



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

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

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

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### MINUTES

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 23<sup>rd</sup> Special Meeting

- o Chief Ahearn requested a special meeting on December 23<sup>rd</sup> 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 7<sup>th</sup> 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 8<sup>th</sup> 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 10<sup>th</sup>, 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 15<sup>th</sup> 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 1<sup>st</sup> 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**

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**RICK VERLINDA**, Member

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**JOSH PRATT**, Member

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**DON ELLIS**, Member

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**RICK WEBSTER**, Member

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**DAVID MAEHREN**, Member

**ATTEST**

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**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

**From:** [Dave Maehren](#)  
**To:** [Dawn Killion](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 1/5/2021  
**Date:** Wednesday, January 6, 2021 10:26:24 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

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**The following documents are Approved and Electronically Signed this 6th day of January, 2021, by Commissioner David C. Maehren.**

*David Maehren  
Fire Commissioer  
Northshore Fire Department  
Business Office 425.354.1780  
Cell 206 604-3683*



***Proudly Serving the Citizens of Kenmore and Lake Forest Park***

**Electronic Privacy Notice.** This e-mail, and any attachments, contains information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.

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**From:** Dawn Killion  
**Sent:** Wednesday, January 6, 2021 8:20 AM  
**To:** Commissioners <e-mailcommissioners@northshorefire.com>  
**Subject:** Electronic Signatures - Documents Approved 1/5/2021  
**Importance:** High

Good morning Commissioners,

Attached please find the documents approved at last night's regular meeting, in addition to the December Regular Monthly Payroll Documents and the November Commissioner Payroll (approved for processing at the 12/15/2020 meeting).

At your earliest availability today, please respond with your electronic signature using the following verbiage:

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

- **AP\_NOSHRFIR\_APSUPINV\_20210105120602 RES Fund**
- **AP\_NOSHRFIR\_APSUPINV\_20210105121042 GEN Fund**

- 2020-11-17 Meeting Minutes**
- **2020-12-01 Meeting Minutes**
  - **2020-12-15 Meeting Minutes**
  - **2020-12-23 Meeting Minutes**
  - **December Payroll Approval Document**
  - **December Payroll Taxes Approval Document**
  - **December DRS Approval Document**
  - **November Commissioner Payroll Approval Document**
  - **November Commissioner Payroll Taxes Approval Document**

Thank you,

*Dawn Killion*

**Finance Specialist / Interim Board Secretary**  
**Public Records Officer**

**Northshore Fire Department**  
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DIRECT: 425.354.1778  
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MAIN: 425.354.1780  
[www.northshorefire.com](http://www.northshorefire.com)  
[dkillion@northshorefire.com](mailto:dkillion@northshorefire.com)



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**From:** [Josh Pratt](#)  
**To:** [Dawn Killion](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 1/5/2021  
**Date:** Wednesday, January 6, 2021 8:48:49 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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**From:** [Rick Verlinda](#)  
**To:** [Dawn Killion](#)  
**Subject:** RE: Electronic Signatures - Documents Approved 1/5/2021  
**Date:** Wednesday, January 6, 2021 8:53:53 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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The following documents are Approved and Electronically Signed this   6   day of January 2021, by Commissioner   Rick Verlinda  .

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## Northshore Fire Department Board of Commissioners

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

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, December 15<sup>th</sup>, 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/82245399422?pwd=cS8zc0lBZUZkT0h1NFJrK0FEVTlmZz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 822 4539 9422

Passcode: 013005

- I. Open Regular Northshore Board Meeting**
  - 1.1 Roll Call
- II. Public Comment**
  - 2.1 Public Comment
- III. Approval of Agenda**
  - 3.1 Approval of the Meeting Agenda
- IV. Board Discussion and Possible Action Items**
  - 4.1 December 23<sup>rd</sup> Special Meeting
  - 4.2 Station 54 Discussion
  - 4.3 Fire Engine Surplus Discussion
  - 4.4 Merger Sub-committee reports
  - 4.5 Board Secretary Position Discussion
  - 4.6 Fire Commissioners Compensation Review
  - 4.7 MRSC Legal Services Agreement



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

**V. Board Resolutions**

- 5.1 None

**VI. Consent Agenda**

- 6.1 Vouchers  
6.2 Commissioner Compensation Requests

**VII. Reports**

- 7.1 Fire Chief Report  
7.2 Commissioner Reports  
7.3 Legal Counsel Report

**VIII. Executive Session**

- 12.1 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)

**X. Adjournment**

Next Regular Meeting: January 5<sup>th</sup>, 2021 at 5:00 PM

**Public Comment Procedures for Virtual Meetings:**

If you wish to provide public comment virtually, you may do so by submitting a written statement to [dkillion@northshorefire.com](mailto: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](mailto:dkillion@northshorefire.com)

# NORTHSHORE FIRE DEPARTMENT

## JOB DESCRIPTION

<b>Title:</b>	Board Secretary	<b>Number:</b>	2430-XX
<b>Division:</b>	Administration	<b>Effective Date:</b>	December 1, 2020
<b>FLSA Class:</b>	Non-Exempt	<b>Approved By:</b>	Interim Chief Ahearn

### Job Description Summary

Under the direction of the Board of Fire Commissioners (the "Board"), the Board Secretary provides a ~~wide~~ range of administrative support involving a variety of ~~complex~~ clerical activities and related tasks for the Board, ~~the Fire Chief, the Deputy Chief, and Administrative staff,~~ including but not limited to, performing the statutory duties of RCW 52.14.080.

The position requires excellent customer service skills and provides information and assistance to members of ~~the public, vendors,~~ the Board, and Administrative staff. In addition to coordinating assigned Board activities and processes, the position performs other duties such as public record keeping; assists in special projects; maintains related content for the District's website and intranet; coordinates scheduling of District facilities; composes and edits routine written communication for internal and external audiences; conducts research; and provides confidential administrative support to the Board and District Administration.

Independent judgment, initiative, collaboration, and strong attention to detail is required to plan, prioritize, organize, and complete workload in a timely manner with minimal supervision. Responsibilities have a significant impact on the department's operations, record keeping, legal filings, and customer satisfaction.

### Essential Functions

*Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

Arrange and attend all regular and special meetings of the Board and occasionally attend Board Committee meetings; create agendas, prepare and/or assemble materials for meetings including PowerPoint presentations, reports, information packets, and ~~invitations and catering;~~ record and prepare minutes of meetings; maintain records of minutes and Board Resolutions.

Provide clerical, ~~project, and event~~ support as needed for the Board ~~and Administrative staff.~~ Includes ~~preparing mail merges, spreadsheets, and databases;~~ creating and maintaining files in accordance to the District's records retention system; ~~copying, filing,~~ composing, and proofreading routine correspondence ~~and reports; organizing and scheduling meetings.~~

Maintain and develop the Board content ~~for on~~ the District's website, ~~intranet, and social media platforms.~~ May include the posting of information related to official District business and the development of materials that communicate and promote the District's activities.

Work with County and State elections supervising agencies to coordinate the District's participation in local elections to comply with state and local election laws.

Assists in handling of the Board's official and informal communications with the public and Administrative staff and news media in a prompt, accurate, and professional manner. Includes monitoring the Board's general email and disseminating as appropriate.

May perform other duties as requested by the Fire Chief and approved by the Board Chair.

Regular attendance required.

### **Knowledge, Skills, and Abilities**

#### **Knowledge of:**

- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Outlook, Word, Excel, and PowerPoint; Adobe Acrobat; and Zoom platform;
- Working knowledge of modern administrative office procedures, methods, and equipment;
- Business letter writing and basic report preparation with proficient spelling and grammatical skills;
- Applicable regulations and legislative processes;
- Applicable sections of Title 52 RCW;
- Robert's Rules of Order

#### **Skill in:**

- Strong organizational, time management and interpersonal skills;
- Strong attention to detail, working in a busy and sometimes stressful environment with changing priorities;
- Using initiative and independent judgment within established guidelines.

#### **Ability to:**

- Ability to attend all evening meetings as required by the Board, which may include several meetings a week typically two meetings per month.
- Maintain and use the District's recording system for Board meetings;
- Establish and maintain effective working relationships with elected officials, management staff, employees, and the general public;



- Conduct themselves in a professional manner as defined by District policy;
- Work independently with a high degree of reliability, accuracy, and productivity;
- Respond in a timely manner to Board inquiries, concerns, and needs and provide excellent customer service;
- Maintain confidential information;
- Prioritize multiple projects, anticipate needs, and work effectively within deadlines;
- Interpret and apply oral and written instructions;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Communicate in English clearly and concisely, both orally and in writing;
- Interpret and apply oral and written instructions;
- ~~Perform research, organize, and present findings;~~
- Learn laws in reference to the Washington State Records Retention Schedule set by the State Archivist.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

### **Education/Experience**

#### **Required:**

- A high school diploma or equivalent AND at least five years of responsible administrative experience with exposure to various business environments OR equivalent education/experience.
- ~~Experience maintaining internet and intranet websites.~~

#### **Preferred:**

- Associates degree OR at least two years (2) years of college level course work in communications, business, public administration, or closely related field;
- Working knowledge of Word Press and AV Capture;
- Knowledge of records management practices and record retention techniques and principles;
- Prior working experience as a Board Secretary and/or administrative support of an elected official;
- Experience maintaining internet and intranet websites.

|

## Certificates and Licenses

~~Must have the ability to obtain notary public certification within six months of hire.~~

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and use the telephone and computer while communicating with internal and external customers. Requires manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee may sit for up to several hours during a Board meeting. Employee may need to lift and carry various office supplies and equipment (up to 20 pounds) on occasion. Ability to stoop, kneel and bend; Ability to read a computer screen, various documents, and forms. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a typical office/meeting setting. The noise level in the work environment is usually moderate. NOTE: During COVID-19 pandemic and State proclamation, all Board of Commissioner meetings are being conducted virtually until further notice.

May need to travel within local area for meetings. Employee will be required to work evenings ~~and weekends as needed~~. Must be able to effectively operate computers, related software, printers, fax machine, laminator, telephone, and copiers.

## Special Requirements

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.

## **THE BOARD OF FIRE COMMISSIONERS**

### **PURPOSE**

**To provide direction for Fire Commissioner Compensation**

### **REFERENCES**

**RCW 52.14.010**

### **RESPONSIBILITY**

**RCW 52.14.010 The Board of Commissioners hereby establish this policy to define those services a Fire Commissioner may perform that entitle such Fire Commissioner to compensation as provided in RCW 52.14.010 and to provide a process for submission review and approval of compensation claims.**

### **INTENT**

**The intent of this policy is to ensure compliance with applicable legal requirements and to ensure that fire commissioner compensation requests provide value to the fire department and the fire district community commensurate to the compensation received.**

### **DEFINITIONS**

**SIGNIFICANT** – A body of work such as reading, research, analysis or communications on behalf of the district where the accumulation of time spent is approximately two hours or more.

### **FIRE COMMISSIONER COMPENSATION**

1. A commissioner is only entitled to one compensation claim for a given day.
2. A fire commissioner is eligible to receive compensation for the following activities:
  - a. Actual attendance at regular or special meetings of the board of fire commissioners.
  - b. Up to two days of service shall be allowed for commissioners to prepare for a regular or special meeting of the board when the board determines that significant preparation is required.
  - c. Attendance at meetings for which the commissioner has been appointed as a designated representative of the board

- d. Attendance at other district related events and activities as a district representative when such are approved by the board e.g.: community meetings, events or presentations, annual fire station pancake breakfast or awards banquet.
  - e. Completing required training.
  - f. Special project work as assigned by the board e.g.: policy development, topic research or project oversight activities.
  - g. Attendance at seminars, conferences and training related to fire district activities or commissioner development and
  - h. Attendance at other activities that are pre-approved by the Board.
3. Total compensation for a calendar year shall not exceed the amount specified in RCW Title 52.14, plus reasonable expenses incurred for travel, meals, and lodging, when approved in advance by the board.
  4. Any fire commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office by a written waiver filed with the fire district. The waiver may be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.
  5. A commissioner holding office for two or more special purpose districts shall receive only that per diem compensation authorized for one of his or her official positions as compensation for attending an official meeting or conducting official services or duties while representing more than one district.

### **PROCEDURES / GUIDELINES**

All compensation must be requested by completing the Northshore Fire Commissioners Request for Compensation form 1630 A1 and delivering the completed form to the payroll department by the last day of the month.

A Request for Compensation Form must be completed within 60 days of a day of the Compensable Activity.

A submitted Request for Compensation form must include the date of service and a specific description of each service(s) provided for each day where compensation is requested, and the time spent on each activity. The form must be signed and dated by the Fire Commissioner. Electronic submissions in a PDF format are acceptable.

Commissioner's individual compensation requests will be presented to the Fire Commissioners at the first regular or special meeting of the month for approval or denial.

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 19:51:42 Date: 12/13/2020

MCAG #: 2512

12/23/2020 To: 12/23/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2391	12/23/2020	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	Lobby Mats
2392	12/23/2020	Claims	1	0	BOTHELL FIRE & EMS	6,817.23	Fire Marshal Services - November
2393	12/23/2020	Claims	1	0	CENTURY LINK	60.47	Phones - St 57
2394	12/23/2020	Claims	1	0	CFO SELECTIONS LLC	907.50	Tom B
2395	12/23/2020	Claims	1	0	CITY OF LAKE FOREST PARK	693.83	Acct #005377-000; St 57 - Sewer
2396	12/23/2020	Claims	1	0	DAVIS DOOR SERIVCE, INC.	597.41	Door repair - ST 57
2397	12/23/2020	Claims	1	0	DELL COMPUTER	2,353.88	New A151 Computer
2398	12/23/2020	Claims	1	0	ENERSPECT MEDICAL SOLUTIONS	668.72	Defib Batteries
2399	12/23/2020	Claims	1	0	GUARDIAN SECURITY SYSTEMS, INC.	2,216.51	End of Monitoring Contract Cancellation Fee
2400	12/23/2020	Claims	1	0	HUMAN RESOURCES SYSTEMS	7,800.00	2020 LT Assessment Center Development and Administration
2401	12/23/2020	Claims	1	0	IDENTIFIRE	24.99	Helmet Passports
2402	12/23/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	I-Net Services - Nov 2020
2403	12/23/2020	Claims	1	0	KROESEN'S, INC.	538.34	Boots - Peterson
2404	12/23/2020	Claims	1	0	LIFE ASSIST	827.28	Recruit Academy Supplies
2405	12/23/2020	Claims	1	0	LIFE ASSIST	827.28	Recruit Academy Supplies
2406	12/23/2020	Claims	1	0	LIFE ASSIST	146.35	EMS Supplies - COVID19
2407	12/23/2020	Claims	1	0	NATURAL CONCEPT LANDSCAPE	529.25	Landscaping - St 51
2408	12/23/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	5,177.38	November Fuel & Maintenance
2409	12/23/2020	Claims	1	0	NORTHWEST SAFETY CLEAN	815.38	Recruit Bunker Gear Cleaning
2410	12/23/2020	Claims	1	0	O'REILLY AUTO PARTS	65.07	St 57 Vehicle Washing Supplies
2411	12/23/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	185.70	Copies
2412	12/23/2020	Claims	1	0	PRAXAIR DISTRIBUTION	21.84	Oxygen - St 51
2413	12/23/2020	Claims	1	0	REPUBLIC SERVICES #172	346.23	St 51 - Garbage & Recycle Pickup
2414	12/23/2020	Claims	1	0	REPUBLIC SERVICES #172	149.74	St 57- Garbage Pickup
2415	12/23/2020	Claims	1	0	SEATTLE CITY LIGHT	1,060.80	Acct #9969310000; St 57 Electric
2416	12/23/2020	Claims	1	0	SHORELINE FIRE DEPARTMENT	21,542.25	Q4 MIH Funds
2417	12/23/2020	Claims	1	0	VERIZON WIRELESS	45.70	Suppression Cell Phones
2418	12/23/2020	Claims	1	0	VERIZON WIRELESS	638.45	Smart Phones
2419	12/23/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	511.50	Janitorial Supplies; Credit on Account
2420	12/23/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	29,973.79	Shared Services - CAO Montegary - Sept 16 to Dec 31
2421	12/23/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	20,400.00	Fire Chief Services - Nov/Dec 2020
2422	12/23/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	10,023.96	Shared Services -IT Manager - Sept 16 to Dec 31
2423	12/23/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	370.95	Reimbursement - IT Purchases made on WFR Card by ISM

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 19:51:42 Date: 12/13/2020

MCAG #: 2512

12/23/2020 To: 12/23/2020

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2424	12/23/2020	Payroll	1	0	WSCFF EMPLOYEE BENEFIT TRUST	8,000.00	Pay Cycle(s) 11/30/2020 To 11/30/2020 - MERP1; Adj for current Dec 2020 Total Billing - based on outstanding Nov Check amount

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001 General Fund 10-016-0010

126,226.78

126,226.78 Claims: 118,226.78

126,226.78 Payroll: 8,000.00

# WARRANT/CHECK REGISTER

Northshore Fire Department  
 MCAG #: 2512

12/23/2020 To: 12/23/2020

Time: 19:51:02 Date: 12/13/2020  
 Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo	
2385	12/23/2020	Claims	4	0	AIR EXCHANGE	651.92	Adapters for New Engines to connect to vehicle exhaust system in the bay	
2386	12/23/2020	Claims	4	0	ALFRED J BAKER	1,169.00	LEOFF I	
2387	12/23/2020	Claims	4	0	CASCADE FIRE EQUIPMENT	9,728.40	Supervac Fans with batteries - for new apparatus	
2388	12/23/2020	Claims	4	0	JEFF TAGART	304.51	Reimbursement Cone Set - For New Apparatus	
2389	12/23/2020	Claims	4	0	JEFF TAGART	4,125.17	Reimbursment - Sawzall and Cutoff Saw Kits for new apparatus	
2390	12/23/2020	Claims	4	0	THE FIRE STORE	7,086.05	PPE Replacement - Helmets	
004 Reserve Fund 10-016-6010						23,065.05	Claims:	23,065.05
						23,065.05		





Northshore Fire Department  
 Fire Commissioner Request for Compensation

Month NOVEMBER Year 2020 Name DAVID C. MAETHREN		
Date	Description of Activity	Time
11/3/2020	Meeting preparation (1 hr) Attend regular fire commissioner meeting (1 hr) meeting follow-up (.5 hr)	2 1/2
11/16/2020	Meeting preparation for 11/17 regular fire commissioner meeting	2
11/17/2020	Meeting preparation (1.5 hr) attend fire commissioner meeting (1.25 hr) Meeting follow-up (.5 hr)	3.25
11/23/2020	Meeting preparation for Merger Sub-committee meeting (1.5 hr) attend sub-committee meeting plus travel (2.5) hr. Meeting follow-up (.5 hr)	4.5

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. Maethren*
12/14/2020  
 Signature Date





Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 11	Year: 2020	Name: Rick Webster	
Date	Description of Activity	Hours	
11/2/20	Prep for Board of Commissioners Mtg	2.5	
11/3/20	Commissioners Mtg	2	
11/5/20	Consolidation Work Group Mtg.	2	
11/16/20	Prep for Board of Commissioners Mtg	2	
11/17/20	Commissioners Mtg	2	
11/23/20	Executive Group Mtg.	2	
			
<i>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.</i>			
<hr style="border: none; border-top: 1px solid black;"/>		<b>11-29-2020</b> Date	
Signature			

# **Fire Chief's Report**

Submitted by Chief Ahearn

December 15, 2020

## **Administration/Financial:**

- Research is ongoing for information as required by the Boundary Review Board as it relates to the merger with Woodinville Fire & Rescue. Thanks to FS Killion and BC Sauer for their efforts.
- Work is ongoing to enter the 2021 budget into the system. FS Killion is working with WF&R's AA Michelman to ensure the budget account numbers line up between the two departments.
- We have received the 2021 Fire Benefit Charge database from Interface Systems Management Consultants. The new appeals form will be uploaded to the website after the first of the year.

## **Human Resources:**

- HRM Moore attended Littler's "Navigating Difficult FMLA and ADA Issues in the Middle of a Pandemic" webinar.
- Special Notices were drafted and sent out regarding the Lieutenant promotional list, promotion of Blake Pritchett, and 2021 shift assignments.
- HRM Moore is working with stakeholders to update the 2021 shift assignments document for distribution to staff
- HRM Moore has been assisting FI/PIO Booth with the new employee directory project
- HRM Moore is facilitating and assisting supervisors and employees regarding annual performance evaluations, which are currently underway
- HRM Moore is working on a number of light duty/accommodating personnel items.
- AS Walsh is setting up end of year shift meetings for the department
- AS Walsh is completing a training file project to update and organize required documentation
- AS Walsh has moved forward to part two of the I9 project.
- HRM Moore attended the "If You Leave Me Now" webinar by Lane Powell regarding leave law updates.

## **Training:**

- Captain Burrow spent individual time with lieutenant candidates to review their tactical exam and assessment center scores from the recent lieutenant promotional test.
- Captain Burrow completed Section 6 of the Probationary Firefighter Taskbook. Sections 1-6 are complete; sections 7 and 8 are currently being built. The PFF Taskbook is a collaborative document that captures common expectations and learning objectives to the NKCTC participants.

## 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):
  - Total EMS Incidents – 165                      1:22    Nov 17 – Dec 8
  - Total Fire Incidents – 51                        1:41    Nov 17 – Dec 8
- Response time from call received to on-scene (average)
  - Total unit responses – 187                      5:29    Nov 17 – Dec 8
- DC McDonald conducted comprehensive evaluations with all of our recruits attending the SKCTC on December 4. We will continue to evaluate as our recruits complete the “Fire” portion of their training on December 10 and move into the 5-week Emergency Medical Technician training. Currently, NSFD has three recruits in the top five.
- Congratulations to FF/EMTD Lauren Peterson and FF/EMTD Jake Gillis who delivered a healthy baby boy prior to Paramedic arrival. DC McDonald presented them both with a “Star of Life Stork Pin”. This is a new tradition here in NSFD that emphasizes the special event and abilities of our personnel.
- We currently have five personnel in quarantine and one in isolation after testing positive for COVID-19. This event will require us to cover 16 shifts over the next two weeks. We continue to emphasize our directives and provide PPE and guidance. We have developed a staggered work from home schedule for our admin team. We continue to ensure that an admin is in the office each day to serve the public through phone and email. Our offices remain closed to the public per the Governor’s mandate.
- Administration has reached out to Local 2459 leadership and has re-established monthly Labor-Management meetings.
- A rule of three interview was conducted by DC McDonald, DC Noble, and HRM Moore. We are pleased to announce that Blake Pritchett has been selected and promoted to the position of Probationary Fire Lieutenant. His first shift will be December 19, 2020. His last day as an instructor at fire academy was December 10, 2020. We are planning a virtual promotional ceremony soon. More information forthcoming.
- FF Gillis has successfully completed his one-year probation.

- Nine NSFD personnel completed their written test during the week of December 7. This is a lifetime certification, and they should all be commended for their work on completing this rigorous testing process.
- Our two new fire engines have arrived in Washington and are at Hughes Fire in Tacoma. BC Tagart and DC McDonald have been working on the onboarding process, and BC Tagart and his team will begin to outfit them once they arrive. We expect them to arrive mid-December, and we will be planning a push-in ceremony for both engines. This will likely be done via Facebook Live due to COVID-19 restrictions.
- Engine 151 helped Santa bring in the holiday at the annual tree lighting at Kenmore City Hall last week.
- On November 19, our crews supported a member of our community who completed her final chemo treatment. There was a parade in her honor, led by Engine 151 and Payton Morris, daughter of our own BC Morris, who is undergoing cancer treatment at this time.
- Northshore Fire is collecting unwrapped toys through December 19. These toys will be donated to charity for the holiday.
- Engine 151 and Battalion 151 responded to a working house fire with Shoreline Fire units at the 18400 block of Freemont Avenue North. The fire was contained to the garage and there were no injuries to citizens or staff.
- DC McDonald will be instructing an Incident Command System course to agencies from around the region on January 9, 10, and 11 at Station 51. This is an important class that was previously offered by the King County ODA but cancelled due to revamping of the Officer Development Program. Many departments require this course in order to become an acting officer or Lieutenant.

### **Fire Prevention:**

- Ongoing work with bars and restaurants in Kenmore/Lake Forest Park with tents and ensuring codes/safety measures are being met
- Sprinkler inspections at St. Ed's, The Lodge, Inglemoor Concert Hall, and Inglewood Golf & Country Club
- Six residential sprinkler inspections
- Fire extinguisher training with Carl Lunak through NEMCo (Woodinville High School – CERT pilot program)
- DC Noble and PIO Booth met with Brandon Kuykendall for fire prevention training (fire alarm, sprinkler, hazardous material)
- Ongoing work on employee directory – PIO Booth is working with WF&R PIO Breault
- Public outreach: sent school program to third grade at Brookside Elementary; organized a birthday drive by; and worked with the City of Kenmore for the Christmas tree lighting.
- Facebook engagements continue to increase.
- Per DC Noble, all permits/reviews are complete.



### **Northshore Emergency Management Coalition (NEMCo):**

- EM Lunak led staff members from the NEMCo partners in a training exercise using WebEOC, our incident management software. The training was held remotely, via Zoom.
- EM Lunak gave a presentation to the Northshore School District Parent Teacher Association on developing a family emergency plan.
- NEMCo amateur radio volunteers met remotely to discuss activities, drills, and training plans in 2021.
- EM Lunak along with a few NEMCo volunteers continued to help Northshore Schools Teen CERT class by guest hosting three remote Zoom classes for 29 high school students.