



## 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 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 9<sup>th</sup>.
- 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 26<sup>th</sup>.
- 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 7<sup>th</sup>
  - Commissioner Halbert corrected that they had a meeting on November 3<sup>rd</sup> and a consolidation group call on November 5<sup>th</sup>
- 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 NORTHSHORE 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 1<sup>st</sup> 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 1<sup>st</sup>, 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**

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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***

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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**  
7220 NE 181st ST, Kenmore, WA 98028  
DIRECT: 425.354.1778  
FAX: 425.354.1781  
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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**The following documents are Approved and Electronically Signed this 6th day of January, 2021, by Commissioner Josh Pratt.**

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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 .

- AP\_NOSHRFIR\_APSUPINV\_20210105120602 RES Fund
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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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### **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**

Tuesday, December 1<sup>st</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/85426476279?pwd=TxvvcHZLT1JKR1NWU2Y2citDcFVKZz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 854 2647 6279

Passcode: 854466

- I. Open Joint Northshore Woodinville Fire & Rescue Meeting**
  - 1.1 Roll Call
- II. Public Comment**
  - 2.1 Public Comment
- III. Approval of Agenda**
  - 3.1 Approval of the Meeting Agenda
- IV. Board Discussion and Possible Action Items**
  - 4.1 Merger Next Steps Discussion
    - A. Community Communication – Liz Loomis Public Affairs
    - B. Financials Discussion
    - C. Community Communication Sub-Committee Report
    - D. Merger Sub-committee report



E. Contract Sub-committee report

F. Next Joint Meeting Agenda Items

**Executive Session**

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

**V. Open Regular Northshore Board Meeting**

5.1 Roll Call

**VI. Public Comment**

6.1 Public Comment

**VII. Approval of Agenda**

7.1 Approval of the Meeting Agenda

**VIII. Board Discussion and Possible Action Items**

8.1 Station 54 Discussion

8.2 Board Secretary Options Discussion

**IX. Board Resolutions**

9.1 None

**X. Consent Agenda**

10.1 Vouchers

**XI. Reports**

11.1 Fire Chief Report

11.2 Commissioner Reports

11.3 Legal Counsel Report

**XII. Upcoming Board Agendas**

12.1 Setting of Future Meeting Agenda(s)

**XIII. Executive Session**

13.1 Fire Chief's Performance Review pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment or review of the performance of a public employee



#### **XIV. Adjournment**

Next Regular Meeting: December 15<sup>th</sup>, 2020 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 Board Secretary Kate Hansen at [dkillion@northshorefire.com](mailto:dkillion@northshorefire.com)

**Date:** November 24, 2020  
**Memo To:** Chief Greg Ahearn  
**From:** Liz Loomis  
**Re:** Project Update

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

<p><b>November –</b></p> <ul style="list-style-type: none"> <li>✓ <b>Projects Completed</b></li> </ul> <p><u>General Consulting</u></p> <ul style="list-style-type: none"> <li>✓ Weekly Zoom meetings with project team</li> <li>✓ Project update with Joint Board</li> </ul> <p><u>Paid Communications</u></p> <ul style="list-style-type: none"> <li>✓ Revised key messages</li> <li>✓ E-news article for Woodinville Fire &amp; Rescue (Sent 11/18)</li> </ul> <p><u>Earned Media</u></p> <ul style="list-style-type: none"> <li>✓ News release announcing Northshore Board to meet on resolution (Sent 11/10)</li> <li>✓ News release announcing Northshore Board passed resolution (Sent 11/18)</li> </ul> <p><u>Social/Owned Media</u></p> <ul style="list-style-type: none"> <li>✓ Edits to website text</li> <li>✓ Social media updates, including graphics for meeting reminders and news releases</li> </ul> <p><u>Public Outreach</u></p> <ul style="list-style-type: none"> <li>✓ Finalize community presentation for Chief</li> </ul>	<p><b>December –</b></p> <p><u>General Consulting</u></p> <ul style="list-style-type: none"> <li>○ Weekly Zoom meetings with project team</li> </ul> <p><u>Paid Communications</u></p> <ul style="list-style-type: none"> <li>○ Develop Frequently Asked Questions</li> <li>○ E-news article for Woodinville Fire &amp; Rescue – Cost savings (Send 12/15)</li> </ul> <p><u>Earned Media</u></p> <ul style="list-style-type: none"> <li>○ Letter to the Editor - Board thanks public for participating in discussions (12/1)</li> <li>○ News Release – Cost savings for taxpayers (Send 12/15)</li> </ul> <p><u>Social/Owned Media</u></p> <ul style="list-style-type: none"> <li>○ Edits to website text</li> <li>○ Social media updates, including letter to the editor, news release, Chief available to present</li> </ul> <p><u>Public Outreach</u></p> <ul style="list-style-type: none"> <li>○ Update presentation with cost savings</li> <li>○ Promote that Chief is available to present on merger</li> </ul>
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Please feel free to contact me with questions at any time. The best way to reach me is by email [liz@lpa.biz](mailto:liz@lpa.biz) or (425) 308-6236.



# NORTHSHORE FIRE DEPARTMENT

## JOB DESCRIPTION

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<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

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### **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 Board Committee meetings; create agendas, prepare and/or assemble materials for meetings including PowerPoint presentations, reports, information packets, invitations and catering; record and prepare minutes of meetings; maintain records of minutes.

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 on the District’s website, intranet, and social media platforms. Includes 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 the Board's official and informal communications with the public and news media in a prompt, accurate, and professional manner.

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 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.
- 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.

### **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.



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

“Dedicated to Community Service”

### MEMORANDUM

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**Date:** December 1, 2020

**To:** David Maehren, Chair  
Board of Fire Commissioners

**From:** Joan S. Montegary, Acting Chief Administrative Officer

**Re:** Board Secretary Position

#### **Background**

The Board of Fire Commissioners (“Board”) has requested that Staff provide information and options for Board consideration regarding filling the vacant Board Secretary role. Currently, the District’s Finance Specialist is filling this role on an interim basis. The Finance Specialist position is a full-time position, and the additional workload is not sustainable.

#### **Considerations**

HR Manager Shannon Moore and I reviewed and considered the following in order to provide the two options herein:

- Average hours per month spent on Board activities by former and current personnel
- Type and term of position needed – part-time; full-time; permanent; limited term
- FLSA status and wage for the position
- Ability to fill the position in a timely manner

The below options are based on the following:

- Average hours per month: 30
- Type and term of position: part-time limited term (through 2021)
- FLSA status and wage: Non-exempt (hourly); PERS exempt; hourly wage range dependent on experience of: \$27.72 (min); \$33.28 (mid); \$38.83 (max)
- Ability to fill: As a remote position, may not be difficult to fill at this time. Finding somebody with the necessary experience may be more challenging.

Due to the limited-term nature of the role, this position would *not* be PERS eligible in the State of Washington's DRS system. In addition, this position would *not* be eligible for benefits if the average hours worked per week is less than 30.

Attached is a draft job description for your review and consideration.

**Options**

- 1) Staff would advertise through the normal channels, which includes professional fire service networks, and hire a Board Secretary based on an approved job descriptions and other parameters. The goal would be to have the new Board Secretary start as soon as possible and receive training from the Interim Board Secretary.
- 2) The District currently employs a part-time Administrative Specialist who is on maternity leave. Since the position is remote, she could potentially fill the role. The advantage would be that she is already familiar with many of the District's processes so training time would be shorter.

*Attachment*

# WARRANT/CHECK REGISTER

Northshore Fire Department  
MCAG #: 2512

Time: 17:12:45 Date: 11/29/2020

12/09/2020 To: 12/09/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2278	12/09/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	1,620.00	Legal Fees - General Business
2279	12/09/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	351.00	Legal Fees - Contract Review
2280	12/09/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	3,328.00	Legal Fees - Consolidation
2308	12/09/2020	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	2,787.48	Pay Cycle(s) 11/30/2020 To 11/30/2020 - ADDLIFE; Pay Cycle(s) 11/30/2020 To 11/30/2020 - MEDICAL; Pay Cycle(s) 11/30/2020 To 11/30/2020 - METLIFE; Pay Cycle(s) 11/30/2020 To 11/30/2020 - METLIFE2
2281	12/09/2020	Claims	1	0	KROESEN'S, INC.	102.84	Hochstein - sweatshirt
2282	12/09/2020	Claims	1	0	KROESEN'S, INC.	1,880.73	Recruit Shirts
2283	12/09/2020	Claims	1	0	LIFE ASSIST	218.33	EMS Supplies - St 57
2284	12/09/2020	Claims	1	0	LIFE ASSIST	541.29	EMS Supplies - COVID 19
2285	12/09/2020	Claims	1	0	LIFE ASSIST	847.46	EMS Supplies - St 51
2286	12/09/2020	Claims	1	0	MIKE MORRIS	3,518.85	Electric Dryer Set - Training - NKCTC
2287	12/09/2020	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct #022432-000; St 57
2288	12/09/2020	Claims	1	0	NORTH CITY WATER DISTRICT	365.92	Acct #011756-000; St 57
2289	12/09/2020	Claims	1	0	NORTHSHORE SCHOOL DISTRICT PRINT SHOP	9.00	Business Cards - McDonald
2290	12/09/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	766.90	Meter #43105121 - St 51
2291	12/09/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	683.76	Meter #35768370 - Irrigation
2292	12/09/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	1,566.29	Meter #48702679 - Training
2293	12/09/2020	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	75,431.60	Dec 2020 - Medical
2294	12/09/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Lease
2295	12/09/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	92.44	Copies
2296	12/09/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	139.67	Copies
2297	12/09/2020	Claims	1	0	PUGET SOUND ENERGY	4,247.60	Acct #200019536453; St 51
2298	12/09/2020	Claims	1	0	PUGET SOUND ENERGY	407.45	Acct #200020658783; St 57
2299	12/09/2020	Claims	1	0	REPUBLIC SERVICES #172	151.24	Garbage - St 57
2300	12/09/2020	Claims	1	0	ROGUE FITNESS	2,945.35	Exercise Equipment
2301	12/09/2020	Claims	1	0	STAPLES	454.15	Office Supplies; Office Supplies
2302	12/09/2020	Claims	1	0	STERICYCLE	42.21	Bio Hazard Disposal
2303	12/09/2020	Claims	1	0	SUMMIT LAW GROUP	858.00	Legal Fees - CBA Review & Questions/Emails/Review - S. Moore
2304	12/09/2020	Claims	1	0	UW VALLEY MEDICAL CENTER	100.00	FF Physical
2305	12/09/2020	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	7,359.25	Dec 2020 - Dental / Life / EAP
2309	12/09/2020	Payroll	1	0	WASHINGTON NATIONAL INS CO	90.10	Pay Cycle(s) 11/30/2020 To 11/30/2020 - CONSECO
2306	12/09/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	10,200.00	Fire Chief Services - October
2307	12/09/2020	Claims	1	0	ZIPLY FIBER	214.46	Phones - St 51

001 General Fund 10-016-0010

121,590.46





# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:12:04 Date: 11/29/2020

MCAG #: 2512

12/09/2020 To: 12/09/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2275	12/09/2020	Claims	4	0	MIKE MORRIS	3,584.85	Gas Dryer Set for FFs
2276	12/09/2020	Claims	4	0	TOM TAYLOR	748.46	LEOFF I; LEOFF I - Dental
2277	12/09/2020	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,749.42	LEOFF I
004 Reserve Fund 10-016-6010						7,082.73	
						<hr/>	Claims: 7,082.73
						7,082.73	

**Fire Chief's Report**  
Submitted by Chief Ahearn  
December 1, 2020

**Administration/Financial:**

- Ongoing work on merger between Northshore Fire and Woodinville Fire & Rescue

**Human Resources:**

- AS Walsh completed the initial steps of the I9 audit. HRM Moore and AS Walsh have composed a plan for next steps, which AS Walsh has begun work on
- AS Walsh continues project work documenting admin processes for Fire Prevention, Finance and HR functions
- HRM Moore attended Perkins Coie's virtual Labor & Employment Law Virtual Workshop
- HRM Moore updated Northshore Fire website
- Chief Ahearn, DC McDonald and HRM Moore participated in Northshore Fire's Labor Management meeting
- HRM Moore met with CAO Monteary regarding staff integration of both Departments
- HRM Moore composed information regarding the Board Secretary position for the Board/Administration
- Chief Interviews for top three Lieutenant promotional candidates set up for the week of November 30
- A Special Notice was sent out to staff regarding facial coverings
- HRM is working with DC McDonald to draft a COVID staffing plan for admin as it relates to COVID and the Governor's Safe Start requirements
- Open Enrollment for 2021 employee benefits closed and any applicable changes were submitted by HRM Moore

**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 obtained the lieutenant tactical simulation from the Zone 3 organizers to present to all our Company Officers and Battalion Chiefs in a future 2021 tactical 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 skill sheets to support each document. The Training Officers are meeting with subject matter experts from each agency to maximize the collaboration.
- The Training Officers were scheduled to complete live fire training at Sky Valley Fire Department in Gold Bar. Due to COVID restrictions, the remaining three days were cancelled. There is a draft plan to capture those crews of the three affected shifts and give them the opportunity to complete the drill.

- 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.
- The NKCTC Training Officers have coordinated the midterm written and practical exams for two Woodinville probationary firefighters. One was completed on November 19 and the other on November 23.
- The NKCTC Training Officers have completed the tactical training presentation for the Battalion Chiefs and Company Officers with COVID restrictions in mind. Each Training Officer will deliver the training to individual crews at their home agency.

## **Operations:**

- Reaction time (Average)
  - Total EMS incidents 83 calls 1:25 Nov-17-27
  - Total Fire incidents 65 calls 1:54 Nov 17-27
- Response time from call received to on scene AVG.
  - 90 total unit responses 5:53 Nov 17-27
- DC McDonald conducted comprehensive evaluation of our 6 recruits. All recruits are trending up and doing very well. They will begin week 11 on Nov 30.
- Our units responded to two working fires and operated at a very high level. One fire was de-clared an defensive fire due to the fire load in the home and the debris around the home. In both cases crews had to deal with downed power lines. The other fire involved a small grow op-eration in the garage. It was ALT Joe Hileman's first shift as an Acting Lieutenant. He and his crew kept the fire to the garage. There was one occupant transported for smoke inhalation.
- King County Fire Departments have been significantly impacted by COVID-19 with nearly 100 FF's impacted last week. NSFD is not exempt. We currently have 2 members quarantined and at one point had one member positive and 11 members quarantined. We were able to cover all shifts with NSFD personnel.
- The district has ordered two electrostatic decontamination guns to ensure a healthy and safe workplace for our members. In addition, we have reached out to our partner organization to help decontaminate our stations with specialized equipment. Thanks to Shoreline and Woodinville Fire & Rescue for sending your crews to 51 and 57 to help keep us safe. DC McDonald has implemented additional procedures in an attempt to take all precautions to en-sure a safe and secure workplace. This was accomplished through a Special Notice
- All members that participated in the Lieutenant promotional were successful. We have 7 members on the current list. Rule of 3 interviews will be conducted on November 30. We will be promoting one Lieutenant to replace Lt. McAuliffe who retired last month.
- Crews are conducting Live Fire training in Gold Bar. This has proven to be invaluable. Please see the statement from Lt. VanDusen:
- 9 members of NSFD will be completing their Incident Safety Officer testing process in the coming weeks. The Final written test is scheduled in late November and December.
- New Fire Engines haver arrived at Hughes Fire in Tacoma, we anticipate receiving them in the next week or two. Once they are outfitted the district will plan a push in ceremony at both Station 51 and 57.

## **Fire Prevention:**

- Structure Fire – 202XX 75 Ave NE
- Structure Fire – 153XX 72 Ave NE
- Completed 8 annual fire inspections
- Completed 12 construction inspections (sprinkler / alarm / hood system / propane tank installation)
- Issued 2 tank permits
- Continue work on associated media/website updates

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

- EM Lunak remotely delivered two sections of CERT classes to students from Woodinville High School as part of NEMCo's support of Northshore School District TEEN CERT program. Woodinville is the first school in the District to offer TEEN CERT after our collaboration to establish the program within the District beginning in 2018.
- NEMCo's application for Emergency Program Grant Funding has been approved by the state moving us to the next step of the process. Grant funding for this year is \$20,058.
- EM Lunak trained Northshore Utility District staff and Kenmore Public Works employees on asbestos cement pipe work practices via TEAMS to keep NEMCo on schedule for 2020 training.