



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 2, 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, Milton Curtis, Rick Webster, and Dave Maehren. Also present was Chief McDonald, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 15 members of the public. Commissioner Pratt was absent.

II. PUBLIC COMMENT

2.1 No public comments.

III. APPROVAL OF THE AGENDA

3.1 *Commissioner Maehren moved to add Item 4.8 Discussion of Fire Chief Performance Review.*

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Conversation with IAFF, Local 2459

- o President, Jeremiah Ingersoll, had no comments for the Board.

4.2 Continuation of Public Hearing on 2022 Proposed Budget

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.

4.2.1 2022 Budget Update Report

- o Chief McDonald presented an overview of the updated proposed 2022 budget.
- o The Board discussed the levy limit worksheet, time schedule, HVAC system at Station 57, and facility reserve fund.

4.2.2 Public Comment

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.

- The Board of Commissioners heard public comment from Lake Forest Park resident, Mike Dee.

4.2.3 Close Public Comment

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 Maehren seconded. The motion passed unanimously.

4.2.4 Board Discussion

- Commissioner Maehren suggested revisiting Resolution 20-10 at a future special meeting.

4.2.5 Board Direction to Staff for 2022 Budget

Commissioner Maehren moved to accept the expense, revenue, and reserve budgets as presented. Commissioner Curtis seconded. The motion passed unanimously.

4.3 RCL Reserve Funding Study- Revisit Resolution 20-10

- The study was not available.

4.4 Updated Policy 1400- Board Meetings

- Commissioner Maehren presented changes to the updated version of Policy 1400.

Commissioner Maehren moved to adopt Policy 1400 as presented. Commissioner Webster seconded. The Board discussed. The motion passed unanimously.

- The Board welcomed Advisory members candidates Lisa Wollum and Nate Herzog.

4.5 Review Policy 2733- Optional Time Off

- Chief McDonald presented changes proposed to Policy 2733.

Commissioner Curtis moved to adopt Policy 2733 as presented. Commissioner Adman seconded. The motion passed unanimously.

4.6 Contract for Services Update

- The Board reviewed the memos sent to Chief Clark and Chief Cowan.
- The Board reviewed and discussed clarifying questions with Chief Cowan.

4.7 Discussion of Potential Future Special Meetings

- The Board discussed having a special meeting on November 9th to discuss Reserve Fund Resolution 20-10, Reserve Funding Study, extension the NORCOM agreement, extension of Bothell Fire Marshall services, Chief's review process, Contract for Services update

Commissioner Maehren moved to have a special meeting Tuesday November 9th at 5pm. Commissioner Webster seconded. The Board Discussed. Commissioner amended the motion to start meeting at 4pm. The motion passed unanimously.

4.8 Discussion of Fire Chief Performance Review

- The Board discussed the process for Fire Chief's performance review.

V. BOARD RESOLUTIONS

5.1 Resolution 21-04, 2022 Fund Allocation for NORCOM

Commissioner Maehren moved to accept the Resolution 21-04 as presented. Commissioner Curtis seconded. The motion passed unanimously.

5.2 Resolution 21-05, 2022 Fire Benefit Charge

Commissioner Maehren moved to accept the Resolution 21-05 as presented. Commissioner Adman seconded. The motion passed unanimously.

5.3 Resolution 21-06, 2022 Property Tax Levy

Commissioner Maehren moved to accept the Resolution 21-06 as presented. Commissioner Adman seconded. The motion passed unanimously.

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$134,061.64
- The Reserve Fund Vouchers totaled \$2,399.45

6.2 Commissioner Compensation

6.3 Meeting Minutes: 10/19/2021

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

VII. REPORTS

7.1 Fire Chief Report

- Chief McDonald updated the Board regarding and upcoming insurance onsite review to interview Chief McDonald.
- Chief McDonald updated the Board on the pilot procedure for masking and testing at Station 51 to accommodate non-vaccinated members at the North King County Training Consortium.

7.2 Commissioner Reports

- Commissioner Webster will invite the commissioner candidates and City Councils to participate in non-voting Advisory Board.
- The Board Secretary will include Advisory members in emails for the board meetings.

7.3 Legal Counsel Reports

- Legal Counsel Paxton updated the Board on the Washington State Fire Commissioners Annual Conference.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

- Special meeting Nov. 9th to discuss Reserve Fund Resolution 20-10, Reserve Funding Study, extension the NORCOM agreement, extension of Bothell Fire Marshall services, Chief's review process, Contract for Services update.

- o November 16th- IT update, update reimbursement mileage policy, meeting times, Commissioner Curtis parting thoughts. FD16 Operations discussion, Fire Chief Performance Review process.

ADJOURNMENT

The meeting adjourned at 6:55PM

NEXT MEETING DATE

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

Attachments: Agenda, 2022 Budget, 2022 King County Assessor Levy Form, Resolution 20-10, Policy 1400, Policy 2733, Contract Clarification letters to ESF&R and Shoreline, Resolution 21-04, Resolution 21-05, Resolution 21-06, Vouchers, Commissioner Compensation, Meeting Minutes 10/19, Chief's Report, Pilot Program for non-vaccinated.

BOARD OF COMMISSIONERS

Electronically signed- Eric Adman
ERIC ADMAN, Member

Electronically signed- Josh Pratt
JOSH PRATT, Member

Electronically signed- Milton Curtis
MILTON CURTIS M.D., Member

Electronically signed- Rick Webster
RICK WEBSTER, Member

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 16th, 2021

From: [Josh Pratt](#)
To: [Board Secretary](#)
Subject: RE: Meeting minutes: Electronic signature- Documents approved 11/16
Date: Wednesday, November 17, 2021 1:46:48 PM

The following documents are Approved and Electronically Signed this 17th day of November, 2021, by Commissioner Josh Pratt.

- Regular Meeting minutes 11/2/2021
- Special Meeting Minutes 11/9/2021

From: [Eric Adman](#)
To: [Board Secretary](#)
Subject: Re: Meeting minutes: Electronic signature- Documents approved 11/16
Date: Wednesday, November 17, 2021 1:07:06 PM

The following documents are Approved and Electronically Signed this 17th day of November, 2021, by Commissioner Adman:

- Regular Meeting minutes 11/2/2021
- Special Meeting Minutes 11/9/2021

From: [Richard Webster](#)
To: [Board Secretary](#)
Subject: RE: Meeting minutes: Electronic signature- Documents approved 11/16
Date: Tuesday, November 16, 2021 8:52:34 PM

The following documents are Approved and Electronically Signed this 16th day of November, 2021, by Commissioner Rick Webster.

- Regular Meeting minutes 11/2/2021
- Special Meeting Minutes 11/9/2021

From: [Milton Curtis](#)
To: [Board Secretary](#)
Subject: RE: Meeting minutes: Electronic signature- Documents approved 11/16
Date: Tuesday, November 16, 2021 8:37:10 PM

The following documents are Approved and Electronically Signed this 16 day of November, 2021, by Commissioner Milton Curtis.

From: Board Secretary
Sent: Tuesday, November 16, 2021 8:31 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Meeting minutes: Electronic signature- Documents approved 11/16

Commissioners,

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

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

- Regular Meeting minutes 11/2/2021
- Special Meeting Minutes 11/9/2021



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, November 2, 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=dW1uWDFpNldlPZ1dSSU1ZYy9LSXVQQT09>

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

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Regular Northshore Board Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Agenda

3.1 Approval of the Meeting Agenda

IV. Board Discussion and Possible Action Items

4.1 Conversation with IAFF, Local 2459

4.2 Continuation of Public Hearing on 2022 Proposed Budget

4.2.1 2022 Budget Update Report

4.2.2 Public Comment

4.2.3 Close Public Hearing

4.2.4 Board Discussion

4.2.5 Board Direction to Staff for 2022 Budget



- 4.3 RCL Reserve Funding Study- Revisit Resolution 20-10.
- 4.4 Updated Policy 1400
- 4.5 Review Policy 2733- Optional Time Off
- 4.6 Contract for Services Update
- 4.7 Discussion of Potential Future Special Meetings

V. Board Resolutions

- 5.1 Resolution 21-04, 2022 Fund Allocation for NORCOM
- 5.2 Resolution 21-05, 2022 Fire Benefit Charge
- 5.3 Resolution 21-06, 2022 Property Tax Levy

VI. Consent Agenda

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Approval of Regular Meeting Minutes 10/19/2021

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 16th, 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

November 1, 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: November 1, 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 \$11,156,437, which is an increase of \$664,158 or 6 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 & equipment, totaling \$170,300.
- 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 \$10,206,397,101, which is a significant increase, 17.22%, 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 \$5,115,506. 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 an estimated levy rate of \$0.14/\$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 45.85 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 6.33 percent over the 2021 budget which will require a commensurate increase in revenue collection.

Changes were made based on suggestions from the Board of Commissioners at the October 19, 2021 Public Budget Hearing, as well as some other minor budgetary needs. Since then, the current levy limit worksheet has noted a decrease in Assessed Valuation, causing the current numbers to show an increase to the tax rate/AV by \$0.05 over the initial viewing.

Staff recommendations to the Board for the 2022 budget and revenue sources are to:

1. Board adoption of Resolution 21-04, Resolution to Approve 2022 Fund Allocation For the Northeast King County Regional Public Safety Communications Agency (NORCOM)
2. Board adoption of Resolution 21-05, Resolution Imposing a Fire Benefit Charge for Calendar Year 2022; and
3. Board adoption of Resolution 21-06, Resolution Approving the 2022 Property Tax Levy; and
4. Board direction for the Board Chair to sign the King County Council levy form presented at the November 2, 2021 meeting.



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 21-04, Resolution to Approve 2022 Fund Allocation For the Northeast King County Regional Public Safety Communications Agency (NORCOM)
 - Resolution 21-05, Resolution Imposing a Fire Benefit Charge for Calendar Year 2022
 - Resolution 21-06, 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	\$1,324,125	\$1,543,097	(\$218,972)	-14%
3 Community Services	\$28,675	\$33,675	(\$5,000)	-15%
4 Training & Development	\$416,185	\$375,216	\$40,969	11%
5 Health & Safety	\$8,800	\$7,800	\$1,000	13%
6 Community Risk Reduction	\$382,313	\$367,948	\$14,365	4%
7 Response Operations	\$8,238,072	\$7,697,594	\$540,478	7%
8 Technical Rescue	\$239,298	\$52,530	\$186,768	356%
9 Hazmat	\$1,900	\$2,500	(\$600)	-24%
11 Fleet Maintenance	\$91,500	\$90,000	\$1,500	2%
12 Facilities	\$247,737	\$177,850	\$69,887	39%
13 Volunteers	\$1,150	\$1,500	(\$350)	-23%
14 Non-Departmental	\$122,650	\$87,820	\$34,830	40%
Totals	\$11,156,437	\$10,492,279	\$664,158	6%

Northshore Fire Department 2022 Expense Budget

<u>Line</u>	<u>BARS Number</u>	<u>BARS Name and Description</u>	<u>Requested Budget</u>
<u>Commissioners (1)</u>			
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
<u>Administration (2)</u>			
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	71,790.41
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	15,000.00
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	20,551.98
		Totals	1,324,125.00

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	522.42.31.30.05	Comm Services - Senior Fall Program	2,500.00
115	522.41.44.10.01	Comm Services - Advertising	500.00
116	522.41.49.60.02	CPR and First Aid	800.00
117	522.41.49.60.03	CPR and First Aid	275.00
118	522.41.49.60.04	CPR and First Aid	2,000.00
119	522.41.49.60.05	CPR and First Aid	200.00
		Totals	28,675.00

Training & Development (4)

120	522.45.10.10.01	Training - Salary & Wages	151,970.13
121	522.45.10.10.02	Training - LT Recruit School Instructor Salary	20,000.00
122	522.45.10.10.03	Training - MERP	1,200.00
123	522.45.11.10.03	Training - OT CBT Inst Training	3,600.00
124	522.45.11.10.07	Training - OT Ad Hoc	6,000.00
125	522.45.11.10.11	Training - OT EVIP Instructors	12,000.00
126	522.45.11.10.33	Training - OT Academy Instructor Backfill (Sept 2021)	68,016.00
127	522.45.11.10.34	Training - OT Academy Instructor (Sept 2021)	14,950.00
128	522.45.11.10.38	Training - OT EVIP Instructor Cert (students)	1,200.00
129	522.45.11.10.39	Training - OT HR/Leadership Training (students)	3,000.00
130	522.45.11.10.40	Training - OT for one (Level 1) to Firemanship Conf	2,200.00
131	522.45.11.10.41	Training - OT for backfill for Pump Academy students	5,000.00
132	522.45.11.10.42	Training - OT for SMEs for NKCTC	4,000.00
133	522.45.21.10.01	Medicare - Training	2,809.81
134	522.45.21.20.01	L&I - Training	5,398.00
135	522.45.21.30.01	WA Paid FML - Training	239.46
136	522.45.22.10.01	Medical & Dental - Training	25,592.17
137	522.45.24.10.01	LEOFF Premiums - Training	7,826.09
138	522.45.25.10.01	Uniforms - Training	400.00
139	522.45.26.10.01	HRA - Training	4,000.00
140	522.45.29.20.01	Life Insurance Premiums - Training	90.00
141	522.45.29.20.02	EAP Premiums - Training	21.12
142	522.45.29.20.03	LTD Annual Contribution - Training	550.00
143	522.45.29.40.01	Longevity - Training	11,012.33
144	522.45.31.10.01	Training - Supplies	750.00
145	522.45.31.10.02	Training - Recruit Supplies	1,000.00
146	522.45.31.30.01	Training - Library Books	750.00
147	522.45.35.10.01	Training - Tools/Equipment	500.00
148	522.45.41.10.02	Training - Professional Services	200.00
149	522.45.41.10.03	Training - Professional Services	8,000.00
150	522.45.41.20.01	Training - EMT School	1,050.00
151	522.45.41.20.10	Training - Conf Reg Ad Hoc	6,200.00

152	522.45.41.20.11	Training - Emerging Leaders Academy - UW	3,600.00
153	522.45.41.20.17	Training - Conf Reg - Firemanship Conference	1,400.00
154	522.45.41.20.20	Training - Academy (Feb 2022)	12,000.00
155	522.45.41.20.22	Training - ODA Registration	4,000.00
156	522.45.41.20.23	Training - FDIC Conference registration Registration	2,080.00
157	522.45.41.20.24	Training - FRI Conference Registration	1,700.00
158	522.45.43.10.06	Training - Firemanship Conference Air Fare	400.00
159	522.45.43.10.10	Training - Firemanship Conference Per Diem	730.00
160	522.45.43.10.11	Training - FDIC Per Diem	700.00
161	522.45.43.10.12	Training - FRI Conference Per Diem	600.00
162	522.45.43.10.13	Training - Ad hoc Per Diem	150.00
163	522.45.43.20.07	Training - FDIC Air Fare	800.00
164	522.45.43.20.08	Training - FRI Air Fare	1,000.00
165	522.45.43.20.09	Training - Ad hoc Air Fare	2,000.00
166	522.45.43.30.07	Training - Firemanship Conference Lodging	1,600.00
167	522.45.43.30.08	Training FDIC Conference Lodging	1,700.00
168	522.45.43.30.09	Training - FRI Conference Lodging	1,700.00
169	522.45.43.30.10	Training - Ad hoc Lodging	1,700.00
170	522.45.43.40.01	Training - Mileage (misc)	150.00
171	522.45.43.50.02	Training - Ground Transport FDIC Conference	75.00
172	522.45.43.50.03	Training - Ground Transport FRI Conference	75.00
173	522.45.48.10.01	Training - Training Prop Maintenane/Repair	5,000.00
174	522.45.48.10.02	Training - Misc. Maintenance/Repair	250.00
175	522.45.49.20.04	Training - Various Subscriptions	150.00
176	522.45.49.20.07	Training - NKCTC Dues	40,000.00
177	522.45.49.20.08	Training - KCFTOA Dues	100.00
178	522.45.49.20.10	Training - KC BLS Core Services to NKCTC	18,145.00
Totals			416,185.11

Health and Safety (5)

179	522.24.29.30.01	Prev. Med. - Flu Shots/Hrg Tests	2,500.00
180	522.24.29.40.01	Prev. Med - Exp Ctrl FU	600.00
181	522.24.31.10.01	Rehab - Food/Beverages (on scene)	200.00
182	522.24.31.10.02	Rehab - Supplies	1,000.00
183	522.24.35.10.01	Health and Safety - Equipment	4,500.00
Totals			8,800.00

Community Risk Reduction (6)

184	522.30.10.10.01	Salary & Wages - CRR	250,000.00
185	522.30.11.10.01	Overtime - CRR	7,200.00
186	522.30.21.10.01	Medicare - CRR	3,734.41
187	522.30.21.20.01	L&I - CRR	7,852.83
188	522.30.21.30.01	WA Paid FML - CRR	380.51
189	522.30.22.10.01	Medical & Dental - CRR	27,833.90
190	522.30.24.10.01	LEOFF Premiums - CRR	7,635.12
191	522.30.24.20.01	PERS Premiums - CRR	10,822.65
192	522.30.25.10.01	Uniforms - CRR	600.00
193	522.30.26.10.01	HRA VEBA - CRR	6,000.00
194	522.30.29.20.01	Life Insurance Premiums - CRR	180.00
195	522.30.29.20.03	LTD Annual Lump Sum	1,100.00
196	522.30.29.20.04	EAP Premiums - CRR	42.24
197	522.30.29.40.01	Longevity - CRR	8,710.91
198	522.30.31.10.01	CRR - Supplies	500.00
199	522.30.31.10.02	CRR - EOC Supplies	750.00
200	522.30.31.10.03	CRR - CERT supplies	800.00
201	522.30.31.30.01	CRR - Library	400.00

202	522.30.41.01.01	Deposit Refunds	0.00
203	522.30.41.10.02	CRR - NEMCO Fees	39,700.00
204	522.30.41.20.05	Conference Registration	2,100.00
205	522.30.43.10.05	Travel - Per Diem	270.00
206	522.30.43.30.05	Travel - Lodging	1,280.00
207	522.30.48.10.01	CRR - Extinguisher servicing	500.00
208	522.30.49.20.01	Dues / Subscriptions	520.00
209	522.30.49.20.02	CRR - Subscription - Inspection software	3,400.00
Totals			382,312.57

Response Operations (7)

210	522.20.10.10.01	Salary & Wages - Response Ops	5,184,658.05
211	522.20.10.10.02	Acting Pay - Response Ops	27,750.00
212	522.20.10.10.03	Holiday Pay - Response Ops	12,000.00
213	522.20.10.10.04	TRT Premium Pay - Response Ops	12,000.00
214	522.20.10.10.05	MERP - Response Ops	56,400.00
215	522.20.11.10.02	Overtime - Response Ops	460,000.00
227	522.20.11.10.10	Overtime - Officer Meetings	8,000.00
228	522.20.21.10.01	Medicare - Response Ops	78,869.55
229	522.20.21.20.01	L&I - Response Ops	275,000.00
230	522.20.21.30.01	WA Paid FML - Response Ops	8,633.18
231	522.20.22.10.01	Medical & Dental - Response Ops	993,947.87
232	522.20.24.10.01	LEOFF Premiums - Response Ops	288,281.82
233	522.20.25.10.01	Uniforms - Class A	5,000.00
234	522.20.25.10.05	Uniforms - Class B	24,000.00
235	522.20.25.10.08	Uniforms - New Hires	12,000.00
236	522.20.25.10.11	Uniforms - Merger Update	25,000.00
237	522.20.25.20.01	Bunker Gear - Replace	37,600.00
238	522.20.25.20.03	Uniforms - New Hire Bunker Gear	26,600.00
239	522.20.26.10.01	HRA - Response Ops	176,000.00
240	522.20.29.20.01	Life Insurance Premiums - Response Ops	4,320.00
241	522.20.29.20.02	LTD Lump Sum - Response Ops	26,400.00
242	522.20.29.20.04	EAP Premiums - Response Ops	1,013.76
243	522.20.29.40.01	Longevity - Response Ops	243,162.64
244	522.20.31.10.01	Hydrant Maint - Supplies	500.00
245	522.20.31.10.05	EMS Supplies	20,000.00
246	522.20.31.10.06	GIS - ArcView/Supplies	3,000.00
247	522.20.31.10.10	Defib supplies	4,000.00
248	522.20.31.10.11	Medical supplies - Covid-19	5,500.00
249	522.20.31.10.12	Medical supplies - DOH Grant Exp.	1,200.00
250	522.20.31.10.13	Oxygen	750.00
251	522.20.31.10.14	Bio Hazard Disposal	1,000.00
252	522.20.31.10.15	EMS Equipment - Repair/maint	1,000.00
253	522.20.31.10.16	IMS Supplies	1,000.00
254	522.20.35.10.02	Tools & Equipment	6,600.00
255	522.20.35.10.11	SCBA	8,900.00
256	522.20.35.10.19	Tools & Equipment - Winter Storm Supplies	2,000.00
257	522.20.35.10.21	Tools & Equipment - Hose and Nozzles	12,500.00
258	522.20.35.10.22	Tools & Equipment - Hydrant Kits	1,000.00
259	522.20.35.10.23	Tools & Equipment - Hose and Nozzles	800.00
260	522.20.35.10.24	Tools & Equipment - Wildland Hose Packs	0.00
261	522.20.35.10.25	Tools & Equipment - Ballistic Vests and Helmets	44,500.00
262	522.20.35.10.26	Tools & Equipment - Inflatable PFD's	5,500.00
263	522.20.42.10.01	Communications - Dispatch Fees	212,135.00
264	522.20.42.10.02	Communications - Dispatch repairs	2,000.00

265	522.20.42.20.01	Communications - Dispatch Pagers	500.00
266	522.20.42.20.02	Communications - Radios (PCERN)	100,000.00
267	522.20.42.60.01	Communications - 800 MHZ fees	20,000.00
268	522.20.48.10.01	Hose-Annual hose test	4,000.00
269	522.20.48.10.02	Ladders-Annual test	1,300.00
270	522.20.49.20.01	ESO Reporting	4,000.00
271	522.20.49.20.03	NFORS/Norcom fees	2,000.00
Totals			8,238,071.87
Technical Rescue (8)			
272	522.21.11.10.11	TRT - OT for Swimmers	46,200.00
273	522.21.21.30.01	TRT WA Paid FML	67.76
274	522.21.31.10.01	TRT - Supplies	200.00
275	522.21.35.10.03	TRT - Swimmer Equipment	170,300.00
276	522.21.35.10.05	TRT - Rope	8,530.00
277	522.21.41.20.00	TRT - Conf Registration	14,000.00
Totals			239,297.76
Hazmat (9)			
278	522.22.31.10.01	Office / Operating Supplies	300.00
279	522.22.35.10.01	Tools / Equipment	1,600.00
Totals			1,900.00
Fleet Maintenance (11)			
280	522.60.31.50.02	VEH - Supplies	1,500.00
281	522.60.32.10.01	VEH - Gas and Diesel	19,500.00
282	522.60.48.10.01	VEH - Body work/repairs	3,000.00
283	522.60.48.20.01	VEH - Support Vehicles	10,000.00
284	522.60.48.20.02	Purchase Pickup Truck for Training	60,000.00
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)	4,120.00
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	247,737.00

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

11,156,437

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
257	522.20.35.10.21	Tools & Equipment - Hose and Nozzles	12,500.00
261	522.20.35.10.25	Tools & Equipment - Ballistic Vests and Helmets	44,500.00
262	522.20.35.10.26	Tools & Equipment - Inflatable PFD's	5,500.00
266	522.20.42.20.02	Communications - Radios (PCERN)	100,000.00
315	522.50.48.51.18	FAC - Training Tower Additions	130,350.00
284	522.60.48.20.02	Purchase Pickup Truck for Training	60,000.00
285	522.60.48.20.05	Purchase New B151 Vehicle	100,000.00
			\$ 512,850.00

Revenue Budget

2022 Budget Preparation

Revenue Classification	2022 Revenue Budget	2021 Revenue Budget	Difference	%
1 Levy (\$0.55/1,000)	\$ 5,710,000	\$ 5,599,961	\$ 110,039	2%
2 Fire Benefit Charge (FBC)	\$ 5,115,506	\$ 4,413,338	\$ 702,168	16%
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	\$ 11,468,443	\$ 10,624,041	\$ 844,402	8%

Notes

- A) We are estimating that the Jurisdictional Assessed Value (AV) is projected to increase by 20.00%. Calculations are based on the most current available levy limit worksheet from King County. Final worksheet will be sent in December and may change the 2022 Levy amount based on the AV at that time.
- B) The preliminary levy limit worksheet projects a total increase to the allowable levy to be \$110,039. This increase includes \$39,154 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 \$5,115,506
- D) The proposed total increase to taxes and benefit charge collections is \$844,402 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	
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	\$	11,156,437
Reserve Fund Allocation	\$	679,816
GO Bond Payment	\$	1,368,250
Total Anticipated Expenses	\$	13,204,503
2021 Expense Fund Carryover	\$	427,413
2021 Unanticipated Revenue	\$	-
Total Carryover Funding	\$	427,413
2022 Miscellaneous Revenue	\$	642,937
2022 Allowable Levy	\$	5,710,000
2022 Benefit Charge	\$	5,115,506
2022 GO Bond Excess Levy	\$	1,368,250
Total 2022 Revenue	\$	12,836,693
Total Available Resources	\$	13,264,106
	\$	59,603
Effective 2022 Tax Rate/AV		\$1.19
Effective 2022 AV - Levy + FBC		\$1.06

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 \$5,115,506. The 2022 revenue requirements have been offset by revenue from new construction, unanticipated revenue, and the projected 2021 carryover.
- D) If Jusidicional Assessed Valuation (AV) increases when we receive the final levy limit worksheet in December, that would reduce the Effective Tax Rate/AV and the Effective AV-Levy + FBC rates. Currently, those figures are based on the total Jurisdictional AV on the levy limit worksheet received on November 1, 2021.

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	\$ 10,206,397,101	17.22%	\$ 5,710,000	\$0.56	\$ 5,115,506	\$ 1.19	45.85%	\$ 642,937	\$ 11,468,443	7.95%	\$11,156,437	6.33%
AVG		8.10%		\$0.88	\$ 2,226,683	\$ 1.41	36.13%			6.20%		6.14%
10 YEAR AVG		4.54%		\$0.81	\$ 3,223,509	\$ 1.40	37.26%			2.45%		3.07%

**By Ordinance 2152 of the Metropolitan King County Council
Taxing Districts are required annually
to submit the following information regarding their
tax levies for the ensuing year as part of a
formal resolution of the District's governing body.**

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF **KING COUNTY FIRE PROTECTION DISTRICT NO. 16 (dba NORTHSHORE FIRE DEPARTMENT)** THAT THE ASSESSED VALUATION OF PROPERTY LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT YEAR 2021 IS:

	\$	10,206,397,101
REGULAR (STATUTORY) LEVY (AS APPLICABLE):		
EXPENSE FUND	\$	5,702,017
- TEMP. LID NAME	\$	
- TEMP. LID NAME	\$	
RESERVE FUND	\$	
NON-VOTED G.O. BOND (Limited)	\$	
REFUNDS (Noted on worksheet)	\$	7,983
TOTAL REGULAR LEVY	\$	5,710,000

EXCESS (VOTER APPROVED) LEVY:
(Please list authorized bond levies separately.)

G.O. BONDS FUND LEVY	\$	1,368,250
G.O. BONDS FUND LEVY	\$	
G.O. BONDS FUND LEVY	\$	

SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT WHICH APPROVED)

Fire Benefit Charge	\$	5,115,506
	\$	

TOTAL TAXES REQUESTED: \$ 12,193,756

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT FOR TAX YEAR 2022 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY LAW.

Rick Webster, Board Chair

11/02/2021
(DATE)



Northshore Fire Department

2022 Budget

Update as of November 2, 2021

Changes From the 10/19/2021 Meeting

- ▶ Added \$2,500 for Senior Fall Program
- ▶ Removed the additional \$100,000 in Facilities HVAC request for Station 57 upgrade
- ▶ Removed the two vehicles from Reserve Fund purchases as indicated by Commissioner Maehren
- ▶ Medical rates for 2022 were not increasing as anticipated, removed the 5% estimated increase from all categories
- ▶ Changed wages to reflect only 5.5% COLA estimate

Changes Since the 10/25/21 Website Posting

- ▶ Addition in Water Rescue Program to account for additional tools/equipment needed for total number of expected Rescue Swimmers, making the new total \$170,300 instead of \$167,000
- ▶ Additional \$6,000 in IT Hardware to account for Laptops that are unavailable until 2022
- ▶ Additional \$3,600 in Training for Emerging Leaders Academy at University of Washington

2022 BUDGET REQUESTS as of 11/2/2021

▶ Current Request	\$11,156,437
▶ Reserves	<u>679,816</u>
	\$11,836,253
2022 Bond Payment	<u>1,368,250</u>
	\$13,204,503

Updated Revenue Forecast @ 1.06

AV increase is fluctuating between 17.22% and 23.51%

Est. 2022 AV (Currently @ 17.22%)	\$10,206,397,101
--------------------------------------	------------------

Property Tax*	\$5,710,000
Fire Benefit Charge	<u>\$5,115,506</u>
Effective Tax Rate	\$10,825,506

EMS Levy Funds	\$455,818
Est. Misc. Revenue	<u>\$187,119</u>
Total Revenue	\$11,468,443

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	\$5,710,000
2022 Fire Benefit Charge	\$5,115,506
2022 GO Bond Excess Levy	<u>\$1,368,250</u>
	\$13,264,106
Project Needs	<u>(\$13,204,503)</u>
DELTA	\$59,603

2022 Effective Tax Rate/AV

$$((5,710,000 + 5,115,506 + 1,368,250) / 10,206,367,101) \times 1,000 = 1.19^*$$

* If Jurisdictional Assessed Valuation increases, then the total Tax Rate/AV would decrease. For example, if AV increases to 20.00% then the total Tax Rate/AV would potentially be \$1.17

BUDGET CALENDAR

- BUDGET REQUESTS DUE AUGUST 31, 2021 Complete
- PRELIMINARY BUDGET REVIEW OCTOBER 19, 2021 Complete
- Preliminary budget provided to Board and posted on website by close of business OCTOBER 25, 2021 Complete
- FINAL BUDGET ADOPTION NOVEMBER 2, 2021 On time
- 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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- **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

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To: Commissioners <e-mailcommissioners@northshorefire.com>
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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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Dawn Killion

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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**
- **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**

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

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 _____.

- **AP_NOSHRFIR_APSUPINV_20201103161040 RES Fund**

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- **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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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 open public meeting 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.

Commented [DM1]: Added 'open public meeting' advisory positions...
This language restricts advisory members to participation in the open public meeting discussions. Since executive sessions are not part of the open public meeting advisory members would not participate in these sessions.

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.

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

6.4.17.4.1 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.

6.4.27.4.2 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.

6.4.37.4.3 The general format for the agenda document will include:

- | | |
|-----------------------|--|
| <u>6.4.3.17.4.3.1</u> | I. Open Meeting |
| <u>6.4.3.27.4.3.2</u> | II. Approval of Agenda |
| <u>6.4.3.37.4.3.3</u> | III. Public Comment |
| <u>6.4.3.47.4.3.4</u> | IV. Board Discussion and Possible Action Items |
| <u>6.4.3.57.4.3.5</u> | V. Board Resolutions |
| <u>6.4.3.67.4.3.6</u> | VI. Reports |
| <u>6.4.3.77.4.3.7</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. |

6.57.5 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.

6.67.6 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.

~~6.6.2~~7.6.2 All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by a member of the Board.

~~6.6.3~~7.6.3 Meetings should be conducted in accordance with the following ground rules:

~~6.6.3.1~~7.6.3.1 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.

~~6.6.3.2~~7.6.3.2 Consider ideas with an open mind. Ideas may be respectfully challenged by asking questions – focus on ideas and refrain from personal attacks.

~~6.6.3.3~~7.6.3.3 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.

~~6.6.3.4~~7.6.3.4 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.

~~6.6.3.5~~7.6.3.5 Each member should try to keep discussions on task and efficient.

~~6.6.3.6~~7.6.3.6 Instead of invalidating others’ suggestions, share your own new idea or contribution.

~~6.6.3.7~~7.6.3.7 Issues which have been decided will only be reopened in rare instances and with agreement of the majority of the Board.

~~6.6.3.8~~7.6.3.8 Prior to the Board voting on a motion the Chair or District Secretary will restate the motion.

~~6.6.3.9~~7.6.3.9 Decisions made by the Board will be summarized by the Chair or District Secretary prior to moving to the next topic.

~~6.7.7~~7.7 VOTING –

~~6.7.1~~7.7.1 The vote on all matters shall be oral. Results will be announced immediately and recorded in the minutes.

~~6.7.2~~7.7.2 When the vote is not unanimous the meeting minutes shall record the yeah, neah and abstentions by name for each commissioner.

~~6.7.3~~7.7.3 A Commissioner may change his/her vote if the change is announced before the Chair announces the results of the vote.

~~6.7.4~~7.7.4 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.

~~6.8.8~~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 may participate in person, by virtual attendance using the 'hand raise' function, or by written comment submitted to the board secretary in advance of the meeting. ~~Individuals~~ shall first be recognized by the Chair. ~~Individuals,~~ ~~After identifying themselves, each commenter will have up to three minutes to address the board.~~ Commenters are encouraged to make comments as briefly as the subject permits. The Chair shall maintain order and ensure the appropriateness of discussion.

~~6.8.27.8.3~~ ~~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.~~

~~-Add documents shared during the meeting will be posted with the meeting minutes~~

~~Also modify the Meeting minutes policy~~

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Commented [DM2]: I believe we should look forward to hybrid format meetings. In that case individuals in attendance would make their public comment in person. Those attending virtually would be recognized via the 'hand raise' function. Additionally, I believe persons should be able to submit written comments that can be read into the record by the board secretary.

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NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Optional Time-Off

Policy Number:	2733	Approved By:	<u>Interim Chief Ahearn</u> Chief Torpin
Effective Date:	December 1, 2007	Revision Date:	February 21, <u>2017</u> May XX, <u>2021</u>
Pages:	4	Attachments:	1

1 PURPOSE

- 1.1 To provide guidelines for accruing, using, and reporting optional time-off for eligible employees.

2 REFERENCES

- 2.1 ARTICLE 12 Vacation, *Collective Bargaining Agreement*
2.2 ARTICLE 13 Holidays, *Collective Bargaining Agreement*
2.3 RCW 1.16.050, *Legal Holidays*

3 RESPONSIBILITY

- 3.1 Employees shall be familiar with the provisions of this policy and schedule optional time off in accordance with District policy and departmental guidelines.
3.2 Managers/Supervisors responsible for approving optional time off shall do so according to this policy.

4 DEFINITIONS

- 4.1 **OPTIONAL TIME OFF:** Paid time off from work that an employee can schedule in advance by using hours accrued for the purpose of vacations and holidays.

5 POLICY

- 5.1 The District will provide its regular, full-time employees with paid vacation time off to ensure income continuation during a restful break from the work routine increasing individual effectiveness, efficiency and morale.
5.1.1 Bargaining Unit personnel shall accrue vacation leave each month in accordance with the following schedule:

Years of Service	Hours/Month	Hours/Year
0-1	7	84
1-3	8	96
3-5	10	120
5-6	14	168
6-8	16	192
8-15	18	216
15-20	20	240
20+	24	288

5.1.2 Employees who have heretofore or shall hereafter enter Local 2459 through lateral entry shall receive credit for their total number of months of full time service in other departments.

5.1.3 Non-represented employees shall accrue vacation leave each month in accordance with the following schedule.

Years of Service	Hours/Month	Hours/Year
0-1	7	84
1-3	8	96
3-5	10	120
5-6	14	168
6-8	16	192
8-15	18	216
15+	20	240

5.2 Employees shall be permitted to carry over accrued vacation leave hours from year to year as per the following schedules:

5.2.1 Bargaining Unit Personnel shall be permitted to carry over a maximum of 288 hours of vacation at the end of the calendar year.

5.2.2 Non-represented employees shall be permitted to carry over a maximum of 480 hours of vacation at the end of the calendar year.

5.3 Employees shall be responsible to schedule and use all vacation leave hours that exceed the annual maximum carry-over during the calendar year.

5.3.1 Once an employee reaches the carry-over cap, the employee shall schedule all hours in excess of the cap for use in the same calendar year.

5.3.2 Any vacation leave hours exceeding the identified maximum will not carry over into the next year.

5.4 The District will recognize official holidays by providing employees assigned to a 40 hour per week schedule with the day off from work with pay on the following legal holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The day following Thanksgiving
- Christmas Day
- One floating Holiday of the employee's choice. Floating Holiday will be the equivalent hours of the normal work day.

5.3.1 Whenever a holiday falls on a Saturday or Sunday, either the Friday preceding or the Monday following shall be considered the legal holiday.

5.5 In lieu of holidays, employees assigned to a 24 hour shift shall receive 96 hours of holiday leave on January 1st of each year.

5.5.1 Unused holiday hours will not be carried over into the next year.

- 5.5.2 Employees working on Thanksgiving and Christmas Day shall be paid 1.5 times their normal rate of pay.
 - 5.5.2.1 No optional time off shall be granted on Thanksgiving or Christmas Day, unless the minimum staffing can be maintained. At 0800 on the above-mentioned days, a maximum of two employees may be granted optional time off.
- 5.5.3 Employees hired during the year shall receive a prorated number of holiday hours based on their date of employment.
- 5.5.4 Employees who are temporarily assigned to a 40 hour per week schedule shall be provided the day off with pay on any of the official holidays listed in section 5.4 that occur during the temporary assignment. In such cases, the employee shall forfeit an equal number of hours of optional time for time-off provided.
- 5.6 Upon separation of employment, unused accrued vacation leave hours (up to the maximum number of hours identified in section 5.2) will be paid in the final paycheck at the employee's regular rate of pay. If, at the time of separation, the employee has been in their current position for less than six months prior to termination, unused accrued vacation will be paid for on the basis of the position when accrued.
 - 5.6.1 Employees who terminate employment during the year shall receive prorated pay for the holiday time unless the time was taken in lieu of pay, and, if the employee used more holiday time than was earned, an adjustment shall be made to the final payout received by the employee reflecting that use.

6 PROCEDURES/GUIDELINES

- 6.1 All optional time off shall be approved in advance and scheduled per this procedure.
- 6.2 Employees assigned to a 40 hour workweek shall request optional time off by utilizing the District's scheduling program.
 - 6.2.1 Optional time off shall also be entered on the Admin Calendar.
 - 6.2.2 Scheduling conflicts shall be resolved in a fair and equitable manner by the Supervisor or Fire Chief.
- 6.3 Employees assigned to a 24 hour shift shall request optional time off by utilizing the District's scheduling program. The last shift worked shall include debit days (not trades or overtime).
 - 6.3.1 After the last shift worked, a member may request optional time off provided that the time off will not cause overtime and the absence will not interfere with operational plans of the shift, such as training or projects. Members requesting optional time off after the last shift worked are responsible for contacting the shift Battalion Chief to make their request.
 - 6.3.2 The shift Battalion Chief will use discretion when granting time off after the end of the last shift worked. If the Battalion Chief has determined granting additional time off will interfere with shift operations after the last shift worked, ~~he/she/they~~ may deny such optional leave by a notation

on the master calendar after 0800 on the last shift worked.

- 6.4 An employee may cancel scheduled optional time-off, however only the annual maximum of an employee's vacation leave balance will carry over into the new calendar year in accordance with section 5.3 only if the member moves the scheduled time off to other open slots in the same calendar year.
- 6.5 Scheduling conflicts shall be resolved by seniority, through optional time off procedures as agreed upon within the bargaining unit, however:
 - 6.5.1 Employees cannot be bumped from an approved and scheduled day off within thirty (30) days of the date scheduled off.
 - 6.5.2 An employee bumped from a scheduled day-off day by a senior member shall be notified as soon as possible by the Battalion Chief to allow maximum period of time to exercise alternatives.
 - 6.5.3 Once an employee has begun their period of leave through optional time off, leave during said period will not be revoked.
- 6.6 For employees assigned to a 24 hour shift, optional time off may be scheduled at a minimum of 12 hours.
 - 6.6.1 Exceptions to the 12 hour minimum shall be given when time off is being used for attending approved fire service related classes or other leaves as may be approved by the Chief.
 - 6.6.2 Additional time off shall be allowed in a minimum one hour without regard to the number of individuals with time off scheduled as long as minimum staffing will be maintained and time off will not interfere with operational plans of the shift, such as training or projects. NOTE: Approval for such time off will be provided no sooner than 0730 of the day requested off.
- 6.7 A maximum of two suppression employees shall be allowed optional time off at any one time except as provided in 6.5.2 above and per the following:
 - 6.7.1 When a "double-debit" day is scheduled, a third employee shall be allowed optional time off as long as it is projected that minimum staffing can be maintained. Should it be determined that minimum staffing cannot be maintained up to 14 days prior to said optional time off, it will be revoked.
 - 6.7.1.1 Assignment of an acting officer would be permitted when available.
 - 6.7.2 When a Battalion Chief takes optional time off, and is replaced by another Battalion Chief using "Coverage" hours, the Battalion Chief shall not be counted for purposes of maximum employees off for that period of time.
- 6.8 The manager/supervisor granting leave shall be responsible to fill vacancies with overtime when necessary.
- 6.9 Vacation or holiday leave may be used in lieu of sick leave as provided in Policy 2720. Employees must submit this request to Human Resources or the Fire Chief

by the end of their first shift worked upon return from sick leave or disability for approval.

To: Chief Jeff Clark, Eastside Fire and Rescue
 From: Northshore Fire Department Board of Commissioners
 RE: Contract for Services Clarification
 Date: October 25, 2021

Chief, thank you for the hard work on the proposal you have submitted. As you are aware, the Northshore Board of Commissioners voted to postpone our contract decision into 2022. In the meantime, the existing board is working to clarify cost estimates and options, so the incoming board will more easily be able to compare the contracts.

Since RCW 43.09.210(3) requires service provided from one public agency to be paid for at its true and full value, Northshore Fire will be obligated to reconcile and pay for any cost overruns beyond the contract amounts. For that reason, the Northshore Board is seeking to assure the proposed costs are reasonable, realistic, and reliable over time.

The following table identifies some areas where we would like more information. We would also like you to verify we have identified the correct totals as shown. The table is followed by a list of clarifying questions / comments.

It would be ideal for our discussion purposes if you were able to have responses to our questions by November 1.

Contract cost area	EFR - 2022
Operations staffing - E151, A151, B151, E157	\$7,393,174.00
Option - A151 peak only	\$(673,734.76)
Operations Costs (AKA General Expenses)	\$1,046,946.00 (provide supporting detail)
Administration wages and benefits	\$0, not taking any admin staff
Shared BC option	\$(460,089.00)
Keep BC in Northshore (no reduction in BC's)	Included in proposal
Increase tech rescue capability	\$116,486.00
Increase hazmat capability	\$116,486.00
CRR (Fire Marshal, Pub Ed, PIO)	Included
Startup costs	\$412,936.00 (Share of liability reserve fund – please clarify components/what is paid)
Contract administration charge	\$829,012.00 (Please specify what is included in this category and how the NFD proportional share was calculated)
Annual equipment replacement charge	\$135,189.00
Annual vehicle replacement fund contribution	Northshore handles and pays all per NFD replacement plan or per the ESF&R plan?
Vehicle maintenance	Included? Separate fee, or NUD?
Annual capital facilities maintenance	\$50,000.00
Capital facilities replacement / remodel	Northshore handles and pays all per NFD replacement plan. ESF&R manages the projects.

Clarifying questions/comments

1. Please identify the components for 'Operational Costs'. What is included in these costs and how was the Northshore proportional share of these costs determined?
2. Please identify the components for 'Contract Administration Charge'. What is included in these costs and how was the Northshore proportional share of these costs determined?
3. Please identify the components for 'Startup Costs'. What is included in these costs and how was the Northshore proportional share of these costs determined? What is paid out of the Eastside Liability Reserve Fund? What does it cover?
4. Please clarify item 4.5, Charges Under RCW 52.30.020. Will revenue collected be credited to Northshore or will these fees be retained by Eastside Fire and Rescue? Will Eastside Fire and Rescue charge a fee for managing this effort?
5. The Northshore Board has decided to fund a water rescue program beginning in 2022. This effort funds 12 rescue swimmers, training, equipment and two rescue watercrafts. Please include the Eastside Fire and Rescue costs to maintain this program.
6. Does EFR charge for transport in other contract jurisdictions? Is it possible to charge for transport under EFR in one jurisdiction and not in another? Should NFD decide to implement a fee for transport program, is it possible for you to estimate the net annual receipts?
7. How will operational overtime costs be allocated between agencies?

To: Chief Matt Cowan, Shoreline Fire Department
 From: Northshore Fire Department Board of Commissioners
 RE: Contract for Services Clarification
 Date: October 25, 2021

Chief, thank you for the hard work on the proposal you have submitted. As you are aware, the Northshore Board of Commissioners voted to postpone our contract decision into 2022. In the meantime, the existing board is working to clarify cost estimates and options, so the incoming board will more easily be able to compare the contracts.

Since RCW 43.09.210(3) requires service provided from one public agency to be paid for at its true and full value, Northshore Fire will be obligated to reconcile and pay for any cost overruns beyond the contract amounts. For that reason, the Northshore Board is seeking to assure the proposed costs are reasonable, realistic, and reliable over time.

We also want to make sure you have all the information needed to make your proposal as accurate as possible. The RCL consultant assessment for Capital Facilities inventory and replacement will be provided to you. NFD uses this assessment to identify reserve fund requirements. We are in the process of updating this assessment for our 2022 budget effort.

Clarifying assumptions:

- NFD wants to retain all reserves reimbursing the contact agency for direct costs.
- NFD wants to retain ownership of property, apparatus, and equipment.

The following table identifies some areas where we would like more information. We would also like you to verify we have identified the correct totals as shown. The table is followed by a list of clarifying questions / comments.

It would be ideal for our discussion purposes if you were able to have responses to our questions by November 1.

Contract cost area	Shoreline - 2022
Salary & benefits - E151, A151, B151, E157, A157 peak hour unit, administration	\$7,568,068.00
Option - A157 peak hour	Included in proposal
Cost without A157 peak	Need number for comparison
Transport revenue	\$245,178.00 net revenue
Operations Costs (AKA General Expenses)	\$1,137,309.00 (detail in Appendix E)
Administration wages and benefits	Included above
Shared BC option	Included in proposal
Keep BC in Northshore (no reduction in BC's)	Need number for comparison purposes
Increase tech rescue capability (EFR option)	Not proposed
Increase hazmat capability (EFR option)	Not proposed
CRR (Fire Marshal, Pub Ed, PIO)	Included in proposal

Startup costs (what are components?)	Please clarify startup costs & transfers, given NFD preference of retaining reserves.
Contract administration charge	Not proposed
Annual equipment replacement charge	NFP pays 40% of shared expenses (need number)
Annual vehicle replacement fund contribution	\$220,000
Vehicle maintenance	Included in proposal – provided by SFD
Annual capital facilities maintenance	TBD – need number
Capital facilities replacement / remodel	Northshore handles and pays from reserves per NFD replacement plan

Clarifying Questions/Comments

1. Please delete the transfer of Northshore Reserve Funds from Northshore to the Shoreline Fire Department. The Northshore Fire Department will reimburse the Shoreline Fire Department for expenses related to the purchase of equipment, apparatus, facilities improvements and LEOFF1 medical expenses.
2. Please provide the costs for staffing stations 51 and 57 and support services at the current NFD level and identify options for improved service separately from the basic staffing requirements. Your current proposal identifies cost / savings for combining Battalion Chiefs, adding a peak hour's aid car, charging for patient transport. Please cost these options separately so the Northshore board can assess the value.
3. Please identify the startup costs for your proposal.
 - a. Clarify the transfer of funds to cover employee vacation and sick leave accounts. We realize calculation for the exact cost will be made to coincide with the commencement date of the contract. Your estimate for the transfer of funds from Northshore to Shoreline is \$631,545, yet the total Northshore liability is estimated at \$1,362,503. Please verify your cost requirements given the RCW 43.09.210(3) requirement.
 - b. Provide startup funding for building maintenance if needed.
 - c. Please clarify your request for operational Reserves. (\$1,250,781, Page 27). Are these start-up costs or an ongoing reserve fund? Please identify how these funds will be used.
 - d. Provide a cost reimbursement method for managing the LEOFF1 medical reimbursement expenses.
4. The Northshore Board has decided to fund a water rescue program beginning in 2022. This effort funds 12 rescue swimmers, training, equipment and two rescue watercrafts. Please include the Shoreline Fire Department costs to maintain this program.
5. Please provide a specific cost for annual capital equipment replacement.
6. Please identify the annual / general facility maintenance costs. These costs include routine maintenance. As the contracting agency we would expect to use the Shoreline facility maintenance matrix. Large capital expenditures will be funded through the Northshore Building Facility Reserve Fund. The RCL Consultant Study identifies the current funding strategy for the NFD facilities. We are in the process of updating this study and will provide that information when it is available.
7. The Shoreline Fire Department administration costs presented in Appendix B; page 44 uses two tables. Is the total NFD administrative total cost share \$845,390? (Table 1 plus table 2).

8. Please estimate the Battalion Chief reduction savings by year and the expected timeline to complete the consolidation. What will the Northshore share be during this transition and Northshore's share of the costs once the Battalion Chief positions have been reduced to four?
9. The Northshore Board understands that the Shoreline Fire Department's post-retirement medical benefits are funded from annual revenues instead of a dedicated reserve fund. Would Northshore share in these costs going forward? How would that impact our contract for service costs?
10. Please provide a process for reconciliation of contract costs, estimated to actuals, for the end of each year or end of each quarter. The proposed contract (3.1 (d) (ii)) does not provide a reconciliation to actual costs or a process to for adjustments. If you have a strategy for assuring cost controls year over year that would be helpful as well.
11. How will operational overtime costs be allocated between agencies?



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 21-04

**RESOLUTION TO APPROVE 2022 FUND ALLOCATION FOR
THE NORTHEAST KING COUNTY REGIONAL PUBLIC SAFETY
COMMUNICATIONS AGENCY (NORCOM)**

WHEREAS, the Northeast King County Regional Public Safety Communications Agency (NORCOM) was formed November 01, 2007; and

WHEREAS, NORCOM is in the process of adopting its annual budget for 2022; and

WHEREAS, the NORCOM Interlocal Agreement dated November 1, 2007, to which King County Fire District No. 16 (“District”) is a party, requires that the Board of Fire Commissioners of the District approve the District’s allocation for the NORCOM budget;

NOW, THEREFORE, BE IT RESOLVED, that the King County Fire Protection District No. 16 Board of Commissioners hereby approves the District’s allocation of funds for the 2022 NORCOM budget as presented in the NORCOM 2022 Revenue Summary adopted by the NORCOM Governing Board in the amount of \$212,185.00.

ADOPTED at a regular meeting of the King County Fire Protection District No. 16 Board of Commissioners this 2nd day of November 2021.

BOARD OF COMMISSIONERS

RICK WEBSTER, Board Chair

ERIC ADMAN, Member

JOSH PRATT, Member

MILTON CURTIS, Member

DAVE MAEHREN, Member

ATTEST:

AMY OAKLEY, Secretary
Board of Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 21-05

**RESOLUTION IMPOSING A FIRE
BENEFIT CHARGE FOR THE CALENDAR YEAR 2022**

WHEREAS, pursuant to RCW 52.18, the Board of Fire Commissioners (“Board”) of King County Fire Protection District No. 16 (“District”) is authorized to fix and impose a fire benefit charge on personal property and improvements to real property, which are located within the District on the date specified, and which have received or will receive benefits provided by the District, to be paid by the owners of the property; and

WHEREAS, at a special election on February 12, 2019, the voters of the District authorized the imposition of a fire benefit charge for a period of six years commencing in 2020, not to exceed an amount equal to 60 percent of its operating budget; and

WHEREAS, pursuant to RCW 52.18.060(2), the Board is required to conduct an annual review of the fire benefit charge and hold a public hearing; and

WHEREAS, the Board duly noticed and held a public hearing on October 19, 2021 and continued to November 2, 2021; and

WHEREAS, at the conclusion of the public hearing on November 2, 2021 and after reviewing and considering the testimony and evidence provided, the Board determined it necessary to impose a fire benefit charge on personal property and improvements to real property within the District for calendar year 2022; and

WHEREAS, the District’s fire benefit charge amount from the previous year was \$4,413,338.

NOW, THEREFORE, it is resolved by the Board of Fire Commissioners of King County Fire Protection No. 16:

1. That fire benefit charges take into consideration the insurance savings resulting from the provision of benefits by the District, the amount of fire protection required by the property and the special services provided to the properties by the District; and
2. That the Board determined that the methodology utilized to calculate the fire benefit charges reasonably takes into consideration the facts and circumstances of each

property for which a fire benefit charge is imposed, and further that each individual fire benefit charge is reasonably proportioned to the measurable benefits to the property resulting from the services afforded by the District; and

3. That the amount of the fire benefit charge to be collected in 2022 is hereby established to not exceed \$5,115,506; and
4. That as part of the 2022 budget adoption an *increase* in the proposed aggregate fire benefit charge is hereby authorized for 2022 in the amount of \$702,168, which is a percentage *increase* of approximately 16 percent from the previous year; and
5. That the proposed fire benefit charge will be imposed on the affected properties beginning January 1, 2022; and
6. That the property owners will be notified, in writing, of the amount of the fire benefit charge to be imposed on their property prior to the implementation of the provisions of RCW 52.18.070 establishing a Fire Benefit Charge Review Board.

ADOPTED at a regular meeting of the King County Fire Protection District No. 16 Board of Fire Commissioners this 2nd day of November 2021.

BOARD OF FIRE COMMISSIONERS

RICK WEBSTER, Board Chair

ERIC ADMAN, Member

JOSH PRATT, Member

MILTON CURTIS, Member

DAVE MAEHREN, Member

ATTEST:

AMY OAKLEY, Secretary
Board of Fire Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 21-06

RESOLUTION APPROVING THE 2022 PROPERTY TAX LEVY AND 2022 BUDGET

WHEREAS, pursuant to RCW 84.55.120, the Board of Fire Commissioners (“Board”) of King County Fire Protection District No. 16 (“District”) has properly given notice of the public hearing held October 19, 2021, which was continued to November 2, 2021, to consider the District’s expense budget for the 2022 calendar year; and

WHEREAS, after the public hearing and after duly considering all relevant evidence and testimony presented, the Board has determined that the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the District and in its best interest; and

WHEREAS, the County Assessor has notified the District that the assessed valuation of real properties lying within the boundaries of the District for the assessment year of 2021 and tax year 2022 is estimated to be \$10,206,397,101; and

WHEREAS, the District’s actual levy amount from the previous year was \$5,599,961; and

WHEREAS, the population within the District is more than 10,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of King County Fire Protection District No. 16 after hearing and considering all relevant evidence and testimony presented:

1. That the Honorable County Council of King County, Washington, be and is hereby requested to make a levy for 2022 for said King County Fire Protection District No. 16 totaling \$5,710,000

2. This amount includes an increase in property tax revenue from the previous year and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and \$7,983 in refunds made.

3. That under RCW 84.55.120, and as part of the 2021 budget adoption, an increase in the regular property tax levy is hereby authorized. The dollar amount of the increase over the actual levy amount from the previous year shall be \$56,177, which is a percentage increase of 1.00 percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and \$7,983 in refunds made.

4. That the Board hereby adopts the District's total budget for 2022 in the amount of \$13,204,503, as follows:

A. Expense Fund	\$ 11,156,437
B. Reserves	\$ 679,816
C. Bonds	\$ 1,368,250

5. That, pursuant to RCW 84.52.125, it is the intent of the Board to protect the District's tax levy from prorationing under RCW 84.52.010(3)(b) by imposing up to a total of twenty-five cents (\$.25) per thousand dollars (\$1,000) of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160, or either of them, outside of the five dollars and ninety cents (\$5.90) per thousand dollars (\$1,000) of assessed valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(3)(b).

6. That certified copies of this Resolution, together with exhibits, be delivered to:

Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1200
Seattle, WA 98104

Linda Wilder
Accounting Division
King County Dept. of Assessments
500 Fourth Avenue
Room 709
Seattle, WA 98104

ADOPTED at a regular meeting of the King County Fire Protection District No. 16 Board of Fire Commissioners this 2nd day of November 2021.

BOARD OF FIRE COMMISSIONERS

RICK WEBSTER, Board Chair

ERIC ADMAN, Member

JOSH PRATT, Member

MILTON CURTIS, Member

DAVE MAEHREN, Member

ATTEST:

AMY OAKLEY, Secretary
Board of Fire Commissioners

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:34:01 Date: 10/28/2021

11/10/2021 To: 11/10/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1783	11/10/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	797.50	Legal Services - Consolidation
1784	11/10/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	715.00	Legal Services - Contract Review
1785	11/10/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	467.50	Legal Services - Employment
1786	11/10/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	6,710.00	Legal Services - General Business
1787	11/10/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	508.50	Legal Services - Public Records Request
1788	11/10/2021	Claims	1	0	CITY OF BELLEVUE	300.00	Elevator Training Class - Kuykendall
1789	11/10/2021	Claims	1	0	FINISHING TOUCHES LANDSCAPING	1,179.70	Landscaping - Fall Cleanup - St 57
1825	11/10/2021	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	6,251.84	Pay Cycle(s) 10/29/2021 To 10/29/2021 - ADDLIFE; Pay Cycle(s) 10/29/2021 To 10/29/2021 - LTD; Pay Cycle(s) 10/29/2021 To 10/29/2021 - MEDICAL; Pay Cycle(s) 10/29/2021 To 10/29/2021 - SUPPLIFE; Pay Cyc
1790	11/10/2021	Claims	1	0	KROESEN'S, INC.	560.30	Schwartz - Class A
1791	11/10/2021	Claims	1	0	KROESEN'S, INC.	530.24	Class A Updates
1792	11/10/2021	Claims	1	0	KROESEN'S, INC.	308.06	Hansson - Pants
1793	11/10/2021	Claims	1	0	KROESEN'S, INC.	154.03	Ingersoll - Pants
1794	11/10/2021	Claims	1	0	KROESEN'S, INC.	462.09	Wilkinson - Pants
1795	11/10/2021	Claims	1	0	KROESEN'S, INC.	284.06	Class A Emblems
1796	11/10/2021	Claims	1	0	KROESEN'S, INC.	154.03	Burrow - Pants
1797	11/10/2021	Claims	1	0	KROESEN'S, INC.	39.47	Class A Emblems
1798	11/10/2021	Claims	1	0	KROESEN'S, INC.	17.51	Chief Badge - McDonald
1799	11/10/2021	Claims	1	0	KROESEN'S, INC.	28.57	Class A Emblems
1800	11/10/2021	Claims	1	0	KROESEN'S, INC.	209.91	Burrow - Shirts & name Tag
1801	11/10/2021	Claims	1	0	KROESEN'S, INC.	209.91	Ingersoll - Shirts & Name Tag
1802	11/10/2021	Claims	1	0	KROESEN'S, INC.	248.39	Hansson - Shirts & Name Tag
1803	11/10/2021	Claims	1	0	KROESEN'S, INC.	522.20	Langbehn - Class A Uniform
1804	11/10/2021	Claims	1	0	L. N. CURTIS & SONS	82.02	Custom Conway Shield
1805	11/10/2021	Claims	1	0	L. N. CURTIS & SONS	658.97	Test Gas for Gas Detectors
1806	11/10/2021	Claims	1	0	LIFE ASSIST	214.50	Conterra Resp Bag - R151 EMS Kit
1807	11/10/2021	Claims	1	0	LINDE GAS & EQUIPMENT INC.	65.86	Oxygen
1808	11/10/2021	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct #022432-000: St 57 - Fire Line 4
1809	11/10/2021	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	69,670.07	Nov 2021 - Medical Premiums
1810	11/10/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	69.36	Copier - Meter Reading
1811	11/10/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.70	Copier Lease
1812	11/10/2021	Claims	1	0	PUGET SOUND ENERGY	3,855.29	Acct #200019536453; St 51
1813	11/10/2021	Claims	1	0	PUGET SOUND ENERGY	186.27	Acct #200020658783; St 57
1814	11/10/2021	Claims	1	0	SHORELINE FIRE DEPARTMENT	16,923.00	2021 BLS Core Services
1815	11/10/2021	Claims	1	0	STAPLES	156.21	Office Supplies
1816	11/10/2021	Claims	1	0	STERICYCLE	65.85	Bio Hazard Disposal
1817	11/10/2021	Claims	1	0	SUBURBAN PROPANE	71.57	Annual Tank Rental Fee
1818	11/10/2021	Claims	1	0	SUMMIT LAW GROUP	2,546.00	Legal Fees
1819	11/10/2021	Claims	1	0	VERIZON WIRELESS	46.80	Suppression Cell Phones
1820	11/10/2021	Claims	1	0	VERIZON WIRELESS	884.76	Smart Phones
1821	11/10/2021	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	807.52	Janitorial Supplies
1822	11/10/2021	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,355.56	Nov 2021 - Dental / Life / EAP
1826	11/10/2021	Payroll	1	0	WASHINGTON NATIONAL INS CO	61.20	Pay Cycle(s) 10/29/2021 To 10/29/2021 - CONSECO
1823	11/10/2021	Claims	1	0	WFC - WASHINGTON FIRE CHIEFS	2,800.00	2021 Annual Renewal

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:34:01 Date: 10/28/2021

11/10/2021 To: 11/10/2021

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1827	11/10/2021	Payroll	1	0	WSCFF EMPLOYEE BENEFIT	8,400.00	Pay Cycle(s) 10/29/2021 To 10/29/2021 - MERP1
1824	11/10/2021	Claims	1	0	ZIPLY FIBER	212.74	Phones - St 51
001 General Fund 10-016-0010						134,061.64	
						134,061.64	Claims: 119,348.60 Payroll: 14,713.04

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:34:30 Date: 10/28/2021

11/10/2021 To: 11/10/2021

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1782	11/10/2021	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,399.45	Nov 2021 - LEOFF I
004 Reserve Fund 10-016-6010						2,399.45	
						<u>2,399.45</u>	Claims: 2,399.45

Northshore Fire Department
Fire Commissioner Request for Compensation

Month OCTOBER Year 2021 Name DAVID C. MAETHREN

Date	Description of Activity	Time
10/4/2021	Regular Board Meeting preparation	4.5
10/5/2021	Attend Regular Board Meeting	2
10/8/2021	Meeting Prep (1.5) and Attend Special Board Meeting (2 hr)	3.5
10/13/2021	Budget Meeting with Chief McDonald	2 hr
10/18/2021	Regular Board Meeting preparation	3 hr
10/19/2021	Additional Meeting preparation (1 hr) Attend Regular Board Meeting (3 hr) Meeting follow-up (1.5 hr)	5.5 hr
10/20/2021	Draft Contract for Service Clarification request document and forward to Commissioner Adman	2.5

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

David C. Maethren
Signature

11/01/2021
Date

Northshore Fire Department
Fire Commissioner Request for Compensation

Month: 10 Year: 2021 Name: Rick Webster		
Date	Description of Activity	Hours
10/1/2021	Meeting with the Chief and Attorney	2
10/4/2021	Prep for Board of Commissioners Mtg	2
10/5/2021	Commissioners Mtg	2
10/7/2021	Meeting with the Chief	2
10/8/2021	Special Called Mtg	2
10/11/2021	Meeting with the Chief	2
10/18/2021	Prep for Board of Commissioners Mtg	2
10/19/2021	Commissioners Mtg	2
10/21/2021	Meeting with the Chief	2

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



Signature

10-26-2021

Date



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

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 November 2nd, 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 30, 2021

TO: Board of Fire Commissioners

FROM: Doug McDonald, Interim Fire Chief

RE: Chief's Report

Please see the operational report submitted for November 2, 2021.

1. On October 19th we placed 4 members that have not provided a proof of vaccination to administration have been placed on a leave of absence. Members are allowed to utilize personal time off that has been accrued except for sick leave. Those 4 members will have until January 17th to provide proof of vaccination, or they will be terminated.
2. Our recruit is progressing, they completed week 9 of the academy on October 29th. Currently there are 22 recruits progressing through the academy. They had a state Hazmat Operations exam this last week we are awaiting the results.
3. Budget process is ongoing. The districts AV continues to fluctuate week to week current AV is down 6.43% from the previous week. We are doing our best to estimate what the final number may be in December.
4. All NSFD apparatus is operational.
5. NKCTC budget discussion occurred on October 28, 2021 with the four agency Fire Chiefs in attendance. We have added an additional training officer for a total of 5. Our 2022 cost per FF is \$6,168.00 per FF to provide all necessary training to comply with the Washington Administrative Code. We will also be adding a few programs. Along with the credits that NSFD receives for our drill ground and tower, our additional costs will be approx.\$32,000.00 identified in the 2022 budget. There is also discussion of a complete transition of Eastside Fire (Woodinville) into the NKCTC that would add an additional 4 training officers and 130 additional FFs of previous numbers.
6. We currently have 4 Operations members off on disability, FMLA. Overtime expenses are anticipated to be well over current budgeted amounts. Consideration to utilize disaster funds to help offset overage.

7. We are scheduling monthly Labor/Management meetings to ensure we address any issues at the lowest level. At our most recent L/M meeting, we signed a MOU regarding the BC list 1 year extension and have a policy update on time off that will be coming to the board for approval.
8. 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.
9. 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. We have 4 members participating in an online webinar to help prepare us for the upcoming evaluation.
10. 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.

HR Report/Hiring Update

- **Hiring Updates:**
 - **Firefighter Recruits:** The District received almost 1000 applicants from National Testing Network (NTN). Over 500 top applicants were invited to move forward in the process and complete an application. Applications will be reviewed, and top candidates will be moved forward to the first step of the interview process.
 - **Lateral Firefighter:** The District has begun a parallel hiring process in search of Lateral Firefighters. The hope is to be able to bring in an experienced member to offset recent and upcoming knowledge loss.
 - **Public Records Support:** Recently the District has received several large and time-consuming public records requests. In response to this need, HR Manager Moore has begun researching options to fill a part-time, temporary support role specifically to help admin staff handle the voluminous requests.
- 2021 Performance Evaluation season has begun. Employees will be required to complete a self-evaluation by November 5 and supervisors will need to complete their direct reports' evaluations by December 15.
 - Please let HR Manager Moore know if the Board would like any information or assistance regarding the Interim Fire Chief's 2021 evaluation process.
- Interim Chief McDonald and HR Manager Moore met with Labor for a monthly Labor/Management meeting.
- Management and Labor agreed to an MOU extending the current Battalion Chief Promotional List an additional one year.
- This year, the district will be providing its Harassment Prevention training through an online training program. In addition to Anti-Harassment training, employees will be required to complete a new Diversity, Equity, and Inclusion eLearning. Special thanks to AS Walsh for her work in helping get this launched!

- This year we will be bringing back the district's awards banquet. Evites were sent out earlier this month. The district plans to recognize retirees from both 2020 and 2021 at the event.
- Joint work efforts continue in the recruitment of NEMCo's Emergency Manager vacancy. Applications are currently being accepted with a first round of reviews to be held the first week of November.

TRAINING UPDATE

- NKCTC Training Officer's assisted the NKCTC Academy with Live Fire training at North Bend Washington State Patrol Fire Academy.
- NKCTC Training Officer's finalized the curriculum for the fourth quarter Tactical Training
- The NKCTC Academy 21-1 is currently in Week 10 (week of November 1).
- Northshore crews complete "code" drills with an introduction to the Lucas Device. This is a portable machine that provides constant chest compressions at a rate between 100-120 beats per minute. This device will perform compressions in the back of a medic unit where crews would have to perform CPR while enroute to the hospital.

FIRE PREVENTION/PIO/PUBLIC OUTREACH

- Conducted 10 code enforcement inspections
- Conducted 3 sprinkler/fire alarm inspections
- Issued 1 tank permit
- Resolved 3 citizen complaints
- Resolved an issue for the crews with a Knox box at a church in Kenmore
- Ongoing work with a Senior Center's recent uptick in 911 calls for non-injury
- Distributed 10 permits for invoicing to Jennifer
- Worked with the City of Kenmore on structurability issues for a business on Bothell Way
- Worked with the City of Kenmore on fencing/access issues at elementary schools
- Worked with a Kenmore business & alarm monitoring company to clear a missed daily timer on their fire alarm system
- Attended the Fire Prevention Institute Conference 10/18-10/22
- Working on CodePAL (inspection program) to clear corrected violations from the database
- Ongoing work with TCE (The Compliance Engine) database – managing deficiencies in fire and life safety systems in district
- Pushed out several weather-related PSA's, the Great Shake Out & Halloween Safety on Facebook & Instagram

SOCIAL MEDIA ALGORYTHMS



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 3:05	A shift 2:12	5:42	8:37
B shift 2:27	B shift 2:05		
C shift 5:08	C shift 2:24		
D shift 2:00	D shift 2:33		
10/19	10/19		

Call Types of	Number of Calls -Oct 19-Oct 29, 2021
Rescue	0
Structure Fire	0
Natural Vegetation	0
EMS	75
Odor Smoke	0
Electrical wiring	4
Flammable Liquid spill	4
Public Service	9
Dispatched and cancelled	27
Water problem	3
False alarm/system malfunction	16
Other	0
Total calls	138

COVID-19 Update as of 10/25/2021

- 153,566 total cases, NO New DATA **an additional 567** in the last 24 hrs. (King County)
- 8,091 total hospitalizations, **an additional 42 cases** in the last 24 hrs. (King County)
- 1,899 total fatalities, **4 new deaths** in the last 24 hrs. (King County)
- Kenmore –NO DATA **1052 total cases**, **12** new additional in the last 24 hrs. 71 hospitalizations and 17 fatalities,
- LFP – **545 total cases**, 21 hospitalizations and 5 fatalities, **6** new cases in the last 24 hrs.
- King County Vaccination rate – 82% completely vaccinated
- NSFD will be participating in a pilot program authorized by Dr. Rea. Document is attached.
- Boosters are now approved for all three vaccines for folks over 65, under 65 if high risk and health care workers
- FDA is going to meet on pediatric vaccines with more info coming out this week. Dr. Rea is optimistic that the 5-11 y.o. age group will be approved soon
- J&J has been approved to be mixed and matched with the other vaccines
- Any data on whether the seasonal flu has arrived since last year it was not prevalent? The docs on the call stated they have not received any data to suggest it has
- Is the protection better if you mix vaccines? Per Dr. Rea, “splitting hairs” and stated there is a “tiny bit of evidence to suggest this may be true” but not significant.
- Dr. Sayer stated that the J&J vaccine mixed with an mRNA booster may have showed a slightly stronger immune response, but studies continue

14. Reminder that the proof of vaccination is now required in King County – KC Public Health is monitoring compliance

Auto Aid IN to Assist NSFD (All Call Types)

Kirkland	5	10-19-10-29
Bothell	6	10-19-10-29
Shoreline	6	10-19-10-29

Auto Aid OUT of District (All Call Types)

Kirkland	3	10-19-10-29
Bothell	17	10-19-10-29
Shoreline	8	10-19-10-29



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 26, 2021

TO: Bruce Kroon, Fire Chief, City of Bothell
Matt Cowan, Fire Chief, Shoreline Fire Department
Erik Wallgren, Director, North King County Training Consortium
Jeff Clark, Fire Chief, Eastside Fire & Rescue
Joe Sanford, Fire Chief, City of Kirkland

FROM: Doug McDonald, Interim Fire Chief

RE: Requirements for Non-Vaccinated Personnel Updated Pilot Program (Dr. Rea)

The Northshore Fire Department ("the district") was unable to provide reasonable accommodation to our non-vaccinated Firefighter/EMT personnel. As such, these individuals have been placed on a 90-day leave of absence until which time the district can provide an accommodation, or the employee becomes fully vaccinated.

It is our understanding that there are non-vaccinated members who have received accommodations from your agencies may be assigned to the NKCTC. After consultation with Legal and Human Resources, NSFD shall allow non-vaccinated members to be assigned to the NKCTC at Station 51 provided the following steps listed below are followed in a consistent and regular manner by the individuals. Members failing to comply with these requirements will be asked to leave the facilities and their Operations Deputy Chief shall be contacted.

Non-Vaccinated Members Assigned to NKCTC shall:

1. Upon first reporting to the NKCTC, the member shall conduct a self-screening, which includes checking their temperature and answering the screening questions listed on page two. If an individual has a fever and/or answers "yes" to any of the questions, they shall be required to leave the workplace immediately.
2. Complete POCCT testing at the beginning of each workday. The results will be reported to the Director of the NKCTC or their immediate supervisor immediately following each test. The testing will be managed by the NKCTC, and the testing kits will be provided by the home agency of each member. Only positive COVID-19 results will be communicated to the Fire Chief or Medical Officer of the District.
 - a) Any positive POCCT COVID-19 test result will require immediate departure from the facilities and will require a negative PCR test prior to returning. If the member becomes COVID-19 positive, each department will ensure that the members comply with the standing algorithm set forth by King County EMS and King County Public Health.

3. Members shall wear a “Medical Grade” N95 provided by their home agency. This shall be utilized anytime they are in a District building or a NSFD vehicle. The use of masks while conducting training on the drill ground will be monitored and enforced by the NKCTC Director based on the type of training being conducted.
 - a) Non-vaccinated members may remove their mask while in private dorms, while in classrooms alone and bathroom/shower facilities.
4. Social Distancing shall be enforced at all times, including while eating and drinking. Non-vaccinated members are to find locations that they can consume meals alone if they are required to remove their mask while inside a Northshore Fire Department facility.

Fully Vaccinated members of the NKCTC and NSFD Staff Masking Pilot Program authorized by Dr. Rea for Northshore Fire and NKCTC only.

1. Upon first reporting to the NKCTC or Station 51 in either response operations or administrative capacity, the member shall conduct a self-screening, which includes checking their temperature and answering the screening questions listed on page three. If an individual has a fever and/or answers “yes” to any of the questions, they shall be required to leave the workplace immediately.
 - a. Members shall be trained on the proper steps to conduct the test. The member shall conduct the POCCT testing on their own.
 - b. NSFD Response personnel will enter the bay and locate the testing station that will be set up near the door at the rear of the bay. Members shall enter wearing a mask and will continue to wear their mask until receiving a negative POCCT test result. No Overtime is authorized for pre-shift testing. The expectation is that the test would be done at 0800 and that members would remain in their masks until 0815 or when the test is verified.
 - c. Administrative personnel will enter through the administrative entrance from the parking lot and locate the testing station. Members shall enter wearing a mask and will continue to wear a mask until receiving a negative test result. No overtime is authorized.
2. NKCTC personnel results will be reported to the Director of the NKCTC. NSFD shall report to their direct supervisor immediately following each test. The testing of NKCTC personnel will be managed by the NKCTC, and the testing kits will be provided by the home agency of each member. Only positive COVID-19 results will be communicated to the Fire Chief or Medical Officer of the District.
 - a. Any positive POCCT COVID-19 test result will require immediate departure from the facilities and will require a negative PCR test prior to returning. If the member becomes COVID-19 positive, each department will ensure that the members comply with the standing algorithm set forth by King County EMS and Public Health.
 - b. Once the POCCT test has been completed by the member and a negative test result is identified, the member may remove their mask while in the station for the

duration of the shift. All mask mandates while out of the station, on emergency alarms, public events, in the apparatus shall remain in place.

3. The testing equipment is labeled specifically for Administration or Response Operations. In addition, a date range is also identified. If there is a need for additional tests, the supervisor can reach out to the medical officer, Director of training or the Deputy Chief of Operations.
4. Crews from Station 57 while at Station 57 may remove their masks while in the station as all crews and personnel working at Station 57 are 100% vaccinated. If outside contractors are working inside Station 57 proof of vaccination shall be required and outside vendors shall be required to wear a mask at all times. If Station 57 units are required to report to Station 51, they shall wear their mask. Due to the limited quantities of tests, tests will only be administered to station 57 crews if they will be at Station 51 more than 2 hours. Under two hours the Station 57 members will utilize masks.
5. For Response Operations only. POCCT testing is not required on Saturday or Sundays, or Holidays as long as non-Vaccinated personnel are not on-site.
6. This is a pilot program authorized by Dr. Rea for the Northshore Fire Department and NKCTC only.

Facilities COVID-19 Screening:

1. Have you experienced any of the symptoms in the list below in the past 48 hours?

IMPORTANT: ANSWER "YES" EVEN IF YOU BELIEVE THE SYMPTOM(S) IS BECAUSE OF SOME OTHER MEDICAL CONDITION (FOR EXAMPLE, ANSWER "YES" IF YOU HAVE A RUNNY NOSE BECAUSE OF ALLERGIES).

- | | |
|---|------------------------------|
| • Fever or chills | • Headache |
| • Cough | • New loss of taste or smell |
| • Shortness of breath or difficulty breathing | • Sore throat |
| • Fatigue | • Congestion or runny nose |
| • Muscle or body aches | • Nausea or vomiting |
| | • Diarrhea |

If you have had any of the above symptoms in the last 48 hours, DO NOT physically return to the workplace until symptoms have been improving for more than 48 hours.

2. If you are not fully vaccinated, have you been in close contact with anyone with COVID-19 in the past 14 days? Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask (i.e., being coughed or sneezed on).
3. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

If you answered yes to any of the questions 2-4, DO NOT physically return to the workplace and contact the NTCKC Director.