



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

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## MINUTES

September 14, 2021

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

#### **I. OPEN SPECIAL NORTHSHORE MEETING**

##### 1.1 Roll Call

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

Persons in attendance were Commissioners Eric Adman, Milton Curtis, Rick Webster, and Dave Maehren. Also present was Deputy Chief McDonald, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 27 members of the public. Commissioner Josh Pratt joined the meeting at 5:13PM during the Executive Session. Chief Ahearn and CAO Joan Montegary joined the meeting at 6:00PM.

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

##### 2.1 No public comments.

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

**3.1** *Commissioner Maehren moved to move Executive Session to the first item of business on the agenda. Commissioner Curtis seconded. The motion passed unanimously.*

**3.2** *Commissioner Maehren moved accept the agenda as amended. Commissioner Curtis seconded. The Board discussed. The motion passed unanimously.*

#### **IV. EXECUTIVE SESSION**

The Board moved into Executive Session at 5:10PM until 5:25PM to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i) and to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g). The Board extended the Executive Session to 5:40PM and extended again to 5:50PM. The Board moved back into open session at 5:50PM.

*Commissioner Adman provided a statement regarding his remote interest as a current Shoreline firefighter in relation to the process for contracting for services.*

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

##### 5.1 Conversation with IAFF, Local 2459

- Local 2459 President, Jeremiah Ingersoll discussed the presentations at the city councils of Lake Forest Park and Kenmore.
- Mr. Ingersoll provided comments on the draft FAQs and public survey questions.

- 5.2 Update on meeting with City Councils of Lake Forest Park and Kenmore
  - Commissioner Webster updated the Board on the presentations on September 9th with Lake Forest Park and September 13<sup>th</sup> with Kenmore city councils.
  - The Board discussed a letter written by Commissioner Curtis for the Kenmore City Council.
  - The Board discussed pursuing a joint meeting work session with Kenmore City Council.
- 5.3 Contract for Services Update
  - The Board discussed the contract for services time frame, process, and budget preparation requirements.
  - The Board decided to have a special meeting on Friday, September 17<sup>th</sup> at 2pm to review the contract for services proposals.
- 5.4 Service Contract Website Update
  - Special meetings will be added to under Key Dates.
  - Proposals will be posted on the day received.
- 5.5 Review Public Survey Questions
  - The Board reviewed and revised the Public Survey questions.
- 5.6 Review FAQs for Service Contract website
  - The Board reviewed and revised the FAQs.
- 5.7 Review Questions for Agency Surveys on Contract for Services
  - The Board reviewed the questions to survey contracting agencies.
  - The Board agreed to contact seven organizations.
- 5.8 Woodinville ILA Discussion
  - The Board discussed the September 7<sup>th</sup>, 2021, letter regarding IT Services.
  - Chief Ahearn and DC McDonald will be meeting with backup provider, Norcom, to discuss options.
  - The Board discussed the August 31<sup>st</sup>, 2021, letter regarding Response Operations which would return the Deputy Chief of Operations (DC McDonald) to fulltime employment with Northshore Fire.

***Commissioner Maehren moved for the Board Chair to sign the August 31, 2021 letter. Commissioner Webster seconded. The Board discussed the letter and options. Commissioner Maehren withdrew his motion.***

  - The Board Chair will request Woodinville to resubmit a letter clarifying their request regarding Deputy Chief services.
  - This agenda item will remain on the agenda for the next regular meeting.
- 5.9 Planning for Lake Forest Park City Council Joint Meeting on September 20<sup>th</sup>
  - Board Secretary will send the proposals to Lake Forest Park City Council, Kenmore City Council, and Labor group.

- This agenda item will be discussed at the special meeting on Friday, September 17<sup>th</sup>, 2021.
- 5.10 Planning for Virtual Open House on September 28<sup>th</sup>
  - The Board reviewed and approved a flyer advertising the virtual open house.
- 5.11 Discussion of Potential Future Special Meetings
  - The Board added a special meeting for Friday, September 17<sup>th</sup>, 2021 at 2pm to review the contract for services proposals.

**VI. UPCOMING BOARD AGENDAS**

- 6.1 Setting of Future Meeting Agenda(s)
- Special meeting Friday, September 17<sup>th</sup>, 2pm to review the proposals, planning for Lake Forest Park City Council meeting, potential future special meetings, setting future agenda items. Discussion and Possible action item regarding Woodinville ILA and Medic One FAQ.
  - Special meeting September 20<sup>th</sup> 6pm. Joint meeting with LFP City Council. Contract for Services discussion with Lake Forest Park City Council. There will be no action items.
  - Regular meeting September 21<sup>st</sup>, in addition to the standard items, presentation from Chief's on contract proposals and Q&A, open house planning. Norcom update and Fall Prevention Week update.

**ADJOURNMENT**

The meeting adjourned at 7:56PM

**NEXT MEETING DATE**

The next regularly scheduled Board of Commissioners meeting is scheduled for September 21, 2021.

Attachments: Agenda, public notice, public survey questions, FAQs, agency questionnaire, Woodinville ILA letters, open house flyer.

**BOARD OF COMMISSIONERS**

Electronically signed- Eric Adman  
**ERIC ADMAN**, Member

Electronically signed- Josh Pratt  
**JOSH PRATT**, Member

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

Electronically signed- Rick Webster

**RICK WEBSTER**, Member

Electronically signed- David C. Maehren

**DAVID MAEHREN**, Member

**ATTEST**

Amy Oakley

**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on October 5<sup>th</sup>, 2021.

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

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

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

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

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

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

Commissioners,

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

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

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

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

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

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

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

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

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

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

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

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



## Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### Northshore Fire Department Board of Commissioners

#### Special Meeting Agenda

Tuesday, September 14, 2021

5:00PM

Meeting held virtually, via Zoom

Public Comment must be submitted electronically prior to the meeting.

To submit public comment, please see instructions at the end of the agenda.

To attend this meeting live, click the link below and enter the ID & Password provided.

A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldpZl1dSSU1ZlZy9LSXVQQT09>

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

5.3 Contract for Services Update



- 5.4 Service Contract Website Update
- 5.5 Review Public Survey Questions
- 5.6 Review FAQs for Service Contract website
- 5.7 Review Questions for Agency Surveys on Contract for Services
- 5.8 Woodinville ILA Discussion
- 5.9 Planning for Lake Forest Park City Council Joint Meeting on September 20th
- 5.10 Planning for Virtual Open House on September 28<sup>th</sup>
- 5.11 Discussion of Potential Future Special Meetings

## **VI. Upcoming Board Agendas**

- 6.1 Setting of Future Meeting Agenda(s)

## **Adjournment**

Next Regular Meeting: Tuesday, September 21<sup>st</sup>, 2021 at 5:00 PM

### **Public Comment Procedures for Virtual Meetings:**

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

To ensure your comments are received and read at the proper meeting, your email must include:

- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to

Emails without this information may not be read at the meeting. Three minutes are allowed for comment. And, in accordance with normal procedure, messages of an overly repetitive or inappropriate (vulgarity) nature may be declined to be read at the discretion of the meeting Chair.

Please check the District's [AV Capture](#) for the most up-to-date information about individual meetings.

Questions? Email Board Secretary Amy Oakley at [boardsecretary@northshorefire.com](mailto:boardsecretary@northshorefire.com).





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7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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**NOTICE OF SPECIAL MEETING**

DATED September 9, 2021

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held via Zoom on Tuesday, the 14<sup>th</sup> day of September 2021, at 5:00PM. Meeting agenda posted separately.

## Public Survey Questions Regarding Contract for Services Edited by Milton Curtis

### Principles I used for editing:

- Add an educational portion, so people understand the context for the question.
- Arrange the questions from high level to more detailed.
- Avoid leading or biased question structure.
- Keep it simple and short.
- Address major issues only of satisfaction, regionalization, local control, service, cost, employee support, contiguous borders.

Northshore Fire Department is considering having another fire department operate the NFD under a contract for services. This means the Northshore firefighters and other employees would become employees of the other department. It is expected that this will provide some operational and economic efficiencies. For more information review the Northshore Fire Department website at <https://www.northshorefire.com/contract-for-services/>.

### Submit by 10/4

**YOUR INPUT IS VERY IMPORTANT TO US.** We would like your input to the following questions:

Name (optional)

Email (optional)

1. What is your level of satisfaction with the current services you receive from the Northshore Fire Department?

- a. Very Satisfied
- b. Satisfied
- c. Neither Satisfied or Dissatisfied
- d. Dissatisfied
- e. Very Dissatisfied

2. The Northshore Board of Commissioners is considering a contract for services model which requests a larger organization to manage firefighting and emergency services. The Board would still exist and control the level of services. This is different than a merger where two entities join and the two Boards would be combined.

How important is it to you to maintain local control by keeping the Northshore Fire Department (King County Fire District 16) Board?

- a. Very important
- b. Somewhat important
- c. Not very important
- d. Not important at all

3. Larger organizations improve services, increase opportunities for career advancement for firefighters and leaders, improve the ability to hire firefighters and leaders, and produce efficiencies in administration, and potential cost savings. This is called regionalization and is happening throughout the Puget Sound.

How important is it to you to have the Northshore Fire Department join a larger organization?

- a. Very important
- b. Somewhat important
- c. Not very important
- d. Not important at all

4. A contract for services provides the same or better response service from our local fire stations but provides administrative support services from a central location. This model reduces administrative costs without reducing local response capability.

How important is it to you to retain administrative functions in the Northshore Fire District?

- a. Very Important
- b. Somewhat Important
- c. Not very important
- d. Don't know

5. We expect to get improved services at a lower cost if we contract for services with a larger agency.

What is your preference for level of services and cost of services?

- a. Less services at a lower cost
- b. The same level of service at about the same cost
- c. Same or better service at a lower cost
- d. Higher level of service at a higher cost

6. When fire departments contract for services, they are required by state law to bargain the impacts of the change in working conditions with the labor group. This process is to ensure the fair treatment of the firefighter labor group.

How important is it to you that the firefighter labor groups support the potential contract for services arrangement?

- a. Very important
- b. Somewhat important
- c. Not very important
- d. Not important at all

7. Current fire service is provided from local fire stations and augmented by mutual aid agreements with surrounding agencies to ensure reliable response capability. This system will remain in place even with the contract for services model. State law allows for non-contiguous borders. This is used by Fire Departments around the State.

How important is it to you to combine with a fire department that shares borders?

- a. More important to be adjacent
- b. Not important to be adjacent
- c. Don't know
- d. No opinion

8. See the Frequently Asked Questions (FAQs) for more information at [https://www.northshorefire.com/wp-content/uploads/2021/09/FAQ\\_9-14-21.pdf](https://www.northshorefire.com/wp-content/uploads/2021/09/FAQ_9-14-21.pdf). Please add comments and questions if you would like:

# Frequently Asked Questions Related to Northshore Fire Department's Contract for Services

Revised 9/14/2021

## 1. What is the difference between a fire district, a fire district using a “contract for services”, and a city fire department?

- Fire districts are municipal corporations that have their own taxing authority and are responsible for providing fire prevention, fire suppression and emergency medical services. (See RCW 52.12.011 and RCW 52.02.020). The Fire Board of Commissioners is the governing body.
- Many smaller fire districts choose to contract some or all of their services out to larger Districts or local municipalities. This is common practice and happens for a wide variety of reasons all over King and Snohomish Counties. Under a contract for services each fire district retains its identity, governance and taxing authority. This is allowed under the “Inter-local Cooperation Act” RCW chapter 39.34.
- A city or municipal fire department is one part of a full-service city. The city is the taxing authority and funds the fire department. The City Council is the governing body.

## 2. Why is the Northshore Fire Department Board of Commissioners requesting contract for services offers?

- Contract for services offers have been requested to gain operational efficiencies and assure quality and dependable services can be provided far into the future.
- Small fire districts have a difficult time providing the same level of specialization of services as a more regional system. The Northshore Fire Department serves the Cities of Lake Forest Park and Kenmore with one fire station in each city.
- Small fire departments may have a difficult time hiring fire fighters and leadership positions due to the lack of advancement potential. We already contract out our Fire Chief and Fire Marshal services.
- Most small fire departments throughout King and Snohomish Counties, both municipal and districts, have taken a more regional approach, either merging or contracting for services.
- Contracting for services maintains local control compared to other consolidation options.
- The Northshore Fire Department expects to more efficiently provide the same or better level of service through contracting with another agency.
- The Northshore Fire Department expects to save money by avoiding some duplication of services. Larger departments already have the capacity to add some of our work needs to their present work force.

- The Board of Commissioners requested proposals from Shoreline Fire Department which serves the City of Woodway and the Eastside Fire and Rescue which is a consortium of several east King County Fire Districts serving Issaquah, North Bend, Sammamish, Woodinville, and Fire Districts 10 and 38 with headquarters in Issaquah.

### **3. Will there be any changes to the Medic One program?**

No. The medic unit will remain stationed at Lake Forest Park Station 57. Medic One is a King County-wide program and will not be impacted by a Northshore contract for services.

### **4. How will the contract service provider be selected?**

The Board of Fire Commissioners has developed a list of criteria to assess the contract proposals. These criteria focus on the best interests of the citizens of the Kenmore and Lake Forest Park. Criteria include quality of service, range of services available, contracting experience, reputation and cost. [Click here for pdf copy.](#)

### **5. What are some local examples of “contracting for service”?**

The City of Kenmore is an example. They contract with the King County Sheriff’s Department for police services. They rely on Northshore Utility District for utilities. They have an agreement with Republic Services to provide garbage service.

Some fire districts across the region also contract with other fire districts or municipal departments to provide fire and EMS services to their jurisdictions. Here are several local examples. Details on these contracts can be found at the Municipal Research and Services Center of Washington. <https://mrsc.org/Home/Explore-Topics/Public-Safety/Fire-Protection/Local-Government-Fire-Protection-Service-Providers.aspx>.

- The City of Bothell provides fire and EMS services for Snohomish County Fire District No. 10 under a contract for services.
- Puget Sound Regional Fire Authority provides fire and EMS services to King County Fire District No. 37 and Fire District No. 43 under contracts for services.
- Renton Regional Fire Authority provides fire and EMS services to King County Fire District No. 25 and Fire District No. 40 under contracts for services.
- Valley Regional Fire Authority provides fire and EMS services to King County Fire District No. 31 under a contract for services.
- The City of Redmond provides fire and EMS services to King County Fire District No. 34 under a contract for services.

### **6. What is the difference between a “contract for services” and a merger?**

- **In a contract for services agreement**, local control is maintained by the Board of Commissioners, who are elected by the voters of Kenmore and Lake Forest Park, while the day-to-day operations are managed by a different entity. The Board of Commissioners for Northshore would determine the level of service under the contract, set the tax levy and fire benefit charge; pay the bond debt; maintain and manage reserve accounts; and retain ownership of the two fire stations, apparatus, and equipment. The Board will continue to provide oversight of the service and costs and give input as needed. A contract for services would not necessarily change the levy rate and/or fire benefit charge for Northshore. The other agency would provide fire, EMS, and other services to Northshore as part of a contractual agreement. While some current Northshore firefighters may be assigned to stations outside of our area, we anticipate that most will remain in their current assignments. We will continue to participate in the mutual aid program, which assures that area fire agencies respond to area calls as a team.
- **In a merger**, two fire districts are consolidated into a single fire district. The surviving district's jurisdiction would expand to include the jurisdiction of both districts involved in the merger. Immediately after the merger, the Board of Commissioners of the surviving fire department would consist of all the Fire Commissioners of the two districts. The number of members on the board then reduces whenever a vacancy occurs on the Board, until the number of remaining members is reduced to a permanent number of members. With a merger, the surviving district would charge the levy rate and/or fire benefit charge through its jurisdiction. But, only the properties within Northshore's current jurisdiction would be liable for the bond levy.

**7. What did we learn from Proposition 1 that attempted to merge the Northshore Fire Department into Woodinville Fire and Rescue?**

The citizens of Kenmore and Lake Forest Park and Northshore's firefighters were not interested in a merger with Woodinville Fire and Rescue. The Northshore Fire Department Board of Commissioners respects that vote and appreciates the direction given by the voters.

**8. If the voters just decided they did not want a merger with Woodinville, why is the Northshore Fire Department entering into a contract for services?**

A merger and a contract for services have substantial differences. One of the most important is maintaining local control over the level of taxation through your elected officials and ownership of Northshore Fire Department assets while achieving the efficiencies of service associated with regionalization. See FAQ numbers 2 and 5.

**9. What is the history and timeline behind the present decision to seek a contract for services?**

For roughly the past decade members of the Northshore Board of Fire Commissioners, its firefighters and administration have been studying, evaluating and implementing different forms of cooperation and consolidation with its regional partners. In 2015, the Northshore Fire Department evaluated an option with Bothell and Woodinville. In 2019 to 2021 the Northshore Fire Department evaluated and brought to a vote of the people Proposition 1 which was a merger of the Northshore Fire Department with Woodinville Fire and Rescue. At times during this process, we contracted Fire Chief, Fire Marshal and IT services. We are now considering the best option to get all leadership and administrative functions back up to full capacity. The Board of Commissioners believes that a contract for services is the best way to accomplish this.

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

- Northshore Fire Department Board meetings are on the first and third Tuesday of each month. They welcome citizen input during the citizen comment period.
- There will be designated a virtual open house to get input and opinions. See the Northshore Fire Department website under Public Input: <https://www.northshorefire.com/contract-for-services/>.
- There will be presentations from the Northshore Fire Department Board to the Cities of Kenmore and Lake Forest Park. These are open public meetings for the public to attend virtually. See the Northshore Fire Department website under Key Dates: <https://www.northshorefire.com/contract-for-services/>.
- The Northshore Fire Department Board will be seeking input from all stakeholders including the public, the Cities of Kenmore and Lake Forest Park, and the Firefighters Union. This information will be incorporated with the proposals from the Shoreline Fire Department and Eastside Fire and Rescue and all other relevant information such as budget and levy deadlines imposed by the State.

**11. Does the Firefighter Labor Union support consolidation?**

Yes, labor has expressed support for consolidation over the past decade.

Statement from union President Jeremiah Ingersoll: “The Northshore Firefighters Local 2459 supports thoughtful consolidations that provide operational efficiencies with other agencies that share borders.”

**12. Do we have information from other small fire districts that joined larger entities?**

The Northshore Fire Department Board is gathering information through a series of interviews to determine the efficacy of these contracts. Our interview questions will be



posted on the Northshore Fire Department website under Agency Interviews:  
<https://www.northshorefire.com/contract-for-services/>.

**13. What is the timeline for making a decision on a contract for services and what factors affect that timeline?**

- The timeline will be posted on the Northshore Fire Department's website at <https://www.northshorefire.com/contract-for-services/>.
- By Washington State mandate, Northshore Fire Department is required to submit a budget by November 15, 2021. Whether we provide full services as we have in the past or contract some of those services with another agency, it will have a major impact on how we do our budget.
- The budget needs to be determined before the levy rate, fire benefit charge, and levy lid lifts can be determined. The deadline for this is November 1, 2021.
- The Interlocal Agreement (ILA) for Fire Chief's services will end October 1, 2021.
- The ILA for Fire Marshal Services will end September 30, 2021.
- The ILA for IT services agreement will end September 30, 2021.
- The labor contract with the IAFF, Local 2459 expires on December 31, 2021.

**14. Where can I get more information related to the how the Northshore Fire Department will provide fire and emergency services?**

The Northshore Fire Department website at <https://www.northshorefire.com/contract-for-services/>.

## **Regionalization of Fire Districts Outcomes of Small Departments Joining Larger Organizations**

**Questions for Small Fire Departments that have merged or used a "Contract for Services" model.**

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

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

- 2. When did that happen?**

Year \_\_\_\_\_

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

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

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

—  
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- 5. What were some of the challenges?**

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—  
—

- 6. Are you satisfied with the input your agency has regarding the provision of services?**

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

- 7. Are you satisfied with the cost of the services you are receiving?**

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

- 8. Would you take the same action again?**

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

Submitted by Milton Curtis, NS FD Board Member, 8/29/21, 9/8/21



## Woodinville Fire & Rescue

P.O. Box 2200 • 17718 Woodinville-Snohomish Rd NE  
Woodinville, WA 98072  
Phone 425-483-2131 • Fax 425-486-0361

September 7, 2021

Via Email and U.S. Mail  
[rwebster@northshorefire.com](mailto:rwebster@northshorefire.com)

Northshore Fire Department  
Attention: Chair, Board of Fire Commissioners  
7220 NE 181<sup>st</sup> Street  
Kenmore, WA 98028-2711

Re: Interlocal Agreement for Information Systems Services (ISM)

Dear Commissioner Webster:

As you know, the Woodinville Fire & Rescue ("WFR") Board of Fire Commissioners has entered into an Interlocal Agreement with Eastside Fire & Rescue for fire and EMS services effective October 1, 2021.

IS Manager David Beverly will no longer be employed by WFR after September 30, 2021; thus, we will no longer have staff to implement the Interlocal Agreement between WFR and King County Fire Protection District No. 16 for Information Systems Services after September 30, 2021. Therefore, we must terminate that ILA, which requires 60 days' advance written notice for this type of termination. We are clearly outside of that window and request your consideration to allow for a lesser period to terminate the ILA. By this letter, WFR is providing notice to terminate the ILA effective September 30, 2021.

Please let me know if this acceptable to you by signing below and returning this letter via email to CAO Montegary at [jmontegary@wf-r.org](mailto:jmontegary@wf-r.org). I appreciate your consideration in light of this turn of events.

Sincerely,

A handwritten signature in black ink, appearing to read 'Roger Collins', written over a horizontal line.

Roger D. Collins  
Chair, Board of Fire Commissioners

**Accepted:**

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Richard Webster, Chair  
Board of Fire Commissioners



## Woodinville Fire & Rescue

P.O. Box 2200 • 17718 Woodinville-Snohomish Rd NE  
Woodinville, WA 98072  
Phone 425-483-2131 • Fax 425-486-0361

August 31, 2021

Via Email and U.S. Mail  
[rwebster@northshorefire.com](mailto:rwebster@northshorefire.com)

Northshore Fire Department  
Attention: Chair, Board of Fire Commissioners  
7220 NE 181<sup>st</sup> Street  
Kenmore, WA 98028-2711

Re: Interlocal Agreement for Response Operations Oversight Services (DC)

Dear Commissioner Webster:

As you know, the Woodinville Fire & Rescue ("WFR") Board of Fire Commissioners has entered into an Interlocal Agreement with Eastside Fire & Rescue for fire and EMS services effective October 1, 2021.

All of our response operations personnel will become employees of Eastside Fire & Rescue effective October 1, 2021. Therefore, we must terminate the Interlocal Agreement between WFR and King County Fire Protection District No. 16 for Response Operations Oversight Services. That ILA requires 90 days' advance written notice for this type of termination. We are clearly outside of that window and request your consideration to allow for a lesser period to terminate the ILA. By this letter, WFR is providing notice to terminate the ILA effective September 30, 2021.

Please let me know if this acceptable to you by signing below and returning this letter via email to CAO Montegary at [jmontegary@wf-r.org](mailto:jmontegary@wf-r.org). I appreciate your consideration in light of this turn of events.

Sincerely,

Roger D. Collins  
Chair, Board of Fire Commissioners

**Accepted:**

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Richard Webster, Chair  
Board of Fire Commissioners

# NORTHSHORE FIRE DEPARTMENT BOARD OF COMMISSIONERS



## Virtual Open House

Tuesday, September 28, 2021

7:00PM

Join Us: By [ZOOM](#) or by telephone at (253) 215-8782 using the  
Meeting ID: 864 2029 4797, and Passcode: 308404.

Citizens and stakeholders of Kenmore and Lake Forest Park are invited to a Virtual Open House with the Northshore Fire Department's Board of Commissioners. The Board will make a presentation about **Contract for Services**, discuss **Next Steps**, and answer your **Questions**. Questions can be submitted in the meeting chat or emailed to [boardsecretary@northshorefire.com](mailto:boardsecretary@northshorefire.com).

More information at: [www.northshorefire.com/service-contract/](http://www.northshorefire.com/service-contract/)

