



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

Electronically Signed- Rick Verlinda _____

RICK VERLINDA, Member

Electronically Signed- Josh Pratt _____

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 January 19, 2021

From: [Dave Maehren](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 1/19/2021
Date: Wednesday, January 20, 2021 3:42:34 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

The following documents are Approved and Electronically Signed this 20th day of January, 2021, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20210119112753 RES Fund
- AP_NOSHRFIR_APSUPINV_20210119112449 GEN Fund
- 2021-01-05 Meeting Minutes

From: [Josh Pratt](#)
To: [Dawn Killion](#)
Subject: Re: Electronic Signatures - Documents Approved 1/19/2021
Date: Friday, January 22, 2021 3:15:41 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 22nd day of January, 2021, by Commissioner Josh Pratt.

- AP_NOSHRFIR_APSUPINV_20210119112753 RES Fund
- AP_NOSHRFIR_APSUPINV_20210119112449 GEN Fund
- 2021-01-05 Meeting Minutes

From: [Richard Webster](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 1/19/2021
Date: Wednesday, January 20, 2021 8:41:32 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 20th day of January, 2021, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20210119112753 RES Fund
- AP_NOSHRFIR_APSUPINV_20210119112449 GEN Fund
- 2021-01-05 Meeting Minutes

From: [Rick Verlinda](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 1/19/2021
Date: Friday, January 22, 2021 3:19:02 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 22_ day of January _____, 2021, by Commissioner _Rick Verlinda_____.

- AP_NOSHRFIR_APSUPINV_20210119112753 RES Fund
- AP_NOSHRFIR_APSUPINV_20210119112449 GEN Fund
- 2021-01-05 Meeting Minutes



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, January 5th, 2020

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/89453977059?pwd=U0Z4VEVXSkmwOWpMb3ZlK09KRDRyUT09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 894 5397 7059

Passcode: 663204

- 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. **Election of Board Officers**
 - 4.1 Nominations for Board Chair Position
 - 4.2 Discussion
 - 4.3 Election of Board Chair
 - 4.4 Nominations for Board Vice Chair Position
 - 4.5 Discussion
 - 4.6 Election of Board Vice Chair
- V. **Board Discussion and Possible Action Items**



- 5.1 Board Secretary Selection Process
- 5.2 Merger Sub-committee reports
 - 5.2.1 Joint Board (01/15/2021) Meeting Agenda Items
 - 5.2.1.1 Patient Transportation
 - 5.2.1.2 Governance Transparency
- 5.3 2021 goals discussion
- 5.4 Fire Commissioners Compensation Review

VI. Meeting Minutes Review and Approval

VII. Board Resolutions

- 7.1 Resolution 21-01 Donation of Apparatus
- 7.2 Transfer Agreement – FITE
- 7.3 Transfer Agreement – Sno-Isle

VIII. Consent Agenda

- 8.1 Vouchers
- 8.2 Commissioner Compensation Requests

IX. Reports

- 9.1 Fire Chief Report
- 9.2 Commissioner Reports
- 9.3 Legal Counsel Report

X. Upcoming Board Agendas

- 10.1 Setting of Future Meeting Agenda(s)

XI. Executive Session

- 11.1 Pursuant to RCW 42.30.14(4), collective bargaining negotiations and related discussions, and meetings involved with planning for such negotiations and for grievance and mediation proceedings.

XII. Adjournment

Next Regular Meeting: Joint Woodinville Fire and Rescue board meeting January 19th, 2021 at 5:00 PM, followed by the regular Northshore Fire Commissioners Board Meeting.



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 Interim Board Secretary Dawn Killion at dkillion@northshorefire.com

Northshore Fire Department
Fire Commissioner Request for Compensation

Month	Year	Name
DECEMBER	2020	DAVID C. MAEHREN
Date	Description of Activity	Time
12/01/2020	Meeting preparation for joint board meeting (2 hrs) Attend joint board meeting (2 hrs) Meeting follow-up .5	4.5
12/08/2020	Board meeting preparation, edit board secretary job description + job duties P/C Commissioner Webster re: Agenda.	3 hr.
12/15/2020	Additional Meeting preparation (1 hr) Attend regular board meeting (1.5) Meeting follow-up .5	3 hr
12/31/2020	Meeting preparation for 1-5-2021 board meeting, send Towns meeting invites,* send draft agendas to Chief Ahearn. *F/U re: Chief Ahearn's performance review presentation to Woodsville Fire & Rescue board reps	2 hrs

4

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

David C. Maehren
Signature

12/31/2020
Date

Northshore Fire Department
Fire Commissioner Request for Compensation

Month: 12 Year: 2020 Name: Rick Webster		
Date	Description of Activity	Hours
11/30/20	Prep for Board of Commissioners Mtg	2
12/1/20	Commissioners Mtg	2.5
12/7/20	Consolidation Work Group Mtg.	2
12/14/20	Prep for Board of Commissioners Mtg	2
12/15/20	Commissioners Mtg	2

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



1-4-2021

Date

Signature



KING COUNTY FIRE PROTECTION DISTRICT NO.16

**7220 NE 181st Street
KENMORE, WA 98028**

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

RESOLUTION NO. 21-01

**RESOLUTION DECLARING ENGINES AS SURPLUS AND AUTHORIZING THEIR
TRANSFER**

WHEREAS, Northshore Fire Department has a 1997 3D/HME (VIN# 44KFT428XWWZ18821) (“Apparatus #1700”) and a 2002 BME/HME (VIN# 44kft42881wz1960) (“Apparatus #1800”) (collectively, the “Apparatus”) that are no longer of use to the Northshore Fire Department;

WHEREAS, it is appropriate to surplus the Apparatus;

WHEREAS, Northshore Fire Department has consulted with several vendors and concluded that the Apparatus have no positive market value, considering the costs of sale; and

WHEREAS, Northshore Fire Department desires to transfer Apparatus #1700 to Sno-Isle Tech Skills Center and Apparatus #1800 to First-In Training and Education.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Northshore Fire Department as follows:

1. The Apparatus are hereby declared to be surplus.
2. The Fire Chief is authorized to transfer Apparatus #1700 to Sno-Isle Tech Skills Center and Apparatus #1800 to First-In Training and Education.

PASSED AND ADOPTED by the Commission of Northshore Fire Department in open session on the 5th day of January, 2021, and duly authenticated by the signatures of the Commissioners voting in favor thereof.

BOARD OF COMMISSIONERS:

DAVID MAEHREN, Commissioner

RICK VERLINDA, Commissioner

JOSH PRATT, Commissioner

DON ELLIS, Commissioner

RICK WEBSTER, Commissioner

ATTEST:

DAWN KILLION, Interim District Secretary
Board of Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

TRANSFER AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into on January 5, 2021 by and between Northshore Fire Department (the "District") and First-In Training and Education ("F.I.T.E.") upon the terms and conditions hereinafter set forth.

I. RECITALS

WHEREAS, the District has a 2002 BME/HME (VIN# 44KFT42881WZ1960) ("Apparatus #1800") as surplus to its needs.

WHEREAS, the District has consulted with several vendors and concluded that Apparatus #1800 has no positive market value, considering the costs of sale;

WHEREAS, the District may enter into agreements to transfer surplus equipment to private parties; and

WHEREAS, the District desires to transfer Apparatus #1800 to F.I.T.E., which can put Apparatus #1800 to use.

II. TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1. **Transfer.** The District hereby transfers, and F.I.T.E. hereby accepts transfer of, Apparatus #1800.

2. **Disclaimer.** **APPARATUS #1800 IS RECEIVED "AS IS, WHERE IS." NO WARRANTY IS PROVIDED BY THE DISTRICT RELATED TO APPARATUS #1800. THE DISTRICT DISCLAIMS AND F.I.T.E. WAIVES ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY AS TO QUALITY, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. F.I.T.E. ACKNOWLEDGES THIS WAIVER OF WARRANTIES WAS SPECIFICALLY NEGOTIATED AND BARGAINED FOR AS PART OF THIS AGREEMENT.**

3. **Release.** F.I.T.E. releases and forever discharges The District, as well as its employees, elected officials, volunteers, officers, agents, attorneys, and insurers (the "Released Parties"), of and from any and all actual or alleged claims, demands, debts, losses, obligations, liabilities, costs, expenses, rights of action, and causes of action, of any kind or character whatsoever, whether known or unknown, suspected or unsuspected, which they now have or claim to have, or which may at any time hereafter accrue arising from or related in any way to Apparatus #1800.

4. **Indemnification.** F.I.T.E. shall defend, indemnify, and hold harmless the District, its employees, elected officials, volunteers, officers and agents (the "Indemnitees") from any and all demands, claims, suits, judgments, or liability for loss or damage, including attorneys' fees and costs, arising from, or related in any way to Apparatus #1800, regardless of who the injured party may be, to the fullest extent permitted by law. F.I.T.E.'s indemnity obligations hereunder do not extend to liability resulting from the sole negligence of the Indemnitees, their agents, or employees. If the claim, suit, or action for injuries, death, or property damage is caused by or results from the concurrent negligence of F.I.T.E. or its officer, employee, or agent and the Indemnitees, their officers, employees, or agents, this indemnity provision shall be enforceable only to the extent of the negligence of F.I.T.E., its officers, employees, or agents.

FOR PURPOSES OF THE FOREGOING INDEMNIFICATION PROVISION ONLY, AND ONLY TO THE EXTENT OF CLAIMS AGAINST F.I.T.E. BY THE INDEMNITEES UNDER SUCH INDEMNIFICATION PROVISION, F.I.T.E. SPECIFICALLY WAIVES ANY IMMUNITY IT MAY BE GRANTED UNDER THE WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW. THE INDEMNIFICATION OBLIGATION UNDER THIS AGREEMENT SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE TO OR FOR ANY THIRD PARTY UNDER WORKERS' COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS.

The foregoing provision was specifically negotiated and agreed upon by the parties hereto.

5. **Amendment.** No modification, termination, or amendment of this Agreement may be made except by written agreement signed by both parties hereto.

6. **Counterparts.** This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

7. **Governing Law.** This Agreement and the rights of the parties hereto shall be governed by and construed in accordance with the laws of the State of Washington, and the parties agree that in any such action, venue shall lie exclusively in King County, Washington. The parties expressly waive their right to a jury.

8. **Entire Agreement.** The entire agreement between the parties hereto is contained in this Agreement and the exhibits hereto, and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. This Agreement may be amended only by written instrument executed by the parties subsequent to the date hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

NORTHSHORE FIRE DEPARTMENT

FIRST-IN TRAINING AND EDUCATION

Greg Ahearn, Interim Fire Chief

By: _____
Its: _____



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

TRANSFER AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into on January 5, 2021 by and between Northshore Fire Department (the "District") and the Sno-Isle Tech Skills Center Foundation (the "Foundation") upon the terms and conditions hereinafter set forth.

I. RECITALS

WHEREAS, the District has a 1997 3D/HME (VIN# 44KFT428XWWZ18821) ("Apparatus #1700") as surplus to its needs.

WHEREAS, the District has consulted with several vendors and concluded that Apparatus #1700 has no positive market value, considering the costs of sale;

WHEREAS, the District may enter into agreements to transfer surplus equipment to private parties; and

WHEREAS the District desires to transfer Apparatus #1700 to the Foundation, which can put Apparatus #1700 to use.

II. TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1. **Transfer.** The District hereby transfers, and the Foundation hereby accepts transfer of, Apparatus #1700.

2. **Disclaimer.** **APPARATUS #1700 IS RECEIVED "AS IS, WHERE IS." NO WARRANTY IS PROVIDED BY THE DISTRICT RELATED TO APPARATUS #1700. THE DISTRICT DISCLAIMS AND THE FOUNDATION WAIVES ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY AS TO QUALITY, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. THE FOUNDATION ACKNOWLEDGES THIS WAIVER OF WARRANTIES WAS SPECIFICALLY NEGOTIATED AND BARGAINED FOR AS PART OF THIS AGREEMENT.**

3. **Release.** The Foundation releases and forever discharges The District, as well as its employees, elected officials, volunteers, officers, agents, attorneys, and insurers (the "Released Parties"), of and from any and all actual or alleged claims, demands, debts, losses, obligations, liabilities, costs, expenses, rights of action, and causes of action, of any kind or character whatsoever, whether known or unknown, suspected or unsuspected, which they now have or claim to have, or which may at any time hereafter accrue arising from or related in any way to Apparatus #1700.

4. **Indemnification.** The Foundation shall defend, indemnify, and hold harmless the District, its employees, elected officials, volunteers, officers and agents (the "Indemnitees") from any and all demands, claims, suits, judgments, or liability for loss or damage, including attorneys' fees and costs, arising from, or related in any way to Apparatus #1700, regardless of who the injured party may be, to the fullest extent permitted by law. The Foundation's indemnity obligations hereunder do not extend to liability resulting from the sole negligence of the Indemnitees, their agents, or employees. If the claim, suit, or action for injuries, death, or property damage is caused by or results from the concurrent negligence of the Foundation or its officer, employee or agent and the Indemnitees, their officers, employees or agents, this indemnity provision shall be enforceable only to the extent of the negligence of the Foundation, its officers, employees, or agents.

FOR PURPOSES OF THE FOREGOING INDEMNIFICATION PROVISION ONLY, AND ONLY TO THE EXTENT OF CLAIMS AGAINST THE FOUNDATION BY THE INDEMNITEES UNDER SUCH INDEMNIFICATION PROVISION, THE FOUNDATION SPECIFICALLY WAIVES ANY IMMUNITY IT MAY BE GRANTED UNDER THE WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW. THE INDEMNIFICATION OBLIGATION UNDER THIS AGREEMENT SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE TO OR FOR ANY THIRD PARTY UNDER WORKERS' COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS.

The foregoing provision was specifically negotiated and agreed upon by the parties hereto.

5. **Amendment.** No modification, termination or amendment of this Agreement may be made except by written agreement signed by both parties hereto.

6. **Counterparts.** This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

7. **Governing Law.** This Agreement and the rights of the parties hereto shall be governed by and construed in accordance with the laws of the State of Washington, and the parties agree that in any such action venue shall lie exclusively in King County, Washington. The parties expressly waive their right to a jury.

8. **Entire Agreement.** The entire agreement between the parties hereto is contained in this Agreement and the exhibits hereto, and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. This Agreement may be amended only by written instrument executed by the parties subsequent to the date hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

NORTHSHORE FIRE DEPARTMENT

**THE SNO-ISLE TECH SKILLS CENTER
FOUNDATION**

Greg Ahearn, Interim Fire Chief

By: _____
Its: _____

WARRANT/CHECK REGISTER

Northshore Fire Department
 MCAG #: 2512

01/13/2021 To: 01/31/2021

Time: 13:16:28 Date: 01/03/2021
 Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3	01/13/2021	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	Lobby Mats
4	01/13/2021	Claims	1	0	AV CAPTURE ALL INC	2,626.80	2021 Annual Software Subscription
5	01/13/2021	Claims	1	0	AWC ASSOCIATION OF WASHINGTON CITIES	500.00	2021 Annual Membership
6	01/13/2021	Claims	1	0	CITY OF LAKE FOREST PARK	38,173.00	2021 Annual NEMCO Dues
7	01/13/2021	Claims	1	0	FINISHING TOUCHES LANDSCAPING	1,045.65	Landscaping - Station 51
8	01/13/2021	Claims	1	0	HR PERFORMANCE SOLUTIONS	3,843.45	2021 Annual Renewal Performance Pro
22	01/13/2021	Claims	1	2	L. N. CURTIS & SONS	17,711.92	New Hire Bunker Gear
10	01/13/2021	Claims	1	0	MRSC OF WASHINGTON	1,000.00	MRSC Inquiry Services 2021
12	01/13/2021	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	143.00	Compressor Maintenance - Air Sample
11	01/13/2021	Claims	1	1	MUNICIPAL EMERGENCY SERVICES	671.57	SCBA Masks
13	01/13/2021	Claims	1	0	NORCOM	49,152.10	1st Quarter 2021
14	01/13/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Lease Payment
15	01/13/2021	Claims	1	0	PACIFIC OFFICE AUTOMATION	89.68	Copier - Meter Reading
16	01/13/2021	Claims	1	0	SPRINGBROOK HOLDING COMPANY LLC	11,596.10	2021 Financial Software
17	01/13/2021	Claims	1	0	UNITED PARCEL SERVICE	13.57	Shipping
18	01/13/2021	Claims	1	0	VERIZON WIRELESS	46.00	Suppression Cell Phones
19	01/13/2021	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,716.22	Dental/Life/EAP - Jan 2021
20	01/13/2021	Claims	1	0	WASHINGTON STATE ASSOC FIRE MARSHAL	924.00	2021 Annual Renewal
001 General Fund 10-016-0010						133,489.57	
						133,489.57	Claims: 133,489.57

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

01/13/2021 To: 01/31/2021

Time: 13:05:19 Date: 01/03/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
21	01/13/2021	Claims	4	0	L. N. CURTIS & SONS	1,072.72	Replacement Helmet Passports
2	01/13/2021	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,845.63	LEOFF 1 - Medical Insurance Premiums - Jan 2021
004 Reserve Fund 10-016-6010						3,918.35	
						<u>3,918.35</u>	Claims: 3,918.35

Fire Chief's Report

Submitted by Chief Ahearn
January 5, 2021

Administration/Financial:

- The Boundary Review Board process continues to move forward. Thanks to FS Killion and BC Sauer for their efforts, as well as District Counsel Paxton for his continued assistance and support.
- The 2021 budget is entered into the system. Thanks to FS Killion and WF&R AA Michelman for their work to ensure the budget account numbers line up between the departments.

Human Resources:

- We will be conducting a Facebook Live promotional ceremony for Lt. Blake Pritchett in January, date TBD.

Training:

North King County Training Consortium:

- The Training Officers are currently collaborating to create standardized manuals for the participating agencies to include a basic fundamentals manual, Probationary Firefighter Taskbook, Hose Manual, Ladder Manual, and skills sheets to support each document. The Training Officers are meeting with subject matter experts from each agency to maximize collaboration.
- The Training Officers have been collaborating on the framework of a Fire Academy for 2021
- Captain Burrow has been collaborating with the NKCTC Training Officers to develop a common Probationary Firefighter Taskbook. Each section contains policy review, manipulative skills, and EMS skills and assessments.

Operations:

- Reaction time (average) year to date:
 - Total EMS Incidents – 2,185 1:25 Jan 1 – Dec 26
 - Total Fire Incidents – 928 1:52 Jan 1 – Dec 26
- Response time from call received to on-scene (average) year to date:
5:29 Jan 1 – Dec 26
- Our recruits began their five-week EMT school on December 11. They participated in multiple ride alongs with multiple fire department units from all around the region.
- Our two new fire engines have arrived in Washington and are in Tacoma at Hughes Fire. BC Tagart and DC McDonald have been working on an onboarding process. BC Tagart and his team will begin to outfit them once they arrive. We hope to have them at the station in the next week. We will also be planning a push in ceremony for both engines. This will likely be done via Facebook Live due to COVID-19 restrictions.
- Congratulations to Joe Heilman for completing the Acting Lieutenant qualification process. His final component was a multi-scenario evaluation by DC McDonald, BC Hochstein, and Captain Burrow.

- DC McDonald will be instructing 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. The course is scheduled January 11, 12, and 13 at the Lake Washington Technical College.
- Our firefighter/EMTs have been working their way through the vaccination process at Northwest hospital. I do not have an exact number, but the number of members that are taking the vaccination is lower than what we would like to see per Division Chief Pompeo from the Shoreline Fire Department who is overseeing the process. We continue to educate our members on the importance of getting the vaccination. DC McDonald did an interview with King5 on firefighter vaccinations and the importance of them. It aired multiple times on December 30.
- Our new PPE that the Board approved has begun to arrive. We have begun to distribute it to our crews. We appreciate the support of the Board.

Fire Prevention:

- 15 sprinkler/alarm inspections
- 5 code enforcement re-inspections
- 46 emails to crew inspections (initials or re-inspections for 4th quarter)
- Lift and cribbing hands-on class with Carl Lunak (CERT class at Woodinville High)
- Organize toy drive (collection and distribution) for Northshore School District
- Upgrade CodePAL (fire inspection program) software system on all devices
- Ongoing tent inspections and working with business owners for compliance
- Working with the City of Kenmore on a brochure on tents and permitting process
- Pre-App meeting
- Completed all Northshore firefighter and admin staff photos
- Ongoing PR meetings with Liz Loomis and team about the merger
- Facebook insights December 22 – December 28:
 - Page views are up 1%
 - Post reach is down 52%
 - Post engagement is up 77%

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak and FI Booth conducted a hands-on CERT class at Woodinville High School



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 17, 2020

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 5:05 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 3 members of the public.

II. PUBLIC COMMENT

2.1 Lake Forest Park resident Carolyn Armanini emailed in a public comment request that was read into the record by Interim Board Secretary Dawn Killion

- Ms. Armanini discussed the recent investigation into Commissioner Maehren by Ms. Lorna McGowan-Smith and requested copies of the investigation files
- Legal Counsel Paxton responded to this inquiry

III. APPROVAL OF THE AGENDA

3.1 No additions to the agenda were requested.

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Merger Next Steps Discussion

4.1.1 Merger Sub-Committee Reports – Commissioners Pratt and Webster

- Chief Ahearn discussed the differences of the merger sub-committees
- Commissioner Pratt indicated they met once since the last joint meeting. At that meeting they discussed the press release, the primary focus of the press release on the 10th which is to alert the public to the resolution to put the merger on the ballot in April 2021
- Commissioner Webster had no additional items to mention, only the Resolution 20-11 to be passed on the meeting for today

4.1.2 Resolution Presentation – Calling for Special Election – Legal Counsel Matt Paxton

- Legal Counsel Paxton stated that Resolution 20-11 is the final resolution before it goes to a vote. The Resolution directs the King County Auditor to include the merger on the April 27, 2021 ballot, and mentioned that the deadline to the Auditor is February 26, 2021.
- Legal Counsel Paxton also indicated that this is not submitted until the boundary review process is completed

4.1.3 Public Comment

- No public comment received on Resolution 20-11
- Commissioner Maehren made a comment about interagency cooperation and strained relationships that would be repaired with the strong base the merger with Woodinville Fire and Rescue

4.1.4 Merger Resolution Board Discussion

Commissioner Pratt moved to approve Resolution 20-11. Commissioner Webster seconded. The motion passed 4-1, Commissioner Verlinda voted No.

- Commissioner Maehren indicated the Resolution needed to be signed by the Board Secretary and with turnover no official motion has been made to appoint Dawn Killion as Board Secretary
- Legal Counsel Paxton indicated that anyone at the District can certify the Resolution, but it would be appropriate at this time to pass a motion to appoint Dawn as Interim or Temporary Board Secretary.

Commissioner Pratt moved to appoint Dawn Killion as Interim Board Secretary. Commissioner Webster seconded. The motion passed 5-0.

4.1.5 Next Joint Meeting Agenda Items

- Financials by Tom Broetje
- Labor Negotiations Discussion

4.2 Policy 1630 – Fire Commissioner Compensation

- Commissioner Maehren Discussed the current policy for commissioner compensation and he would like for the board to reaffirm the policy
- Commissioner Verlinda asked about 2B on the policy
- Commissioner Maehren responded and then Commissioner Verlinda rescinded his question

Commissioner Webster moved to approve Policy 1630 as presented. Commissioner Pratt seconded. The motion passed 5-0.

4.3 Station 54 Status Discussion

- Commissioner Maehren stated we are working with the City of Kenmore for the Conditional Use Permit for Station 54

- Chief Ahearn is not sure at this time if the City of Kenmore will approve to extend the Use Permit
- Commissioner Maehren indicated he would like to move the discussion to the next meeting agenda

4.4 2020 Awards Presentation Discussion

- Chief Ahearn stated that staff has been discussing the annual banquet normally held at the beginning of the year and the recognition of employees of the district but with the pandemic it is hard to gather at least the first half of 2021
- DC McDonald said they were sending out a survey for EMS Excellence Award, Fire Service Excellence Award, and Fire Department Mentoring Award. It is the intention to still give out those awards and will look at other options to keep with tradition of giving out the awards, possibly doing something virtually
- Commissioner Maehren asked Commissioner Verlinda about the involvement of the board that they voted on last year. Commissioner Verlinda reminded Commissioner Maehren that was only for Retirement Awards
- Commissioner Maehren asked DC McDonald to coordinate with Commissioner Verlinda

4.5 Website Update – DC McDonald

- DC McDonald stated he worked with Dawn, Shannon and Catherine from Woodinville for the website updated and that they also went over merger information for the website
- Commissioner Maehren asked about the policies
- Chief Ahearn responded to that question and said they needed to develop a plan to do that

4.6 Dedicated Board Secretary Discussion – Commissioner Webster

- Commissioner Webster talked about having an executive assistant directly responsible to the Board. As an example he brought up having Chief McDonald to put board policies and other policies on website, whereas they could have an executive assistant do that instead.
- Commissioner Webster suggests having someone who works approximately 20 hours per month, that is only report to the board, and will take care of their postings, coordinate with other staff members from the Fire Department.
- Commissioner Pratt agrees that it is necessary function/need, but given upcoming vote for merger maybe doesn't make sense to bring someone new on in the interim
- Commissioner Maehren stated they would need a discussion with Chief on options
- Commissioner Webster knows pulling a lot of time from Dawn and Chief and having a separate person would be better

- Chief Ahearn made a suggestion to pass off to CAO Montegary and HR Manager Moore to come up with a plan and bring it to the board on December 1
 - Commissioner Verlinda asked Legal Counsel Paxton questions regarding secretary.
 - Legal Counsel Paxton replied that the secretary is hired by the district and appointed to the board and some districts report to the chief, other districts organized differently
- 4.7 Labor Communications – Commissioner Pratt
- Commissioner Pratt mentioned a few thoughts on communication with Labor. They needed to take steps to actively involve the Northshore Local in the merger decision. He suggests to formally open lines of communication with the Local to hear what they need to make the merger successful and suggests to have meetings with the Board. He said that the Local needs to feel like they are participating in the process
 - Commissioner Maehren stated that our communication consultant at the last meeting suggested talks to the Union, maybe getting them involved with the name. Perhaps having the potential new name of the agency on the ballot will help. He also said that Labor needed to be heard and that they have full participation in the process. He thinks most are in favor of the process
 - Commissioner Pratt suggested a standing agenda item with the Local
 - Commissioner Verlinda suggested the Chair and Vice Chair set a meeting with the Local President, that the Board went against what the Union wanted as they were vocal against a merger with Woodinville Fire and Rescue. He indicates the Board should sit down and really listen with what the Union is asking for, what it will take with their interest to make the merger work. Maybe not an open public meeting, but perhaps a sit down with coffee talk to discuss that.
 - Commissioner Maehren asked Commissioner Webster when he was available and asked Anders to call and set up a time. Commissioner Maehren stated he would talk to the Chief and Legal Counsel Paxton to set parameters of what can/can't be talked about during that meeting. Also adding an open discussion with Labor to the next meeting agenda.
- 4.8 Fire Chief 2020 Performance Review – Commissioners Maehren and Verlinda
- Commissioner Maehren stated this is new territory this year with the contract for Fire Chief whose employer of record is Woodinville Fire and Rescue. He said maybe the Board should work with Woodinville Fire and Rescue's Board to work with their review process
 - Commissioners Verlinda and Webster both support that statement by Commissioner Maehren
 - Commissioner Maehren mentioned having an executive session at the next meeting, that it is important for the Chief to know where he is at with us

V. BOARD RESOLUTIONS

5.1 Resolution 20-11 – Calling for a Special Election

Vote taken under section 4.1.4

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$31,797.35 and Reserve Fund Vouchers totaled \$31,450.55

6.2 Meeting Minutes Approval

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

VII. REPORTS

7.1 Fire Chief Report

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

- There were two residential structure fires recently. Both are under investigation and one of those incidents had a civilian with minor injury transported to the hospital for smoke inhalation
- Chief Ahearn complimented the 7 candidates that successfully took the LT promotional exam and they all passed. There is one vacancy to fill.
- Chief Ahearn recognized the huge body of work completed by the testing committee that consisted of BC Sauer, BC Morris, Captain Burrow, LT Jamerson, HR Manager Moore and DC McDonald
- Commissioner Verlinda asked about the update with COVID. He indicated that he had a meeting with Seattle Fire and they indicated they had 95 Fire Fighters in quarantine.
- DC McDonald talked about how COVID is raging in King County and the State. There are 3000 cases a day and long lines for testing due to the holidays. Northshore has some Fire Fighters in quarantine, which is a 14 day process. He complimented the staff and Fire Fighters that stepped up to fill in the positions for those out. There are strict guidelines now. Full-time masks now everywhere except for emergency response to scent for effective communication, but masked on the way back from a response

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

7.2 Commissioner Reports

- No reports given

7.3 Legal Counsel Reports

- Legal Counsel Paxton stated that the Governor has been active issuing proclamations. November 10th he extended virtual only meetings to December 7th. There is a travel advisory for self-quarantine when travelling between states. He also said there is a 4 week restriction on gatherings and mentioned other closings as well. There will likely be more restrictions to come

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

- Chair/Vice Chair to meet with Labor leaders and the Chief
- Station 54 Discussion

- Board Secretary Discussion

IX. ADJOURNMENT

The meeting adjourned at 6:19PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for December 1, 2020 at 5:00 PM

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 5, 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 1, 2020

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

I. OPENING OF JOINT MEETING

1.1 Roll Call

Commissioner Roger Collins called the meeting to order at 5:02 PM.

Persons in attendance were Commissioners Rick Verlinda, Don Ellis, Rick Webster, and Dave Maehren, Commissioners Roger Collins, Mike Millman, Tim Osgood, Derek van Veen, and Doug Halbert. Absent was Commissioner Josh Pratt.

Also present were Legal Counsel Paxton, Chief Greg Ahearn, CAO Montegary, Interim Board Secretary Dawn Killion, Executive Assistant Nicole Frisch, Deputy Chief Doug McDonald, Fire Marshal Butch Noble, Lieutenants Anders Hansson and Brian Ford, Financial Advisor Tom Broetje, Interim Deputy Chief Peder Davis, and 10 members of the public

II. PUBLIC COMMENT

- Lake Forest Park resident Mike Dee addressed the Commissioners with comments regarding Northshore Fire Department Station 54, mentioning that he felt it should be available for public use, year after lease is up should be a potential shelter
- This was noted to be part of the regular Northshore Board Meeting and not the Joint Meeting with Woodinville Fire & Rescue.

APPROVAL OF THE AGENDA

3.1 No additions to the agenda requested.

Commissioner Ellis moved to approve the agenda as presented. Commissioner Webster seconded. The motion passed.

III. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 Merger Next Steps Discussion

A. Community Communication – Liz Looms Public Affairs

- Ms. Loomis talked about the project based on the strategic plan for both Northshore Fire Department and Woodinville Fire and Rescue, moving forward with education phase the

residents of Lake Forest Park and Kenmore & Woodinville. Bulk of communication efforts are focused on Northshore since those are folks that are voting

- Ms. Loomis talked about refining and revising the projects in November and updating messages and communications as the process continues. Ms. Loomis also went over the two news releases for November and the social media messages and platforms for both districts
- Ms. Loomis talked about the December projects. She mentioned the cost efficiencies for both jurisdictions is what will be communicated, adding that to the key messages when that information is available. Because of economic uncertainty due to the pandemic, it is important to talk about tax savings for all income brackets
- Commissioner Maehren said the people he has talked to are mostly undecided, financial information might be most helpful with that, and the FAQ page, updates for the website for the merger was moved lower on the page. Liz Loomis responded that Commissioner Webster wanted it to look that way and be moved on the website. She suggested both commissioners discuss how they want it to look so it can be updated
- Ms. Loomis indicated that the FAQ section will be a full list on the website, but will need to be shrunk down for one mailer as that is all that is allowed by law.
- Commissioner Collins asked when will mailer go out? Liz Loomis stated the FAQ will go out with ballots and those drop on April 9th.
- Commissioner Maehren asked when we advertise for Pro and Con statements for the voter pamphlet. Ms Loomis indicated it is usually a week after the Resolution due. Resolution due Feb 26th.
- Commissioner Collins asked if we have received any comments outside of SEPA process. Chief Ahearn responded we had a few comments on social media that were responded to initially but nothing more to date
- Chief Ahearn talked about meetings with Kenmore City Council in November, and upcoming meetings with the Cities of Woodinville and Lake Forest Park
- Commissioner Webster asked where are we at with boundary review board? Chief Ahearn responded we are still collecting data for both jurisdictions to give to Mr. Paxton. SEPA comment period has ended and we received no comments.

B. Financials Discussion

- Chief Ahearn introduced Tom Broetje and stated he was grateful for CAO Montegary for all her work with Tom on the model, then indicated the projected tax rates for the agency based on the model
- Tom Broetje indicated Joan and Chief did the bulk of the work and reviewed her projection for 2021 and reiterated the information was what was previously presented to the boards and is the same projections
- Commissioner Verlinda asked about the projected the tax rates for the stand-alone agency versus the combined agency
- Commissioner Maehren if the board would get a copy of spreadsheet that Tom prepared. Chief Ahearn said he would get that out to both boards
- Commissioner Collins asked about the spreadsheet CAO Montegary created and if they could receive a copy

- CAO Montegary indicated she would send it out and it was a one-page document
 - Commissioner Maehren asked about the previous model that Tom Broetje created that used the Cushman model, or if they would just be receiving that one-page document.
 - CAO Montegary replied she used 2021 budget numbers and not the Cushman model, but the combined numbers agreed with the projection from 6 months ago using the Cushman model that Tom previously presented
 - Commissioner Halbert asked what's the different between the actual numbers and the model. Commissioner Maehren answered the model projects out to future years rather than just looking at one page
 - Commissioner Collins stated it would be best to use the one-page synopsis, but looking for a deeper dive use the Cushman model
 - Commissioner Verlinda had questions on the projections for Labor Costs for Woodinville Fire and Rescue as their contract is up this year. CAO Montegary indicated she used the budgeted numbers based on 2021 budget and used the CPI of .9% for labor increase
 - Tom Broetje's estimate was 3% for labor, Commissioner Collins emphasized that positions not counted were not operational
 - Commissioner Verlinda emphasized that we shouldn't send out unrealistic expectations as he doubts labor would be ok with just a .9 CPI wage increase in the bargaining. He thinks it would be worth a look at the 3% versus the .9
 - Commissioner Osgood concurs with Commissioner Verlinda and seeing the 3% would be helpful to see what the higher cost would be
 - Chief Ahearn stated he is seeking guidance for Ms. Loomis on financial projections.
 - Commissioner Maehren stated to emphasize the amounts are estimated on the communication message
 - Chief Ahearn shared the organization chart. Commissioner Collins verified that this organization chart was shared with labor.
- C. Community Communication Sub-Committee Report
- Commissioner Halbert indicated there is a meeting coming up on the 7th
 - Commissioner Halbert corrected that they had a meeting on November 3rd and a consolidation group call on November 5th
- D. Merger Sub-Committee Report
- Commissioner Maehren stated they did meet last week with the Chief, mostly surrounding the executive session at tonight's meeting
- E. Contract Sub-Committee Report
- Commissioner Verlinda no meetings to report as of yet
- F. Next Joint Meeting Agenda Items
- Next Joint meeting on 1/19/21 – follow same agenda minus executive session

Executive Session

The Boards moved into Executive session at 5:55PM for 30 minutes returning at 6:26PM to state the executive session would be extended an additional 10 minutes returning at 6:37PM to discuss matters related to labor negotiations pursuant to RCW 42.30.140(4), collective bargaining negotiations and related discussions, and meetings involved with planning for such negotiations and for grievance and mediation proceedings

Adjourn Joint Meeting

- **The joint meeting was adjourned at 6:37pm**

Commissioner Halbert moved to adjourn the joint meeting. Commissioner Ellis seconded.

IV. OPEN REGULAR NORTHSORE BOARD MEETING

4.1 Roll Call

Chair David Maehren called the meeting to order at 6:38pm PM.

Persons in attendance were Commissioners Rick Verlinda, 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. Absent was Commissioner Josh Pratt. Also present were 3 members of the public.

V. PUBLIC COMMENT

- 5.1 Lake Forest Park resident Mike Dee addressed the Commissioners with his comments regarding Station 54 again that were mentioned during the Public Comment section during the Joint Meeting.

VI. APPROVAL OF THE AGENDA

6.1 Approval of the Meeting Agenda

Commissioner Ellis moved to approve the agenda as presented. Commissioner Webster seconded. The motion passed 3-0, Commissioner Verlinda did not vote

VII. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

7.1 Station 54 Discussion

- Chief Ahearn indicated he has not connected with the City of Kenmore to discuss the options presented to us

7.2 Board Secretary Options Discussion

- Commissioner Webster said the memo was well put together, and feels it is important that the board secretary reports to the board and not the Chief
- Commissioner Maehren stated the scope of duties were more expansive than expected

VIII. BOARD RESOLUTIONS

8.1 None

IX. CONSENT AGENDA

9.1 Vouchers

- The General Fund Vouchers totaled \$121,590.46 and Reserve Fund Vouchers totaled \$7,082.73

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Webster seconded. The motion passed 4-0

X. REPORTS

10.1 Fire Chief Report

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

- Chief Ahearn added that we are excited that the two Pierce Engines have arrived in Washington and they are currently down at the facility in Tacoma
- Commissioner Maehren asked what is the onboarding process for the new engines?
- Chief Ahearn responded and noted that BC Tagart has a plan set for that.
- Commissioner Verlinda asked what the timeline is for auctioning the two retiring engines? Chief Ahearn responded he would present a staff report in the coming weeks to ask about donating the engines to a couple of programs that could use them as they are at the end of their service life
- Commissioner Maehren asked when do the recruits graduate? Chief Ahearn responded with on or about the 1st of February
- Chief Ahearn indicated we held interviews for the LT vacancy and have promoted LT Pritchett
- DC McDonald talked about LT Pritchett and clarified that the new recruit's graduation date is Jan 28, 2021

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

10.2 Commissioner Reports

- No commissioner reports

10.3 Legal Counsel Reports

- Legal Counsel Paxton indicated there are no updated changes to state law for COVID, Families First Coronavirus Response Act expires on the 1st, possible new bill to extend that

XI. UPCOMING BOARD AGENDAS

11.1 Setting of Future Meeting Agenda(s)

- St 54 Discussion
- Board Secretary Discussion
- Commissioner Compensation
- Potentially Finalize Chief Performance Review

XII. EXECUTIVE SESSION

13.1 The Board moved into Executive Session at 6:56PM for 30 minutes to discuss matters related to the Fire Chief's Performance Review pursuant to RCW 42.30.110(1)(g). The board moved back to open session at 7:15PM as no decisions were made.

XIII. ADJOURNMENT

The meeting adjourned at 7:25PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for December 15, 2020

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 5, 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 15, 2020

Agenda for the Regular Meeting of the Northshore Fire Department Board of Commissioners at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPEN REGULAR BOARD MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:02 PM.

Persons in attendance 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. Also in attendance were Executive Assistant Nicole Frisch, LT Brian Ford, LT Anders Hansson, and 3 members of the public. Absent was Commissioner Ellis.

II. PUBLIC COMMENT

2.1 Public Comment

- No public comment received

III. APPROVAL OF THE AGENDA

3.1 Approval of the Meeting Agenda

Commissioner Webster moved to approve the agenda as presented. Commissioner Pratt seconded. The motion passed 4-0

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 December 23rd Special Meeting

- o Chief Ahearn requested a special meeting on December 23rd for last minute voucher approvals for 2020, including payroll.

- Chief Ahearn asked for the meeting at 3:00pm only lasting about 15 to 20 minutes.
- Commissioner Maehren mentioned this was a standard practice over the years. He asked the other commissioners who was available during that time.

4.2 Station 54 Discussion

- Chief Ahearn stated we are still exploring all options by the conditional use extension, gathering more information to make a more informed decision

4.3 Fire Engine Surplus Discussion

- Commissioner Maehren mentioned that at the previous meeting it was brought up to potentially donate at least one engine
- Chief Ahearn talked about the new engines that have arrived in state. They are currently down at dealership. When they come to the station, DC McDonald and BC Tagart have an onboarding schedule. Once onboarded current first line engines 151 and 157 will be moved to reserve, which will cause the current reserve engines need for surplus
- Chief Ahearn indicated there was interest of old reserve engines for use in two local programs – FITE Program (First In Training and Education - a local vocational program, Jack Greaves is the Director), Sno-Isle Tech Skill Center, Wes Allen is the Director
- Chief Ahearn asked for the Board to consider donating the two surplus engines, they are about 20 years old. Currently the engines are estimated to be worth under 5K each at auction, would like board to consider approval to donate both reserve engines
- Commissioner Pratt said that Kirkland recently donated their Ladder Truck and that this is great opportunity to give back and support these programs and our communities
- Commissioner Maehren stated this works with our recruitment efforts sees this as another step in the process to have others interested in fire service. He is in favor of donation
- Commissioner Verlinda asked if any of our current Fire Fighters were from either of these programs. Chief Ahearn was not sure, but said he could find out. Commissioner Velinda was looking to see if we could confirm
- Commissioner Webster asked Commissioner Verlinda what did Seattle Fire do in this case?
- Commissioner Verlinda responded that Seattle had their own cadet program and they donate surplus to that program. They go through so many and it is a big expense in keeping them so they auction them off. Seattle doesn't allow them to give anything away that is of any value. Normally they keep 2 engines and 1 truck for their cadets
- Commissioner Maehren asked about a liability wavier if the two surplus engines are donated. Chief Ahearn responded he would work with Legal Counsel Paxton's office

Commissioner Webster moved to approve Legal Counsel to create Resolutions for Donation of the two reserve engines for those two programs. Commissioner Pratt seconded. The motion passed 4-0

4.4 Merger Sub-committee reports

- Commissioner Webster talked about the meeting on December 7th which was about the discussion of updating our message regarding the merger
- Chief Ahearn indicated that he and DC McDonald had a presentation with the Woodinville City Council on December 8th and that it went well and he passed along the positive comments to the board. One council member mentioned wanting to put forth an endorsement of the idea. City Manager of Woodinville is looking into that to see if it is something the City of Woodinville can do.
- Chief Ahearn and DC McDonald also presented to the City of Lake Forest Park on December 10th, they had many questions and were able to answer most with the presentation. One council member brought up concern of possible dilution of representation on the board to represent the City of Lake Forest Park. Chief Ahearn reminded them that currently our board does not have any Lake Forest Park residents as members, and he indicated looking into ways to get residents of Lake Forest Park involved in a future commission should the merger go through.
- Commissioner Maehren asked for questions to be forwarded to Liz Loomis for the FAQ page. Chief Ahearn said that was already done.

4.5 Board Secretary Position Discussion

- Commissioner Webster stated he went through job description and feels that with the changes made the presented description is good, looking for a consensus of this being a final document and posting it to have job filled by a potential candidate
- A poll of board members was taken and all board members approved posting for job of board secretary

4.6 Fire Commissioners Compensation Review

Commissioner Webster moved to accept claims as presented. Seconded by Commissioner Pratt. The motion passed 4-0

4.7 MRSC Legal Services Agreement

- All commissioners in agreement to continue Legal Services Agreement with MRSC

4.8 ILA between Northshore Fire and the City of Bothell for Fire Marshal Services

- Chief Ahearn mentioned on agenda with City of Bothell at December 15th meeting, for a 30-day extension through end of January with the ability to extend out another 90 days, which would get us to April 2021

V. BOARD RESOLUTIONS

5.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$126,226.78 and the Reserve Fund Vouchers totaled \$23,065.05

6.2 Commissioner Compensation Requests

Commissioner Webster moved to approve the Consent Agenda as presented. Commissioner Pratt seconded. The motion passed 4-0

VII. REPORTS

7.1 Fire Chief Report

- DC McDonald talked about COVID-19 update on the vaccines. Vaccines are going out today to be issued to healthcare providers, paramedics, then within a week the FF/EMTs, then by 1st week of January other first responders, including police, should be able to have an appointment to receive the vaccine. Within Fire Service, not mandatory but highly encouraged to receive the vaccine
- Commissioner Maehern asked what happens if one of our members opts not to receive vaccine, does everyone have to still wear masks, etc? DC McDonald indicated employees still have to wear a mask regardless
- Commissioner Maehren asked a question about testing of 9 NSFD employees, which test? DC McDonald & Chief Ahearn both responded with ISO (Incident Safety Officer) test
- Commissioner Maehren also asked questions about toy donation and if both stations receiving them

7.2 Commissioner Reports

- There are no Commissioner Reports

7.3 Legal Counsel Report

- Legal Counsel Paxton stated that the Governor extended proclamation 2028 to meet virtually, any public agency given ability the option to meet in person but needs to meet standards, 25% capacity, 6 ft distancing, COVID trained officer, face coverings
- Legal Counsel Paxton recommends less burden on the district to keep virtual meetings. Currently extended through Jan 28th

VIII. EXECUTIVE SESSION

12.1 The Board moved into Executive Session at 5:54PM for 30 minutes to discuss matters related to the Fire Chief Performance Review Pursuant to RCW 42.30.110 (1) (g), to evaluate the qualifications for an applicant for public employment or review of the performance of a public employee.

IX. UPCOMING BOARD AGENDAS

- 9.1 Setting of Future Meeting Agenda(s)
- Election of Officers
 - Station 54
 - Committee Reports
 - Resolution on Surplus Equipment
 - Reminder the next Joint meeting is Jan 19th

X. ADJOURNMENT

- The meeting adjourned at 6:24pm

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for January 5, 2021

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

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KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

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

MINUTES

December 23, 2020

SPECIAL 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 3:05 PM.

Persons in attendance were Commissioners Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Board Secretary Dawn Killion, and 1 members of the public. Absent was Commissioner Rick Verlinda.

II. PUBLIC COMMENT

2.1 Lake Forest Park resident Carolyn Armanini sent in a public comment via email regarding meeting minutes and the issue of accuracy using CPI in the calculations of potential savings for a combined agency.

- Interim Board Secretary read the citizen comment as she indicated she would not be present at the meeting
- Chief Ahearn addressed the issues brought up in public comment

III. APPROVAL OF THE AGENDA

3.1 No additions to the agenda were suggested.

Commissioner Webster moved to approve the agenda as presented. Commissioner Pratt seconded. The motion passed 4-0.

IV. CONSENT AGENDA

4.1 Vouchers

- The General Fund Vouchers totaled \$127,808.49 and Reserve Fund Vouchers totaled \$15,082.81

Commissioner Pratt moved to approve the consent calendar as presented. Commissioner Webster seconded. The motion passed 4-0.

V. UPCOMING BOARD AGENDAS

5.1 Setting of Future Meeting Agenda(s)

- Patient Transport Discussion
- Discussion on how both boards run meetings, recordings, etc.
- Review of Financial Documents for the Merger Report
- Next Joint Meeting is on January 19th

VI. ADJOURNMENT

The meeting adjourned at 3:15PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for January 5, 2021.

Attachments: Agenda

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Interim Board Secretary

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