



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

January 19, 2021

Joint Regular Meeting of the Boards of Fire Commissioners Northshore Fire Department and Woodinville Fire & Rescue and Board of Commissioners Regular Meeting Agenda at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPENING OF JOINT NORTHSHORE WOODINVILLE FIRE & RESCUE MEETING

1.1 Roll Call

Chair Roger Collins called the meeting to order at 5:00 PM.

Persons in attendance for Northshore Fire Department were Commissioners Rick Verlinda, Josh Pratt, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Interim Board Secretary Dawn Killion. Absent was Commissioner Don Ellis.

Additional persons in attendance for Woodinville Fire & Rescue were Commissioners Roger Collins, Mike Millman, Tim Osgood, Derek van Veen, and Doug Halbert. Also present was CAO Montegary and Executive Assistant/Board Secretary Frisch.

Also present were 15 members of the public

II. PUBLIC COMMENT

- 2.1 Lieutenant Jeremiah Ingersoll, current Vice Present of Local 2459, wanted to talk about the bridge agreement from January 6th.
- Lieutenant Ingersoll stated that should the merger take place, Local 2459 would assume the contract of Local 2950, which would cause a large reduction for the current Local 2459 members, some in excess of 12%. The Union feels this is unacceptable, and they are not asking for any more, just that things stay the same until a joint contract can be negotiated, or the Woodinville contract catches up to the Northshore one.
 - Lieutenant Ingersoll indicated that this is time critical and has asked the board to sign the agreement so they can take it to their members and make a decision on supporting the merger.
 - Commissioner Halbert asked a clarifying question, he didn't think the labor groups were that different in pay rates between the two districts.
 - Lieutenant Ingersoll responded that with the current 2021 wages, and that Woodinville is working with an expired contract, the difference is about 1%; however, with the additions

like longevity, TRT and education for some it is difference anywhere from 7% to over 12%.

- Commissioner Millman asked if the difference is an average overall, or if the 12% was an outlier, or if there was a mean number available.
- Lieutenant Ingersoll responded that he didn't have that number in front of him, but overall it would be about \$100,000 difference for the 6 months they would be in Woodinville's contract, which would affect 43 members.

III. APPROVAL OF THE AGENDA

3.1 No additions to the agenda were requested.

Commissioner Osgood moved to approve the agenda as presented. Commissioner van Veen seconded. The motion passed 10-0.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Merger Next Steps Discussion

A. Community Communication – Liz Loomis Public Affairs

- Ms. Loomis briefly discussed the project updates that have happened since the last joint board meeting and also the January projects, including updates to the website and social media
- Commissioner Maehren wondered if it was possible to write a short article to go out in both city news letters
- Commissioner Verlinda asked about the date a mailer to Northshore citizens will be sent out.
- Ms. Loomis replied that it would be the same date the ballots will drop. Ballots will be mailed approximately April 9th. She indicated they follow up with the election board and if ballots go out early then they send out the mailer at the same time.
- Commissioner Pratt asked if she knew why the tax saving information didn't get the response they thought it would.
- Ms. Loomis thought that news outlets were holding on to the information because there is so much other information to report on already. If the financial savings information is not out to the public by the end of the week, she will follow up with media outlets.
- Chief Ahearn stated that fire department administration has completed the initial briefings with City of Kenmore, City of Lake Forest Park and City of Woodinville. Also we've sent out communications with an attached press release to all community partners.

B. Financials Discussion

- Chief Ahearn talked about a one-page document for the financial information on both agencies and the projected cost savings that can be put out to both boards and the public
- Commissioner Maehren asked for some edits to the one-page document, the word 'adpoted' added to the individual district columns to note that those were the adopted 2021 budgets, and the word 'projected' to the combined column
- Commissioner Collins asked about rearranging the columns
- Commissioner Webster noted the one-page document was put together really well

- Commissioner Verlinda asked Commissioner Collins how Woodinville estimated the budgeted labor expenses with an expired contract
- Chief Ahearn responded that Woodinville already accounted for any increases in labor expenses with a new contract
- Chief Ahearn asked about going forward with posting the document to the website after the suggested formatting changes are made. Also on January 6th, the boundary review documents have been submitted

C. Public Transparency Discussion

- Commissioner Maehren brought up briefly some of the policies and practices as an overview of what the Northshore Board does currently regarding meetings and mentioned a sub-committee might be needed to review said policies and practices and how they can be combined
- Commissioner Webster brought up names for the sub-committee, but after discussion of availability of the board members they revised the sub-committee to consist of Commissioners Osgood & Millman from Woodinville and Commissioners Webster and Pratt from Northshore
- Commissioner Velinda asked a question regarding decisions made as a joint board
- Commissioner Collins said that the sub-committees are an advisory and then any thoughts and objections brought up are brought back to both boards so they can be discussed, but ultimately the boards would each have to make separate decisions until the merger is approved

D. Contract Sub-Committee Report

- No report at this time

E. Next Joint Meeting Agenda Items

- Next joint meeting is on Feb 2nd
- Standard list of agenda items with possible Executive session

EXECUTIVE SESSION

The Board moved into Executive Session at 5:44PM until 6:15PM to discuss matters related to discuss matters related to collective bargaining pursuant to RCW 42.30.140 (4)(b).

The board moved back to open session at 6:15PM to extend for another 30 minutes until 6:45PM.

The board moved back to open session at 6:45PM to extend for another 10 minutes until 6:55PM.

The board moved back to open session at 6:55PM to extend for another 5 minutes until 7:00PM.

ADJOURN JOINT MEETING

The joint meeting was adjourned at 7:01PM

V. OPEN REGULAR NORTHSORE BOARD MEETING

5.1 Roll Call

Chair Rick Webster called the meeting to order at 7:10 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, CAO Joan Montegary, Interim Board Secretary Dawn Killion, and 5 members of the public.

VI. PUBLIC COMMENT

6.1 No public comment requests received for the regular meeting.

VII. APPROVAL OF THE AGENDA

- Commissioner Webster added the decision for hiring a Board Secretary under 8.1
- Commissioner Maehren would like to add clean up of policies in 1300 and 1400 under 8.2
- Commissioner Webster also asked to cancel the executive session

Commissioner Maehren moved to approve the agenda as amended. Commissioner Verlinda seconded. The motion passed 5-0.

VIII. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

8.1 Decision for hiring a Board Secretary

- Commissioners Webster and Maehren thanked both applicants and noted that both candidates were well qualified

Commissioner Verlinda moved to offer Amy Oakley position of Board Secretary. Commissioner Pratt seconded. The motion passed 5-0.

8.2 Clean up of policies for board secretary

- Commissioner Maehren said that to help new board secretary be successful, look over policies and update them with the new position.
- Commissioner Maehren and Commissioner Verlinda will look over the current policies and update them

IX. BOARD RESOLUTIONS

9.1 None

X. CONSENT AGENDA

10.1 Vouchers

- The General Fund Vouchers totaled \$117,979.28 and Reserve Fund Vouchers totaled \$13,546.32

10.2 Adoption of Meeting Minutes 1/5/2021

Commissioner Ellis moved to approve the consent agenda as presented. Commissioner Pratt seconded. The motion passed 5-0.

XI. REPORTS

11.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Ahearn reported:

- Chief Ahearn noted that the Station 57 recap will be done at the next meeting on February 2nd. He also noted that we are also working with King County Public Health and King County EMS to assist with vaccinating the higher risk individuals in the community. Fifteen people have expressed interest in assisting with the program for vaccinating.

There were no further additions or questions regarding the written Fire Chief's report.

11.2 Commissioner Reports

- Commissioner Verlinda mentioned that part of the secretary employment process, he contacted Kim Fisher at Shoreline regarding the King County Fire Commissioners Training Program, they are doing monthly meetings are being held via Zoom
- Commissioner Verlinda also had questions about the Mia Roma property

11.3 Legal Counsel Reports

- Legal Counsel Paxton during the meeting the Governor has extended the remote meetings indefinitely as the state of emergency is in place. There is flexibility in the current rules if the District would like to have an in person option, but the requirements to have an in-person option are onerous

XII. UPCOMING BOARD AGENDAS

12.1 Setting of Future Meeting Agenda(s)

- St 57
- Retiring Fire Apparatus
- Board Secretary Policy Review
- Executive Session for Joint Board
- Staff Report for purchase of Fire Hose

EXECUTIVE SESSION

Cancelled – per request during agenda approval

XIII. ADJOURNMENT

The meeting adjourned at 7:27PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 2, 2021.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

Electronically signed- Rick Verlinda

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

Electronically signed- Rick Webster

RICK WEBSTER, Member

Electronically signed- Dave Maehren

DAVID MAEHREN, Member

ATTEST

Dawn Killion

DAWN KILLION, Interim Board Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 16, 2021

From: [Richard Webster](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature - Documents Approved 2/16/2021
Date: Wednesday, February 17, 2021 9:16:48 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 17th day of February, 2021, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20210216111504 RES Fund
- AP_NOSHRFIR_APSUPINV_20210216111841 GEN Fund
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Resolution 21-02 District Secretary
- Minutes for Regular and Special Meeting 1-19-2021 and Regular Meeting 2-2-2021

From: [Dave Maehren](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature - Documents Approved 2/16/2021
Date: Wednesday, February 17, 2021 10:09:52 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 17th day of February, 2021, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20210216111504 RES Fund
- AP_NOSHRFIR_APSUPINV_20210216111841 GEN Fund
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Resolution 21-02 District Secretary
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From: [Rick Verlinda](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature - Documents Approved 2/16/2021
Date: Wednesday, February 17, 2021 3:25:03 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this __17th__ day of __February__, 2021, by Commissioner __Rick Verlinda__.

- AP_NOSHRFIR_APSUPINV_20210216111504 RES Fund
- AP_NOSHRFIR_APSUPINV_20210216111841 GEN Fund
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Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Joint Regular Meeting of the Boards of Fire Commissioners Northshore Fire Department and Woodinville Fire & Rescue and

Board of Commissioners Regular Meeting Agenda

Tuesday, January 19th, 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/89888131283?pwd=K2ttajFXdDZlcnBMT2k0eIRaMVpZdz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 898 8813 1283

Passcode: 222654

I. Open Joint Northshore Woodinville Fire & Rescue Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Agenda

3.1 Approval of the Meeting Agenda

IV. Board Discussion and Possible Action Items

4.1 Merger Next Steps Discussion

A. Community Communication – Liz Loomis Public Affairs

B. Financials Discussion

C. Public Transparency Discussion

D. Contract Sub-committee report – No Report



E. Next Joint Meeting Agenda Items

Executive Session

Pursuant to RCW 42.30.140 (4)(b), to discuss matters related to collective bargaining.

Adjourn Joint Meeting

V. Open Regular Northshore Board Meeting

5.1 Roll Call

VI. Public Comment

6.1 Public Comment

VII. Approval of Agenda

7.1 Approval of the Meeting Agenda

VIII. Board Discussion and Possible Action Items

None

IX. Board Resolutions

None

X. Consent Agenda

10.1 Vouchers

10.2 Approval of Meeting Minutes 1/5/2021

XI. Reports

11.1 Fire Chief Report

11.2 Commissioner Reports

11.3 Legal Counsel Report

XII. Upcoming Board Agendas

12.1 Setting of Future Meeting Agenda(s)

Executive Session

Pursuant to RCW 42.30.140 (4)(b), to discuss matters related to collective bargaining.

XIII. Adjournment

Next Regular Meeting: February 2, 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 dkillion@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 Dawn Killion at dkillion@northshorefire.com

LIZ LOOMIS PUBLIC AFFAIRS

Date: January 14, 2021
Memo To: Chief Greg Ahearn
From: Liz Loomis
Re: Project Update

We wanted to provide you with an update of projects we have completed to share information about the upcoming merger ballot measure. This update covers projects for December and what we anticipate completing for January based on our Strategic Communications Plan.

<p>December – ✓ Projects Completed</p> <p><u>General Consulting</u></p> <ul style="list-style-type: none">✓ Weekly Zoom meetings with project team <p><u>Paid Communications</u></p> <ul style="list-style-type: none">✓ Revised key messages✓ Draft text & design for FAQ card <p><u>Earned Media</u></p> <ul style="list-style-type: none">✓ Letter to the editor from Chair Maehren (Sent 12/3)✓ News release – Cost savings for taxpayers (Sent 12/15) <p><u>Social/Owned Media</u></p> <ul style="list-style-type: none">✓ Edits to website text✓ Draft text for website FAQs✓ Social media updates, including letter to the editor, news release and outreach (text) <p><u>Public Outreach</u></p> <ul style="list-style-type: none">✓ Draft outreach message for Chief to Northshore groups	<p>January 2021 – ○ Projects Underway</p> <p><u>General Consulting</u></p> <ul style="list-style-type: none">✓ Weekly Zoom meetings with project team✓ Project update with Joint Board <p><u>Paid Communications</u></p> <ul style="list-style-type: none">○ Finalize FAQ card✓ E-news article for Woodinville Fire & Rescue – Cost savings (Send 1/15) <p><u>Earned Media</u></p> <ul style="list-style-type: none">✓ News Release – Cost savings for taxpayers (Send 1/14) <p><u>Social/Owned Media</u></p> <ul style="list-style-type: none">✓ Edits to website text○ Social media updates, including Chief available to present <p><u>Public Outreach</u></p> <ul style="list-style-type: none">○ Presentations to community groups
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Please feel free to contact me with questions at any time. The best way to reach me is by email liz@llpa.biz or (425) 308-6236.

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
42	01/27/2021	Claims	1	0	CENTURY LINK	61.15	Station 57 Phones
43	01/27/2021	Claims	1	0	CFO SELECTIONS LLC	1,237.50	Tom B - Reconciling Catchup
44	01/27/2021	Claims	1	0	CITY OF BOTHELL FIRE AND EMS	6,817.23	Fire Marshal Services - Dec 2020
45	01/27/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	937.80	Radio Access Fees - Dec 2020
46	01/27/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	937.80	Radio Access Fees - Jan 2021
47	01/27/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Maintenance Agreement - Nov 2020
48	01/27/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Maintenance Agreement - Dec 2020
49	01/27/2021	Claims	1	0	FROULA ALARM SYSTEMS, INC	148.51	Q1 Alarm Monitoring - Statino 51
50	01/27/2021	Claims	1	0	GALACTIC IDEAS, LLC	391.00	Website Updates
51	01/27/2021	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	I Net - Dec 2020
52	01/27/2021	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	50.00	Petty Cash Checking Reimbursement
53	01/27/2021	Claims	1	0	KROESEN'S, INC.	385.77	Class B Shirts - Creger-Zier
54	01/27/2021	Claims	1	0	LIFE ASSIST	480.91	EMS Supplies
55	01/27/2021	Claims	1	0	LIFE ASSIST	41.62	EMS Supplies
56	01/27/2021	Claims	1	0	LIFE ASSIST	104.60	EMS Supplies - COVID
57	01/27/2021	Claims	1	0	LIFE ASSIST	913.01	EMS Supplies - Trauma Bags
58	01/27/2021	Claims	1	0	LIFE ASSIST	963.99	EMS Supplies - DOH Grant
59	01/27/2021	Claims	1	0	NATURAL CONCEPT LANDSCAPE	529.25	Landscaping - St 51
60	01/27/2021	Claims	1	0	NEIL BLINDHEIM	10,345.43	2021 FBC Services
61	01/27/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	5,959.08	Fleet Maintenance & Fuel - Dec 2020
62	01/27/2021	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	71,519.63	Jan 2021 - Medical
63	01/27/2021	Claims	1	0	NORTHWEST SAFETY CLEAN	290.18	Bunker Gear Cleaning
64	01/27/2021	Claims	1	0	O'REILLY AUTO PARTS	105.47	Ice Melt
65	01/27/2021	Claims	1	0	PRAXAIR DISTRIBUTION	21.84	Oxygen - Station 51
66	01/27/2021	Claims	1	0	PSR MECHANICAL	2,432.11	Q1 Maintenance Program - HVAC
67	01/27/2021	Claims	1	0	REPUBLIC SERVICES #172	349.37	Garbage / Recycling - Station 51
68	01/27/2021	Claims	1	0	REPUBLIC SERVICES #172	151.24	Garbage - Station 57
69	01/27/2021	Claims	1	0	STAPLES	827.72	Office Supplies
70	01/27/2021	Claims	1	0	SWISSPHONE LLC	3,114.01	New Pagers
71	01/27/2021	Claims	1	0	SYBATECH INC	3,400.00	CodePal 2021 Renewal
72	01/27/2021	Claims	1	0	TKE CORP	534.16	Q1 2021 - Elevator Maintenance Agreement
73	01/27/2021	Claims	1	0	VERIZON BUSINESS	1,444.75	Station VOIP - December/January
74	01/27/2021	Claims	1	0	VERIZON WIRELESS	638.27	Smart Phones
001 General Fund 10-016-0010						117,979.28	
						<u>117,979.28</u>	Claims: 117,979.28

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:17:27 Date: 01/15/2021

01/27/2021 To: 01/27/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
36	01/27/2021	Claims	4	0	ALFRED J BAKER	687.76	LEOFF I
37	01/27/2021	Claims	4	0	CASCADE FIRE EQUIPMENT	321.49	Hose Turn Table - New Apparatus
38	01/27/2021	Claims	4	0	JOHN HANCOCK	3,112.57	Long Term Care Insurance - Taylor
39	01/27/2021	Claims	4	0	JOHN HANCOCK	4,412.03	Long Term Care Insurance - Baker
40	01/27/2021	Claims	4	0	JOHN HANCOCK	2,748.77	Long Term Care Insurance - Shellenberger
41	01/27/2021	Claims	4	0	JOHN HANCOCK	2,263.70	Long Term Care Insurance - Pedersen
004 Reserve Fund 10-016-6010						13,546.32	
						<u>13,546.32</u>	Claims: 13,546.32



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

January 5, 2021

REGULAR MEETING BOARD OF COMMISSIONERS

at Northshore Fire Department's Headquarters Station 51

Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:01 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Interim Board Secretary Dawn Killion, and 2 members of the public.

II. PUBLIC COMMENT

- No Public Comment Received.

III. APPROVAL OF THE AGENDA

3.1 No additions to the agenda.

Commissioner Ellis moved to approve the agenda as presented. Commissioner Pratt seconded. The motion passed 5-0.

IV. ELECTION OF BOARD OFFICERS

4.1 Nominations for Board Chair Position

- Commissioner Maehren asked for nominations for the position of Board Chair
- Commissioner Ellis nominated Commissioner Rick Webster
- Commissioner Webster nominated Commissioner Dave Maehren

4.2 Discussion

- Commissioner Ellis brought up the recent investigation and thought the current chair would have resigned when the results came out. He is concerned with how they treat this because the people who own this district and pay for it year in and out would not want to see this situation extended
- Commissioner Maehren indicated he had a discussion earlier in the day with Commissioner Webster, and feels that the position of Vice Chair is to educate and develop skills for that person to take over the role of Board Chair.
- Commissioner Maehren stated he would be happy to have Commissioner Webster as Chair for the Board

4.3 Election of Board Chair

Commissioner Maehren asked for a vote to approve Commissioner Rick Webster as the Board Chair. All members voted unanimously to approve Commissioner Webster as the new Board Chair.

4.4 Nominations for Board Vice Chair Position

- Commissioner Maehren nominated Commissioner Rick Verlinda as Vice Chair
- Commissioner Verlinda respectfully declines
- Commissioner Verlinda nominates Commissioner Josh Pratt
- Commissioner Pratt accepts reluctantly

4.5 Discussion

- Commissioner Ellis asked to close nominations for Vice Chair and move forward with voting

4.6 Election of Board Chair

Commissioner Webster asked for a vote to approve Commissioner Josh Pratt as Board Vice Chair. All members voted unanimously to approve Commissioner Pratt as the new Board Vice Chair.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Board Secretary Selection Process

- Commissioner Webster asked how many applicants so far
- Chief Ahearn said as of today there are seven applicants. They will be reviewing the qualifications tomorrow and then will discuss with the Board how they want to proceed.
- Commissioner Webster brought up interview questions that were sent out by Commissioner Maehren
- Commissioner Maehren recommends sub-committee for selection process
- Commissioner Webster nominated Commissioner Verlinda to be on the sub-committee and volunteered himself. Commissioner Verlinda accepted.
- Commissioner Verlinda asked if interviews would be done by Zoom
- Commissioner Maehren thought the entire board would be present for the selection after narrowing it down to final three

5.2 Merger Sub-committee Reports

- Commissioner Webster talked about recent meeting discussions, bringing up free patient transport for the new combined district, and updating the websites and getting the FAQs onboard

- Commissioner Pratt suggested coming up with a list of community groups involved in or have connections with and have the Chief meet with them. Commissioner Pratt suggested giving the information to the Chief or Ms. Loomis
- Commissioner Maehren brought up that Wendy Booth has met with community groups and might have a list that could be forwarded to Ms. Loomis
- Chief Ahearn noted Ms. Loomis would be present at the Joint meeting

5.2.1 Joint Board (1/19/2021) Meeting Agenda Items

- Commissioner Maehren suggests that Patient Transport and Governance Transparency be added and how we are going to present the financial information to the public
- Commissioner Verlinda suggest Bothell Contract for Services
- Commissioner Maehren also suggests an executive session for labor negotiations

5.2.1.1 Patient Transportation

- Commissioner Webster states currently Woodinville Fire & Rescue transports their patients for free. How are we going to incorporate for whole new district, including Northshore
- Chief Ahearn views this as post-merger in the event that Northshore citizens vote to merge with Woodinville. He feels that this needs further analysis and talks with Local 2459, but ultimately thinks this is doable.
- The numbers for 2020:
 - Northshore Fire Department responded to 3496 incidents (9.6 calls per day), 31% (1,063 calls) for Fire, 69% (2,433 calls) for EMS.
 - Of the 2,433 incidents : 682 non-transports (patient left at home, sent by private vehicle to doctor or hospital, referred to Mobile Integrated Health), leaving 1751 total transports (ALS and BLS) for 2020
 - Of the 1751 patient transports: 421 transported by Medic Unit (at no additional cost to the patient), this is covered by the six year King County Emergency Medical Services Levy, 1222 transported by ambulance at an additional cost to the patient – likely a combination of insurance coverage or out of pocket expense by the patient or their family, 108 were transported by Northshore Fire Department.
 - The total BLS transports for 2020 were 1308 (3.6 per day). Of the 9.6 average calls per day in 2020, a person is transported by us 37% of the time.
- Chief Ahearn indicated that of those 1308 BLS transports, we would not be able to transport them all, this being due to varying factors, like training and units available or other larger incidents that occur, etc
- Commissioner Verlinda asked if Woodinville Fire and rescue only transports to Overlake and Evergreen.
- Chief Ahearn responded that their primary transports are to Evergreen in Kirkland, Evergreen satellite campus in Redmond off Woodinville-Redmond Road, Swedish in

Redmond off Union Hill Road, and Overlake. Anything downtown would take units out of service and would be transported by ambulance.

- Commissioner Maehren asked if NW Hospital & Evergreen would be the hospitals for Northshore Fire Department transports? Chief Ahearn responded that was correct.
- Commissioner Maehren is in favor of free patient transport would be beneficial to our population. Commissioner Webster agrees and is also in favor.
- Commissioner Ellis is in favor of patient transportation and asked Chief if we have enough equipment. Commissioner Ellis asked if we processing like Shoreline to collect insurance fee to compensate, or should it be completely free.
- Commissioner Webster responded that he thought we were going to model it like Woodinville Fire & Rescue and keep it completely free, until such a time when the economy changed
- Commissioner Verlinda is for patient transport, thinks possibly that Shoreline's fee for service is free for Shoreline residents and non-Shoreline residents are charged a fee. Might need to look at location of hospitals for transport based district – maybe Swedish Edmonds closer to Lake Forest Park
- Commissioner Verlinda voiced concerns that if we are using patient transport as a benefit on the consolidation, that we need to make sure everything is set up and in place because if it is promised as part of the election there will be an expectation to deliver
- Commissioner Pratt is in favor of patient transport, as it provides better patient care, that the Fire Fighter/EMT that provides initial contact is the one that transports them to the hospital
- Commissioner Ellis asked Commissioner Pratt what they do in Kirkland. Commissioner Pratt responded initially they provided free transports, but then transitioned into a fee for transport agency

5.2.1.2 Governance Transparency

- Commissioner Webster discussed the importance of transparency and getting a separate board secretary will help with posting and accuracy.
- Commissioner Maehren made comments regarding working with the Woodinville board to keep the current transparency we have with what is posted to the public for the meetings. He believed we need a unified position for transparency going into the next meeting
- Commissioner Pratt appreciates the level of transparency we have a board and hopes that it will continue

5.3 2021 Goals Discussion

- Commissioner Maehren stated it is tradition to talk about where we want to go as an agency. The merger currently the focus, but he wanted to have this here in the event anyone else had other goals in mind for 2021

5.4 Fire Commissioners Compensation Review

Commissioner Maehren moved to approve the Commissioner Compensation Claims as presented. Commissioner Pratt seconded. The motion passed 5-0.

VI. MEETING MINUTES REVIEW AND APPROVAL

Commissioner Pratt moved to approve the meeting minutes for 11/17/2020, 12/1/2020, 12/15/2020, and 12/23/2020 as presented. Commissioner Maehren seconded. The motion passed 5-0.

VII. BOARD RESOLUTIONS

7.1 Resolution 21-01 Donation of Apparatus

- Commissioner Verlinda wanted clarity that the apparatus are worth no positive market value, is concerned after doing due diligence with 6 websites the least value for a 1997 apparatus is \$25,000. He indicated he would have issue signing a Resolution that states they are worth no positive market value.
- Commissioner Maehren asked Legal Counsel about the gift of public funds clause in the State Law
- Legal Counsel Paxton noted the State Constitution prohibits public agencies from gifting public funds. One way to do this is donating surplus equipment. He further explained how the Auditor might look at this transaction and all the things that make up the cost put in to the donation of a surplus item and how it could be considered as no positive market value.
- Chief Ahearn stated that he and DC McDonald are in agreement with BC Tagart and a third party fleet manager that the apparatus truly do have no value, and would cost us more to try to sell. There is concern for mechanical condition and one might not meet National Fire Protection Agency guidelines. Chief Ahearn believes that in 20 years from now with the apparatus just purchased, the District would be in a different situation of value with the Pierce engines
- Commissioner Maehren thinks maybe it is prudent to delay to get more information
- Commission Webster passed this to the Chief to get more information
- Commissioner Pratt said that if the fleet manager for Northshore Fire Department says units have no value, then he trusts that
- Resolution 21-01 delayed to first meeting in February pending further information gathered

7.2 Transfer Agreement – FITE

7.3 Transfer Agreement – Sno-Isle

- Transfer Agreements delayed to first meeting in February pending further information gathered for Resolution 21-01

VIII. CONSENT AGENDA

8.1 Vouchers

- The General Fund Vouchers totaled \$133,489.57 and Reserve Fund Vouchers totaled \$3,918.35

8.2 Commissioner Compensation Requests

Commissioner Maehren moved to approve the consent agenda as presented. Commissioner Pratt seconded. The motion passed 5-0.

IX. REPORTS

9.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Ahearn reported:

- Chief Ahearn wanted to extend thanks to City of Kenmore who worked with us to extend the conditional use permit for Station 54 until Dec 31, 2021
- Chief Ahearn reported the ILA with Bothell for Fire Marshal Services has been approved by City Council
- Commissioner Verlinda asked about vaccine progress for first responders
- DC McDonald noted we have provided opportunity to members to go through the UW system at NW Hospital for vaccinations. No current numbers from Shoreline at this time. The vaccine is not a requirement but we are encouraging people to get it

There were no further additions or questions regarding the written Fire Chief's report.

9.2 Commissioner Reports

- Commissioner Webster noted he believed that Commissioner Verlinda was to meet with the Chief regarding Bothell Contract on Thursday
- Commissioners Webster & Maehren are scheduled to meet with Chair/Vice Chair for Woodinville Fire & Rescue for Chief Performance Review

9.3 Legal Counsel Reports

- Legal Counsel Paxton stated we are getting ready to submit for boundary review board, will report at next meeting on the process. Thanked DC McDonald, Chief Ahearn, Dawn Killion for getting the information to complete that process and he appreciates the support

X. UPCOMING BOARD AGENDAS

10.1 Setting of Future Meeting Agenda(s)

- Resolution 20-11 & Transfer Agreements (Feb)
- Board secretary selection, possibly oral interviews
- Merger sub-committee reports
- Final outcome of St 57

XI. EXECUTIVE SESSION

- 11.1 The Board moved into Executive Session at 6:06PM until 6:36PM to discuss matters related to collective bargaining negotiations and related discussions, and meetings involved with planning for such negotiations and for grievance and mediation proceedings pursuant to RCW 42.30.14(4).

The board moved back to open session at 6:37PM and extended the Executive Session another 15 minutes until 6:52PM.

The board moved back to open session at 6:52PM and extended the Executive Session another 15 minutes until 7:07PM.

The board moved back into open session at 7:09 PM.

ADJOURNMENT

The meeting adjourned at 7:09PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for January 19, 2021 at 5:00PM

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Interim Board Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on January 19, 2021

Fire Chief's Report

Submitted by Chief Ahearn

January 19, 2021

Human Resources:

- HRM Moore, along with HR representatives from Woodinville Fire & Rescue and Shoreline Fire Department, met with Director Wallgren to discuss and begin initial steps towards the creation of joint HR leadership training in the spring regarding the subject of performance management.
- HRM Moore posted and advertised the Board Secretary job opening. Nine applications were received, with four applicants meeting minimum qualifications. HRM Moore conducted phone screens of each applicant and sent over a summary of materials to Board Chair Webster and Commissioner Verlinda for review. Next steps will include notifying top candidates of a Board interview.
- HRM Moore updated Northshore Fire's website, including the Merger and News pages.
- Employees received the first half of the annual HRA VEBA contributions.
- Employees submitted their votes for annual awards. HRM Moore is working on rolling out recognition for 2020 recipients.
- Northshore Fire received an application for National Testing Network's Fee Waiver program.

Operations:

- New engines have arrived. Onboarding and equipment placement will begin shortly. New hose needs to be appropriated in the near future.
- Our recruits are almost in their final week of EMT school. They participated in multiple ride alongs on fire department units from all around the region. They are doing well.
- All NFD folks that took the Fire Department Incident Safety Officer course successfully passed. This is a huge accomplishment. Out of the four agencies that make up the NKCTC, 32 of 33 passed on their first attempt and are now accredited safety officers.
- Congratulations to FF Kuykendall for completing his Acting Lieutenant qualification process. His final component was a multi scenario evaluation by DC McDonald, BC Hochstein, and Captain Burrow.
- DC McDonald instructed an Incident Command System course to agencies from around the region in January. This is an important class that was previously offered by the King County ODA but cancelled due to a revamping of the Officer development program. Many departments require this course to become an acting officer or Lieutenant. This course was conducted January 11, 12, and 13 at Lake Washington Vocational/Technical College.
- We will be conducting a Facebook Live promotional ceremony for Lt. Blake Pritchett. Date TBC. Will be done in January.
- We will be conducting a Facebook Live "push in ceremony" for our new engines once they are ready to be placed in service.

- Crews have been conducting live destructive training at the former Mia Roma restaurant. The training has been proctored by the NKCTC. Ventilation of tile roofs was an integral part of this training.
- NFD leadership team personnel (lieutenants and Chiefs) participated in an anti-harassment training during our monthly joint leadership training on 01-13-2021.
- DC McDonald has taken on a new role with Zone 1 Ops Chiefs. He is now the Chair of the Zone 1 Ops Chiefs and is the primary liaison to the Zone 1 Chiefs.

Fire Prevention:

- 9 sprinkler/alarm inspections
- 2 code enforcement re-inspections
- Self-inspection packets and re-inspection emails for crews (not completed due to COVID) 4th quarter
- Emailed tent guidelines for all businesses in Kenmore and Lake Forest Park
- Issued 4 tank permits
- Ongoing PR meetings with Team Loomis for merge
- Attended the Association of King County Fire Marshal meeting
- Conference with the City of Kenmore to streamline permitting processes
- Facebook insights January 1 – January 11:
 - Page views are up 88%
 - Post reach is up 467%
 - Post engagement is up 165%

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak completed the Emergency Management Program Grant (EMPG) funding application and submitted it to the State of Washington. The annual EMPG is federal emergency management money distributed by the state based on population size. NEMCo's maximum grant is \$20,058 and must be matched by the expenditure of local funds.
- EM Lunak outlined a proposed training and exercise schedule for 2021 to be approved by the NEMCo partner agencies.
- NEMCo Radio Amateur Civil Emergency Service (RACES) steering committee met and finalized plans for two exercises scheduled for 2021.