



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 21, 2021

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

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

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

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster, and Dave Maehren. Also present was Chief McDonald, Advisory members Phillippa Kassover, and Lisa Wollum, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 20 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard public comments from Mike Dee and Stacey Valenzuela.

III. APPROVAL OF THE AGENDA

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

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:06PM until 5:26PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board moved back into open session at 5:25PM.

- The Board thanked Chief McDonald for his service to NSFD.

Commissioner Pratt moved to approve the proposed ILA for Fire Marshal services with the Shoreline Fire Department. Commissioner Adman seconded. The motion passed unanimously.

Commissioner Pratt moved to accept and sign the proposed contract with Local 2459. Commissioner Adman seconded. The motion passed unanimously.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Conversation with IAFF, Local 2459

- No Comments.

5.2 Contract for Services Update

- No comments.
- 5.3 Discussion on the Timeline and Decision Process for Contract for Services
 - The Board discussed the proposed timeline.
 - Commissioner Adman moved to accept the proposed timeframe for deciding on a contract agency. Commissioner Pratt seconded. The motion passed 4-1. Commissioner Webster, Pratt, Adman, and Byers voted to approve. Commissioner Maehren opposed the motion.*
- 5.4 King County Fire District Budget Items
 - The Board discussed King County Fire District budget items.
- 5.5 Discussion of NSFD Operations & Administration Activities
 - This item was address in the previous agenda item 5.4
- 5.6 New Board Member Training
 - The Board discussed potential training for Commissioners.
 - Local trainer, Anne McFarland, is available in February 2022 for Roberts Rule of Order training.
 - Legal Counsel will provide training for new Commissioners Wollum and Byers in early 2022.
 - Board Secretary will send out Policy 1114 to new Board members.
 - The Board discussed the King County Fire Commissioner Association's Fire Commissioner 101 training on January 8, 2022.
 - Commissioner Maehren moved for the Board to approve and encourage any Commissioners to attend the King County Fire Commissioners 101 Orientation class. Commissioner Adman seconded. The Board Discussed payment options to attend the training. The motion passed unanimously.*
 - The Board agreed unanimously for Commissioner Adman and Commissioner Wollum will form a subcommittee to compile ideas for new Commissioner training and to review Policy 1114.

VI. BOARD RESOLUTIONS

- 6.1 None

VII. CONSENT AGENDA

- 7.1 Vouchers
 - The General Fund Vouchers totaled \$240,336.72
 - The Reserve Fund Vouchers totaled \$1,600.00
- 7.2 Commissioner Compensation
- 7.3 Meeting Minutes: 12/7/2021, 12/9/2021, and 12/16/2021

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

VIII. REPORTS

- 8.1 Fire Chief Report
 - None
- 8.2 Commissioner Reports
 - None
- 8.3 Legal Counsel Reports
 - Legal Counsel Paxton and the Board congratulated and thanked Commissioner Maehren for his service to NSFD.

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the agenda will include swearing in Commissioner Wollum and Byers, selection of Board Chair & Vice Chair, Fire Inspector updated job description, Review Contract for Service Proposals, Executive Session,

Jan. 18th. KC Budget Items discussion of administrative activities not covered under the contract services, new Board training set-up dates,

ADJOURNMENT

The meeting adjourned at 5:58PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for January 4, 2022, at 5:00PM.

Attachments: Agenda, Timeline for Contract for Services Decision, Commissioner Maehren Proposal Analysis documents, Vouchers, Commissioner Compensation, Meeting Minutes 12/7/2021, 12/9/2021 & 12/16/2021, Chief's Report.

BOARD OF COMMISSIONERS

Electronically signed- Eric Adman

ERIC ADMAN, Member

Electronically signed- Josh Pratt

JOSH PRATT, Member

Electronically signed- Tyler Byers

TYLER BYERS, Member

Electronically signed- Rick Webster

RICK WEBSTER, Member

Electronically signed- Lisa Wollum

LISA WOLLUM, 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 January 4th, 2022

From: [Eric Adman](#)
To: [Board Secretary](#)
Subject: Re: Electronic Signatures - Documents Approved 1/4/2022
Date: Wednesday, January 5, 2022 4:56:18 PM
Attachments: [AP_NOSHRFIR_APSUPINV_20220104143307_GEN_Fund.pdf](#)
[AP_NOSHRFIR_APSUPINV_20220104143643_RES_Fund.pdf](#)
[9.3 DRAFT_Minutes_RegularMtnq_2021-12-21_with_attachments.pdf](#)

The following documents are Approved and Electronically Signed this 5th day of January, 2022, by Commissioner Adman

- **AP_NOSHRFIR_APSUPINV_20220104143307 GEN Fund**
- **AP_NOSHRFIR_APSUPINV_20220104143643 RES Fund**
- **Meeting Minutes: 12/21/202**

From: [Tyler Byers](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures - Documents Approved 1/4/2022
Date: Saturday, January 8, 2022 12:23:13 PM

The following documents are Approved and Electronically Signed this 8th day of January, 2021, by Commissioner Tyler Byers.

- **AP_NOSHRFIR_APSUPINV_20220104143307 GEN Fund**
- **AP_NOSHRFIR_APSUPINV_20220104143643 RES Fund**
- **Meeting Minutes: 12/21/2021**

From: [Josh Pratt](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures - Documents Approved 1/4/2022
Date: Wednesday, January 5, 2022 1:07:52 PM

The following documents are Approved and Electronically Signed this 5th day of January, 2021, by Commissioner Josh Pratt.

- **AP_NOSHRFIR_APSUPINV_20220104143307 GEN Fund**
- **AP_NOSHRFIR_APSUPINV_20220104143643 RES Fund**
- **Meeting Minutes: 12/21/2021**

From: [Richard Webster](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures - Documents Approved 1/4/2022
Date: Wednesday, January 5, 2022 6:58:11 AM

The following documents are Approved and Electronically Signed this 5th day of December, 2021, by Commissioner Rick Webster.

- **AP_NOSHRFIR_APSUPINV_20220104143307 GEN Fund**
- **AP_NOSHRFIR_APSUPINV_20220104143643 RES Fund**
- **Meeting Minutes: 12/21/2021**

From: [Lisa Wollum](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures - Documents Approved 1/4/2022
Date: Friday, January 14, 2022 11:53:41 AM

The following documents are Approved and Electronically Signed this 13th Day of January, 2022 by Commissioner Wollum.

- **AP_NOSHRFIR_APSUPINV_20220104143307 GEN Fund**
- **AP_NOSHRFIR_APSUPINV_20220104143643 RES Fund**
- **Meeting Minutes: 12/21/2021**



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, December 21, 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=dW1uWDFpNldlPZldSSU1ZYy9LSXVQQT09>

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

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Regular Northshore Board Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Agenda

3.1 Approval of the Meeting Agenda

IV. Executive Session

To discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i).

V. Board Discussion and Possible Action Items

5.1 Conversation with IAFF, Local 2459

5.2 Contract for Services Update



- 5.3 Discussion on the Timeline and Decision Process for Contract for Services
- 5.4 King County Fire District Budget Items
- 5.5 Discussion of NSFD Operations & Administration Activities
- 5.6 New Board Member Training

VI. Board Resolutions

None

VII. Consent Agenda

- 7.1 Vouchers
- 7.2 Commissioner Compensation
- 7.3 Meeting Minutes: Regular Meeting 12/7/2021 and Special Meetings 12/9/2021, and 12/16/2021

VIII. Reports

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

IX. Upcoming Board Agendas

- 9.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, January 4th, 2022 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.

Earlier timeframe for deciding on contract agency

Action	Date
Adopt new decision-making schedule	December 21
Working session to evaluate proposals based on criteria on website., discuss fee for transport, aid car staffing levels & admin staff.	January 4 Regular meeting.
Open house. Describe process, issues, recommendations. Take public input.	January 18 Regular meeting.
Present to LFP City Council	January 13 (regular), 24 (committee of the whole) or 27 (work session)
Present to Kenmore City Council	January 10 or 24 (regular meetings)
Discuss input from public & city councils. Formalize contract agency recommendation. Notify agency. Initiate negotiations with agency.	February 1
Target date to implement contract	March 1

Proposed Contract for Service Approval Timeframe
Input and Comments
Prepared by Commissioner David Maehren
12/21/2021

The Northshore Board of Fire Commissioners has an obligation to pursue a contract for services that is in the best long-term interests of the citizens of the district. This evaluation process is key to making best decision for our citizens. The timeline proposed by Commissioner Adman does not provide the time nor a process to provide a fair and balanced, fact-based public information campaign. There is no time dedicated to expanding and engaging a broad spectrum of stakeholders. Past discussions and feedback have been dominated by firefighters, citizens and elected officials who have primarily received their information via the Northshore and Shoreline firefighter locals. The information provided by local 2459 has been one sided supporting the locals desired outcome. It would be beneficial if the board developed a strategy to assure a balanced and fact verified process for stakeholder outreach. The union local is clearly motivated to serve their members best interests. The Fire Commissioners should be motivated to serve the citizens best interests. These interests are not necessarily the same.

Unless there is an advocate for the Eastside Fire & Rescue proposal involved in the communication and evaluation process there can be no true and fair evaluation of the proposals. The challenge we have had throughout the consolidation process is that the labor group, local 2459, has dominated the public discussion and information narrative. Labors position is that they will only accept a Shoreline Fire Department contract for service. The labor group is certainly a stakeholder in this process. However, this group of less than 50 individuals, is only part of the larger stakeholder group. Per the Chamber of Commerce, the city of Kenmore has a population of 22,867 and is home to 1,793 businesses¹. The city of Lake Forest Park has a population of 19,612 and is home to 3,549 businesses². These demographics may not be exact, but they do demonstrate the overwhelming number of stakeholders are not firefighters.

There are a lot of positives in the Eastside proposal that have not been acknowledged. When I discussed the Shoreline and ESF&R contract proposals with Tyler Byers and Lisa Wollum in late November of this year, Tyler told me that I was the first person to say anything positive about the ESF&R proposal.

ESF&R has a successful long-term record of providing service to the Cities of North Bend, Sammamish and Issaquah as well as King County Fire District 38, King County Fire District 10 and most recently Woodinville Fire and Rescue. ESF&R (previously KCFD 10), has been successfully providing contract fire service since the 1990's. The ESF&R governance board is experienced and represents a diverse customer base and includes council representatives from Issaquah, North Bend and Sammamish and board representatives from KCFD 10 and 38. No constituents from the ESF&R service area have been contacted to gain insight into their satisfaction with the services provided. I would also suggest the board inquire of the Woodinville Fire District Commissioners and the Woodinville firefighters regarding

¹ Kenmore, WA Business Directory - ChamberofCommerce.com  www.chamberofcommerce.com/united-states/washington/kenmore/

² Lake Forest, IL Business Directory - Chamber of Commerce  www.chamberofcommerce.com/united-states/illinois/lake-forest/

their satisfaction with the transition to ESF&R and their current satisfaction with the service provision and working conditions.

The Northshore Board has had extensive dialog with the Northshore and Shoreline IAFF Locals and their members but has yet to hear from IAFF Local 2878 representing the Eastside Fire and Rescue firefighters. This group is as much of a stakeholder in this process as the Shoreline firefighters.

The Northshore board faces additional challenges compensating for board members inherent conflicts of interest. As of January 1st, four of the five Northshore Commissioners will have direct or strong ties to the Shoreline firefighter local and the IAFF. Fire Commissioner Eric Adman is an active employee of the Shoreline Fire Department (King County Medic 1 Paramedic) and a member of the Shoreline Firefighter local 1760. Per a State of Washington Attorney General opinion, it has already been determined that he has a conflict of interest in deciding a contract for service agreement with the Shoreline Fire Department. Lisa Wollum is the wife of Todd Wollum, a Shoreline Fire Department employee and past member of local 1760 (Division Chief of EMS). According to the Northshore Local 2459 Facebook post below, Lisa “continued to fight with us against a contract with Eastside Fire”. Fire Commissioner Josh Pratt is a Kirkland firefighter and member of IAFF local 2545. He has a very strong existing relationship with the Northshore firefighters local. He has consistently supported local 2459’s requests and demands. Tyler Byers is a Lacy Fire District 3 paramedic and member of the Lacy Fire District 3, IAFF local 2903. While I have not heard Commissioner Byers personally state that he is opposed to a service contract with ESF&R the Northshore Firefighter local Facebook post states that Tyler is against the ESF&R contract option.

I ask this board to truly expand their assessment of the two contract options. Separate themselves from their potential conflicts of interest. Look at the experience each agency has in providing contract services and integrating a work force. Examine the financial strength of each entity. Are reserves fully funded? Does the agency have unfunded liabilities? Are the agency revenue streams reliable? Do agency policies address contract for service issues. Is the agency proposal responsive to the request for services? Are the services clearly identified and all costs known? Is the cost model fair and reasonable? Identify the risks and challenges for each proposal. What are the consequences if identified risks do impact Northshore citizens? Assess the vision each agency has for the future of our region. Will the vision presented help us grow with the region or isolate us from area partners?

The firefighter locals have many tools and guarantees to assure their needs and desires are met. The citizens only have the board of fire commissioners to assure their needs and desires are met.

Northshore Firefighter Local 2459 Facebook post

[Northshore Firefighters Local 2459](#)

October 26 · 2020

1WEEK LEFT TO VOTE!

Please support your Northshore Firefighters by voting for 🔥Lisa Wollum and 🔥Tyler Byers. These are the only candidates endorsed by our union, and the only candidates who supported the No Prop 1 Campaign and continued to fight with us against a contract with Eastside Fire.

Proposed timeframe for deciding on contract agency

Action	Date
First working session to evaluate proposals. Regular meeting.	January 4
Second working session. Continue evaluation and discuss fee for transport & aid car staffing levels. Special meeting.	January 11
Continue discussion as needed. Formalize contract agency recommendation. Regular meeting.	January 18
Open house. Describe process, issues, recommendations. Take public input. Regular meeting.	February 1
Review input from public meeting. Regular meeting.	February 14
Presentations to LFP and Kenmore City Councils by NFD. Take feedback from City Councils.	Week of February 14 (KM 14, Th 17 LFP)
Review and discuss feedback from City Councils. Special meeting.	February 22
Make official selection of contract agency. Notify agency. Initiate contract negotiations with agency.	March 1
Implement contract	April 1

Evaluation of NFD Board Identified Selection Criteria (Utilizing the Board Approved -September 7th, 2021, Criteria)

- 1a. **Best interests to citizens we serve.** Both Shoreline Fire Department (SFD) and Eastside Fire & Rescue (ESF&R) capable of providing excellent service to the community. Both agency models allow NFD to contract for a higher level of service at a higher cost by adding specific functions and personnel. The difference is primarily in the experience, cost of service and the implementation strategy / risk. Because any contract for service between two government agencies must be cost neutral per RCW 43.09.210(3), identifying the true service provision costs is essential. The intent of RCW 43.09.210(3) is to assure that one government agency does not subsidize the other government agency. If the service provider finance or cost structure change that change will, for better or worse, be passed on to the contracting agency. The citizens are best served when the initial and future contract costs are known and stable.

Shoreline - Neither the Shoreline Fire Department, the Fire Chief or the Shoreline Board of Fire Commissioners have not previously provided fire services to another fire district. SFD's contract experience is limited to providing Medic 1 program services, a process directed by the King County Medic One program, a lump sum contract with the City of Woodway and several smaller lump sum contracts with other government agencies. The positive is that SFD is willing to negotiate terms of the contract with the Northshore Fire Department (NFD).

SFD has no experience integrating a previously independent workforce. The SFD governance model does not provide a path for NFD board members to participate in the governance process. The elected board of Fire Commissioner governance model is subject to strong influence by special interests. SFD policies do not specifically address contract for service performance or budget allocation issues.

The SFD fire levy and benefit charge at an equivalent rate of \$1.40 per \$1,000 AV excluding construction bond costs. is among the highest in the area. As an example, NFD's 2022 Equivalent tax rate is \$1.06 per \$1,000 AV and \$1.19 per \$1,000 AV including the construction bond levy. The Shoreline 'other revenues' account for approximately 17% of the Shoreline revenue budget. SFD relies on construction mitigation fees (estimated at \$1,000,000 per year) to pay for construction bonds costs. Including construction mitigation fees increases SFD's reliance on 'other revenues' to about 22% of the revenue budget. The SFD 'other revenues' include fee for patient transport (\$800,000), GEMT funds, (\$2,100,000), construction mitigation fees, (\$1,000,000 - estimated), contracts with the City of Woodway, (\$518,000) and several smaller contract/fees assessed to other government agencies (\$409,250). SFD could be negatively impacted if the 'other revenue' streams are disrupted. The impact of any disruption could be passed on to NFD. Financial data from SFD response to the NFD board request for additional information <https://www.northshorefire.com/wp-content/uploads/2021/10/Shoreline-Response-to-Commissioner-Questions-10-3-2021.pdf> (slide #4).

ESF&R – The ESF&R governance model is stable with a long history of providing reliable service at a predictable cost to contract for service agencies. The eight-person non-profit board of directors, all elected city council members, or fire commissioners, represent a wide variety of communities and constituents. The directors bring a strong set of skill sets and experience. Only one member is a firefighter. The ESF&R governance model provides an optional path for contract agencies to join the ESF&R the board. ESF&R policies and practices address a wide variety of contract for service issues including contract start-up costs, facility maintenance and financial cost sharing formulas. The ESF&R finance model relies on individual cities and fire districts contracts to fund operations. These agencies use a variety of means to raise funds. The fire districts typically use a general levy and benefit charge while the cities may also use revenues such as sales tax. ESF&R does require partner agencies, those not represented on board of directors, to enact patient transport fees and ESF&R does receive GEMT funds. ESF&R could be negatively impacted by a loss of any one of these revenue sources but because each participating agency is currently paying a very low dollar per \$1,000 AV rate (typically \$1.00 per \$1,000 AV or less), each agency has the capacity to impose higher taxes or fees to offset the ‘other revenue’ loss.

2. **How will they treat transfer of Northshore employees?** Both SFD and ESF&R will retain all NFD represented firefighters. These firefighters will become members of either the SFD or ESF&R union labor group. The SFD or ESF&R existing labor contract will prevail. The NFD Board of Commissioners are responsible for bargaining the impacts of the local 2459 change in working conditions. This cost could be significant. NFD would also assume the costs associated with the layoff of their three administrative personnel.

Shoreline – SFD has not integrated a previously independent workforce to their operations. SFD appears to believe that the transition will go smoothly because the NFD local 2459 members want to join the SFD. Hopefully, this assumption is correct. SFD in its initial proposal included the transfer of NFD’s four non-represented employees to SFD. The successor / current proposal includes only the Fire Inspector position as a transfer to SFD. Chief Cowan stated that SFD has the administrative capacity to operate without the NFD administrative personnel. Adding the three NFD positions back into the SFD contract for service could be considered a gift of public funds if there is not a demonstrated service level improvement.

ESF&R – Has a long history of integrating a previously independent workforce into the ESF&R system. The latest example is the integration of the Woodinville Firefighters. The integration process with WF&R seems to have been successful. ESF&R’s contract proposal only provides for the transfer of the fire inspector position. The proposal does not include the transfer of the other three non-represented NFD employees.

3. **Clarify and evaluate risks and underlying assumptions**

Both agencies have well trained personnel and a capable administration with appropriate support services. Citizens should receive appropriate services from either agency.

Shoreline – SFD has risk factors that are inherent to their operational, revenue, expense strategy, governance model and the SFD service demand environment.

As stated above SFD has little experience providing contract fire department services to another fire district. The department does not have specific policies in place to control and guide the integration, operations, initial reserve account requirements or the employee / service cost sharing process. Cost sharing percentages are included in the Shoreline proposal for many items. However, there is no cost sharing formula for the peak hour aid car and the Battalion Chief cost share is set at 50/50 when the SFD/NFD share of firefighters is approximately 65 SFD / 35 NFD. SFD has demonstrated difficulty in their responsiveness to the NFD request for a fire service contract. Initially SFD requested the transfer of over \$5,000,000 from NFD reserve account to SFD. The NFD request for fire service contract proposals clearly stated that NFD would retain their reserve funds. As an example, SFD initial request an initial reserve account payment for employee vacation and sick leave assuming SFD would manage the cost impacts to NFD personnel. Impact bargaining is the responsibility of NFD. (SFD allows a lower sick leave accumulation than NFD. That impact must be bargained). SFD has yet to provide a NFD payment amount for transfer of NFD members sick leave balances.

SFD's original contract for services proposal was provided as a single integrated package. NFD, requested the options included in the SFD proposal be costed separately. The SFD proposal included a fee for patient transport model and added a 'Peak Hours Aid Car'. The proposal did not include a business case for this extra aid car, nor did it include a cost sharing formula for this new resource. NFD received no GEMT revenue related to patient transportation. NFD currently provides approximately one third more mutual aid to SFD than NFD receives. Adding an additional Peak Unit Aid Car cost to the contract without providing NFD with a credit for the extra mutual aid given seems inappropriate. If the Peak Unit Aid Car is implemented, it seems reasonable for NFD to pay only the percentage share of the costs directly related to the number of times NFD area calls utilize this resource.

SFD has a much higher calls for service demand than NFD. The NFD call for service demand trend is flat while the SFD trend is increasing. A higher SFD call demand can be anticipated as the Sound Transit light rail stations become operational. It is critical that NFD include contract language that compensates NFD for resources for response to SFD area calls. Without such language NFD resources will certainly subsidize SFD costs.

The Shoreline community has a lower average assessed valuation than does Lake Forest Park or Kenmore. As a result, SFD levies a higher dollar per thousand rate than does NFD. There is a risk that SFD's revenue stream may be insufficient to maintain their current level of service. SFD is reliant on extra revenue from patient transportation, GEMT and construction mitigation fees. The GEMT funds are unlikely to continue at the current level and construction mitigation fees are directly related to economic development. A downturn in the economy could be especially difficult for SFD. Today the BLS transport, GEMT and Construction Mitigation combined contribute about 20% of SFD revenue. The Woodway contract contributes an additional \$500,000. Language should be included any contract with SFD to assure a reduction in SFD revenue / capability does not impact the NFD area or increase NFD costs.

Overtime use. SFD's overtime usage is higher than most departments. Additionally, SFD allows employees to receive comp time in lieu of overtime pay. For 2021 the comp time cash out alone will be about \$100,000. The true cost of this comp time program is unknown. The cost could be significant depending on how often overtime is used to back fill a comp time vacancy. Also, the

comp time cash out is in addition to the reported overtime expense. NFD should recognize the full cost of the SFD overtime program in calculating the actual cost of service.

SFD acknowledges a shortfall in some reserve accounts. The department has been making good progress in fully funding these accounts. The SFD does have some unfunded mandates that should be recognized. Awarding post retirement medical plan coverage is an example. While SFD claims that '*cost savings*' pay for the program the theory is complex and the actual savings are only anecdotal. True cost savings only occur if the post retirement benefit incentivizes the employee to retire early. There is no documentation confirming how or if this benefit incentivizes early retirements. As more employees enroll in the post retirement medical program cost could increase for the SFD medical insurance program as the average age profile of covered employees increases. Currently no SFD reserves are dedicated to assuring there are funds available to pay for this contract obligation. SFD has no reserve account to assure funds are available to pay for the outstanding construction bond debt should construction mitigation fees decrease though some capacity exists for a special bond levy.

ESF&R – There are few risks associated with the ESF&R contract service model. ESF&R has been providing contract fire services since the 1990's. The infrastructure and expertise are in place to add additional contract agencies. ESF&R has established and proven policies and budget that address the maintenance of facilities, vehicles, and apparatus. Policies are in place governing the cost sharing of administrative services, integration of new workforce members including-initial payments to reserve accounts for facilities and apparatus, transfer of employee vacation and sick leave balances. A process exists for integrating employee seniority, rank, and longevity credits. A system is in place allowing employees to bid for specific work locations and vacation time. ESF&R provided specific cost models for adding or reducing services. Finally, the ESF&R governance model is incorporated as a non-profit entity. The board of directors includes publicly elected officials from existing contract agencies (City of Issaquah, City of North Bend, City of Sammamish, King County Fire Districts 10 and 38). The ESF&R directors do not appear to have any conflicts of interest associated with oversight of a fire department.

4. **Clear prediction of costs over the term of the contract.**

Shoreline – SFD costs are increasing. This is a challenge for all area fire department. While it is difficult to predict long term cost increases SFD faces some particular challenges. The SFD 2022 labor contract has yet to be ratified so employee costs increases are unknown. SFD has committed to additional employee benefits such as accumulation of comp time and post-retirement medical. The SFD overtime use is higher than many other agencies. Unless these costs can be controlled there is a chance these obligations could increase the SFD cost structure. The SFD five-member board includes three commissioners who have strong ties to the Shoreline Fire Department. Two are SFD past employees / retirees and one is the wife of an SFD employee. While these potential conflicts do not necessarily impair the performance of any individual board member, it can present a challenge.

ESF&R As with all area fire departments costs are increasing. However, ESF&R does have a ratified labor contract, so these costs are known for the next several years. The ESF&R board of directors represent very cost conscious jurisdictions. ESF&R has a long history of providing services at or below the cost quoted to the contracting agencies. ESF&R does not appear to have

any unfunded mandates and all reserve accounts are fully funded. Finally, the ESF&R board does not have the conflict-of-interest challenges. Only one of the eight board members has a fire service background.

5. **Equal or better service across all aspects of operation.**

Both agencies have the capability to provide the service level requested by the NFD request for contracts. Both agencies have the capability and willingness to add requested services.

Shoreline and ESF&R – While it is not a specific element of the Shoreline or the ESF&R contract proposal there has been discussion regarding adding the NFD reserve aid car unit to Station 57 and utilizing this resource as a ‘Jump Aid Car’. This option has the potential to improve service to the Lake Forest Park community as the aid car is designed as a patient treatment platform. This option provides an increase in service at a much lower cost than a ‘Peak Hour Aid Car’.

ESF&R – The ESF&R proposal demonstrated the practice of analyzing the need / cost benefit for specific services. This is an attribute lacking in the SFD proposal.

6. **Potential for continued service improvements.**

Both agencies are willing and able to add requested service improvements. Both SFD and ESF&R should benefit financially from a partnership with NFD as their overhead costs should decline. NFD should see a reduced costs with either a SFD or ESF&R contract. The cost savings can be used to improve service and / or reduce the KCFD 16 tax rate. NFD should be thoughtful in adopting service improvements to ensure that the cost of the benefit is justified by the increased service provided. These calculations should be made and if possible verified before a program is implemented. Given the contractual obligations with the labor group that are associated with an increase in service it can be difficult or expensive to reverse an added service.

7. **Expanded opportunities for firefighters and department members.**

Shoreline - SFD offers few additional opportunities for NFD firefighters. Firefighters will have the opportunity to seek assignment at one of the NFD / SFD fire stations. NFD members would retain the ability to test for Shoreline Medic One paramedic positions.

ESF&R is a larger agency both in personnel and geography. ESF&R has the potential for significant additional growth. Opportunities for work assignments, specialization and advancement are typically better in a larger organization. The opportunity to advance to Driver Engineer positions and promotions are good. Firefighters also have the opportunity to seek assignment to fire stations throughout the ESF&R service area. While ESF&R does not currently allow firefighters to test for King County Medic One paramedic positions there are discussions underway to allow this opportunity in the future.

8. **Confidence in government model**

Shoreline – The Shoreline Board of Commissioners are elected by the residents of the City of Shoreline. The firefighters local has exerted influence in past fire commissioner elections. Conflicts of interest are present for the SFD Board of Fire Commissioners. The SFD Board skill sets, and expertise is constrained by the five-member board structure.

ESF&R – ESF&R has a long history of governing with a hybrid board. Recently, the board structure was changed to a non-profit organization. The current ESF&R board is comprised of one director from the North Bend City Council, two Board directors from the Issaquah City Council, two directors from the Sammamish City Council, two directors from the KCFD 10 Board of Commissioners and one director from KCFD 38 Board of Commissioners. This

structure assures a wide range of interests are represented and a wide range of education and skill sets are available. There is a path provide should NFD (KCFD 16) wish to participate in ESF&R governance. This ESF&R broad membership structures ensures that the ESF&R board is unlikely to be subject to undue influence from a specific constituency.

9. **Experience in providing contract services.**

Shoreline – As noted above SFD is new to providing contract services to another fire district and integrating that department employees. SFD does have some experience providing contract services but in a distinctly different manner than will be required to service a contract with NFD. SFD will likely be able to develop the skills, policies, and procedures to provide the requested contract services but there will be challenges and a learning curve along the way.

ESF&R – ESF&R has extensive experience providing contract fire services to a variety of agencies. ESF&R understands that each communities demographic and needs different. ESF&R has a record of meeting these individual community requirements. The ESF&R system of policies, procedures, labor contracts and administrative organization is designed specifically to provide fire contract services.

10. **Satisfaction of current contract agencies. Responsive to local needs.**

There has been no outreach by the NFD board to entities receiving services from either SFD or ESF&R. As part of the evaluation process, it is important to receive feedback from the agencies receiving services from SFD (King County Medic One and the City of Woodway) and from the agencies receiving services from ESF&R (Issaquah, North Bend, Sammamish, Woodinville Fire & Rescue, KCFD 10 and KCFD 38).

11. **Cost of Service**

Shoreline - The Shoreline cost proposal is still in flux. Costs for specific items are still unknown or 'to be negotiated'. These include the cost to transfer accumulated Sick Leave, the cost for a 'Peak Hour Aid Car'. The cost structure for station maintenance is still unclear. The proposed contract that accompanied the Shoreline proposal is incomplete and will require significant additions and revisions.

ESF&R - ESF&R proposal is clear and the costs well defined. There contract provided with the ESF&R proposal provides a strong framework for a final contract. There are some elements that should be added or clarified.

12a. **Agency financial obligation. History of budget / Tax rate increases.**

There has been no gathering of budget history for either agency. More work is needed by the board to fully answer this question.

12b. **Agency financial obligation / History of revenue streams**

Shoreline – Shoreline - SFD is currently in good financial condition. Recent growth in assessed valuation and imposition of 'other revenue' sources has provide some additional financial resources. SFD still has a lower average AV than surrounding agencies which limits general levy revenue. There have been some significant budget increases over the past years as SFD added firefighters and made additional contributions to reserve funds. There are some concerning issues regarding the rising demand for services in the Shoreline area, unfunded mandates, the unresolved firefighter labor contract and some underfunded reserve accounts. SFD should benefit from some cost reductions should NFD select SFD as the fire service contract provider.

ESF&R – ESF&R member agencies are all in good financial condition. Growth in the communities they serve, higher than average assessed valuation and increased property values has more than

supported revenue requirements. ESF&R reserves are fully funded and there do not appear to be any unfunded mandate obligations. Each of the partner and contract agencies have resources needed to weather revenue losses or unforeseen cost increases.

13. **Short term impacts**

Shoreline - Integration of labor will be a primary challenge for each agency. Shoreline benefits from labor support for a SFD contract with NFD. Challenges include identifying specific costs for specific service options and the establishing the cost for NFD's transfer of Sick Leave balances. There are significant gaps in the proposed contract document that must be remedied. The recent resistance by SFD and NFD labor groups for the inclusion of ESF&R and potentially Kirkland into the North King County Training Consortium (NKCTC) is a concern. The SFD and NFD labor groups have demonstrated strong resistance to regionalization.

ESF&R – ESF&R's primary challenge is integrating a labor group that has favored a contract for service with SFD. ESF&R successfully managed a similar challenge integrating the Woodinville Fire & Rescue labor group.

14. **Long term impacts**

Shoreline – The SFD labor group and the SFD administration have recently displayed an resistance to regionalization. They have opposed expansion of the NKCTC characterizing the addition of ESF&R as a takeover. The outsized influence by the labor groups on the elected NFD fire commissioners and the potential conflicts of interest present on both the SFD and NFD boards is a concern. It will be very challenging for fire commissioner board members who are active IAFF union firefighters or family members of active IAFF firefighters to oppose the expressed wishes of the labor groups.

ESF&R – NFD's selection of ESF&R as the fire service contract provider will dramatically advance regionalization in North King County. The NKCTC is poised to include additional agencies and expand the regional role of the NKCTC. The validation by NFD of the ESF&R contracting model should encourage other area fire agencies to strongly consider the cost savings and service advantages of a regionalize fire service.

15. **Plan for organizational integration**

At this time, it does not appear that either agency includes the NFD non-represented office staff in their contract proposal.

Shoreline - SFD process for integration of the workforce is described broadly in their contract proposal. Much work is yet to be done to develop a comprehensive plan.

ESF&R – ESF&R has experience integrating a contract agency work force. The most recent example is with Woodinville Fire and Rescue.

16/17. **Stakeholder response review and Citizen response review**

The stakeholder survey process was susceptible to manipulation and influence by the labor group. There was no means to identify the source of the responses. I would recommend the board develop a method to assure that the citizen and stakeholder survey responses are received from a broad sector of the community and that these community members receive unbiased and factual information that prepares them to provide an informed response.

**Northshore Fire Department
KCFD 16 Budget
Post Fire Services Contract- Budget Items**

- Board Secretary Salary
- Legal Services
- Insurance Services
 - Board and Board Secretary Liability Coverage
- Board IT Services
 - Maintenance & Software for 6 Notebook Computers
 - Network Access and Maintenance
 - Website licensing, maintenance and content updates
 - Subscriptions: Zoom, MailChimp
- Board Per Diem Costs
- Board Other Expenses
 - Events i.e. Community Outreach
 - Retreat
 - Travel
 - Audit Costs
 - Facilitators / Training
- Services
 - NEMCO Membership
 - MRSC Membership
 - King County Fire Commissioners Association Membership
 - AV Capture Contract
 - Benefit Charge Calculations & Notification (mailing and King County Assessor data)
- Accounting
 - Payments of Invoices
 - King County Finance – Account Balance Reconciliation
 - Revenue Deposits and Reconciliation
 - Reserve Fund Allocation
- King County Voucher Services
 - Processing and Payment of Vouchers
 - KCFD 16 - Reserve Fund Investment Expenses
- King County Elections
 - Primary and General Elections – Commissioners
 - Benefit Charge Renewal
 - Levy Lid Lift
 - Voter Pamphlet Costs
- Reserve Funds
 - Contributions to the Reserve Funds to assure they meet stated goals
 - Expenditures from Reserve Fund to pay for budgeted expenses
- Quarterly budget reports to Fire Commissioners and Public

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 09:39:49 Date: 12/21/2021

12/27/2021 To: 12/27/2021

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2112	12/27/2021	Claims	1	0	AURORA RENTS	691.20	Chainsaw Chaps
2115	12/27/2021	Claims	1	0	CDW GOVERNMENT	21,770.78	Computer / Server upgrades
2116	12/27/2021	Claims	1	0	CDW GOVERNMENT	260.29	CISCO Cables
2117	12/27/2021	Claims	1	0	CDW GOVERNMENT	1,047.17	16 Port Switch
2118	12/27/2021	Claims	1	0	CDW GOVERNMENT	287.08	Fiber Optic Cable
2119	12/27/2021	Claims	1	0	CDW GOVERNMENT	76.43	Cables
2120	12/27/2021	Claims	1	0	CDW GOVERNMENT	11,411.87	tablets and docking stations with keyboards
2121	12/27/2021	Claims	1	0	CDW GOVERNMENT	8,984.16	Dell tablets with docking power supply
2122	12/27/2021	Claims	1	0	CDW GOVERNMENT	132.43	Tablet display
2123	12/27/2021	Claims	1	0	CDW GOVERNMENT	957.87	Keyboard
2124	12/27/2021	Claims	1	0	CDW GOVERNMENT	4,645.57	New Laptops
2125	12/27/2021	Claims	1	0	CDW GOVERNMENT	1,439.78	Warranty for new laptops
2126	12/27/2021	Claims	1	0	CENTURY LINK	64.10	Phones - St 57
2127	12/27/2021	Claims	1	0	CFO SELECTIONS LLC	1,320.00	Tom B - analysis of ESFR & SFD proposals
2128	12/27/2021	Claims	1	0	CHAZ ANDERSON	9.50	Reimbursement - out of state new hire driving record
2129	12/27/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	399.51	Legal Fees - Litigation
2130	12/27/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	4,592.50	Legal Fees - General Business
2131	12/27/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	660.00	Legal Fees - Employment
2132	12/27/2021	Claims	1	0	CHMELIK SITKIN & DAVIS PS	275.00	Legal Fees - Contract Review
2133	12/27/2021	Claims	1	0	CITY OF BOTHELL FIRE AND EMS	6,930.33	Fire Marshal Services - Dec 2021
2134	12/27/2021	Claims	1	0	CITY OF LAKE FOREST PARK	193.32	Acct #005377-000; St 57 - Sewer
2135	12/27/2021	Claims	1	0	CONTERRA DESIGN CONSULTING AND MANUFACTU	229.05	CMC Prusik
2136	12/27/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	1,061.55	December 2021 - Radio Access Fees
2137	12/27/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	December 2021 - Maintenance Agreement
2138	12/27/2021	Claims	1	0	INGLEWOOD GOLF CLUB	4,026.03	2021 Annual Banquet
2113	12/27/2021	Claims	1	0	JOHN A BURROW	96.00	Airport Parking
2114	12/27/2021	Claims	1	0	JOHN A BURROW	490.00	Reimbursement - Training Class Registration
2139	12/27/2021	Claims	1	0	KING COUNTY FINANCE	1,867.00	November 2021 - I-Net
2168	12/27/2021	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	6,373.03	Pay Cycle(s) 12/30/2021 To 12/30/2021 - ADDLIFE; Pay Cycle(s) 12/30/2021 To 12/30/2021 - LTD; Pay Cycle(s) 12/30/2021 To 12/30/2021 - MEDICAL; Pay Cycle(s) 12/30/2021 To 12/30/2021 - SUPPLIFE; Pay Cyc
2140	12/27/2021	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	118.91	Petty Cash Box Reimbursement
2141	12/27/2021	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	1,314.99	Petty Cash Checking Reimbursement
2142	12/27/2021	Claims	1	0	KROESEN'S, INC.	188.22	Morris - Chief uniform updateds
2143	12/27/2021	Claims	1	0	KROESEN'S, INC.	33.58	Schwartz - Belt
2144	12/27/2021	Claims	1	0	KROESEN'S, INC.	528.04	Hansson - Class A
2145	12/27/2021	Claims	1	0	KROESEN'S, INC.	489.99	Act LT Shirts - Brackett, Kuykendall, Ross
2146	12/27/2021	Claims	1	0	KROESEN'S, INC.	478.32	Colletti - Class A Uniform
2147	12/27/2021	Claims	1	0	L. N. CURTIS & SONS	259.22	ABC Sweatshirts

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 09:39:49 Date: 12/21/2021

12/27/2021 To: 12/27/2021

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2169	12/27/2021	Payroll	1	0	LABOR & INDUSTRIES	79,866.17	4TH Quarter L&I: 10/01/2021 - 12/31/2021
2148	12/27/2021	Claims	1	0	LINDE GAS & EQUIPMENT INC.	35.51	Oxygen
2150	12/27/2021	Claims	1	0	NORCOM	9,683.30	November IT Services
2151	12/27/2021	Claims	1	0	NORCOM	1,284.74	NFORS annual fee reimbursement
2152	12/27/2021	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct #022432-000; Fire Line 4
2153	12/27/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	4,356.15	November Fuel & Maintenance
2154	12/27/2021	Claims	1	0	NORTHWEST TROPHY & AWARD CO	525.18	Banquet Awards
2155	12/27/2021	Claims	1	0	NORTHWEST TROPHY & AWARD CO	86.98	Banquet Awards
2156	12/27/2021	Claims	1	0	O'REILLY AUTO PARTS	146.66	Exhaust Fluid and Mixed Gas
2157	12/27/2021	Claims	1	0	PSR MECHANICAL	963.34	HVAC Service - St 51
2158	12/27/2021	Claims	1	0	PUGET SOUND ENERGY	5,735.58	Acct #200019536453; St 51
2159	12/27/2021	Claims	1	0	PUGET SOUND ENERGY	638.02	Acct #200020658783; St 57
2160	12/27/2021	Claims	1	0	REPUBLIC SERVICES #172	382.49	Garbage and Recycle Pick up - St 51
2161	12/27/2021	Claims	1	0	REPUBLIC SERVICES #172	154.17	Garbage Pick up - St 57
2149	12/27/2021	Claims	1	0	SHANNON R MOORE	44.12	Reimbursement - Admin Awards
2175	12/27/2021	Claims	1	0	SHORELINE FIRE DEPARTMENT	9,408.00	2021 BLS QI
2176	12/27/2021	Claims	1	0	SHORELINE FIRE DEPARTMENT	21,975.25	Q4 MIH
2162	12/27/2021	Claims	1	0	STATE AUDITOR'S OFFICE	1,751.50	2019-2020 Audit
2163	12/27/2021	Claims	1	0	SUMMIT LAW GROUP	2,043.50	Legal Fees - Grievance
2164	12/27/2021	Claims	1	0	US BANK	7,647.84	Charges for cards ending 6729 5507 & 4689
2165	12/27/2021	Claims	1	0	UW VALLEY MEDICAL CENTER	150.00	New Hire Exams
2166	12/27/2021	Claims	1	0	VERIZON BUSINESS	744.48	VOIP St 51
2170	12/27/2021	Payroll	1	0	WASHINGTON NATIONAL INS CO	61.20	Pay Cycle(s) 12/30/2021 To 12/30/2021 - CONSECO
2167	12/27/2021	Claims	1	0	WESTLAKE HARDWARE	5.70	Clamps
2171	12/27/2021	Payroll	1	0	WSCFF EMPLOYEE BENEFIT	8,400.00	Pay Cycle(s) 12/30/2021 To 12/30/2021 - MERP1
001 General Fund 10-016-0010						240,336.72	
							Claims: 145,636.32
						240,336.72	Payroll: 94,700.40

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2172	12/27/2021	Claims	4	0	RESERVE CONSULTANTS NW LLC	800.00	Reserve Study Fee - St 51
2173	12/27/2021	Claims	4	0	RESERVE CONSULTANTS NW LLC	800.00	Reserve Study Fee - St 57
004 Reserve Fund 10-016-6010						1,600.00	
						<u>1,600.00</u>	Claims:
						1,600.00	1,600.00

Northshore Fire Department

Fire Commissioner Request for Compensation

[illegible]

[illegible]

12/10/21

Date _____

[illegible]

1630-A1 Commissioner Compensation Request Form



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 7, 2021

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

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

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

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster, and Dave Maehren. Also present was Chief McDonald, Advisory members Phillippa Kassover, Nigel Herbig, and Lisa Wollum, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 21 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard public comments from Mike Dee and Stacey Valenzuela.

III. APPROVAL OF THE AGENDA

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

3.2 Commissioner Maehren read a prepared statement.

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:10PM until 5:40PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the session by 30 minutes and 15 minutes, respectively. The Board moved back into open session at 6:25PM.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Conversation with IAFF, Local 2459

- President, Jeremiah Ingersoll, thanked the Board for time on the agenda and did not have any comments for the Board.

5.2 North King County Training Consortium

- Chief McDonald provided an update on the December 6th NKCTC Chiefs meeting.
- The Board and Chief McDonald discussed.

5.3 Interim Deputy Chief and Interim Fire Chief Positions

- The Board discussed promoting BC Morris to the role of Interim Deputy Chief.
- The Board discussed the process for making the decision to select a Contract for Services.

Commissioner Adman moved to promote Chief Morris to the position of Interim Fire Chief starting January 1, 2022, and that we start the process of negotiating that contract following this meeting. Commissioner Pratt seconded. The Board discussed. The motion passed 3-2. Commissioners Adman, Commission Pratt, and Commissioner Byers voted to approve. Commissioner Webster and Commissioners voted to oppose the motion.

5.4 Contract for Services Update

- Consultant, Tom Broetje, presented the analysis of the Eastside Fire and Rescue and Shoreline Fire Department proposals.

5.5 Discussion on the decision process for Contract for Services

- The Board discussed a proposed timeline for making a decision.

Commissioner Adman moved to adopt his proposed his timeframe. The Board discussed. Commissioner Adman withdrew his motion. The timeline will be reviewed at the next meeting.

5.6 NSFD Operations Discussion

- No discussion

5.7 Water Rescue Program Funding

- Chief McDonald provided an update on the status of equipment purchased for the water rescue program.

Commissioner Maehren moved to fund the second half payment for the water rescue craft from the NSFD donation fund. Commissioner Adman seconded. The Board discussed. The motion passed unanimously.

5.8 Update Policy 1400

- Commissioner Maehren proposed revised language for Section 6.2.

Commissioner Maehren moved to adopt the revised language in Section 6.2. Commissioner Webster seconded. The Board discussed. Deputy Mayors Kassover and Herbig provided comments. Commissioner Maehren withdrew his motion.

VI. BOARD RESOLUTIONS

6.1 None

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$196,697.06
- The Reserve Fund Vouchers totaled \$4,573.19

7.2 Commissioner Compensation

7.3 Meeting Minutes: 11/16/2021 and 11/23/2021

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

VIII. REPORTS

8.1 Fire Chief Report

- Chief McDonald updated the Board regarding an onsite visit from the insurance agency, firefighter recruitment updates, and planning for the February and September firefighter academies.

8.2 Commissioner Reports

- None

8.3 Legal Counsel Reports

- None

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the agenda will include a discussion of Commissioner Adman's timeline for selecting a Contract for Service, Contract for Services Update, Update on Interim Fire Chief, Executive Session, discussion of administrative activities not covered under the contract services, Roberts Rule of Order training.

ADJOURNMENT

The meeting adjourned at 7:47PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for December 21, 2021, at 5:00PM.

Attachments: Agenda, Contract for Service Proposal Analysis, Commissioner Adman proposed timeline, Policy 1400, Vouchers, Commissioner Compensation, Meeting Minutes 11/16/2021 & 11/23/2021, Chief's Report.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, 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 December 21st, 2021



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 9, 2021

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

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

Chair Rick Webster called the meeting to order at 4:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster, and Dave Maehren. Also present was Chief McDonald, Legal Counsel Richard Davis, Board Secretary Amy Oakley, and 2 members of the public.

II. PUBLIC COMMENT

2.1 No public comments.

III. APPROVAL OF THE AGENDA

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

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 4:05PM until 4:35PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board moved back into open session at 4:35PM.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Interim Deputy Chief and Interim Fire Chief Positions

Commissioner Pratt moved to approve the December 6th signed letter between Chief McDonald and BC Morris and to approve the MOU promoting BC Morris to the position of Interim Deputy Fire Chief. Commissioner Adman seconded. The Board discussed and amended the motion to include the December 6th letter. The motion passed unanimously.

- The Board agreed to create a subcommittee consisting of Chair Webster and Vice Chair Pratt to initiate negotiations with BC Morris for the Interim Fire Chief position.
- The Board will have a Special meeting on December 14th at 4PM to discuss the status of negotiations for the Interim Fire Chief position.

VI. UPCOMING BOARD AGENDAS

6.1 Setting of Future Meeting Agenda(s)

- Special meeting December 14th agenda items will include an Executive Session, update on Interim Fire Chief negotiations, and a discussion of other options for the Interim Fire Chief position.

ADJOURNMENT

The meeting adjourned at 4:45PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for December 14, 2021, at 4:00PM.

Attachments: Agenda.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, 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 December 21st, 2021



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 16, 2021

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

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

Chair Rick Webster called the meeting to order at 4:00 PM.

Persons in attendance were Commissioners Josh Pratt, Tyler Byers, Rick Webster, and Dave Maehren. Also present was Chief McDonald, Advisory Member Lisa Wollum, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 8 members of the public. Commissioner Eric Adman was absent.

II. PUBLIC COMMENT

2.1 No public comments.

III. APPROVAL OF THE AGENDA

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

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 4:07PM until 4:27PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the Executive Session by 20 minutes. The Board moved back into open session at 4:48PM.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Update Interim Fire Chief negotiations

- Commissioner Webster updated the Board on the status of negotiations with Deputy Chief Morris for the Acting Fire Chief position.

Commissioner Pratt moved to accept and sign the agreement with DC Morris for the Acting Fire Chief position. Commissioner Byer seconded. The Board discussed. The motion passed 3-1. Commissioners Webster, Pratt, and Byers voted to approve. Commissioner Maehren voted to oppose the motion.

5.2 Acting Fire Chief Contract

- The Board addressed this item in the previous agenda item.

VI. UPCOMING BOARD AGENDAS

6.1 Setting of Future Meeting Agenda(s)

- Regular meeting December 21st in addition to the standard items, the agenda will include an Executive Session, Contract for Services Update, discussion of timeline and decision process for selecting a Contract for Service, discussion of administrative activities not covered under the contract services, and new board member training, and King County Fire District Budget items.

ADJOURNMENT

The meeting adjourned at 4:55PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for December 21, 2021, at 5:00PM.

Attachments: Agenda.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, 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 December 21st, 2021



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

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

MEMORANDUM

DATE: December 17, 2021

TO: Board of Fire Commissioners

FROM: Doug McDonald, Interim Fire Chief

RE: FINAL Chief's Report

Please see the Chief's report submitted for December 21, 2021.

1. Our recruit has completed week 2 of EMT School and is doing well.
2. We currently have 2 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.
3. The district has come to an agreement in principle with Local 2459 regarding the CBA. We are awaiting final confirmation from our legal. This is a positive outcome.
4. 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 having 4 recruits in the February Academy and 4 in the September academy along with an instructor from the NSFD.
5. An Electric Car charging station has been completed and is now operation in our parking area. It has the ability to charge two electric vehicles at once. The individuals utilizing will be charged a fee. The district is not responsible for the cost of electricity while charging. This project was primarily funded by grant money from PSE. Total cost to the district is anticipated to be around \$500.00. Two Electric vehicles will be able to be charged at the same time.
6. Chief McDonald has extended 4 conditional job offers following "Chiefs interviews". We are awaiting background, driving, medical and physiological testing.
7. BC Morris has begun his tenure as Acting DC on December 13. He also accepted the districts contract proposal of Acting Chief effective January 1, 2022.
8. The district held its annual awards banquet on the 10th of December at Inglewood golf club. FF Matt Langbehn received the EMS excellence award for the 2nd year straight. Lt. Travis

Ross received the Fire Service Excellence Award and Lieutenant Steve Loutsis received the 2021 Mentor of the year award. Congratulations to all.

COVID-19 UPDATE

173, 439 total cases, 8,908 hospitalizations and 2,125 fatalities. 991 new cases since last week, showing an 14% decrease, 9 daily hospitalizations, showing a 24% increase and 2 daily fatalities, a 6% decrease.

Kenmore – 1,278 total cases, 77 hospitalizations and 19 fatalities. Kenmore has seen a 60% increase in daily cases in the last week with 1 new daily average case, 1 new hospitalization and 1 new fatality this last week.

LFP – 619 total cases, 23 hospitalizations and 5 fatalities. LFP has seen an 33% decrease in total cases the last week, no hospitalizations and there were no fatalities last week.

Dr Rea states that we've plateaued but warns not to overinterpret the data as the number of cases is flat but hospitalizations are increasing. In many parts of the country, hospitals have reached or exceeded capacity.

Over 80% of children 12 and under are vaccinated in King County. The rise in vaccination rates are related to children and boosters.

New dashboard: Trends Among King County Youth: <https://kingcounty.gov/depts/health/covid-19/data/youth.aspx>

Omnicom Update

- a. There's still a lag of 2-4 weeks to sequence the virus so we don't have a true sense of what's going on today.
- b. UW Virology reports that 10-12% of new cases are the Omicron variant. We should get the sequencing data on that towards the end of this week.
- c. It's expected that Omicron will become the predominant strain as in UK.
- d. At this time appears to be more contagious and that the vaccine is effective.

TRAINING UPDATE

- The Station 51 drill grounds were utilized by Bothell Fire Department for an EVIP evaluation. This is a Rodeo course set up to duplicate many different complexities of driving a fire engine: backing around a corner, parallel parking, driving through an area with diminished clearance, driving forward through a slalom course, driving in reverse through a slalom course.
- Crews have been conducting night drills at an acquired structure in Shoreline. This is a required "NIGHT" drill that will assist us in our WSRB evaluation next June. We are required to complete 2 of these drills per year.

FIRE PREVENTION/PIO/PUBLIC OUTREACH

NO REPORT SUBMITTED

Response Standards

Reaction time 51 90% Fractile	Reaction Time 57 90% Fractile	Response Time Avg Call received to O/S	Response Time 90% Call received to O/S
A shift 2:07	A shift 1:17	5:18	8:01
B shift 1:21	B shift 1:33		
C shift 2:00	C shift 1:55		
D shift 1:35	D shift 2:16		
12/2	12/2		

Call Types of	Number of Calls –Dec 7-Dec 17, 2021
Rescue	0
Structure Fire	0
Natural Vegetation	0
EMS	81
Odor Smoke/Water problem	1
Electrical wiring	0
Flammable Liquid spill	0
Public Service	9
Dispatched and cancelled	16
Water problem	0
False alarm/system malfunction	5
Other	0
Total calls	112

Auto Aid IN to Assist NSFD (All Call Types)

Kirkland	1	12-7 thru 12-17
Bothell	4	
Shoreline	3	
Eastside Fire	0	

Auto Aid OUT of District (All Call Types)

Kirkland	2	12-7 thru 12-17
Bothell	8	
Shoreline	7	
Eastside Fire	1	

Social Media Algorithm

Page Views

November 4 - December 1

225

Total Page Views ▼ 8%



Page Followers

November 4 - December 1

20

Page Followers ▲ 5%



Post Reach

November 4 - December 1

17,298

People Reached ▲ 147%



Post Engagement

November 4 - December 1

1,635

Post engagement ▲ 192%

