



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 19, 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 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Milton Curtis, Rick Webster, and Dave Maehren. Also present was Chief McDonald, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 23 members of the public.

1.2 Promotional Ceremony for Lt. Timothy Schwartz

II. PUBLIC COMMENT

2.1 The Board of Commissioners heard public comments from Kenmore Mayor, David Baker, and Kenmore resident, Stacey Valenzuela.

III. APPROVAL OF THE AGENDA

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 2022 Preliminary Budget Public Hearing

Commissioner Webster moved to open the public hearing to review and establish the District's benefit charge to be imposed in 2022; and, the public hearing to review and establish the District's 2022 budget. Commissioner Pratt seconded. The motion passed unanimously.

Commissioner Webster moved to open the public testimony portion of the public hearing to review and establish the District's benefit charge to be imposed in 2022; and, the public hearing to review and establish the District's 2022 budget. Commissioner Maehren seconded. The motion passed unanimously.

- Chief McDonald presentation overview of the proposed 2022 budget.
- The Board discussed the proposed 2022 budget, in particular vehicles and the water rescue program.

- The Board of Commissioners heard public comments from Lake Forest Park resident, Mike Dee, Kenmore resident, Stacey Valenzuela, and Kenmore resident, Todd Wollum.

Commissioner Webster moved to close the public testimony portion of the public hearing to review and establish the District's benefit charge to be imposed in 2022; and, the public hearing to review and establish the District's 2022 budget.

Commissioner Maerhen seconded. The motion failed unanimously. The public testimony will remain open until the next public meeting on November 2, 2022.

- The Board continued to discuss the proposed 2022 budget, in particular the HVAC upgrade at Station 57.

Commissioner Maehren moved to strike the HVAC at Station 57 from the budget.

Commissioner Curtis seconded. The Board discussed. The motion passed 3-2.

Commissioners Curtis, Maehren and Webster voted to approve the motion.

Commissioners Pratt and Adman voted to oppose the motion.

- The Board continued to discuss the proposed 2022 budget, in particular the COLA estimate, facility reserve fund.

4.2 Commissioner Budget Proposals

- Commissioner Curtis presented utilizing the online Senior Fall Prevention Program website as an addition to public safety and public information effort.

Commissioner Maehren moved to fund the Senior Fall Prevention Program with funds from the donation account. Commissioner Curtis seconded. The motion passed unanimously.

4.3 Conversation with IAFF, Local 2459

- Union Vice President, Brian Ford, had no comments for the Board.

4.4 Report on Zoom Procedures

- The Board discussed the Zoom webinar procedures at Lake Forest Park and Kenmore City Councils and decided to maintain the current Zoom meeting procedures.

4.5 Contract for Services Scope of Work Clarifications

- Commissioner Curtis and Commissioner Maehren presented their evaluations of the Eastside Fire & Rescue and Shoreline Fire Department proposals.
- The Board discussed steps for moving forward.
- Commissioner Adman and Commissioner Maehren will form a subcommittee to prepare a document requesting clarifying information from Chief Clark and Chief Cowan.
- Commissioner Webster will contact Chief Clark and Chief Cowan to notify them that we will be asking for clarifications to their proposals.

4.6 Transparency and Policy 1400

- The Board reviewed and discussed a draft version of Policy 1400 that includes a non-voting Advisory Board and expanded instructions for participating in public comments.
- The Board Secretary will add this draft document to the minutes.

- 4.7 Senior Fall Prevention Program
 - This item was discussed under 4.2.
- 4.8 Discussion of Potential Future Special Meetings
 - None scheduled.

EXECUTIVE SESSION

The Board moved into Executive Session at 8:00PM until 8:30PM to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to consider, with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks pursuant to RCW 42.30.110(1)(a)(ii).

The Board moved back into open session at 8:31PM.

V. BOARD RESOLUTIONS

- 5.1 None

VI. CONSENT AGENDA

- 6.1 Vouchers
 - The General Fund Vouchers totaled \$52,350.18
 - The Reserve Fund Vouchers totaled \$833.98
- 7.2 Meeting Minutes: 9/21/2021, 9/28/2021, 10/5/2021, and 10/8/2021

Commissioner Curtis moved to approve the consent agenda as presented. Commissioner Pratt seconded. The Board discussed. The motion passed unanimously.

VII. REPORTS

- 7.1 Fire Chief Report
 - Chief McDonald congratulated Lt. Timothy Schwartz on his promotion.
- 7.2 Commissioner Reports
 - None
- 7.3 Legal Counsel Reports
 - None

VIII. UPCOMING BOARD AGENDAS

- 8.1 Setting of Future Meeting Agenda(s)
 - November 2nd- in addition to the standard items, RCLC reserve funding study, Policy 1400, open motions for benefit charge, contract for services update, Resolution 20-10 review, and continuation of budget hearing,

ADJOURNMENT

The meeting adjourned at 8:37PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for November 2, 2021.

Attachments: Agenda, Resolution 20-10, 2022 Preliminary Budget, 2022 Budget hearing presentation, Commissioner Maehren Contract Proposal Review, Commissioner Curtis Contract Proposal Review, Draft Policy 1400, Vouchers, Meeting Minutes: 9/21, 9/28, 10/5, 10/8, Chief's Report.

BOARD OF COMMISSIONERS

Electronically signed- Eric Adman

ERIC ADMAN, Member

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 November 2nd, 2021

From: [Eric Adman](#)
To: [Board Secretary](#)
Subject: Re: Electronic Signatures- Documents approve 11-2-21
Date: Thursday, November 4, 2021 12:43:29 PM

The following documents are Approved and Electronically Signed this 4th day of November, 2021, by Commissioner Adman.

- AP_NOSHRFIR_APSUPINV_20211102130222 RES Fund
- AP_NOSHRFIR_APSUPINV_20211102130358 GEN Fund
- HRA Transfer 10.29.21 Approval Document
- October Payroll Approval Document
- October Payroll Taxes Approval Document
- October DRS Approval Document
- Resolution 21-04 NORCOM
- Resolution 21-05 Benefit Charge Resolution
- Resolution 21-06 Annual Property Tax Levy and Budget
- Minutes 10/19/21
 - **Policy 1400**
 - **Policy 2733**

From: [Milton Curtis](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures- Documents approve 11-2-21
Date: Friday, November 5, 2021 8:41:39 AM

The following documents are Approved and Electronically Signed this 5th day of November, 2021, by Commissioner Curtis.

From: Board Secretary
Sent: Wednesday, November 3, 2021 4:16 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signatures- Documents approve 11-2-21
Importance: High

Hello 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_20211102130222 RES Fund
- AP_NOSHRFIR_APSUPINV_20211102130358 GEN Fund
- HRA Transfer 10.29.21 Approval Document
- October Payroll Approval Document
- October Payroll Taxes Approval Document
- October DRS Approval Document
- Resolution 21-04 NORCOM
- Resolution 21-05 Benefit Charge Resolution
- Resolution 21-06 Annual Property Tax Levy and Budget
- Policy 1400
- Policy 2733
- Meeting Minutes 10/19/21

From: [Dave Maehren](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures- Documents approve 11-2-21
Date: Friday, November 5, 2021 8:35:28 AM
Attachments: [image001.png](#)

The following documents are Approved and Electronically Signed this 5th day of November, 2021, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20211102130222 RES Fund
- AP_NOSHRFIR_APSUPINV_20211102130358 GEN Fund
- HRA Transfer 10.29.21 Approval Document
- October Payroll Approval Document
- October Payroll Taxes Approval Document
- October DRS Approval Document
- Resolution 21-04 NORCOM
- Resolution 21-05 Benefit Charge Resolution
- Resolution 21-06 Annual Property Tax Levy and Budget
- Minutes 10/19/21

From: [Richard Webster](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures- Documents approve 11-2-21
Date: Wednesday, November 3, 2021 5:59:06 PM

The following documents are Approved and Electronically Signed this 3rd day of November, 2021, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20211102130222 RES Fund
- AP_NOSHRFIR_APSUPINV_20211102130358 GEN Fund
- HRA Transfer 10.29.21 Approval Document
- October Payroll Approval Document
- October Payroll Taxes Approval Document
- October DRS Approval Document
- Resolution 21-04 NORCOM
- Resolution 21-05 Benefit Charge Resolution
- Resolution 21-06 Annual Property Tax Levy and Budget
- Policy 1400
- Policy 2733
- Meeting Minutes 10/19/21



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, October 19, 2021

5:00PM

Meeting held virtually, via Zoom

To provide 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=dW1uWDFpNldpZlSSU1ZYy9LSXVQQT09>

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
- 1.2 Promotional Ceremony for Lt. Timothy Schwartz

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 2022 Preliminary Budget Hearing
- 4.2 Commissioner Budget Proposals
- 4.3 Conversation with IAFF, Local 2459
- 4.4 Report on Zoom Procedures
- 4.5 Contract for Services Scope of Work Clarifications
- 4.6 Transparency and Policy 1400



4.7 Senior Fall Prevention Program

4.8 Discussion of Potential Future Special Meetings

Executive Session

To consider, with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks to the extent that specific system vulnerabilities are identified, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security pursuant to RCW 42.30.110(1)(a)(ii).

V. Board Resolutions

None

VI. Consent Agenda

6.1 Vouchers

6.2 Approval of Regular Meeting Minutes 9/21/2021, Special Meeting Minutes 9/28/2021, Regular Meeting Minutes 10/5/2021, Special Meeting Minutes 10/8/2021.

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, November 2nd, 2021 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

Individuals wishing to comment may comment by appearing at the virtual meeting and “raising their hand” or the equivalent. The chair shall recognize those persons and provide them the opportunity to comment. Three minutes are allowed for comment.

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

To ensure your written 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. 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.

Northshore Fire Department

King County Fire Protection District No. 16

2022 Preliminary Budget

October 19, 2021



Board of Fire Commissioners

Eric Adman

Josh Pratt

Milton Curtis

Rick Webster

David Maehren

Doug McDonald
Interim Fire Chief

Dawn Killion
Finance Specialist



NORTHSHORE FIRE DEPARTMENT

King County Fire Protection District No. 16

“Dedicated to Community Service”

MEMORANDUM

Date: October 19, 2021

To: Board of Fire Commissioners

From: Doug McDonald, Interim Fire Chief
Dawn Killion, Finance Specialist

Subject: 2022 Preliminary Budget

The documents included in the packet with this memorandum have been prepared to provide the Board with information on the District's current financial status and moving into 2022.

As we adjusted the format of the budget in 2021, in keeping with consistency going forward, the District has kept the 13 different categories we implemented in the 2021 budget for the 2022 budget.

Included in the 2022 Preliminary Budget packet are revenue, expense, and reserve fund budgets; a carryover worksheet; an effective tax rate worksheet; and a table of revenue and expense historical data.

Following is specific information regarding the sections of the budget packet along with staff's recommendation for the District's 2022 budget.

Expense Budget

The 2022 expense budget is \$11,180,874, which is an increase of \$688,595 or 7 percent over the 2021 budget. Factors contributing to the development of the 2022 budget include:

- An increase of 5.5 percent for COLA to all staff wages
- The new purchase of boats for Water Rescue, totaling \$167,000.
- The completion of landscaping at Station 57 for \$54,120.
- The addition of up to 8 new Response Operation staff in 2022, 4 for the February Academy and 4 for the September Academy.

Revenue Budget

The revenue budget provides detail on the revenue sources available to the District. The majority of the District's revenue is from the property tax levy and the fire benefit charge. Property taxes are levied based on the assessed valuation of a property as determined by the King County Assessor's Office. The fire benefit charge is established by the Board and is based on the total square footage of buildings, garages, barns, stables, etc. on the property and the intended use of the property.

The preliminary levy limit worksheet received from King County notes the jurisdictional assessed valuation at \$10,754,599,847, which is a significant increase, 23.51%, from the previous year. This budget is based on this significant increase to assessed valuation.

Based on the above, the projected 2021 carryover, the 2022 expense budget, and the required reserve fund allocation, it is recommended that the District collect a fire benefit charge in the amount of \$5,149,493. The total increase to property-based taxes would be 8 percent.

Reserve Fund Budget

The proposed reserve fund allocation is \$679,816. These funds would be included in the 2022 general levy and fire benefit charge collections. The majority of these funds are part of the capital replacement plan, which funds apparatus and equipment replacement costs; facilities improvement, which funds major facilities repairs and improvements; and the employee benefit plan, which funds the LEOFF I liability.

2021 Budget Carryover and Unanticipated Revenue Collection

A estimated sum of \$427,413 will carryover from the 2021 budget. This is mainly due to savings from unfilled positions and staff vacancies throughout the year, as well as refunds and reimbursements for staff overtime and other supplies.

Effective Tax Rate Worksheet

The effective tax rate worksheet ties the budget-related information together and provides guidance for determining the required level of revenue collection. The values represented in the effective tax rate worksheet represent the financial requirements to adopt the proposed budget and maintain reserve fund strategies.

Excess Levy Assessment

In addition to the regular property tax levy, an additional \$1,368,250 in excess levy funds will be collected to pay the 2022 debt service for the 2009 voter approved General Obligation Bonds. Based on the 2021 projected assessed valuation, this equates to a levy rate of \$0.13/\$1,000.

Levy Lid Lift

The fire benefit charge was renewed in 2019. The fire benefit charge collection is limited to 60 percent of the operational budget. The 2022 preliminary budget projects the benefit charge collection to be at 46.06 percent of the operational budget, well below the statutory maximum of 60 percent.

The topic of a levy lid lift can be addressed at a later date, given then potential contract for service discussion that will be broached again in 2022.

Conclusion and Recommendation

The proposed 2022 expense budget represents an increase of 6.56 percent over the 2021 budget which will require a commensurate increase in revenue collection.

Staff is looking for any recommendations the Board has at this time, or questions they may have for the 2022 Preliminary Budget.

We will have Resolutions for approval at the meeting on November 2, 2021 for the 2022 budget and revenue sources as listed below:

1. Board adoption of Resolution 21-03, Resolution to Approve 2022 Fund Allocation For the Northeast King County Regional Public Safety Communications Agency (NORCOM)
2. Board adoption of Resolution 21-04, Resolution Imposing a Fire Benefit Charge for Calendar Year 2022; and
3. Board adoption of Resolution 21-05, Resolution Approving the 2022 Property Tax Levy



NORTHSHORE FIRE DEPARTMENT

King County Fire Protection District No. 16

“Dedicated to Community Service”

2022 Budget Calendar

August

- ☒ At the first Board meeting in August, the Board will establish fiscal priorities for the upcoming budget year.
- ☒ Budget Guidelines with priorities for the upcoming year will be distributed to personnel who have program or budget responsibilities by August 15.
- ☒ Budget Requests from program managers and division heads are due to the Fire Chief by August 31.

September

- ☒ The Board will set the meeting date for the public hearing on the budget, benefit charge, and other revenue sources.
- ☒ Once established, the Board Secretary shall publish notice of the hearing at least 15 days prior to the public hearing.
- ☒ Throughout the month of September, staff will be preparing the preliminary budget packet for presentation to the Board in October.

October

- ☐ At the first Board meeting in October (October 5), a presentation on the preliminary budget will be provided to the Board.
- ☒ The preliminary budget will be provided to the Board and posted on the website for public review no later than close of business on October 18.
- ☐ At the second Board meeting in October (October 19), the Board will conduct public hearings on the budget, fire benefit charge, and other revenue sources pursuant to RCW 84.55.120 and RCW 52.18.060(2). The proposed budget and reserve fund allocation with corresponding revenue requirements will be provided to the Board and attending public.

November

- ☐ At the first Board meeting in November (November 2), the Board shall approve the budget and adopt the following Resolutions:
 - Resolution 21-03, Resolution to Approve 2022 Fund Allocation For the Northeast King County Regional Public Safety Communications Agency (NORCOM)
 - Resolution 21-04, Resolution Imposing a Fire Benefit Charge for Calendar Year 2022
 - Resolution 21-05, Resolution Approving the 2022 Property Tax Levy

- ☐ The Fire Chief shall forward a copy of the Fire Benefit Charge resolution and approved Fire Benefit Charge letter to Interface Systems.
- ☐ Prior to November 30, the Finance Specialist shall deliver the resolutions, the King County levy worksheet, and the report on public hearing to the appropriate parties at King County.

Expense Budget

2022 Budget Preparation

Category	2022 Budget	2021 Budget	Difference	%
1 Commissioners	\$54,033	\$54,749	(\$716)	-1%
2 Administration	\$1,321,435	\$1,543,097	(\$221,662)	-14%
3 Community Services	\$26,175	\$33,675	(\$7,500)	-22%
4 Training & Development	\$413,795	\$375,216	\$38,579	10%
5 Health & Safety	\$8,800	\$7,800	\$1,000	13%
6 Community Risk Reduction	\$383,565	\$367,948	\$15,617	4%
7 Response Operations	\$8,276,257	\$7,697,594	\$578,663	8%
8 Technical Rescue	\$235,998	\$52,530	\$183,468	349%
9 Hazmat	\$1,900	\$2,500	(\$600)	-24%
11 Fleet Maintenance	\$91,500	\$90,000	\$1,500	2%
12 Facilities	\$243,617	\$177,850	\$65,767	37%
13 Volunteers	\$1,150	\$1,500	(\$350)	-23%
14 Non-Departmental	\$122,650	\$87,820	\$34,830	40%
Totals	\$11,180,874	\$10,492,279	\$688,595	7%

Northshore Fire Department 2022 Expense Budget

<u>Line</u>	<u>BARS Number</u>	<u>BARS Name and Description</u>	<u>Requested Budget</u>
Commissioners (1)			
1	522.11.10.10.01	Salary & Wages - Commissioners	45,000.00
2	522.11.21.10.01	Social Security & Medicare - Commissioners	3,442.50
3	522.11.21.20.01	L&I - Commissioners	500.00
4	522.11.21.30.01	WA Paid FML - Commissioners	90.11
5	522.11.31.40.05	BoFC - Meetings - Retreat Food	700.00
6	522.11.41.10.01	BoFC - Professional Services - Meeting Video Recording	3,000.00
7	522.11.43.60.07	BoFC - Ad hoc Travel	1,000.00
8	522.11.43.60.08	BoFC Travel (Ad Hoc)	100.00
9	522.11.49.20.02	BoFC - Dues for KCFCA	200.00
Totals			54,032.61
Administration (2)			
10	522.10.10.10.01	Salary & Wages - Admin	515,000.00
11	522.10.11.10.01	Overtime - Admin	7,000.00
12	522.10.21.10.01	Social Security & Medicare - Admin	12,017.57
13	522.10.21.20.01	L&I - Admin	5,500.00
14	522.10.21.30.01	WA Paid FML - Admin	791.62
15	522.10.22.10.01	Medical & Dental - Admin	75,100.81
16	522.10.24.10.01	LEOFF Premiums - Admin	10,054.65
17	522.10.24.20.01	PERS Premiums - Admin	25,406.97
18	522.10.25.10.01	Uniforms - Admin	1,000.00
19	522.10.26.10.02	HRA - Admin	16,000.00
20	522.10.29.20.01	Life Insurance Premiums	360.00
21	522.10.29.20.03	LTD Annual Lump Sum	2,200.00
22	522.10.29.20.04	EAP Premiums	84.48
23	522.10.29.30.01	Admin - Prev. Medical - Pre-Hire	16,800.00
24	522.10.29.30.04	Admin - Wellness and Fit-for-Duty Physicals	2,500.00
25	522.10.29.30.05	Admin - Prev. Medical - Drug Tests	350.00
26	522.10.29.40.01	Longevity - Admin	5,473.32
27	522.10.31.10.01	Supplies - Postage	2,000.00
28	522.10.31.10.02	Supplies - Office & Operating Supplies	8,000.00
29	522.10.31.10.04	Supplies - Ink/Toner	1,500.00
30	522.10.31.10.09	Supplies - Awards	1,000.00
31	522.10.31.10.13	Supplies - Promotional Exams	750.00
32	522.10.31.40.01	Admin - E-Staff Meetings	1,200.00
33	522.10.31.40.02	Admin - Meetings - Awards Banquet	6,000.00
34	522.10.31.40.03	Admin - Meetings - Panels, etc.	1,500.00
35	522.10.31.40.08	Meetings - Retreat	15,000.00
36	522.10.41.10.01	Pro Svcs - New Hire	900.00
37	522.10.41.10.02	Pro Svcs - Legal (General/Misc.)	89,250.00
38	522.10.41.10.03	Pro Svcs - Accounting	15,750.00
39	522.10.41.10.04	Pro Svcs - Legal (Summit)	105,000.00
40	522.10.41.10.07	Pro Svcs - Natl Testing	850.00
41	522.10.41.10.09	Pro Svcs - Speaker, Etc.	0.00
42	522.10.41.10.10	Pro Svcs - DOL Records	754.00
43	522.10.41.10.11	State Auditor	12,000.00
44	522.10.41.10.13	CMT Funds (MIH)	94,309.00

45	522.10.41.10.14	CBT Funds/BLS Run Review	9,918.00
46	522.10.41.10.15	Shared IT Services	0.00
47	522.10.41.10.16	IT Services - NORCOM	65,000.00
48	522.10.41.10.17	Pro Svcs - HR/Leadership Training	2,000.00
49	522.10.41.10.18	Pro Svcs - Exam Facilitator(s)	15,000.00
50	522.10.41.20.01	Conf Reg - WFOA	400.00
51	522.10.41.20.03	Conf Reg - WAPRO	350.00
52	522.10.41.20.04	Conf Reg - LRI for 2	850.00
53	522.10.41.20.07	Conf Reg - KCFCA Leadership Summit (McDonald)	200.00
54	522.10.41.20.09	Conf Reg - Springbrook (formerly Bias)	500.00
55	522.10.41.20.12	Conf Reg - TBD for Admin/Exec Staff	1,300.00
56	522.10.41.20.14	Conf Reg - WA Fire Chiefs Conference	300.00
57	522.10.41.40.01	Contract - FBC Vendor	17,500.00
58	522.10.42.10.02	Communications - Cell phones	15,800.00
59	522.10.42.51.01	Communications - Phones (HQ)	12,500.00
60	522.10.42.57.01	Communications - Phones (57)	840.00
61	522.10.43.10.01	Conf Per Diem - LRI for 2	250.00
62	522.10.43.10.04	Conf Per Diem - KCFCA Leadership Summit (DC)	120.00
63	522.10.43.10.06	Conf Per Diem - Springbrook (formerly Bias) for Killion	115.00
64	522.10.43.10.07	Conf Per Diem - WFOA	200.00
65	522.10.43.10.10	Conf Per Diem - TBD per diem for admin/exec staff	250.00
66	522.10.43.10.14	Conf Per Diem - WA Fire Chiefs Conference	275.00
67	522.10.43.30.01	Conf Lodging - LRI for 2	600.00
68	522.10.43.30.04	Conf Lodging - KCFCA Leadership Summit (DC)	300.00
69	522.10.43.30.06	Conf Lodging - Springbrook (formerly Bias)	525.00
70	522.10.43.30.07	Conf Lodging - WFOA	700.00
71	522.10.43.30.10	Conf Lodging - TBD lodging for admin/exec. Staff	1,000.00
72	522.10.43.30.14	Conf Lodging - WA Fire Chiefs Conference	500.00
73	522.10.43.40.01	Mileage/Parking - WFOA Conference	400.00
74	522.10.43.40.03	Mileage/Parking - LRI	175.00
75	522.10.43.40.04	Mileage/Parking for WAPRO workshops	50.00
76	522.10.43.40.05	Mileage/Parking - TBD	50.00
77	522.10.43.40.11	Mileage/Parking - Springbrook (formerly BIAS) User Conf	400.00
78	522.10.44.10.01	Advertising - New Hire	500.00
79	522.10.44.10.02	Advertising - Legal	600.00
80	522.10.45.10.02	Leases - copiers	4,200.00
81	522.10.46.10.01	Insurance - Bldg, App, etc.	90,300.00
82	522.10.48.30.06	IT - Software licensing	33,100.00
83	522.10.48.30.07	IT - Hardware	50,000.00
84	522.10.48.30.08	IT - FireTrex Staffing	3,300.00
85	522.10.48.30.09	IT - FireTrex Training	1,700.00
86	522.10.48.30.11	IT - Springbrook (formerly BIAS) Software	12,117.00
87	522.10.48.30.12	IT - TBD Hardware/Software	9,000.00
88	522.10.48.30.14	IT - Archiving Software	3,800.00
89	522.10.48.30.17	IT - Fiber optic annual fees	30,888.00
90	522.10.48.30.18	IT - New MDCs	10,000.00
91	522.10.49.20.02	Dues - WFOA	100.00
92	522.10.49.20.05	Subscriptions - MRSC Rosters	1,150.00
93	522.10.49.20.06	Dues - WAPRO	75.00
94	522.10.49.20.07	Dues/Subscriptions - HR	925.00
95	522.10.49.20.15	Dues-Subscrip. - IAFC Dues	350.00

96	522.10.49.20.16	Dues-Subscrip. - KC Fire Chiefs Assoc. Dues	500.00
97	522.10.49.20.17	Dues-Subscrip. - Active 911	800.00
98	522.10.49.20.18	Dues-Subscrip. - WA Fire Chiefs	2,800.00
99	522.10.49.20.20	Dues - Costco	60.00
100	522.10.49.20.21	Dues-Subscrip. - NFPA (McDonald)	1,575.00
101	522.10.49.20.23	Subscriptions - Performance Pro	4,000.00
102	522.10.49.20.24	Dues - TBD (Community Events)	500.00
103	522.10.49.20.25	Dues - AWC	500.00
104	522.10.49.50.01	Tuition	2,500.00
105	522.10.49.80.01	Unexpected Costs	20,551.58
Totals			1,321,435.00

Community Services (3)

106	522.41.11.10.01	Comm Services - OT	12,500.00
107	522.41.31.10.02	Comm Services - Community Give-Aways	500.00
108	522.41.31.10.05	Comm Services - Drill expenses	100.00
109	522.41.31.10.06	Comm Services - Bike Helmets	500.00
110	522.41.31.30.01	Comm Services - Open House expenses	2,500.00
111	522.41.31.30.02	Comm Services - School Program	3,000.00
112	522.41.31.30.03	Comm Services - Community/School Fairs/ Events/Misc.	1,000.00
113	522.41.31.30.04	Comm Services - Outreach programs	4,500.00
114	522.41.44.10.01	Comm Services - Advertising	500.00
115	522.41.49.60.02	CPR and First Aid	800.00
116	522.41.49.60.03	CPR and First Aid	275.00
117	522.41.49.60.04	CPR and First Aid	2,000.00
118	522.41.49.60.05	CPR and First Aid	200.00
Totals			26,175.00

Training & Development (4)

119	522.45.10.10.01	Training - Salary & Wages	151,970.13
120	522.45.10.10.02	Training - LT Recruit School Instructor Salary	20,000.00
121	522.45.10.10.03	Training - MERP	1,200.00
122	522.45.11.10.03	Training - OT CBT Inst Training	3,600.00
123	522.45.11.10.07	Training - OT Ad Hoc	6,000.00
124	522.45.11.10.11	Training - OT EVIP Instructors	12,000.00
125	522.45.11.10.33	Training - OT Academy Instructor Backfill (Sept 2021)	68,016.00
126	522.45.11.10.34	Training - OT Academy Instructor (Sept 2021)	14,950.00
127	522.45.11.10.38	Training - OT EVIP Instructor Cert (students)	1,200.00
128	522.45.11.10.39	Training - OT HR/Leadership Training (students)	3,000.00
129	522.45.11.10.40	Training - OT for one (Level 1) to Firemanship Conf	2,200.00
130	522.45.11.10.41	Training - OT for backfill for Pump Academy students	5,000.00
131	522.45.11.10.42	Training - OT for SMEs for NKCTC	4,000.00
132	522.45.21.10.01	Medicare - Training	2,809.81
133	522.45.21.20.01	L&I - Training	5,398.00
134	522.45.21.30.01	WA Paid FML - Training	239.46
135	522.45.22.10.01	Medical & Dental - Training	26,802.00
136	522.45.24.10.01	LEOFF Premiums - Training	7,826.09
137	522.45.25.10.01	Uniforms - Training	400.00
138	522.45.26.10.01	HRA - Training	4,000.00
139	522.45.29.20.01	Life Insurance Premiums - Training	90.00
140	522.45.29.20.02	EAP Premiums - Training	21.12
141	522.45.29.20.03	LTD Annual Contribution - Training	550.00

142	522.45.29.40.01	Longevity - Training	11,012.33
143	522.45.31.10.01	Training - Supplies	750.00
144	522.45.31.10.02	Training - Recruit Supplies	1,000.00
145	522.45.31.30.01	Training - Library Books	750.00
146	522.45.35.10.01	Training - Tools/Equipment	500.00
147	522.45.41.10.02	Training - Professional Services	200.00
148	522.45.41.10.03	Training - Professional Services	8,000.00
149	522.45.41.20.01	Training - EMT School	1,050.00
150	522.45.41.20.10	Training - Conf Reg Ad Hoc	6,200.00
151	522.45.41.20.17	Training - Conf Reg - Firemanship Conference	1,400.00
152	522.45.41.20.20	Training - Academy (Feb 2022)	12,000.00
153	522.45.41.20.22	Training - ODA Registration	4,000.00
154	522.45.41.20.23	Training - FDIC Conference registration Registration	2,080.00
155	522.45.41.20.24	Training - FRI Conference Registration	1,700.00
156	522.45.43.10.06	Training - Firemanship Conference Air Fare	400.00
157	522.45.43.10.10	Training - Firemanship Conference Per Diem	730.00
158	522.45.43.10.11	Training - FDIC Per Diem	700.00
159	522.45.43.10.12	Training - FRI Conference Per Diem	600.00
160	522.45.43.10.13	Training - Ad hoc Per Diem	150.00
161	522.45.43.20.07	Training - FDIC Air Fare	800.00
162	522.45.43.20.08	Training - FRI Air Fare	1,000.00
163	522.45.43.20.09	Training - Ad hoc Air Fare	2,000.00
164	522.45.43.30.07	Training - Firemanship Conference Lodging	1,600.00
165	522.45.43.30.08	Training FDIC Conference Lodging	1,700.00
166	522.45.43.30.09	Training - FRI Conference Lodging	1,700.00
167	522.45.43.30.10	Training - Ad hoc Lodging	1,700.00
168	522.45.43.40.01	Training - Mileage (misc)	150.00
169	522.45.43.50.02	Training - Ground Transport FDIC Conference	75.00
170	522.45.43.50.03	Training - Ground Transport FRI Conference	75.00
171	522.45.48.10.01	Training - Training Prop Maintenane/Repair	5,000.00
172	522.45.48.10.02	Training - Misc. Maintenance/Repair	250.00
173	522.45.49.20.04	Training - Various Subscriptions	150.00
174	522.45.49.20.07	Training - NKCTC Dues	40,000.00
175	522.45.49.20.08	Training - KCFTOA Dues	100.00
176	522.45.49.20.10	Training - KC BLS Core Services to NKCTC	18,145.00
			Totals 413,794.94

Health and Safety (5)

177	522.24.29.30.01	Prev. Med. - Flu Shots/Hrg Tests	2,500.00
178	522.24.29.40.01	Prev. Med - Exp Ctrl FU	600.00
179	522.24.31.10.01	Rehab - Food/Beverages (on scene)	200.00
180	522.24.31.10.02	Rehab - Supplies	1,000.00
181	522.24.35.10.01	Health and Safety - Equipment	4,500.00
			Totals 8,800.00

Community Risk Reduction (6)

182	522.30.10.10.01	Salary & Wages - CRR	250,000.00
183	522.30.11.10.01	Overtime - CRR	7,200.00
184	522.30.21.10.01	Medicare - CRR	3,734.41
185	522.30.21.20.01	L&I - CRR	7,852.83
186	522.30.21.30.01	WA Paid FML - CRR	380.51
187	522.30.22.10.01	Medical & Dental - CRR	29,086.03
188	522.30.24.10.01	LEOFF Premiums - CRR	7,635.12
189	522.30.24.20.01	PERS Premiums - CRR	10,822.65

190	522.30.25.10.01	Uniforms - CRR	600.00
191	522.30.26.10.01	HRA VEBA - CRR	6,000.00
192	522.30.29.20.01	Life Insurance Premiums - CRR	180.00
193	522.30.29.20.03	LTD Annual Lump Sum	1,100.00
194	522.30.29.20.04	EAP Premiums - CRR	42.24
195	522.30.29.40.01	Longevity - CRR	8,710.91
196	522.30.31.10.01	CRR - Supplies	500.00
197	522.30.31.10.02	CRR - EOC Supplies	750.00
198	522.30.31.10.03	CRR - CERT supplies	800.00
199	522.30.31.30.01	CRR - Library	400.00
200	522.30.41.01.01	Deposit Refunds	0.00
201	522.30.41.10.02	CRR - NEMCO Fees	39,700.00
202	522.30.41.20.05	Conference Registration	2,100.00
203	522.30.43.10.05	Travel - Per Diem	270.00
204	522.30.43.30.05	Travel - Lodging	1,280.00
205	522.30.48.10.01	CRR - Extinguisher servicing	500.00
206	522.30.49.20.01	Dues / Subscriptions	520.00
207	522.30.49.20.02	CRR - Subscription - Inspection software	3,400.00
			Totals 383,564.70

Response Operations (7)

208	522.20.10.10.01	Salary & Wages - Response Ops	5,184,658.05
209	522.20.10.10.02	Acting Pay - Response Ops	27,750.00
210	522.20.10.10.03	Holiday Pay - Response Ops	12,000.00
211	522.20.10.10.04	TRT Premium Pay - Response Ops	12,000.00
212	522.20.10.10.05	MERP - Response Ops	56,400.00
213	522.20.11.10.02	Overtime - Response Ops	460,000.00
225	522.20.11.10.10	Overtime - Officer Meetings	8,000.00
226	522.20.21.10.01	Medicare - Response Ops	78,869.55
227	522.20.21.20.01	L&I - Response Ops	275,000.00
228	522.20.21.30.01	WA Paid FML - Response Ops	8,633.18
229	522.20.22.10.01	Medical & Dental - Response Ops	1,032,133.08
230	522.20.24.10.01	LEOFF Premiums - Response Ops	288,281.82
231	522.20.25.10.01	Uniforms - Class A	5,000.00
232	522.20.25.10.05	Uniforms - Class B	24,000.00
233	522.20.25.10.08	Uniforms - New Hires	12,000.00
234	522.20.25.10.11	Uniforms - Merger Update	25,000.00
235	522.20.25.20.01	Bunker Gear - Replace	37,600.00
236	522.20.25.20.03	Uniforms - New Hire Bunker Gear	26,600.00
237	522.20.26.10.01	HRA - Response Ops	176,000.00
238	522.20.29.20.01	Life Insurance Premiums - Response Ops	4,320.00
239	522.20.29.20.02	LTD Lump Sum - Response Ops	26,400.00
240	522.20.29.20.04	EAP Premiums - Response Ops	1,013.76
241	522.20.29.40.01	Longevity - Response Ops	243,162.64
242	522.20.31.10.01	Hydrant Maint - Supplies	500.00
243	522.20.31.10.05	EMS Supplies	20,000.00
244	522.20.31.10.06	GIS - ArcView/Supplies	3,000.00
245	522.20.31.10.10	Defib supplies	4,000.00
246	522.20.31.10.11	Medical supplies - Covid-19	5,500.00
247	522.20.31.10.12	Medical supplies - DOH Grant Exp.	1,200.00
248	522.20.31.10.13	Oxygen	750.00
249	522.20.31.10.14	Bio Hazard Disposal	1,000.00
250	522.20.31.10.15	EMS Equipment - Repair/maint	1,000.00
251	522.20.31.10.16	IMS Supplies	1,000.00

252	522.20.35.10.02	Tools & Equipment	6,600.00
253	522.20.35.10.11	SCBA	8,900.00
254	522.20.35.10.19	Tools & Equipment - Winter Storm Supplies	2,000.00
255	522.20.35.10.21	Tools & Equipment - Hose and Nozzles	12,500.00
256	522.20.35.10.22	Tools & Equipment - Hydrant Kits	1,000.00
257	522.20.35.10.23	Tools & Equipment - Hose and Nozzles	800.00
258	522.20.35.10.24	Tools & Equipment - Wildland Hose Packs	0.00
259	522.20.35.10.25	Tools & Equipment - Ballistic Vests and Helmets	44,500.00
260	522.20.35.10.26	Tools & Equipment - Inflatable PFD's	5,500.00
261	522.20.42.10.01	Communications - Dispatch Fees	212,135.00
262	522.20.42.10.02	Communications - Dispatch repairs	2,000.00
263	522.20.42.20.01	Communications - Dispatch Pagers	500.00
264	522.20.42.20.02	Communications - Radios (PCERN)	100,000.00
265	522.20.42.60.01	Communications - 800 MHZ fees	20,000.00
266	522.20.48.10.01	Hose-Annual hose test	4,000.00
267	522.20.48.10.02	Ladders-Annual test	1,300.00
268	522.20.49.20.01	ESO Reporting	4,000.00
269	522.20.49.20.03	NFORS/Norcom fees	2,000.00
Totals			8,276,257.08
Technical Rescue (8)			
270	522.21.11.10.11	TRT - OT for Swimmers	46,200.00
271	522.21.21.30.01	TRT WA Paid FML	67.76
272	522.21.31.10.01	TRT - Supplies	200.00
273	522.21.35.10.03	TRT - Swimmer Equipment	167,000.00
274	522.21.35.10.05	TRT - Rope	8,530.00
275	522.21.41.20.00	TRT - Conf Registration	14,000.00
Totals			235,997.76
Hazmat (9)			
276	522.22.31.10.01	Office / Operating Supplies	300.00
277	522.22.35.10.01	Tools / Equipment	1,600.00
Totals			1,900.00
Fleet Maintenance (11)			
278	522.60.31.50.02	VEH - Supplies	1,500.00
279	522.60.32.10.01	VEH - Gas and Diesel	19,500.00
280	522.60.48.10.01	VEH - Body work/repairs	3,000.00
281	522.60.48.20.01	VEH - Support Vehicles	10,000.00
282	522.60.48.20.02	Purchase Pickup Truck for Training	60,000.00
283	522.60.48.20.03	Purchase Pickup Truck for DC Ops	60,000.00
284	522.60.48.20.04	Purchase Pickup Truck for Fire Prevention	40,000.00
285	522.60.48.20.05	Purchase New B151 Vehicle	100,000.00
286	522.60.48.30.01	VEH - Aid Units	7,500.00
287	522.60.48.40.01	VEH - Fire app.	50,000.00
Totals			91,500.00
Facilities (12)			
288	522.50.31.10.01	FAC - Cleaning Supplies	9,270.00
289	522.50.41.10.01	FAC - Laundry Service	618.00
290	522.50.41.10.02	FAC - Janitorial Service	4,120.00
291	522.50.41.10.03	FAC - Carpet Cleaning	2,000.00
292	522.50.45.10.01	FAC - Rentals/Leases	507.50
293	522.50.47.51.01	FAC - PSE (51)	51,500.00
294	522.50.47.51.02	FAC - Republic Svcs (51)	4,326.00

295	522.50.47.51.04	FAC - NS Utility District (51)	15,000.00
296	522.50.47.57.01	FAC - PSE (57)	6,180.00
297	522.50.47.57.02	FAC - Republic Svcs (57)	1,920.00
298	522.50.47.57.03	FAC - Seattle City Light (57)	8,240.00
299	522.50.47.57.04	FAC - City of LFP Sewer (57)	3,000.00
300	522.50.47.57.05	FAC - Shoreline Water District (57)	4,120.00
301	522.50.48.10.01	FAC - Misc. Repair (All)	3,090.00
302	522.50.48.10.08	FAC - Tools (All)	1,000.00
303	522.50.48.10.11	FAC - Generators	1,030.00
304	522.50.48.51.01	FAC - HVAC PM (51)	16,000.00
305	522.50.48.51.02	FAC - Fire Alarm (51)	618.00
306	522.50.48.51.03	FAC - Fire protection system maintenance (51)	1,100.00
307	522.50.48.51.05	FAC - Generator (51)	2,000.00
308	522.50.48.51.06	FAC - Furn/Kitchenware (51)	2,412.00
309	522.50.48.51.07	FAC - Appliances (51)	1,000.00
310	522.50.48.51.10	FAC - Landscaping (51)	12,000.00
311	522.50.48.51.13	FAC - Misc Repairs (51)	16,000.00
312	522.50.48.51.15	FAC - IFC Permit (51)	200.00
313	522.50.48.51.16	FAC - Elevator Permit (51)	150.00
314	522.50.48.51.17	FAC - Elevator Maintenance/Monitoring (51)	2,266.00
315	522.50.48.51.18	FAC - Training Tower Additions	130,350.00
316	522.50.48.57.01	FAC - HVAC Maint (57)	104,120.00
317	522.50.48.57.02	FAC - Fire protection system maintenance (57)	1,100.00
318	522.50.48.57.03	FAC - Fire Alarm (57)	669.50
319	522.50.48.57.04	FAC - Pest Control (57)	1,854.00
320	522.50.48.57.05	FAC - Furn/Kitchen (57)	5,706.00
321	522.50.48.57.06	FAC - Appliances (57)	500.00
322	522.50.48.57.07	FAC - Misc. Repairs (57)	10,000.00
323	522.50.48.57.08	FAC - Landscaping (57)	54,120.00
			Totals 243,617.00
Volunteers (13)			
324	522.12.25.10.01	Volunteers - Uniforms	150.00
325	522.12.49.10.01	Volunteers - Chaplain stipend	1,000.00
			Totals 1,150.00
Non-Departmental (14)			
326	522.14.31.10.01	Non-Dept. - Use Tax	200.00
327	522.14.41.10.13	Non-Dept. - Ad valorem tax	8,000.00
328	522.14.41.10.14	Non-Dept. - Election Costs	40,000.00
329	522.14.41.10.15	Non-Dept - FBC Collection	60,000.00
330	522.14.41.10.16	Non-Dept. - Cash Mgt Fee	1,500.00
331	522.14.41.10.18	Non-Dept. - Property Tax	10,000.00
332	522.14.41.10.19	Non-Dept. - Leasehold Excise Tax	1,200.00
333	522.14.49.10.01	Non-Dept. - Bank Svc Chgs	1,750.00
			Totals 122,650.00
Total Operating Budget Needs			11,180,874
Reserve Fund Purchases			
83	522.10.48.30.07	IT - Hardware	50,000.00
90	522.10.48.30.18	IT - New MDCs	10,000.00
255	522.20.35.10.21	Tools & Equipment - Hose and Nozzles	12,500.00

259	522.20.35.10.25	Tools & Equipment - Ballistic Vests and Helmets	44,500.00
260	522.20.35.10.26	Tools & Equipment - Inflatable PFD's	5,500.00
264	522.20.42.20.02	Communications - Radios (PCERN)	100,000.00
315	522.50.48.51.18	FAC - Training Tower Additions	130,350.00
316	522.50.48.57.01	FAC - HVAC Maint (57)	104,120.00
282	522.60.48.20.02	Purchase Pickup Truck for Training	60,000.00
283	522.60.48.20.03	Purchase Pickup Truck for DC Ops	60,000.00
284	522.60.48.20.04	Purchase Pickup Truck for Fire Prevention	40,000.00
285	522.60.48.20.05	Purchase New B151 Vehicle	100,000.00
			<hr/>
			\$ 716,970.00

Revenue Budget

2022 Budget Preparation

Revenue Classification	2022 Revenue Budget	2021 Revenue Budget	Difference	%
1 Levy (\$0.53/1,000)	\$ 5,712,652	\$ 5,599,961	\$ 112,691	2%
2 Fire Benefit Charge (FBC)	\$ 5,149,493	\$ 4,413,338	\$ 736,155	17%
3 In Lieu of Taxes	\$ 21,519	\$ 21,519	\$ -	0%
4 King County BLS Contract	\$ 455,818	\$ 423,623	\$ 32,195	8%
5 CRR Permit Fees	\$ 32,000	\$ 32,000	\$ -	0%
6 Miscellaneous Revenue	\$ 63,600	\$ 63,600	\$ -	0%
7 Interest Income (General Fund)	\$ 70,000	\$ 70,000	\$ -	0%
Total	\$ 11,505,082	\$ 10,624,041	\$ 881,041	8%

Notes

- A) The Jurisdictional Assessed Value (AV) is projected to increase by 23.5%. Calculations are based on the most current available levy limit worksheet from King County.
- B) The preliminary levy limit worksheet projects a total increase to the allowable levy to be \$112,691. This increase includes \$48,531 new levy dollars from new construction and \$56,177 increase of the allowable levy for existing AV.
- C) At this time, staff is recommending the 2022 Fire Benefit Charge be established at \$5,149,493
- D) The proposed total increase to taxes and benefit charge collections is \$848,846 which equates to a 8% increase in property tax related revenues.

The BLS contract amount for 2022 is excluding the pass-through amounts in expenses and include only the

- E) levy amount that stays in the District in Revenue.

Reserve Budget

2022 Budget Preparation

Reserve Fund Category		2021 Reserve Fund Goal	2021 Reserve Fund Expenses	2021 Reserve Fund Projected End Balance	2022 Reserve Fund Goal
		(Resolution 17-02)	through Aug 2021		(Resolution 17-02)
1	Natural Disaster	\$ 250,000	\$ -	\$ 250,000	\$ 250,000
2	Insurance Contingency	\$ 200,000	\$ -	\$ 200,000	\$ 200,000
3	Unplanned Loss of Revenue	\$ 2,445,000	\$ -	\$ 2,445,000	\$ 2,500,000
4	Employee Benefit	\$ 2,710,500	\$ 107,056	\$ 2,603,444	\$ 2,977,657
	LEOFF 1 Medical Expense Reserve	\$ 1,975,000	\$ 44,540	\$ 1,930,460	\$ 2,267,657
	Employee Buyback Reserve	\$ 735,500	\$ 62,516	\$ 672,984	\$ 710,000
5	Apparatus & Equipment Replacement	\$ 522,604	\$ 368,611	\$ 153,993	\$ 303,993
6	Facilities Improvement	\$ 578,238	\$ 40,564	\$ 541,067	\$ 701,670
	General Facilities Reserve	\$ 578,238	\$ 38,868	\$ 539,370	\$ 701,670
	Station 57 Remodel Project	\$ -	\$ 1,697	\$ 1,697	\$ -
8	Interest income	\$ 60,000	\$ 31,295	\$ 60,000	\$ 60,000
Totals		\$ 6,766,342	\$ 547,527	\$ 6,253,504	\$ 6,993,321
Total Additions to Reserves				\$ 679,816	

Notes

- 1) The 2022 Reserve fund allocation equals 2021 Reserve Fund goals less 2021 end balance. However, the interest income earned in 2021 is used to reduce the 2022 Reserve Fund allocation.

Carryover Worksheet

2022 Budget Preparation

2021 Expense Budget	\$10,492,279
2021 Expenses through end of 3rd Quarter	\$7,676,250.17
Estimated 2021 4th Quarter Expenses	\$2,388,615.74
Other Anticipated 2021 Expenses/Transfers	
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2021 Projected Expense Fund Carryover	\$427,413

Notes

- 1) The projected carryover is a conservative estimate based on current projections. The actual carryover cannot be determined until late January after all 2021 expenses are processed.

Fire Benefit Charge Worksheet

2022 Budget Preparation

2022 Expense Budget	\$ 11,180,874
Reserve Fund Allocation	\$ 679,816
GO Bond Payment	\$ 1,368,250
Total Anticipated Expenses	<u>\$ 13,228,941</u>
2021 Expense Fund Carryover	\$ 427,413
2021 Unanticipated Revenue	\$ -
Total Carryover Funding	<u>\$ 427,413</u>
2022 Miscellaneous Revenue	\$ 642,937
2022 Allowable Levy	\$ 5,712,652
2022 Benefit Charge	\$ 5,149,493
2022 GO Bond Excess Levy	\$ 1,368,250
Total 2022 Revenue	<u>\$ 12,873,332</u>
Total Available Resources	<u><u>\$ 13,300,745</u></u>
	\$ 71,805
Effective 2022 Tax Rate/AV	\$1.14
Effective 2022 AV - Levy + FBC	\$1.01

Notes

- A) Unanticipated revenue are funds collected in excess of the projected revenue collection for 2022.
- B) The effective tax rate (ETR) represented above is provided solely for demonstrative value for use in a comparative analysis of previous budgets. The number is the product of the following formula $ETR = (BC + Levy + GO Bond) / (AV \times 1000)$
- C) Based on the current factors, staff is recommending the 2022 benefit charge collection be set to \$5,149,493. The 2022 revenue requirements have been offset by revenue from new construction, unanticipated revenue, and the projected 2021 carryover.

Revenue and Expense Historical Data

Year	Assessed Valuation	AV % Change	Levy Collection	Levy Rate	FBC	Combined Rate	% FBC of Total Rev	Other Income	Total Revenue	Rev % Change	Expense Budget	Budget Change
1990	\$ 951,693,925		\$ 953,278	\$1.00	\$ 777,183	\$ 1.82	44.91%	\$ 129,333	\$ 1,859,794		\$ 1,448,630	2.54%
1991	\$ 1,379,878,489	44.99%	\$ 1,380,366	\$1.00	\$ 464,713	\$ 1.34	29.20%	\$ 139,218	\$ 1,984,297	6.69%	\$ 1,591,358	8.97%
1992	\$ 1,406,985,654	1.96%	\$ 1,407,380	\$1.00	\$ 466,928	\$ 1.33	25.97%	\$ 147,320	\$ 2,021,628	1.88%	\$ 1,798,190	11.51%
1993	\$ 1,682,405,200	19.58%	\$ 1,514,488	\$0.90	\$ 699,479	\$ 1.32	32.72%	\$ 152,822	\$ 2,366,789	17.07%	\$ 2,137,612	15.88%
1994	\$ 1,694,678,671	0.73%	\$ 1,618,216	\$0.95	\$ 457,396	\$ 1.22	18.81%	\$ 157,386	\$ 2,232,998	-5.65%	\$ 2,431,386	12.10%
1995	\$ 1,890,744,597	11.57%	\$ 1,795,650	\$0.95	\$ 804,090	\$ 1.37	28.12%	\$ 157,402	\$ 2,757,142	23.47%	\$ 2,859,484	14.98%
1996	\$ 1,986,911,609	5.09%	\$ 1,981,729	\$1.00	\$ 841,738	\$ 1.42	28.01%	\$ 175,624	\$ 2,999,091	8.78%	\$ 3,005,495	4.86%
1997	\$ 2,082,779,416	4.82%	\$ 2,083,159	\$1.00	\$ 924,340	\$ 1.44	27.80%	\$ 175,000	\$ 3,182,499	6.12%	\$ 3,325,048	9.97%
1998	\$ 2,190,955,222	5.19%	\$ 2,193,136	\$1.00	\$ 1,552,558	\$ 1.71	42.95%	\$ 175,000	\$ 3,920,694	23.20%	\$ 3,614,935	8.00%
1999	\$ 2,444,181,423	11.56%	\$ 2,369,075	\$0.97	\$ 819,110	\$ 1.30	21.62%	\$ 184,423	\$ 3,372,608	-13.98%	\$ 3,788,850	4.40%
2000	\$ 2,672,237,875	9.33%	\$ 2,565,310	\$0.96	\$ 1,373,685	\$ 1.47	34.10%	\$ 185,000	\$ 4,123,995	22.28%	\$ 4,028,608	5.96%
2001	\$ 2,986,208,951	11.75%	\$ 2,762,907	\$0.93	\$ 1,733,617	\$ 1.51	40.05%	\$ 190,000	\$ 4,686,524	13.64%	\$ 4,328,616	7.40%
2002	\$ 3,258,109,579	9.11%	\$ 2,839,256	\$0.87	\$ 1,852,146	\$ 1.44	38.25%	\$ 207,000	\$ 4,898,402	4.52%	\$ 4,841,817	11.90%
2003	\$ 3,657,376,881	12.25%	\$ 2,766,416	\$0.76	\$ 2,205,602	\$ 1.36	42.73%	\$ 207,000	\$ 5,179,018	5.73%	\$ 5,161,862	6.60%
2004	\$ 3,739,291,567	2.24%	\$ 3,129,262	\$0.84	\$ 2,290,852	\$ 1.45	40.81%	\$ 209,524	\$ 5,629,638	8.70%	\$ 5,613,024	8.70%
2005	\$ 3,972,572,747	6.24%	\$ 3,972,584	\$1.00	\$ 1,886,987	\$ 1.48	32.71%	\$ 286,500	\$ 6,146,071	9.17%	\$ 5,768,572	2.70%
2006	\$ 4,308,906,254	8.47%	\$ 4,093,809	\$0.95	\$ 2,327,368	\$ 1.49	37.26%	\$ 295,361	\$ 6,716,538	9.28%	\$ 6,247,000	7.66%
2007	\$ 4,656,250,259	8.06%	\$ 4,185,488	\$0.90	\$ 2,897,580	\$ 1.52	43.43%	\$ 733,561	\$ 7,816,629	16.38%	\$ 6,671,573	6.36%
2008	\$ 5,280,327,100	13.40%	\$ 4,315,900	\$0.82	\$ 3,599,553	\$ 1.50	50.98%	\$ 385,000	\$ 8,300,453	6.19%	\$ 7,061,336	5.52%
2009	\$ 6,009,260,439	13.80%	\$ 4,459,563	\$0.74	\$ 3,600,000	\$ 1.34	47.51%	\$ 488,501	\$ 8,548,064	2.98%	\$ 7,577,921	6.82%
2010	\$ 5,109,882,801	-14.97%	\$ 4,453,638	\$0.87	\$ 3,211,186	\$ 1.50	42.92%	\$ 488,501	\$ 8,153,325	-4.62%	\$ 7,481,766	-1.29%
2011	\$ 4,996,253,462	-2.22%	\$ 4,605,909	\$0.92	\$ 2,875,586	\$ 1.50	39.56%	\$ 500,000	\$ 7,981,495	-1.99%	\$ 7,269,287	-2.92%
2012	\$ 4,652,238,528	-6.89%	\$ 4,645,111	\$1.00	\$ 2,800,000	\$ 1.60	38.19%	\$ 459,390	\$ 7,904,501	-1.01%	\$ 7,332,201	0.87%
2013	\$ 4,616,655,461	-0.76%	\$ 4,616,655	\$1.00	\$ 2,300,000	\$ 1.50	31.17%	\$ 439,099	\$ 7,355,754	-6.94%	\$ 7,377,888	0.62%
2014	\$ 4,909,399,732	6.34%	\$ 4,765,499	\$0.97	\$ 2,500,000	\$ 1.48	32.75%	\$ 472,004	\$ 7,737,503	5.19%	\$ 7,634,460	3.48%
2015	\$ 5,535,748,036	12.76%	\$ 4,848,229	\$0.88	\$ 2,650,000	\$ 1.35	33.57%	\$ 477,864	\$ 7,976,093	3.08%	\$ 7,893,977	3.40%
2016	\$ 6,054,273,196	9.37%	\$ 4,969,884	\$0.82	\$ 2,800,000	\$ 1.29	34.10%	\$ 485,000	\$ 8,254,884	3.50%	\$ 8,210,980	4.02%
2017	\$ 6,515,548,648	7.62%	\$ 5,118,579	\$0.79	\$ 2,800,000	\$ 1.24	33.31%	\$ 515,719	\$ 8,434,298	2.17%	\$ 8,405,431	2.37%
2018	\$ 7,161,521,894	9.91%	\$ 5,253,974	\$0.73	\$ 2,800,000	\$ 1.31	32.39%	\$ 525,629	\$ 8,579,603	1.72%	\$ 8,644,995	2.85%
2019	\$ 8,085,320,023	12.90%	\$ 5,398,451	\$0.67	\$ 3,200,000	\$ 1.22	34.99%	\$ 571,044	\$ 9,169,495	6.88%	\$ 9,145,326	5.79%
2020	\$ 8,726,665,321	7.93%	\$ 5,508,006	\$0.63	\$ 4,440,000	\$ 1.28	43.46%	\$ 706,376	\$ 10,654,382	16.19%	\$10,216,712	11.72%
2021	\$ 8,707,216,466	-0.22%	\$ 5,599,961	\$0.64	\$ 4,413,338	\$ 1.30	42.06%	\$ 610,742	\$ 10,624,041	-0.28%	\$10,492,279	2.70%
2022	\$ 10,754,599,847	23.51%	\$ 5,712,652	\$0.53	\$ 5,149,493	\$ 1.14	46.06%	\$ 642,937	\$ 11,505,082	8.29%	\$11,180,874	6.56%
AVG		8.29%		\$0.88	\$ 2,227,713	\$ 1.41	36.14%			6.21%		6.15%
10 YEAR AVG		5.02%		\$0.80	\$ 3,226,123	\$ 1.40	37.27%			2.48%		3.09%



Northshore Fire Department

2022 Budget

AGENDA

- ▶ Budget Request
- ▶ Preliminary Revenue Forecasts
- ▶ Board's Discussion
- ▶ Budget Calendar
- ▶ Questions/Direction to Staff

CURRENT BUDGET REQUESTS

▶ Current Request	\$11,180,874
▶ Reserves	<u>679,816</u>
	\$11,860,691
2022 Bond Payment	<u>1,368,250</u>
	\$13,228,941

Preliminary Revenue Forecast @ 1.01

AV significant increase of 23.51%

Est. 2022 AV	\$10,754,599,847
--------------	------------------

Property Tax*	\$5,712,652
Fire Benefit Charge	<u>\$5,149,493</u>
Effective Tax Rate	\$10,862,145

EMS Levy Funds	\$455,818
Est. Misc. Revenue	<u>\$187,119</u>
Total Revenue	\$11,505,082

Increase from 2021	8.0%
--------------------	------

* Property tax levy is based on a 1 percent increase over last year's.

PROJECTED REVENUE

2021 Expense Fund Carryover (estimated)	\$427,413
2022 Miscellaneous Revenue	\$642,937
2022 Allowable Levy	\$5,712,652
2022 Fire Benefit Charge	\$5,149,493
2022 GO Bond Excess Levy	<u>\$1,368,250</u>
	\$13,300,745
Project Needs	<u>(\$13,228,941)</u>
DELTA	\$71,805

2022 Effective Tax Rate/AV

$$((5,712,652 + 5,434,078 + 1,368,250) / 10,754,599,847) \times 1,000 = 1.14$$

BOARD'S DISCUSSION

- STRATEGIC INITIATIVES
- CAPITAL EXPENDITURES
- RESERVES

BUDGET CALENDAR

- BUDGET REQUESTS DUE AUGUST 31, 2021
- PRELIMINARY BUDGET REVIEW OCTOBER 19, 2021
- Preliminary budget provided to Board and posted
on website by close of business OCTOBER 25, 2021
- FINAL BUDGET ADOPTION NOVEMBER 2, 2021
- FIRE BENEFIT CHARGE RESOLUTION TO
INTERFACE SYSTEMS NOVEMBER 12, 2021
- DELIVER BUDGET TO KING COUNTY NO LATER THAN NOVEMBER 30, 2021



QUESTIONS/DISCUSSION



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-10

SUPERSEDING RESOLUTION 17-02 RESOLUTION DEFINING FUND POLICIES

WHEREAS, on June 6, 2017, the Board of Fire Commissioners (“Board”) of King County Fire Protection District No. 16 (the “District”) approved Resolution 17-02 Defining Fund Policies; and

WHEREAS, the Board desires to redefine the District’s fund policies by approving this Resolution 20-10 which shall supersede Resolution 17-02; and

WHEREAS, the financial affairs of the District are managed by the Board; and

WHEREAS, pursuant to RCW 52.14.100 the Board has the power to adopt reasonable rules to govern the District and to generally perform all such acts as may be necessary to carry out the objects of the creation of the District; and

WHEREAS, an integral part of financial planning is establishing General Expense and Reserve Funds to cover the costs of general operating expenses, facility maintenance and improvements, apparatus and equipment financing, employee benefits, and insurance obligations; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of King County Fire Protection District No. 16 that a General Expense and Reserve Fund Plan is established as follows:

I. GENERAL EXPENSE FUND

The General Expense Fund balance at year end shall be a minimum of four months of expenses excluding reserve fund contributions. This shall be calculated by determining the average monthly expense for as many full months available of the current year and multiplying that number by four. For example: In November, there are ten full months of the year and expenses total \$8,150,000. The average monthly expense is \$815,000. The minimum amount required in the General Expense Fund at the end of the year is \$3,260,000 (\$815,000 x 4 months). This balance in the General Expense Fund is meant to pay expenses incurred by the District during the first four to five months of the following year before the first revenue is received in late April/early May.

II. RESERVE FUND

A. Reserve Fund Categories, Purpose, and Funding Levels

The Reserve Fund shall be organized into six main sub-categories to facilitate clear intent and accurate accounting. The level of funding of each category shall be no less than a minimum of the values stated below. Utilization of reserve funding shall be consistent with the associated purpose statements provided for each category.

1. Natural Disaster

Purpose: To provide funding for overtime costs, casual labor, temporary facilities, food and equipment for extended emergency operations lasting a minimum of 14 days.

Fund Level: \$250,000

2. Insurance Contingency

Purpose: To provide funding for losses normally covered by insurance but exceeding coverage, such as: deductibles, non-insured loss, loss greater than insurance coverage, fines or uninsured litigation costs, labor relations litigation costs, unplanned attorney or consultant fees, court costs, penalties, judgments, and unemployment claims.

Fund Level: \$200,000

3. Loss of Revenue

Purpose: To provide funding to allow for the continuation of services in the event of an unanticipated and immediate loss of revenue.

Fund Level: Three months of expenses based on the most recent available calculation of average monthly expenses.

4. Employee Benefit

Purpose:

- A. To provide funding for LEOFF 1 medical insurance premiums, long-term healthcare premiums, and other approved medical and dental expenses.

- B. To provide funding for post-employment benefits such as sick leave and vacation payouts. Replenishment of this fund may be spread out over several years or pre-funded if a significant number of retirements were known in advance.

Fund Level:

- A. Funded at 100 percent of the GASB recommendation for LEOFF 1 retirees.
- B. Funded at 50 percent of the maximum potential sick leave and vacation payouts as determined annually on the District's financial statement.

5. Apparatus and Equipment Replacement

Purpose: To provide funding for the replacement of apparatus, vehicles, and equipment that are designated for replacement at specific intervals and have a calculated replacement cost that would be difficult to fund through the annual budgeting process.

Fund Level: Funded at 100 percent of the recommended amount shown in the capital asset replacement plan for vehicles, apparatus, and equipment.

6. Facilities Improvement

Purpose: To provide funding for the maintenance and improvement of District facilities. This fund would be used for capital improvement items such as roof repairs, HVAC replacement, etc. and not a substitution for annual budgeting of normal facility maintenance.

Fund Level: Funded at 100 percent of the recommended annual contributions shown in the facility reserve study conducted in 2019 by Reserve Consultants LLC.

- B. Transactions expensed from the General Expense and Reserve Funds shall comply with the accounting principles established by King County Finance and Business Operations, the Washington State Auditor, and the RCW.
- C. The Fire Chief shall provide quarterly reports reflecting Reserve Fund activity in the BARS format as required by the Washington State Auditor and the RCW.

- D. The Fire Chief shall submit Reserve Fund allocation recommendations to the Board of Fire Commissioners each year as required to maintain funding levels as established by this Resolution.

BE IT FURTHER RESOLVED, that Resolution 17-02 is hereby repealed.

ADOPTED at a regular meeting of the Board of Fire Commissioners of King County Fire Protection District No. 16 on this 3rd day of November 2020.

BOARD OF FIRE COMMISSIONERS

DAVID MAEHREN, Chair

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Vice-Chair

ATTEST:

DAWN KILLION, Interim Secretary
Board of Fire Commissioners

From: [Dave Maehren](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/3/2020
Date: Wednesday, November 4, 2020 1:08:43 PM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 4th day of November, 2020, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20201103161040 RES Fund
- AP_NOSHRFIR_APSUPINV_20201103161359 GEN Fund
- Resolution 20-10 Defining Fund Policies
- Resolution 20-08 Benefit Charge Resolution
- Resolution 20-09 Annual Property Tax Levy
- Resolution 20-07 Limit Factor Increase
- Minutes 2020-10-20
- GEN to RES Fun – Facilities Reserve Fund Transfer Approval Document
- HRA Funds Transfer Approval Document
- October Payroll Approval Document
- October Payroll DRS Approval Document
- October Payroll Taxes Approval Document
- September Commissioner Payroll Approval Document
- September Commissioner Payroll Taxes Approval Document

David Maehren
Fire Commissioer – Board Chair
Northshore Fire Department
Business Office 425.354.1780
Cell 206 604-3683



Proudly Serving the Citizens of Kenmore and Lake Forest Park

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From: Dawn Killion
Sent: Wednesday, November 4, 2020 9:06 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 11/3/2020

Good morning Commissioners,

Attached please find the documents approved at last night's regular meeting. Also included are payroll approval documents (regular October monthly, September Commissioner Compensation Claims approved @ 10/6 meeting) and a couple of transfers done (Term Payout to HRA and Facility Reserve Monies Transfer).

At your earliest availability today, please respond with your electronic signature using the following verbiage:

The following documents are Approved and Electronically Signed this _____ day of _____, 2020, by Commissioner _____.

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- **Minutes 2020-10-20**
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- **HRA Funds Transfer Approval Document**
- **October Payroll Approval Document**
- **October Payroll DRS Approval Document**
- **October Payroll Taxes Approval Document**
- **September Commissioner Payroll Approval Document**
- **September Commissioner Payroll Taxes Approval Document**

Thank you,

Dawn Killion

Finance Specialist / Interim Board Secretary

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

dkillion@northshorefire.com



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From: [Rick Verlinda](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/3/2020
Date: Wednesday, November 4, 2020 11:10:18 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 4th day of November, 2020, by Commissioner Verlinda.

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Rick Verlinda

From: Dawn Killion <dkillion@northshorefire.com>
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Subject: Electronic Signatures - Documents Approved 11/3/2020

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Finance Specialist / Interim Board Secretary

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From: [Josh Pratt](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/3/2020
Date: Wednesday, November 4, 2020 6:27:05 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 4th day of November, 2020, by Commissioner Josh Pratt.

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From: [Richard Webster](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/3/2020
Date: Thursday, November 5, 2020 12:43:04 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 5th day of November, 2020, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20201103161040 RES Fund
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From: Dawn Killion <dkillion@northshorefire.com>
Sent: Wednesday, November 4, 2020 9:06 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 11/3/2020

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- **Resolution 20-07 Limit Factor Increase**
- **Minutes 2020-10-20**
- **GEN to RES Fun – Facilities Reserve Fund Transfer Approval Document**
- **HRA Funds Transfer Approval Document**
- **October Payroll Approval Document**
- **October Payroll DRS Approval Document**
- **October Payroll Taxes Approval Document**
- **September Commissioner Payroll Approval Document**
- **September Commissioner Payroll Taxes Approval Document**

Thank you,

Dawn Killion

Finance Specialist / Interim Board Secretary

Public Records Officer

Northshore Fire Department

7220 NE 181st ST, Kenmore, WA 98028

DIRECT: 425.354.1778

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MAIN: 425.354.1780

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RE: Contract for Services Analysis
From: Commissioner David Maehren
To: NFD Board of Commissioners
CC: Chief Doug McDonald, NFD Board Secretary
Date: October 18, 2021

At our last board meeting we agreed to request a clarified proposal from the Shoreline Fire Department. I believe there are item in the Eastside proposal that should also be clarified. I reviewed the memo from Commissioner Milton Curtis. I agree with the issues he has identified that need clarification. I have additional questions. Please have this document available for sharing at our October 19, 2021 meeting.

Contract questions and concerns

1. I do not believe the Shoreline contract proposal was responsive to the request for contract services. As an example. Item 5 of the 'Scope of Work' clearly states that the Northshore Fire District would retain all reserve funds. Yet, the Shoreline proposal requested over four million dollars in NFD reserve funds be transferred to the Shoreline Fire Department. The contract proposal should be modified to delete the transfer of reserve funds.
2. Neither the Shoreline Contract or the Eastside Fire and Rescue contract clearly articulates what is included in the administration overhead. As an example, Eastside Fire and Rescue proposes costs for 'Operational Costs' and 'Contract Administration Charge' but the elements of those cost are not identified. It would be helpful for each agency to specify what services are included in these administration costs. Also, for the Shoreline proposal it is important to know what administrative costs are paid for with Medic One contract dollars. I understand that around \$300,000 is provided to Shoreline through the Medic One program to pay for general administrative costs. Northshore should not be assigned a proportion of administrative costs that include Medic One program costs.
3. The contract proposal from the Shoreline Fire Department should be structured is such a way that the NFD Board can calculate a equivalent tax rate in dollars per thousand of Assessed Valuation (AV). I understand that the Shoreline Fire Department current equivalent rate (2021) without bond costs is \$1.40 per \$1,000 of assessed valuation (2021). The Northshore Fire Department equivalent rate is \$1.30 per \$1,000 of assessed valuation (2021) with bond costs. Without bond costs the NFD equivalent is \$1.18 per \$1,000 of assessed valuation. The Eastside Fire and Rescue contract proposal cites a contract equivalent rate of \$1.14 per \$1,000 of assessed valuation without the NFD bond assessment. How do we calculate the Shoreline contract equivalent rate without a total contract cost amount? Additionally, I believe it is important to know the equivalent AV cost of operations including the Shoreline 'other' revenue sources such as patient transport, GEMT, mitigation and interagency contract revenue. It appears to me that with additional revenues the equivalent tax rate per \$1,000 of assessed valuation for Shoreline is a bit more than \$1.60 per \$1,000 AV including bond costs.
4. Neither the Shoreline proposal or the Eastside Fire and Rescue proposal identifies the proportional overhead for formula for cost sharing of Administrative, Management, Battalion Chief and other overhead services. Eastside does propose specific cost amounts. As an example, I understand Shoreline has 72 firefighters and Lieutenants vs Northshore's 38 firefighters and Lieutenants (authorized strength). These positions are supervised by Battalion Chiefs. If these

numbers are correct I would expect the Northshore share of the Battalion Chief overhead would be about 35% or 1.4 Battalion Chiefs. The Eastside proposal seems to assign a 50/50 cost sharing of Battalion Chiefs under Option 1.

5. The Shoreline proposal does not identify the station maintenance costs for station 51 and 57. These are rates that the Shoreline Fire Department should have already identified for their fire stations and it is their cost schedule that is relevant. The quoted \$250,000 for station maintenance may be a good estimate but it is difficult to know. The NFD does have a facility reserve fund schedule that was prepared by our consultant. That information was used to identify the building reserve fund goals. That report is available from NFD Admin.
6. Aspirational elements should be eliminated from the Shoreline contract proposal. Many of the assumed benefits are questionable. If specific information or data is provided to validate these assumptions then this information may be helpful in analyzing the contract proposal.

Shoreline Proposal for Contract for Services Evaluation by Milton Curtis, Board Commissioner

Presuppositions:

- My most important goal is for the citizens of Lake Forest Park (LFP) and Kenmore to continue to get the high level of service they have now and to be a fiscally responsible as possible.
- I want to our firefighters and administrative staff to be fairly treated in a contract for services agreement.
- I want a pure contract for services proposal, not an agreement with elements of consolidation or merging.
 - This would include:
 - Dispatch, fire suppression, rescue, accident response, hazardous materials response, BLS emergency medical, transfer of patients, and fire marshal services.
 - Public information and educations services. Firefighter training.
 - IT, HR, payroll/accounting services.
 - Insurance coverage for assets.
 - This would not include;
 - LOEFF 1 liabilities or reserves.
 - Emergency Management in cooperation with LFP and Kenmore (NEMCO).
 - Not sure if we want to maintain Northshore Utility District (NUD) for fleet maintenance.
- I want to keep Northshore Fire District (NS FD) finances totally separate from the agency providing services with no comingling of budgets. We are in a strong fiscal position with well-funded reserves. I want to pay for a clearly defined services.
- I want to only pay for services we request, not extra services that aren't supported by a documented need. Our call volumes are low, and we give more mutual aid than we request. (Mutual Aid received = 303. Mutual Aid given = 615) I don't want to add service that we don't need and then have that service benefit other districts while we bear the costs.
- I want the NS FD Board of Commissioners to maintain local control of property, fire stations, equipment, apparatus, and all reserves.
- I want some predictability of expenses for each yearly reconciliation to avoid large increases in costs due to agency management which is out of our control.

Concerns:

- The Shoreline proposal seems to be a combination of contract for services and consolidation of services.
 - Page 5, paragraph 1, sentence 3. “Furthermore, a **consolidation of our two Departments ...**”
 - Page 8, para 2, sent 2. “This proposal has many details describing how **our organizations can operate better** together.”
 - Page 10, para 2, sent 5. “We expect that all current full-time employees continue with commensurate jobs in **the new, combined agency.**”
 - Page 11, Organizational Chart. This looks more like a consolidation than a clearly defined contract for services.
 - **“Combined NFD/SFD Fire Department”.**
 - **“The citizens of Kenmore, Lake Forest Park, and Shoreline”.**
 - **The NFD Board of Commissioners is over the Fire Chief.**
 - Page 21, para 2 under Capital Purchases, sent 1. “Our plan would be to **develop a similar model for the NFD assets.**) If we keep equipment and apparatus, we should not need their replacement plan, but maintain our present plan.
 - Page 54, section 3 under recitals of the Interlocal Agreement. “The purpose of this Agreement is to **consolidate certain services** to allow for the joint operation and administration ...”
- The total for personnel salary and benefit expenses are about the same for Shoreline (\$7,568,068 for 2022) and Eastside (\$7,393,174 for 2022). Shoreline is taking all support staff and Eastside is taking no support staff, so I would expect the Shoreline costs to have more of a difference than \$174,894.
- Shoreline’s levy rate is 1.40 despite several sources of extra revenue from the Medic 1 program, GEMT, BLS transportation charges, and new development impact fees. The NS FD levy rate is 1.30 with only a fire benefit district charge. This implies that Shoreline is not as fiscally strong as NS FD. If that is true, then over time their costs could rise and would be passed on to us. This would be especially true if they lost one of their extra revenue streams. I am also not sure if their reserves are as strong as ours.
- If we add service hours to Fire Station 57, I fear that most of that service would go to Shoreline while we pay for the service. From the Eastside proposal, “66% of calls for service occur in the first twelve hours of the day and only 33% of calls occur over the second 12 hours. ... the call volume in Northshore does not currently warrant this same coverage at night. ... E151 responds to an average of 811 calls per year, 180 of which are mutual aid given. Over the course of the last three years, E151 ran 2.2 calls per 24-hour shift, leaving plenty of capacity to cover the calls that occurred overnight.”

- Shoreline didn't have information on equipment and apparatus replacement schedules. Somehow Eastside did not need that information. If we are maintaining ownership of the equipment and apparatus and the reserves, then I am not sure how their co-ownership proposal works.
- The scope of work gave the options of NS FD maintaining LOEFF 1 Liabilities or reimbursing the contract for services agency. It did not request that the agency take the liabilities and the reserve funds. This needs to be removed from the proposal.

Terminology:

Imprecise terminology leads to confusion of ideas and concepts.

- Contract = an agreement between two or more parties for the doing or not doing of something specified.
- Services = the performance of any duties or work for another.
- Contract for services = an agreement between parties to perform specified duties.
- Consolidation = an act or instance of combining or consolidating into a single or unified whole.
- Merger = a statutory combination of two or more corporations by the transfer of the properties to one surviving corporation. Any combination of two or more business enterprises into a single enterprise.

Milton Curtis, Board Commissioner, 10/11/21. Updated 10/12/21.

NORTHSHORE FIRE DEPARTMENT
ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Board Meetings

Policy Number: 1400	Approved By: Board of Commissioners
Effective Date: Unknown	Revision Date: February 16, 2021
Pages: 4	Attachments: 0

1 PURPOSE

- 1.1 Provides rules and guidelines for Commissioner Board meetings.

2 REFERENCES

- 2.1 RCW 52.14.090, *Office--Meetings*
2.2 RCW 52.14.100, *Meetings--Powers and duties of Board*
2.3 Ch. 42.30 RCW, *Open Public Meetings Act*

3 RESPONSIBILITY

- 3.1 It is the responsibility of the Board Chair to conduct meetings in an orderly and businesslike manner according to the policies of this section. The District's legal counsel will assist as needed. All Commissioners, the Fire Chief and participating members shall comply with the conduct guidelines contained in this policy.

4 DEFINITIONS

5 POLICY

- 5.1 Board meetings will be scheduled in compliance with Ch. 42.30 RCW (Open Public Meetings Act) and RCW 52.14.100 (Fire Commissioners – Meetings). The Act broadly defines meetings to include the transaction of the official business of the Board including, but not limited to, "receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations and final actions".

6 BOARD MEMBERSHIP

INTENT - The Board of Fire Commissioners believe it is important to be transparent and inclusive. Additionally, the board sees value in receiving input from city council members and in ensuring that fire commissioner candidates are prepared to fully participate in board decisions upon taking office. The following advisory positions are initiated.

6.1 Voting members of the board are restricted to sworn Fire Commissioners.

6.2 Advisory – non-voting members of the board shall include one city council representative from the city of Lake Forest Park and one city council member from the city of Kenmore.

6.3 Temporary Advisory – non-voting members of the board shall include Fire Commissioner candidates that have qualified for the general election ballot.

67 PROCEDURES/GUIDELINES

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

6.1.1.7.1.1 REGULAR MEETINGS – The Board shall have at least one meeting per month. The date, time and place of the regular meeting must be established by written resolution.

6.1.2.7.1.2 SPECIAL MEETINGS – A special meeting is any meeting other than a regular meeting.

6.1.2.1.7.1.2.1 Special meetings may be called by the Chair or upon a petition of a majority of the Commissioners. As a courtesy, prior to the establishment of the date, time and place of any special meeting, the Chair shall attempt to contact the other members of the Board to determine their availability for any such special meeting. The Board may not take final action on any item not specified in the special meeting notice, which shall be provided to the public pursuant to RCW 42.30.080

6.1.2.2.7.1.2.2 While other items of business may be discussed at a special meeting, no action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session, the item of business must also appear on the agenda if final action is to be taken following the executive session.

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

6.1.3.7.1.3 EMERGENCY MEETINGS – An emergency meeting is a special board meeting held without the usual required notice. The Chair or a majority of the Board may call an emergency meeting when the conditions of RCW 42.30.070 are met.

6.2.7.2 NOTICES –

6.2.1.7.2.1 All regular or special meetings of the Board must be advertised as meetings that are open to the public. If the Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session, the special meeting should be called to order and recessed to an executive session. The purpose and expected duration of the executive session should be announced and recorded in the minutes (e.g., personnel matters).

6.2.2.7.2.2 A regular meeting does not require a public notice. If the Board does not meet at its regular location or time, the meeting should be treated as a special meeting with proper notice and announcements to the media stating the time, place and purpose of the meeting. The District will notify newspapers and radio and television stations which have filed a request for such notification.

6.3.7.3 ATTENDANCE – Meetings may be convened in-person and/or by conference call, online, or other alternative format as determined by the chair, subject to the requirements of the Open Public Meetings Act, chapter 42.30 RCW.

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

~~6.4.1~~7.4.1 Agenda items may be suggested by any commissioner or the fire chief. The board will assess the proposed agenda items including the time needed for discussion, the required meeting materials and the priority of the topic. The board chair or designee and the fire chief will collaborate to assure that the appropriate meeting materials are provided in the meeting materials packet or other format as required. If during preparation of the meeting materials packet a lack of documentation or readiness prohibits discussion the agenda topic, that topic will remain on the agenda with a notation explaining the status of the item. When needed, agenda topics may be added at the discretion of the fire chief and the board chair.

~~6.4.2~~7.4.2 The meeting materials packet will typically include; the agenda, draft minutes of the previous meeting and relevant supplementary information. The meeting materials packet will be available to each Commissioner by the end of business at least six days in advance of the meeting and will be available to any interested citizen via the department website and at the district headquarters as early as possible but no less than twenty-four hours prior to the meeting. Late edits to the meeting agenda or meeting materials will be provided to board members and the public as soon as possible.

~~6.4.3~~7.4.3 The general format for the agenda document will include:

- | | | |
|-----------------------------------|------|--|
| 6.4.3.1 <u>7.4.3.1</u> | I. | Open Meeting |
| 6.4.3.2 <u>7.4.3.2</u> | II. | Approval of Agenda |
| 6.4.3.3 <u>7.4.3.3</u> | III. | Public Comment |
| 6.4.3.4 <u>7.4.3.4</u> | IV. | Board Discussion and Possible Action Items |
| 6.4.3.5 <u>7.4.3.5</u> | V. | Board Resolutions |
| 6.4.3.6 <u>7.4.3.6</u> | VI. | Reports |
| 6.4.3.7 <u>7.4.3.7</u> | VII. | Fire Commissioner Compensation Request |

Review

(1st meeting of the month)(may be included as part of the Consent Agenda)

- | | | |
|----------|-------|---|
| 5.4.3.8 | VIII. | Meeting Minutes Review and Approval
(May be included as part of the Consent Agenda) |
| 5.4.3.9 | IX. | Consent Agenda |
| 5.4.3.10 | X. | Executive Session |
| 5.4.3.11 | XI. | Next Meeting Agenda |
| 5.4.3.12 | XII. | Adjournment |
| 5.4.3.13 | | Notation of the next scheduled Regular meeting and or
Special meeting date and time. |

~~6.5~~7.5 QUORUM – Three Commission members shall constitute a quorum for the transaction of all business. Quorum shall be determined by counting each Commissioner present for the call for the vote.

~~6.6~~7.6 CONDUCT – All Board meetings will be conducted in an orderly and businesslike manner, and when necessary using simplified parliamentary procedures as described in Policy 1410.

~~6.6.1~~7.6.1 The order of business will be indicated in the agenda. Any amendments to the agenda will be voted on at the beginning of the

meeting.

~~6.6.27.6.2~~ All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by a member of the Board.

~~6.6.37.6.3~~ Meetings should be conducted in accordance with the following ground rules:

~~6.6.3.47.6.3.1~~ Members are to listen actively and respect others when they are talking. Refrain from side conversations during discussions. Wait until the presenter has finished before asking questions.

~~6.6.3.37.6.3.2~~ Consider ideas with an open mind. Ideas may be respectfully challenged by asking questions – focus on ideas and refrain from personal attacks.

~~6.6.3.37.6.3.3~~ Members wishing to bring items for discussion should provide background information to other members in advance of the meeting, in conjunction with the meeting materials packet.

~~6.6.3.47.6.3.4~~ Each member should actively participate in discussions. There may be times when members do not agree 100% with an idea. Members should share their thoughts if they can’t accept a proposal, but also consider what they can accept even without 100% agreement.

~~6.6.3.57.6.3.5~~ Each member should try to keep discussions on task and efficient.

~~6.6.3.67.6.3.6~~ Instead of invalidating others’ suggestions, share your own new idea or contribution.

~~6.6.3.77.6.3.7~~ Issues which have been decided will only be reopened in rare instances and with agreement of the majority of the Board.

~~6.6.3.87.6.3.8~~ Prior to the Board voting on a motion the Chair or District Secretary will restate the motion.

~~6.6.3.97.6.3.9~~ Decisions made by the Board will be summarized by the Chair or District Secretary prior to moving to the next topic.

~~6.7.7.7~~ VOTING –

~~6.7.17.7.1~~ The vote on all matters shall be oral. Results will be announced immediately and recorded in the minutes.

~~6.7.27.7.2~~ When the vote is not unanimous the meeting minutes shall record the yeah, neah and abstentions by name for each commissioner.

~~6.7.37.7.3~~ A Commissioner may change his/her vote if the change is announced before the Chair announces the results of the vote.

~~6.7.47.7.4~~ Any Commissioner may abstain from voting at any call for the vote. The reason for the abstention should be stated and recorded in the minutes of the meeting.

~~6.8.7.8~~ PUBLIC PARTICIPATION – The Board recognizes the value of public comment on fire and emergency medical services issues and the importance of involving members of the public in its meetings.

~~6.8.17.8.1~~ A period for public comment shall be included in the agenda.

~~7.8.2~~ The Board may also allow individuals to express an opinion prior to Board action on agenda items. Individuals wishing to be heard by the Board shall first be recognized by the Chair. Individuals, after identifying

themselves, are encouraged to make comments as briefly as the subject permits. The Chair shall maintain order and ensure the appropriateness of discussion.

~~6.8.2~~ 7.8.3 During virtual meetings (not in-person) conducted over remote meeting software, any individual wishing to comment may comment by appearing at the virtual meeting and “raising their hand” or the equivalent. The chair shall recognize those persons and provide them the opportunity to comment. Commenting may be cut off due to exceeding comment time constraints or lack of decorum.

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WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:48:13 Date: 10/15/2021

10/27/2021 To: 10/27/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1682	10/27/2021	Claims	1	0	411 PLUMBER	422.85	Shower Repair St 51
1683	10/27/2021	Claims	1	0	ARAMARK UNIFORM SERVICES	16.52	Lobby Mats
1684	10/27/2021	Claims	1	0	CENTURY LINK	64.41	Phones ST 57
1685	10/27/2021	Claims	1	0	CFO SELECTIONS LLC	1,365.00	Consultant Work - Contracts for Service
1686	10/27/2021	Claims	1	0	CITY OF LAKE FOREST PARK	193.32	Acct 005377-000; Sewer St 57
1687	10/27/2021	Claims	1	0	DIMARTINO ASSOCIATES	3,321.26	Nov 2021 LTD Employee Premiums
1688	10/27/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	1,061.55	Oct 2021 Radio Access fees
1689	10/27/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Oct 2021 Maintenance Agreement
1714	10/27/2021	Payroll	1	0	EMPLOYMENT SECURITY DEPT - PFML	3,741.92	Pay Cycle(s) 07/20/2021 To 07/20/2021 - PFML; Pay Cycle(s) 07/30/2021 To 07/30/2021 - PFML; Pay Cycle(s) 08/31/2021 To 08/31/2021 - PFML; Pay Cycle(s) 09/10/2021 To 09/10/2021 - PFML; Pay Cycle(s) 09/
1690	10/27/2021	Claims	1	0	FROULA ALARM SYSTEMS, INC	148.64	Q4 Monitoring
1691	10/27/2021	Claims	1	0	GALACTIC IDEAS, LLC	33.00	Fixing website issue
1692	10/27/2021	Claims	1	0	IMS ALLIANCE	21.61	Taiwo Passport Nametags
1693	10/27/2021	Claims	1	0	KANTOLA TRAINING SOLUTIONS LLC	1,538.08	Harassment Prevention and Diversity Equity & Inclusion eLearning
1694	10/27/2021	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	Oct 2021 INet
1695	10/27/2021	Claims	1	0	LIFE ASSIST	21.58	EMS Supplies
1696	10/27/2021	Claims	1	0	LIFE ASSIST	172.36	EMS Supplies St 51
1697	10/27/2021	Claims	1	0	LIFE ASSIST	275.25	EMS Supplies - COVID 19
1698	10/27/2021	Claims	1	0	LIFE ASSIST	275.25	EMS Supplies St 57 - COVID 19
1699	10/27/2021	Claims	1	0	LIFE ASSIST	453.90	EMS Supplies St 51
1700	10/27/2021	Claims	1	0	LIFE ASSIST	275.25	EMS Supplies St 51 - COVID 19
1701	10/27/2021	Claims	1	0	LIFE ASSIST	162.83	Backpack EMS Kit R151
1702	10/27/2021	Claims	1	0	NATURAL CONCEPT LANDSCAPE	515.63	St 51 Landscaping
1703	10/27/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	6,721.19	Sept 2021 Fuel & Maintenance
1704	10/27/2021	Claims	1	0	PRAXAIR DISTRIBUTION INC	35.51	Oxygen
1705	10/27/2021	Claims	1	0	PSR MECHANICAL	2,434.32	Q4 Service Agreement
1706	10/27/2021	Claims	1	0	REPUBLIC SERVICES #172	401.68	Garbage / Recycle Pickup - St 51
1707	10/27/2021	Claims	1	0	REPUBLIC SERVICES #172	154.17	Garbage Pickup - St 57
1708	10/27/2021	Claims	1	0	SEATTLE CITY LIGHT	1,299.48	Acct #9969310000; ST 57
1709	10/27/2021	Claims	1	0	SHORELINE FIRE DEPARTMENT	21,975.25	Q3 MIH Funds
1710	10/27/2021	Claims	1	0	STERICYCLE	62.39	Bio Hazard Disposal
1711	10/27/2021	Claims	1	0	TKE CORP	551.68	Q4 Maintenance
1712	10/27/2021	Claims	1	0	VECTOR SOLUTIONS	1,541.40	2021 Annual Renewal
1713	10/27/2021	Claims	1	0	VERIZON BUSINESS	736.46	VOIP St 51

001 General Fund 10-016-0010

52,350.18

Claims: 48,608.26

52,350.18 Payroll: 3,741.92

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:52:59 Date: 10/15/2021

10/27/2021 To: 10/27/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1715	10/27/2021	Claims	4	0	ALFRED J BAKER	833.98	LEOFF I
004 Reserve Fund 10-016-6010						833.98	
						<hr/> 833.98	Claims: 833.98



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 21, 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 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Milton Curtis, Rick Webster, and Dave Maehren. Also present was Deputy Chief McDonald, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 20 members of the public.

II. PUBLIC COMMENT

- 2.1 Kenmore resident Nigel Herbig submitted a statement that was read aloud on his behalf addressed to the Board with comments related to contract for services.
- 2.2 Northshore Fire firefighter Hans Hurn addressed the Board with comments related to contract for services and fire administration.
- 2.3 Kenmore resident Stacey Valenzuela addressed the Board with comments related to contract for services.
- 2.4 Woodinville Fire Commissioner, Mike Millman, addressed the Board with comments related to contract for services.
- 2.5 Kenmore resident, Corina Pfeil, addressed the Board with comments related to contract for services.

III. APPROVAL OF THE AGENDA

- 3.1 *Commissioner Pratt moved to add agenda item to discuss comments and positions of Lake Forest Park City Council discussed at the meeting last night. Commissioner Maehren seconded. The Board discussed.*
- 3.2 *Commissioner Maehren moved to added 4.12 Commissioner mileage reimbursement.*
- 3.3 *Commissioner Pratt moved accept the agenda as amended. Commissioner Curtis seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

- 4.1 Proposal Presentation from Chief Jeff Clark, Eastside Fire & Rescue
 - o Chief Jeff Clark presented an overview of the proposal submitted.

- 4.2 Proposal Presentation from Chief Matt Cowan, Shoreline Fire Department
- Chief Matt Cowan presented an overview of the proposal submitted.
- 4.3 Q&A with Chief Clark and Chief Cowan
- The Board asked the Chiefs questions related to their presentations.
- 4.4 Conversation with IAFF, Local 2459
- Union President, Jeremiah Ingersoll, addressed the Board regarding the contract for services proposals.
- 4.5 Discussion of input from councils and stakeholders
- The Board discussed the September 20, 2021, meeting with Lake Forest Park City Council.
- 4.6 Update on Public Survey and Outreach
- Board Secretary Oakley updated the Board on outreach of the public survey and open house flyer.
 - The Board discussed waiting to compile the survey results until October 4th in preparation for the October 5th regular meeting.
- 4.7 Planning and Discussion for September 28th Virtual Open House
- The Board discussed the format for the Open House to include presentation and Q&A from the public.
 - Commissioner Webster and Commissioner Pratt will edit presentation for the September 28th meeting.
- 4.8 Woodinville ILA Discussion
- Commissioner Adman moved to accept the group of ILAs. Commissioner Maehren seconded. The Board discussed. Commissioner Maehren provided a friendly recommendation to amend motion to add that the Board Chair sign the letters from Woodinville. Commissioner Adman accepted the friendly amendment. The motion passed unanimously.***
- Commissioner Adman summarized the recommendations from Chief Ahearn and the substance of the letters from Woodinville.
- 4.9 Discussion of Public Comments Policies and Procedures for Zoom meetings
- The Board discussed the current practice for providing public comments and discussed options to make the process more accessible to those attending the meetings.
- Commissioner Maehren made a motion for Commissioner Adman to modify Policy 1400 and to provide that to the Board and in the interim the Board will make a practical change for future meetings to allow participants to raise their hand and be recognized. Commissioner Webster seconded. The Board discussed. The motion passed unanimously.***
- 4.10 Discussion on NEMCO Director vacancy and communication with participants and stakeholders
- The Board provided that the City of Lake Forest Park in the process of hiring a replacement.

- DC McDonald provided an update on the hiring process.
- 4.11 Fall Prevention Week Presentation
 - Commissioner Curtis read the City of Kenmore proclamation regarding Fall Prevention Week, September 20 through September 24.
- 4.12 Commissioner mileage reimbursement
 - The Board discussed updating policy on mileage reimbursement.
 - Legal Counsel Paxton updated the Board on allowable reimbursements.
- 4.13 Discussion of Potential Future Special Meetings
 - The Board will host a Virtual Open House on September 28th.
 - The Board discussed having special meetings in October. No specific dates were set.

V. EXECUTIVE SESSION

None

VI. BOARD RESOLUTIONS

6.1 None

VII. CONSENT AGENDA

- 7.1 Vouchers
- The General Fund Vouchers totaled \$73,524.94
 - The Reserve Fund Vouchers totaled \$100,653.30

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

VIII. REPORTS

- 8.1 Fire Chief Report
- DC McDonald congratulated Captain Burrow on his selection to the year-long University of Washington Foster Business School Executive Program.
 - DC McDonald provided an update on the NORCOM CAD dispatch system.
 - DC McDonald provided an update on the September 11th event.
- 8.2 Commissioner Reports
- Commissioner Maehren thanked DC McDonald for the September 11th event.
 - Commissioner Adman attended Commissioner Verlinda's memorial service and recognized what a great loss it was to lose Commissioner Verlinda and the impact that he had on people's lives.
- 8.3 Legal Counsel Reports
- None

IX. UPCOMING BOARD AGENDAS

- 9.1 Setting of Future Meeting Agenda(s)
- Special meeting September 28th, virtual open house.

ADJOURNMENT

The meeting adjourned at 7:34PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for September 28, 2021.

Attachments: Agenda, ESFR Proposal, Shoreline Proposal, Woodinville ILA, Fall Prevention Week Proclamation, Vouchers, and Chief's Report.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

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 October 19th, 2021



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 28, 2021

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

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

Chair Rick Webster called the meeting to order at 7:02 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 80 members of the public.

II. PUBLIC COMMENT

- 2.1 Kenmore resident Stacey Valenzuela addressed the Board with comments related to contract for services.
- 2.2 Kenmore resident Jennifer Griner submitted a statement that was read aloud on his behalf addressed to the Board with comments related to contract for services.
- 2.3 Jeremiah Ingersoll, representing Northshore Firefighters, Local 2459, addressed the Commissioners with comments related mutual aid and paramedic programs.
- 2.4 Northshore firefighter, Anders Hansson addressed the Commissioners with comments related contract for services.
- 2.5 Peter Briner, representing Woodinville Firefighters, Local 2950 addressed the Commissioners with comments related to Woodinville Fire Department's contract for services with Eastside Fire & Rescue.
- 2.6 Kenmore resident, Tyler Byer addressed the Commissioners with comments related to contract for services.
- 2.7 Lake Forest Park resident James Talbot addressed the Commissioners with comments related to contract for services.
- 2.8 Kenmore resident Randall Preiser addressed the Commissioners with comments related to contract for services.
- 2.9 Kenmore resident Rik Holley addressed the Commissioner with comments related to contract for services.
- 2.10 Kenmore resident, Paul Hess addressed the Commissioner with comments related to contract for services.

- 2.11 Jon Culver addressed the Commissioners with comments related to contract for services.
- 2.12 Lake Forest Park resident, Angela Kugler addressed the Commissioners with comments related to contract for services.
- 2.13 Lake Forest Park resident, Anne Payne addressed the Commissioners with comments related to contract for services.
- 2.14 Lake Forest Park resident, Larry Goldman addressed the Commissioners with comments related to contract for services.
- 2.15 Lake Forest Park City Council Deputy Mayor, Phillipa Kassover addressed the Commissioners with comments related to contract for services.
- 2.16 Lake Forest Park resident Susie Yang addressed the Commissioners with comments related to contract for services.

III. APPROVAL OF THE AGENDA

- 3.1 *Commissioner Pratt moved add agenda Item 4.3 to have a discussion with Local 2459. Commissioner Adman seconded. The Board discussed. The motion failed 2-3. Commissioners Adman and Pratt voted to approve. Commissioners Curtis, Maehren, and Webster voted to oppose the motion.*
- 3.2 *Commissioner Curtis moved to approve the agenda as presented. Commissioner Maehren seconded. The motion passed 3-2. Commissioners Curtis, Maehren, and Webster voted to approve. Commissioners Adman and Pratt voted to oppose the motion.*

IV. VIRTUAL OPEN HOUSE

- 4.1 Contract for Services Presentation
 - Commissioner Webster presented a PowerPoint regarding contract for services
- 4.2 Q&A with Commissioners
 - The Board answered questions from the public.

V. EXECUTIVE SESSION

The Board moved into Executive Session at 9:11PM until 9:41PM to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i) and to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g). The Board extended the Executive Session to 9:56PM. The Board moved back into open session at 9:58PM.

VI. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

- 6.1 Congratulations to Chief Ahearn on his retirement
 - The Board thanked Chief Ahearn for his leadership and congratulated him on his retirement.
- 6.2 Request to have Summit Law provide a comparison summary of Shoreline, ESF&R and Northshore existing labor contracts.

Commissioner Maehren moved to have Summit Law provide salary and benefits comparisons of existing labor contracts. Commissioner Curtis seconded. The Board discussed. Commissioner Maehren amended his motion to add the cost can go up to \$7500. Commissioner Curtis accepted friendly amendment. Motion failed 2-3.

Commissioners Maehren and Webster voted to approve. Commissioners Adman, Curtis, and Pratt voted to oppose.

6.3 Discussion of Contract for Services Issues

- The Board discussed the timeframe and process for entering a contracting for services.

6.4 Discussion and Approval of Fire Marshall Services from Bothell

- The Board discussed the proposal to extend Fire Marshall services with the City of Bothell until the end of the calendar year and to buyback 80 hours of Fire Marshall vacation time for \$6,494.30.

Commissioner Maehren moved to accept the contract as proposed. Commissioner Pratt seconded. The motion passed unanimously.

6.5 Approval of Interim Fire Chief McDonald's Contract

- The Board will have further discussion on the item at a future meeting.

VII. UPCOMING BOARD AGENDAS

7.1 Setting of Future Meeting Agenda(s)

Regular meeting, October 5th, agenda will include the standard items as well as contract for services interviews with Chief Clark and Chief Cowan, conversation with Labor, update on the public survey, reports from CPA, need for additional special meetings, IT discussion, approval of Interim Fire Chief contract, process update for contract for services.

EXECUTIVE SESSION

The Board moved into Executive Session at 10:20PM until 10:35PM 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 moved back into open session at 10:35PM.

ADJOURNMENT

The meeting adjourned at 10:36PM

NEXT MEETING DATE

The next regularly scheduled Board of Commissioners meeting is scheduled for October 5, 2021.

Attachments: Agenda, Public Notice, Board Chair Presentation

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

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 October 19th, 2021



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 5, 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 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Milton Curtis, Rick Webster, and Dave Maehren. Also present was Deputy Chief McDonald, Legal Counsel Matt Paxton, Dawn Killion, Board Secretary Amy Oakley, and 70 members of the public.

II. PUBLIC COMMENT

- 2.1 The Board of Commissioners heard public comments from Lake Forest Park resident Semra Riddle, Kenmore resident John Burrow, Kenmore resident Stacey Valenzuela, and Kenmore resident Lisa Wollum.

III. APPROVAL OF THE AGENDA

- 3.1 *Commissioner Webster added language to add to the Executive Session for matters related to litigation or potential litigation. Commissioner Curtis requested to add Item 4.9 Discussion of Zoom meetings.*
- 3.2 *Commissioner Curtis moved to approve the agenda as amended. Commissioner Maehren seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

- 4.1 Contract for services interviews with Chief Jeff Clark, Eastside Fire & Rescue and Chief Matt Cowan, Shoreline Fire Department
- Commissioners interviewed Chief Clark and Chief Cowan regarding the contract for services proposals.
- 4.2 Conversation with IAFF, Local 2459
- Local 2459 President Jeremiah Ingersoll and the Board discussed consolidation.
- 4.3 Update from CPA on Contract for Services Proposals
- Item postponed to future meeting.
- 4.4 Update on Public Survey
- The Board reviewed the results of the public survey

4.5 Contract for Services Process Discussion

- The Board discussed the time schedule for proceeding with contract for services.

Commissioner Adman moved that the Contract for Services schedule published on our website and followed by this body be changed such that “Notification of Agency selected” now states “date to be determined by 2022 Northshore Board of Fire Commissioners” and “Execution of Agreement” and “Initiation of Services” both indicate “Date to be determined in 2022.” Commissioner Maehren requested comment from Legal Counsel about Commissioner Adman’s remote interest in proposing the motion. Legal Counsel Paxton suggested this motion be discussed in Executive Session. Commissioner Pratt seconded. The Board discussed. The motion was tabled until after the Executive Session.

Commissioner Maehren moved to amend the agenda to move the Executive Session to the current time in the agenda. Commissioner Webster seconded. The Board discussed. The motion passed 4-0. Commissioner Adman abstained from voting.

EXECUTIVE SESSION

The Board moved into Executive Session at 6:02PM until 6:24PM to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i) and to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g). The Board extended the Executive Session to 6:40PM. The Board moved back into open session at 6:24PM.

Commissioner Adman restated his motion that the Contract for Services schedule published on our website and followed by this body be changed such that “Notification of Agency selected” now states “date to be determined by 2022 Northshore Board of Fire Commissioners” and “Execution of Agreement” and “Initiation of Services” both indicate “Date to be determined in 2022.” Commissioner Pratt seconded. The Board discussed. Commissioner Adman called to end question. The motion passed 3-2. Commissioner Adman, Commissioner Pratt, and Commissioner Curtis approved the motion. Commissioner Maehren and Commissioner Webster voted to oppose the motion.

4.6 IT Discussion

- The Board discussed the contract proposal with NORCOM.
- The Board discussed getting an update from NORCOM at the October 19th meeting.

Commissioner Pratt moved to accept the NORCOM agreement. Commissioner Adman seconded. The motion passed unanimously.

4.7 Discuss Budget Hearing Schedule

- DC McDonald updated the Board on the status of the schedule for 2022 budget.
- An initial public hearing has been published for Tuesday, October 19th.
- DC McDonald will meet one-on-one with each Commissioner in the coming week.
- The Commissioners were provided a King County Levy Limit Worksheet.

4.8 Discussion of Potential Future Special Meetings

- None

4.9 Zoom discussion

- The Board Secretary will research how Lake Forest Park and Kenmore City Councils operate their Zoom meetings and report back to the Board.
- 4.10 Interim Fire Chief Contract Approval
- This item will be carried forward to next meeting.

V. BOARD RESOLUTIONS

- 5.1 None

VI. CONSENT AGENDA

- 6.1 Vouchers
- The General Fund Vouchers totaled \$216,495.84
 - The Reserve Fund Vouchers totaled \$2,399.45
- 6.2 Commissioner Compensation
- 6.3 Approval of Regular Meeting Minutes 9/7/2021, Special Meeting Minutes 9/14/2021, Special Meeting Minutes 9/17/2021

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

VII. REPORTS

- 7.1 Fire Chief Report
- DC McDonald reported that the 2020 Annual Report is available on the Northshore website.
 - DC McDonald reported that the recent recruitment announcement includes both lateral and entry level positions
- 7.2 Commissioner Reports
- The Commissioners discussed next steps for the contract for services.
- 7.3 Legal Counsel Reports
- WA Fire Commissioners Conference next week and encouraged Commissioners to attend the legal session.

VIII. UPCOMING BOARD AGENDAS

- 8.1 Setting of Future Meeting Agenda(s)
- Special meeting on Friday, October 8th at 5pm to approve the Interim Fire Chief Contract.
- Regular meeting, October 19th agenda will include the standard items as well as conversation with Labor, budget hearing, promotional ceremony for Lt. Timothy Schwartz, NORCOM IT report, Zoom procedures, Contract for Services scope of work clarifications, and Commissioner budget proposals.

ADJOURNMENT

The meeting adjourned at 7:25PM

NEXT MEETING DATE

Special meeting scheduled for Friday, October 8th at 5pm.

The next regularly scheduled Board of Commissioners meeting is scheduled for October 19, 2021.

Attachments: Agenda, ESFR and Shoreline Responses to Commissioner Questions, Public Survey Results, Vouchers, Commissioner Compensation, Draft minutes: 9/7, 9/14, 9/17, Chief's Report.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

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 October 19th, 2021



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 8, 2021

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

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

Chair Rick Webster called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Milton Curtis, Rick Webster, and Dave Maehren. Also present was Deputy Chief McDonald, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 10 members of the public.

II. PUBLIC COMMENT

2.1 None

III. APPROVAL OF THE AGENDA

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

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:05PM until 5:20PM to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i) and to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g). The Board extended the Executive Session to 5:32PM. The Board moved back into open session at 5:32PM.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Approval of Interim Fire Chief Contract

Commissioner Curtis moved to accept the last version of the contract. Commissioner Maehren seconded. The motion passed unanimously.

- The Board congratulated Interim Chief McDonald.

VI. UPCOMING BOARD AGENDAS

6.1 Setting of Future Meeting Agenda(s)

- Regular meeting, October 19th, agenda will include the standard items as well as conversation with Labor, preliminary budget hearing, promotional ceremony Lt. Timothy Schwartz, Zoom procedures report, NORCOM IT report, Contract for Services scope of

work clarifications, Commissioner budget proposals, Executive Session, and Transparency/Policy 1400.

- o November, update reimbursement mileage policy, meeting times

ADJOURNMENT

The meeting adjourned at 5:36PM

NEXT MEETING DATE

The next regularly scheduled Board of Commissioners meeting is scheduled for October 19, 2021.

Attachments: Agenda

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

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 October 19th, 2021



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MEMORANDUM

DATE: October 19, 2021

TO: Board of Fire Commissioners

FROM: Doug McDonald, Interim Fire Chief

RE: Chief's Report

Please see the operational report submitted for October 19, 2021.

1. As of Friday, October 15th we have 4 members that have not provided a proof of vaccination to administration. As of October 19, 2021, at 8am those members not providing proof of full vaccination shall be placed on unpaid administrative leave. An MOU is in place with Local 2459 that describes options for those individuals and possible use of personal time off and reinstatement procedures. Currently, the only open position that we could fill would be that of the Fire Marshal. None of our members are qualified for that position so the district does not have any positions available for accommodations at this time that don't involve patient contact. The district will continue to comply with the Governor's proclamation along with following all federal, state, and local laws regarding COVID-19. I have met with command staff; we have a crisis staffing plan that will allow us to maintain our staffing level and qualifications on each shift to ensure no service delivery level reductions. We hope that our members that may leave service can find resolution and through our MOU have provided a method to return to service if a mandate is adjusted or they become vaccinated within a set time limit.
2. Our recruit is progressing well, they have conducted hose, ladder, breathing apparatus confidence courses, vehicle extrication along with successfully passing all physical, practical, and written tests. They completed week 7 of the academy on October 15th. Currently there are 22 recruits progressing through the academy.
3. Budget process is ongoing. I have met with 4 out of 5 of you as of Friday the 15th. We met with Tom Broetje and are continuing to modify and finalize our preliminary budget presentation for Tuesday the 19th. Tom will be at our meeting on the 19th to assist with questions on the budget. I appreciate all your input and have integrated some of the suggested items for your consideration.
4. All NSFD apparatus is operational. On October 14th, I authorized the purchase of two pick up trucks, this was done to ensure we accessed the state bid process saving us 10's of thousands of dollars. These trucks will replace our BC rig and provide our training Captain with a

vehicle to functionally do his job. Another reason to expedite this purchase is the supply chain. We could potentially not see these trucks until late next year. Currently, a "light bar" is about 4 months out. We have delayed purchasing these in anticipation for a contract for service over the last 18 months. It is my professional opinion that we cannot delay any further and must proceed. I appreciated your support during our budget discussions.

5. I have extended Kathy Walsh's part time employment status through March of 2022. She has been an amazing addition to our staff and essential in keeping our administrative needs on track.
6. I met with Zeb from NORCOM we have begun the following projects to ensure our IT services remain intact and vital information is protected. I will be discussing a possible extension of our current agreement with NORCOM next week.
 1. Complete replacement of "switches"
 2. Replace and upgrade our Firewall
 3. Re-new our Office 365 licenses
 4. Work with NORCOM GIS to upgrade mapping
 5. Install 16 new monitors for all response operations computers
 6. Install MDC in A251 to ensure for effective communication and FF safety
 7. Additional projects will be evaluated and presented for the 2022 budget.
7. 2022 training and NKCTC budget discussions are beginning. We do not anticipate having an exact NKCTC prior to the adoption of our 2022 budget.
8. We currently have 3 Operations members off on disability, FMLA or Light duty. We anticipate two additional members taking extended time off for paternity leave in October and November and one possibly having surgery. Overtime expenses are anticipated to be well over current budgeted amounts. Consideration to utilize disaster funds to help offset overage.
9. We are scheduling monthly Labor/Management meetings to ensure we address any issues at the lowest level.
10. The NKCTC will be conducting two academies in 2022. This involves the use of Station 51's facility for most of the year by recruits/instructors and associated staff. We anticipate have recruits in both along with an instructor from the NSFD.
11. NSFD was contacted by the Washington Survey Rating Bureau on September 30. They advised us that we will be up for a review in 2022. Our current WSRB rating is a Class 3. We moved from a 4 to a 3 in December of 2017.
12. The district is currently gathering information on 4 Public Records Request, plus preparing for a 5th Public Records Request. The district is following the recommendation of legal, and we believe all timelines have been met as of October 1, 2021. We are also in the process of hiring a temporary administrative person to deal specifically with the PRR. I will provide you an update as we progress.
13. We have begun the hiring process, announcements on all social media have gone out along with National Testing Network. Through this process it is our intent to hire (4) recruit FFs for this coming January academies. We anticipate hiring another 3 for the September academy. This hiring process will also allow us to look at possible lateral firefighters that

have completed a professional FF probationary process. HR Manager Moore hosted an online hiring panel discussion for potential new hires to ask questions, understand the application process and speak directly to the Fire Chief, Training Captain, (new) Firefighter and HR. In addition, National Testing Network was on hand to answer questions. This was attended by 13 prospective recruits. Special Thanks to Mrs. Moore, Captain Burrow and FF Taiwo.

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 1:34	A shift 1:49	5:15	8:23
B shift 2:25	B shift 2:52		
C shift 3:19	C shift 2:39		
D shift 2:17	D shift 1:42		
10/15/2021	10/15/2021		

Call Types of	Number of Calls -Oct 1-Oct 15, 2021
Rescue	1
Structure Fire	4
Natural Vegetation	0
EMS	93
Odor Smoke	8
Electrical wiring	0
Flammable Liquid spill	2
Public Service	0
Dispatched and cancelled	26
Water problem	0
False alarm/system malfunction	17
Other	0
Total calls	151

COVID-19 Update as of 9/27/2021

1. 153,566 total cases, **an additional 567** in the last 24 hrs. (King County)
2. 8,091 total hospitalizations, **an additional 42 cases** in the last 24 hrs. (King County)
3. 1,899 total fatalities, **4 new deaths** in the last 24 hrs. (King County)
4. Kenmore – **1052 total cases**, **12 new additional** in the last 24 hrs. 71 hospitalizations and 17 fatalities,
5. LFP – **507 total cases**, 21 hospitalizations and 5 fatalities, **7 new cases** in the last 24 hrs.
6. 10% of all hospital beds are with COVID-19 patients and 20% of all ICU beds in King County currently are filled with COVID-19 patients.
7. Unvaccinated individuals are 8 times more likely to catch Covid and, 50 times more likely to be hospitalized and 67 times more likely to die for Covid-19.
8. Pfizer has begun to provide boosters for those over 65 and those over 50 with underlying health conditions.
9. Delta variant 90%+ of all new cases
10. Interactions EMS has with COVID patients up to above 20 per day (was 2 per day a few months ago)
11. Vaccinations – 85% one shot, 79% both shots
12. Achieving herd immunity is dependent on the contagious level of the virus – Delta may be around 85%

Auto Aid IN to Assist NSFD (All Call Types)

Kirkland	2	10-1-10/15
Bothell	8	10-1-10/15
Shoreline	8	10-1-10/15

Auto Aid OUT of District (All Call Types)

Kirkland	4	10-1-10/15
Bothell	9	10-1-10/15
Shoreline	12	10-1-10/15

October 19, 2021

Training:

- Captain Burrow started the Seattle Fire Department's Executive Leadership Academy at the University of Washington's Foster School of Business.
- FireBlast completed an additional repair item to the burn prop.

North King County Training Consortium (NKCTC) Activities:

- NKCTC Training Officer's assisted the academy with Live Fire training at Station 51.
- NKCTC hosted Truck Operations at an acquired structure in Bothell focusing on: vertical ventilation, forcible entry, and Vent Enter Isolate Search techniques.
- The NKCTC Academy 22-1 is currently in Week 8 (week October 18).

Fire Prevention:

- 2 code inspections
- 4 sprinkler/alarm inspections
- 2 pre-apps
- 1 citizen complaint (parking in the fire lane at Arrowhead Elementary School)

