northshore Fire Department with quarterly reports concerning the provision of services.

Elected officials of Northshore Fire Department and the Agency, along with the fire chief for the Agency, shall meet at least once per calendar year, on or before July 1st, for the purpose of communicating about issues related to this Agreement.

The fire chief of the Agency shall present a joint annual report to the elected official of Northshore Fire Department and the Agency prior to July 31st.

At least once each calendar year, the elected official of Northshore Fire Department and the Agency shall participate in a planning retreat for the purpose of identifying any operational concerns from the past operational period, and to conduct operational planning, capital improvement planning, and financial planning for the next operational period. The joint annual planning retreat shall occur prior to September 30th.

8. Collective Bargaining. Northshore Fire Department and the Agency will need to collectively bargain the impact of a contract for service upon their respective labor unions that represent the employees.

9. Termination. Either party might terminate the agreement after the first five (5) years of contract service, but only upon adequate notice to the other party of no less than two (2) years.

## TIME SCHEDULE

It is Northshore Fire Department's intent to enter into an agreement with an Agency by November 15, 2021 in accordance with the following time scheduled:

Requests made to Shoreline Fire Department and Eastside Fire & Rescue for Contracts for Services Proposals	July 21, 2021
Deadline for Submittal of Proposal	September 15, 2021
Additional Information and/or Interview	October 5, 2021
Notification to Agency Chosen	October 15, 2021
Execution of the Agreement	November 15, 2021
Initiation of Services	January 1, 2022

DRAFT as of 9/2/2021

### **Public survey questions regarding possible contract for service**

Northshore Fire Department is considering having another fire department operate the NFD under a contract for service. This means the Northshore firefighters and other employees would become employees of the other department. It is hoped that this will provide some operational and economic efficiencies. We would like your input to the following questions:

1. Which is more important to you – a higher degree of local control, or being part of a larger organization?
  - a. Local control
  - b. Larger organization
  - c. Don't know
  - d. Don't care as long as someone shows up when I call 911
  
2. Do you think that it is important that the employee group (firefighters and others) support the potential contract for service arrangement?
  - a. Very important
  - b. Somewhat important
  - c. A little bit important
  - d. Not important at all
  
3. Which is more important to you?
  - a. Lower cost
  - b. Better service
  - c. Don't know
  - d. Don't care
  
4. Do you think it makes more sense to combine with a fire department that shares borders?
  - a. More important to be adjacent
  - b. Not important to be adjacent
  - c. Don't know
  - d. Don't care
  
5. What is your preference?
  - a. The same level of service at about the same cost.
  - b. Equal or better service at a lower cost.
  - c. Higher level of service at a higher cost.

6. A contract for service retains response service from our local fire stations but provides administrative support services from a central location. This model reduces administrative costs without reducing local response capability. Is it important to you to retain administrative functions in the Northshore Fire District?
  - a. Very Important
  - b. Somewhat Important
  - c. Not important
  
7. What is your level of satisfaction with the current services you receive from the Northshore Fire Department?
  - a. Very Satisfied
  - b. Satisfied
  - c. Neither Satisfied or Dissatisfied
  - d. Dissatisfied
  - e. Very Dissatisfied

DRAFT



### Questions for jurisdictions under contract

1. Why did your jurisdiction seek a contract for service?
2. What process was followed leading up to the contract being implemented?
3. What stakeholder input was gathered in advance of the decision?
4. How was that done?
5. How was the stakeholder input incorporated in the decision-making process?
6. How responsive has the contracting agency been to your local needs?
7. How does the contracting agency report to and seek input from the local jurisdictions it provides service to?
8. Were any service level increases or changes created as a result of your contract?
9. Did you notice any long- or short-term impacts with implementation of the contract?
10. What is your cost per \$1000/AV now and how has this cost varied over time since implementation of the contract (before, after, and over time)?
11. Does this arrangement work well for you? Why or why not?
12. What would you change or keep the same?

**13. Did you merge with another Fire Department or contract for services?**

Merge \_\_\_\_\_ Contract for Services \_\_\_\_\_

**14. When did that happen?**

Year \_\_\_\_\_

**15. What were some of the reasons you chose that action?**

**16. Did you get the services you needed? Why or why not?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**17. What were some of the challenges?**

**18. Would you take the same action again?**

Yes \_\_\_\_\_ No \_\_\_\_\_

19. Are you satisfied with the services you are receiving?
20. Are you satisfied with the cost of the services you are receiving?
21. Are you satisfied with the input your agency has regarding the provision of services?
22. What are the benefits of contracting for fire services?
23. What are the challenges of contracting for fire services?

Good Morning Chief,c

I wanted to thank you for your efforts in providing us with a Contract for Service proposal. Are there any question or information needed at this time?

I believe Northshore Fire would make an excellent partner to your organization for the following reasons:

1. NSFD is financially sound;
2. We currently have high quality/new apparatus, equipment and facilities;
3. Northshore has the best training facility in North King County.

NSFD is setup well financially as noted below:

1. Strong AV and tax base;
2. Strong Community Support. (Last three Benefit Charge Levies passed w/ 80% yes vote);
3. Fully Funded Reserves including.
  - a. Leoff1
  - b. Apparatus Replacement
  - c. Equipment Replacement
  - d. Facility Maintenance
  - e. Employee Benefit Fund

NSFD also has significant Call Response capacity allowing for growth in the foreseeable future. We have excellent mutual aid relationships with all area Fire Departments, along with a strong training ethic and shared resources via NKCTC.

Please contact me with any questions.

Thank you,

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:53:46 Date: 09/02/2021

09/15/2021 To: 09/15/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1430	09/15/2021	Claims	1	0	BR ROOFING INC	858.78	Roof Repairs - St 57
1431	09/15/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	2,104.50	Legal Fees - Public Records Request
1432	09/15/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	3,685.00	Legal Fees - General Business
1433	09/15/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	385.00	Legal Fees - Contract Review
1434	09/15/2021	Claims	1	0	CITY OF BOTHELL FIRE AND EMS	6,930.33	Fire Marshal Services - Aug 2021
1435	09/15/2021	Claims	1	0	DELL COMPUTER	3,544.12	Monitors and Sound bars
1436	09/15/2021	Claims	1	0	DIMARTINO ASSOCIATES	3,264.56	Sept 2021 Employee LTD Premiums
1437	09/15/2021	Claims	1	0	DOYLE'S DRY CARPET &	2,365.16	Carpet Cleaning - St 51
1438	09/15/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Aug 2021 - Maintenance Agreement
1439	09/15/2021	Claims	1	0	ECMS ENSEMBLE CARE MAINTENANCE SERVICE	23.25	Jacket Repair
1440	09/15/2021	Claims	1	0	JAYMARC - AV	454.16	Doorbell repair at St 51
1475	09/15/2021	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	6,000.72	Pay Cycle(s) 08/31/2021 To 08/31/2021 - ADDLIFE; Pay Cycle(s) 08/31/2021 To 08/31/2021 - LTD; Pay Cycle(s) 08/31/2021 To 08/31/2021 - MEDICAL; Pay Cycle(s) 08/31/2021 To 08/31/2021 - SUPPLIFE; Pay Cyc
1441	09/15/2021	Claims	1	0	KROESEN'S, INC.	373.81	Ross - Boots and Belt
1442	09/15/2021	Claims	1	0	KROESEN'S, INC.	462.09	Jamerson - Pants
1443	09/15/2021	Claims	1	0	L. N. CURTIS & SONS	370.56	Badges
1444	09/15/2021	Claims	1	0	L. N. CURTIS & SONS	87.51	Collar Insignia
1445	09/15/2021	Claims	1	0	LIFE ASSIST	9.84	EMS Supplies - Tourniquet
1446	09/15/2021	Claims	1	0	LIFE ASSIST	440.40	EMS Supplies - COVID
1447	09/15/2021	Claims	1	0	LIFE ASSIST	395.09	EMS Supplies
1448	09/15/2021	Claims	1	0	LIFE ASSIST	440.40	EMS Supplies - COVID
1449	09/15/2021	Claims	1	0	NATURAL CONCEPT LANDSCAPE	515.63	Landscaping - St 51
1450	09/15/2021	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct 022432-000; St 57 - Fire Line
1451	09/15/2021	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	679.10	COBRA - Sept 2021
1452	09/15/2021	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	67,426.95	Sept 2021 - Medical
1453	09/15/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.70	Copier Lease
1454	09/15/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	133.85	Copier - Meter Reading
1455	09/15/2021	Claims	1	0	PRAXAIR DISTRIBUTION INC	35.51	Oxygen
1456	09/15/2021	Claims	1	0	PUGET SOUND ENERGY	3,979.20	Acct #200019536453; St 51
1457	09/15/2021	Claims	1	0	PUGET SOUND ENERGY	87.74	Acct #200020658783; St 57
1458	09/15/2021	Claims	1	0	RISAN ATHLETICS INC	40.60	Burrow - Shirt
1459	09/15/2021	Claims	1	0	RISAN ATHLETICS INC	802.81	Class B T-shirts
1460	09/15/2021	Claims	1	0	SHORELINE FIRE DEPARTMENT	21,975.25	2nd Qtr MIH Funds
1461	09/15/2021	Claims	1	0	STERICYCLE	99.84	Bio Hazard Disposal
1462	09/15/2021	Claims	1	0	SUMMIT LAW GROUP	1,675.00	Legal Fees
1463	09/15/2021	Claims	1	0	TRAVIS ROSS	303.43	Reimbursement - Training Class @ Mason County Fire Dist 11 - 6/18 & 6/19
1464	09/15/2021	Claims	1	0	UNITED PARCEL SERVICE	30.74	Shipping
1465	09/15/2021	Claims	1	0	US BANK	566.17	Charges for cards ending 4689 5507 6729
1466	09/15/2021	Claims	1	0	VERIZON WIRELESS	46.45	Suppression Cell Phones
1467	09/15/2021	Claims	1	0	VERIZON WIRELESS	896.10	Smart Phones
1468	09/15/2021	Claims	1	0	VFIS	83,994.00	2022 Insurance Renewal

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:53:46 Date: 09/02/2021

09/15/2021 To: 09/15/2021

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1469	09/15/2021	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	875.50	Janitorial Supplies
1470	09/15/2021	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,235.34	Sept 2021 - Dental / Life / EAP
1476	09/15/2021	Payroll	1	0	WASHINGTON NATIONAL INS CO	61.20	Pay Cycle(s) 08/31/2021 To 08/31/2021 - CONSECO
1471	09/15/2021	Claims	1	0	WOODINVILLE FIRE & RESCUE	31,800.00	Q3 Fire Chief Services
1472	09/15/2021	Claims	1	0	WOODINVILLE FIRE & RESCUE	25,923.06	Q3 CAO Shared Services
1473	09/15/2021	Claims	1	0	WOODINVILLE FIRE & RESCUE	9,852.86	Q3 Shared ISM Services
1477	09/15/2021	Payroll	1	0	WSCFF EMPLOYEE BENEFIT	8,400.00	Pay Cycle(s) 08/31/2021 To 08/31/2021 - MERP1
1474	09/15/2021	Claims	1	0	ZIPLY FIBER	213.43	Phones - St 51
001 General Fund 10-016-0010						298,603.76	
						298,603.76	Claims: 284,141.84
							Payroll: 14,461.92

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:53:17 Date: 09/02/2021

09/15/2021 To: 09/15/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1428	09/15/2021	Claims	4	0	TOM TAYLOR	562.59	LEOFF I
1429	09/15/2021	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	1,953.27	Sept 2021 LEOFF I
004 Reserve Fund 10-016-6010						2,515.86	
						2,515.86	Claims: 2,515.86



## Dawn Killion

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**From:** Eric A <ericladman@gmail.com>  
**Sent:** Thursday, September 2, 2021 9:22 AM  
**To:** Dawn Killion  
**Subject:** Re: Commissioner Compensation Form - Fillable Version  
**Attachments:** Commissioner Pay Request Form - Fillable Form.pdf

OK, we did bring a Surface laptop and I was able to work on the form. However, the signature field is not fillable! All the others are.

Please use this email as my authorization since I am out of town.

Thanks!

Eric

On Thu, Sep 2, 2021 at 9:11 AM Dawn Killion <[dkillion@northshorefire.com](mailto:dkillion@northshorefire.com)> wrote:

Just send me a reply to the other email that I sent you with the forms attached and say to use this email as your electronic authorization as you are out of town.

*Dawn Killion*

**Finance Specialist**

**Public Records Officer**

**Northshore Fire Department**

7220 NE 181st ST, Kenmore, WA 98028

DIRECT: 425.354.1778

FAX: 425.354.1781

MAIN: 425.354.1780

[www.northshorefire.com](http://www.northshorefire.com)

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









Northshore Fire Department  
Fire Commissioner Request for Compensation

Month <u>AUGUST</u> Year <u>2021</u> Name <u>DAVID C. MAETREN</u>		
Date	Description of Activity	Time
08/01/2021	Meeting preparation	2 hr
08/03/2021	Additional meeting prep .5 hr Attend regular fire commissioner board meeting .5 hr Meeting follow-up .75 hr	1.75
08/08/2021	Special Board Meeting preparation	2 hr
08/10/2021	Additional Meeting prep 1 hr. Attend Special Board meeting 1 hr.	2 hr
08/16/2021	Regular Board Meeting preparation	2 hr
08/17/2021	Additional Meeting preparation .5 hr Attend board of Fire Commissioner Meeting 1.5 hr.	2 hr
08/22/2021	Preparation for Fire Commissioner board retreat	4 hrs
08/25/2021	Additional meeting prep for retreat 1 hr. Travel to, Attend and return from board retreat 8.5 hr. Meeting follow-up 1 hr.	10.5

8

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.

David C Maehren  
Signature

08/31/2021  
Date





Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 8	Year: 2021	Name: Rick Webster	
Date	Description of Activity	Hours	
8/6/2021	Prep for Board of Commissioners Mtg	2	
8/7/2021	Commissioners Mtg	2	
8/9/2021	Agenda prep, Special Called Mtg	2	
8/10/2021	Special Called Mtg	2	
8/16/2021	Prep for Board of Commissioners Mtg	2	
8/17/2021	Commissioners Mtg	3	
8/20/2021	Prep for Retreat	3	
8/23/2021	Prep for Retreat	3	
8/25/2021	Bd of Com. Retreat	6	

9

*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.*

*Rick Webster*

Signature

8-27-2021

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

August 10, 2021

### **SPECIAL 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 5:00 PM.

Persons in attendance were Commissioners Josh Pratt, Rick Webster, and Dave Maehren. Also present was Deputy Chief McDonald, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 21 members of the public. Fire Chief Ahearn and CAO Joan Montegary joined the meeting at 6:00PM.

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

2.1 Lake Forest Park resident, Carolyn Armanini, addressed the Board with written comments related to the commissioner appointment process.

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

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

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

##### 4.1 Commissioner Interviews

- The Board interviewed four candidates for two Board vacancy positions.
- Candidates were provided the interview questions in advance. Interviews were conducted in an open public session.

##### 4.2 Executive Session

The Board moved into Executive Session at 5:46PM until 6:01PM 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 6:01PM.

##### 4.3 Commissioner Position #3 Appointment and Oath of Office

*Commissioner Maehren moved to appoint Milton Curtis to Interim Position 3. Commissioner Webster seconded. The Board discussed. The motion passed 2-1. Commissioner Maehren and Webster voted in support of the appointment. Commissioner Pratt voted to oppose the appointment.*

- Legal Counsel Paxton read the oath of office for Mr. Curtis.
- 4.4 Additional Q&A with remaining candidates
  - No additional questions for the candidates.
- 4.5 Executive Session

The Board moved into Executive Session at 6:10PM until 6:25PM 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 6:25PM.

- 4.6 Commissioner Position #3 Appointment and Oath of Office

***Commissioner Pratt moved to appoint Eric Adman to Interim Position 1. Commissioner Milton seconded. The Board discussed. The motion passed unanimously.***

- Legal Counsel Paxton read the oath of office for Mr. Adman.
- 4.7 Discussion of onboarding new Commissioners
  - Commissioner Webster and Board Secretary Oakley will connect with newly appointed commissioners to onboard.

**V. BOARD RESOLUTIONS**

- 5.1 None

**VI. CONSENT AGENDA**

- 6.1 None

**VII. REPORTS**

- None

**VIII. UPCOMING BOARD AGENDAS**

- 8.1 Setting of Future Meeting Agenda(s)
  - In addition to the standard agenda items, the next regular meeting on August 17<sup>th</sup> will include discussion of Board retreat.

**ADJOURNMENT**

The meeting adjourned at 6:30PM

**NEXT MEETING DATE**

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

Attachments: Agenda, Public Notice, Interview Order & Questions, Commissioner Vacancy Announcement, Applications for Eric Adman, John Peeples, Milton Curtis, Tyler Byers, Policy 1114, Policy 1114-A1, Policy 1114-A2, signed Oath of Office Commissioner Curtis, signed Oath of Office Commissioner Adman.

**BOARD OF COMMISSIONERS**

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**ERIC ADMAN, Member**

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**JOSH PRATT, Member**

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**MILTON CURTIS M.D., Member**

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**RICK WEBSTER, Member**

---

**DAVID MAEHREN, Member**

**ATTEST**

---

**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.



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



# 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 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 Kasser, 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**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

---

**MILTON CURTIS M.D.**, Member

---

**RICK WEBSTER**, Member

---

**DAVID MAEHREN**, Member

**ATTEST**

---

**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.



# 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 25, 2021

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

- I. OPEN REGULAR NORTHSHORE MEETING**
- 1.1 Roll Call
- Chair Rick Webster called the meeting to order at 10:05 AM.
- Persons in attendance were Commissioners Eric Adman, Josh Pratt, Milton Curtis, Rick Webster, and Dave Maehren. Also present was Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 5 members of the public called into remotely.
- II. PUBLIC COMMENT**
- 2.1 No public comments were presented.
- III. APPROVAL OF THE AGENDA**
- 3.1 *Commissioner Curtis moved to approve the agenda as presented. Commissioner Pratt seconded. The motion passed unanimously.*
- IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**
- 4.1 Introductions
- Board members, Legal Counsel, and Board Secretary introduced themselves.
- 4.2 Commitment/Agreements
- The Board discussed transparency, fiduciary responsibility, and commitment to stakeholders.
- 4.3 What we know...or think we know- Current Assumptions
- The Board discussed service quality, regionalization trends, and current NSFD staffing.
  - The Board discussed mutual aid, shared institutional and jurisdictional knowledge, and current coordination amongst Northshore, Shoreline, Woodinville, and Bothell for the North King County Training Consortium.
  - The Board discussed funding mechanisms and organizational structure.
  - The Board discussed State requirements for Northshore to bargain impacts of a contract for service.

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

## **V. UPCOMING BOARD AGENDAS**

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

## **ADJOURNMENT**

The meeting adjourned at 3:55PM

## **NEXT MEETING DATE**

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

Attachments: Agenda, Public Notice

## **BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member

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**JOSH PRATT, Member**

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**MILTON CURTIS, 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 September 7<sup>th</sup>, 2021.

# Fire Chief's Report

Submitted by Interim Chief Ahearn  
September 7, 2021

## Operations:

- 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 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. We currently have 9 members that have not provided proof of vaccination.
- We currently have 2 FF's and one Admin out on OJI or FMLA. Due to a long term opening Lt. Anders Hansson is being moved to the Long Term Acting BC on B shift, and FF Kuykendall to Long Term Acting Lieutenant on B shift. Congratulations and thank you to both for stepping up and leading.
- 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. The deadline to apply was extended to September 10.
- Budget process is ongoing. Budget holders have submitted their potential needs to Ms. Killion and she is preparing documents.
- E251 (1100) has been assigned to the academy. The unit may be placed into service if required due to mechanical or other related needs.
- R151 crews participated in a confined space drill over a one-week period. Our members including Lt. Ingersoll got the opportunity to service in leadership positions during this drill. (Rescue Group Supervisor).
- DC McDonald serving as primary Zone-One Coordinator September 2-7.

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 2:10	A shift 2:57	5:50	9:49
B shift 2:12	B shift 2:22		
C shift 2:24	C shift 2:05		
D shift 2:15	D shift 1:52		



08-13 2021	08-13 2021		
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Call Types of	Number of Calls August 13-Sept 1 2021
Rescue	1
Structure Fire	6
Natural Vegetation	3
EMS	142
Hazmat Minor	0
Electrical wiring	2
Flammable Liquid spill	2
Public Service	6
Dispatched and cancelled	25
Water problem	0
False alarm/system malfunction	24
Other	0
Total calls	<b>209</b>

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

1. 135,104 total cases, **an additional 1457** in the last 24 hrs. (King County)
2. 7325 total hospitalizations, **an additional 36 case** in the last 24 hrs. (King County)
3. 1,757 total fatalities, **4 cases** in the last 24 hrs. (King County)
4. Kenmore – 918 total cases, **13** new additional in the last 24 hrs. 63 hospitalizations and 16 fatalities,
5. LFP – 431 total cases, 19 hospitalizations and 4 fatalities, **4** new cases in the last 24 hrs.
6. King County has over 3 million people fully vaccinated.
7. Unvaccinated individuals are 600% more likely to test positive, 37 times more likely to be hospitalized and 67 times more likely to die for Covid-19.

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

Kirkland	4	08/13 2021-09/01 2021
Bothell	11	08/13 2021-09/01 2021
Shoreline	6	08/13 2021-09/01 2021
WF-R	0	08/13 2021-09/01 2021

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

Kirkland	6	08/13 2021-09/01 2021
Bothell	21	08/13 2021-09/01 2021

Shoreline	15	08/13 2021-09/01 2021
WF-R	0	08/13 2021-09/01 2021

**Training:**

- Captain Burrow completed a proposed training budget for 2022 that has been submitted to DC McDonald and Finance Specialist Killion.
- Northshore Technical Rescue Team members participated in the confined space rescue hosted by Woodinville Fire & Rescue at a City of Bothell facility.

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

- Training Officers facilitated training at an acquired commercial structure in Shoreline.
- Training Officers started the North End Drill (NED). This quarter's NED is standpipe operations.
- NKCTC has drafted a 2022 training calendar (not yet published)
- NKCTC Academy 22-1 started August 30, 2021 at Station 51.