



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

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](#)

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
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](#)

The following documents are Approved and Electronically Signed this 6th day of January, 2021, by Commissioner Josh Pratt.

- **AP_NOSHRFIR_APSUPINV_20210105120602 RES Fund**
- **AP_NOSHRFIR_APSUPINV_20210105121042 GEN Fund**
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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](#)

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 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, November 17th, 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/87245000819?pwd=a0dmUVF2RkJKQlIdHMHpRajhGellmZz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 872 4500 0819

Password: 826115

I. Open Regular 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

4.1.1 Merger Sub-Committee Reports – Commissioners Pratt and Webster

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

4.1.3 Public Comment

4.1.4 Merger Resolution Board Discussion



4.1.5 Next Joint Meeting Agenda Items

- 4.2 Policy 1630 – Fire Commissioner Compensation
- 4.3 Station 54 Status Discussion
- 4.4 2020 Awards Presentation Discussion
- 4.5 Website Update – DC McDonald
- 4.6 Dedicated Board Secretary Discussion – Commissioner Webster
- 4.7 Labor Communications – Commissioner Pratt
- 4.8 Fire Chief 2020 Performance Review – Commissioners Maehren and Verlinda

V. Board Resolutions

- 5.1 Resolution 20-11 – Calling for a Special Election

VI. Consent Agenda

- 6.1 Vouchers
- 6.2 Meeting Minutes Approval

VII. Reports

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

VIII. Upcoming Board Agendas

- 8.1 Setting of Future Meeting Agenda(s)

IX. Adjournment

Next Regular Meeting: December 1st, 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. 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.

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.

CORE COMPETENCIES AND RATING DEFINITIONS

| Leadership Through Vision, Mission and Values | | | |
|---|--|---|--|
| <p>Definition: Employee can engage in leadership by demonstrating their understanding and commitment to the District's vision, mission and values, while helping the department to achieve organizational goals and objectives through professionalism, initiative, and mentorship.</p> | | | |
| Unsatisfactory / Improvement Needed | Successfully meets expectations | Exceeds expectations | Distinguished performance |
| <p>Fosters a negative work environment through criticism of District and/or department policies and procedures; lacks vision or motivation. Fails to see the overall mission of the District and/or department/shift. Focuses on a narrow scope of issues. Employee requires regular supervision.</p> | <p>Employee consistently recognizes, demonstrates, and perpetuates the District's values and department/shift goals. Strives to see the positive aspects of decisions and supports goals of the department. Maintains professional standards. Encourages others and contributes to a positive atmosphere and safe workplace; accepts feedback and takes corrective action, requiring little direction or motivation.</p> | <p>Looks for opportunities to guide, inspire, and lead others in the perpetuation of the District's and department's/shift's goals and values. Demonstrates good decision making and manages stressful situations. Has above average interpersonal skills. Engages in coaching, counseling, or mentoring of others.</p> | <p>Employee is easily identified as a leader in their work area as being professional, knowledgeable, forward thinking, and positive. Encourages employee development and mentors others. Confident, loyal, and dedicated to public service. Accepts responsibility and strives for improvement, is accountable and decisive. Accepts new challenges; adapts well to change. Voluntarily creates systems and opportunities to allow for efficiency, growth, and achieving department goals. Participates in cross-departmental/shift collaboration representing the District and department/shift in a positive manner. Self-motivated and motivates others. Inspires confidence and respect of other personnel.</p> |

| Customer Service | | | |
|--|---|---|---|
| <p>Definition: Employee effectively serves internal and external customers resulting in a positive perception of our organization.</p> | | | |
| Unsatisfactory / Improvement Needed | Successfully meets expectations | Exceeds expectations | Distinguished performance |
| <p>Finds excuses not to provide requested services. Impatient or discourteous with customers/citizens on occasion. Rarely goes out of their way to perform an extra effort. Performs minimum work. Unnecessary delays in providing services.</p> | <p>Routinely handles interactions with customers/citizens and others politely and respectfully. Provides timely responses and thinks of customer/citizens needs as a priority. Meets service requests and expectations.</p> | <p>Quickly develops a positive approach and rapport with customers/citizens. Seeks resolution of problems. Seeks to address customer/citizen needs or inquires through active interaction with customer/citizen and follow through. Frequently exceeds service requests and expectations.</p> | <p>Contributes time or resources to department/shift improvement initiatives in a specific effort to help the District excel at customer service. Provides leadership on customer service improvement. Projects are completed in a timely manner.</p> |

| Teamwork | | | |
|---|--|---|--|
| <p>Definition: Employee cooperatively works with others to support the organization as a whole. Considerate of all team members and allows them to participate so the collaboration is successful and meaningful. Responsibly cares for shared equipment, work spaces, and the safety of others.</p> | | | |
| Unsatisfactory / Improvement Needed | Successfully meets expectations | Exceeds expectations | Distinguished performance |
| <p>Employee fails to get along with others. Patronizes other personnel or is antagonistic toward them. Insubordinate, argumentative, or sarcastic behavior toward others. Unable to work with others and is not a team player.</p> | <p>Employee understands their role within their team and organization. Gets along with others and maintains open and honest peer/superior relationships. While work is completed within the team, does not yet take a lead role on team tasks or projects.</p> | <p>Employee engages other divisions/shifts within the department in a team focused approach. Respects other team members regardless of role or position. Facilitates cooperation between employees. Employee is able to constructively work through conflict.</p> | <p>Completely at ease when contacting representatives from outside organizations. Takes a team approach when working with others on internal and external problems, including work with other department teams. Supports the District's and the division's/shift's related initiatives. Equally comfortable in lead and support roles on a team.</p> |

| Problem Solving / Decision Making | | | |
|---|--|--|--|
| <p>Definition: Employee perceives and understands a problem, has the ability to formulate valid conclusions and to make appropriate decisions for effective problem resolution.</p> | | | |
| Unsatisfactory / Improvement Needed | Successfully meets expectations | Exceeds expectations | Distinguished performance |
| <p>Acts without thought or reason. Is indecisive, does not self-start, or recognize areas for improvement. Fails to consider possible consequences when making decisions. Does not recall previous solutions to similar problems and apply them to present situation. Unable to reason through a problem and come to an acceptable conclusion. Is inflexible.</p> | <p>Able to reason through problems in routine situations, and come to acceptable conclusions in an appropriate amount of time. Makes reasonable decisions based on information available and understands how continuous improvement contributes to a better organization. Perceives situations as they really are.</p> | <p>Considers several courses of action before acting. Engages the customer or other team members to explore possible solutions. Positively contributes to complex projects with an effective use of resources. Able to quickly reason through even the most complex situations and come up with solutions. Has excellent insight and perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations. Able to adapt to changing needs of internal and external customers.</p> | <p>Employee is proactive in problem solving and decision making. Employee recognizes how decisions affect others, the organization, and other entities. Seeks to include others in a collaborative approach when appropriate. Effectively communicates throughout the process in order to improve the ability of the organization to resolve similar problems in the future. Employee works to further the District's or division's/shift's goals, and has a cross-departmental approach to problem solving.</p> |

Task and Time Management

Definition: Employee demonstrates the ability to set priorities, complete assigned tasks, meet goals and deadlines, and effectively uses discretionary time.

| Unsatisfactory / Improvement Needed | Successfully meets expectations | Exceeds expectations | Distinguished performance |
|--|---|---|--|
| <p>Ignores, fails to see, or avoids activities that apply to their role. Often fails to complete tasks within the established timelines. Quality of work is below acceptable level. Rationalizes reasons for low productivity. Has little interest in the daily activities of the department. Does not properly follow-up on situations. Shows little or no inquisitiveness. Does not have a broad orientation to the job. Employee is not familiar with department policies and procedures.</p> | <p>Productive and completes majority of work assignments within the established timelines and adheres to established protocol with an acceptable level of quality and detail. Punctual and dependable. Recognizes and identifies situations or activity requiring attention. Has a broad orientation to the job. Shows inquisitiveness. Recognizes the difference between routine and priority tasks and takes action accordingly. Keeps supervisor informed of progress.</p> | <p>Critical tasks are completed in a timely and efficient manner. Consistently very productive, efficient and delivers high quality work. Efficiently handles short notice requests. Seldom misses opportunities for taking initiative on projects. Thinks well on feet. High degree of quality output for discretionary time. Requires little or no direction. Proactively anticipates departmental/shift needs and readily offers assistance. Often tries to improve the process to help improve quality.</p> | <p>Extremely productive, efficient and delivers very high quality of work. Committed to improving and increasing quality of work/service/shift productivity. Work ethic is a positive example to others. Shows confidence in networking with customers, other departments, and support agencies.</p> |

Communication

Definition: Employee demonstrates the ability to effectively communicate, both verbally and in written form, with diverse individuals and employee groups. All forms of documentation, whether presentation materials, reports, or other communication materials relative to the employee's position are considered within this category.

| Unsatisfactory / Improvement Needed | Successfully meets expectations | Exceeds expectations | Distinguished performance |
|---|---|---|---|
| <p>Communication with others is often unclear. Employee does not listen to others or demonstrates poor tact. Does not understand the appropriate style of communication for the situation at hand. Uses inappropriate language and references. Leaves out critical information and fails to relay information and viewpoints to others. Written communication is illegible or incomplete, confusing, inaccurate, and poorly composed. Sentence structure and/or word usage is improper.</p> | <p>Employee can communicate clearly and constructively in various situations with customers/citizens, as well as with coworkers and supervisors. Expresses thoughts clearly and listens well. Written communication is clear and concise with minimal grammatical and spelling errors, and if present, one can still understand the written word. Proper sentence structure and grammar is used. Reports are completed in a reasonable amount of time and accurately relay information in a logical order containing required and relevant information.</p> | <p>Employee listens attentively. Is extremely clear and concise in written and verbal communication. Understands the appropriate style of communication for the situation at hand and demonstrates tact. Effectively relays and interprets information and viewpoints with verbal and nonverbal communication methods. Written communication is readily understood by anyone reading them and errors are rare. Prepares and delivers presentations/trainings.</p> | <p>Employee consistently communicates in a positive and constructive way in various situations, including customers/citizens, co-workers and supervisors. Shows outstanding ability to relay and interpret information and viewpoints with verbal and nonverbal communications. Encourages expressions of differing views and keeps an open mind, can be relied upon to deliver a difficult message, seeks to resolve problems through effective communications. Presentations/trainings are clear and easy to understand.</p> <p>Employee is able to mentor others in improving their written and oral communications.</p> |

Job Knowledge/Technical Skills

Definition: Employee demonstrates knowledge and application of department policies, procedures, technical skills and job functions as they relate to the employee's position.

| Unsatisfactory / Improvement Needed | Successfully meets expectations | Exceeds expectations | Distinguished performance |
|--|---|--|---|
| Is unfamiliar with the policies, procedures, and technical skills that apply to current work assignments and/or position. Frequently requires assistance completing routine tasks due to lack of technical skills or job knowledge. Consistently seeks approval before taking action. Violates department policy and procedures. Uses unsafe work practices that compromise employee's safety or the safety of others. | Demonstrates knowledge of applicable policies, procedures, and technical skills. Displays competency in skills essential to job function and is able to use these skills to research, develop and execute an orderly work plan or job task/assignment. Makes informed decisions to accomplish work efficiently and safely while consistent with established policies and procedures. Recognizes deficiencies in skill set and seeks appropriate training. Can perform tasks with minimal supervision. | Is extremely knowledgeable in policies, procedures and technical skills, and makes an effort to understand and implement them. This employee is considered a resource by coworkers and is familiar not only with policies and procedures regarding current assignment and/or position, but also for the overall organization. Has demonstrated the ability to enhance or improve the efficiency, safety, or quality of procedures, practices, and systems. | Excellent working knowledge and application of policies, procedures and technical skills, including those which are infrequently encountered or applied. Efficiently and effortlessly accomplishes even the most technically difficult tasks and takes pride in teaching others to do the same. Does not hesitate to make policy and procedural recommendations based on observations and experience in the work environment. |

Management / Supervisory Skills

Definition: Employee demonstrates the ability to lead a work group through communication, inspiration, initiative, and example, to accomplish the District's vision, mission, and values.

| Unsatisfactory / Improvement Needed | Successfully meets expectations | Exceeds expectations | Distinguished performance |
|--|---|--|--|
| Does not demonstrate the attitude and leadership to manage the work unit/shift. Does not use available tools and resources in a way that effectively supports the District's vision, mission and values. Has overdue direct report performance evaluation(s). Makes few if any contributions in meetings and activities. Demonstrates limited ability to work with peers/co-workers, the Board of Commissioners, city staff and outside agencies in support of District interests. | Assigns and monitors work assignments effectively. Maintains timely and high quality work. Provides leadership by supporting and mentoring staff, including providing resources necessary to accomplish the work. All direct report performance evaluations are current. Actively contributes ideas and experiences in meetings and activities. Works effectively with peers/co-workers, the Board of Commissioners, staff and outside agencies in support of District interests. | Leads a work group that is productive and functions with minimal oversight. Maintains high quality work and timely products particularly in times of heavy workloads. Takes on special assignments that may be beyond the normal job assignments/tasks in support of the department/shift. Works well with peers/co-workers, the Board of Commissioners, city staff and outside agencies in support of District interests. | Provides leadership for innovative system / program / policy / procedure improvements. Works exceptionally well with peers/co-workers, the Board of Commissioners, city staff and outside agencies in support of District interests. |

NORTHSHORE FIRE DEPARTMENT

JOB DESCRIPTION

| | | | |
|--------------------|----------------|------------------------|------------------------|
| Title: | Fire Chief | Number: | 2430-A1 |
| Division: | Administration | Effective Date: | February 7, 2012 |
| FLSA Class: | Exempt | Approved By: | Board of Commissioners |

JOB DESCRIPTION SUMMARY

The Fire Chief is responsible for providing leadership and direction and to plan, manage and oversee the activities and operations of the Fire Department by establishing goals and objectives within the policy directives set forth by the Board of Commissioners. The Fire Chief carries out these goals and objectives by estimating the department's needs, preparing a budget, controlling expenditures, reviewing effectiveness of operations and personnel through direct and indirect supervision.

ESSENTIAL FUNCTIONS

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

Assume full management responsibility for fire department services and activities including fire suppression, emergency medical, fire prevention and public education, and training programs and services.

Oversee the development and administration of the department budget; forecast the required funds needed for staffing, training, equipment, materials and supplies, and maintenance; approve expenditures and recommend budgetary adjustments as appropriate and necessary.

Establish fire department goals and objectives to ensure compliance with Board policy directives and applicable local, state or federal laws, rules and regulations.

Provide for the overall safety of personnel through the establishment and maintenance of effective training programs and operational practices that provide the necessary skills and guidance to operate in a safe and effective manner.

Direct and supervise the activities of the administrative support personnel, fire marshal and battalion chiefs. Direction includes scheduling, assignment and review of work, providing assistance, evaluating performance, administering discipline and making hiring, termination and pay change recommendations.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, emergency medical, hazardous materials and fire prevention.

Serve as a liaison to civic and special interest groups, local service organizations and other municipal agencies.

Prepare a variety of reports and correspondence relating to departmental activities, direction, accomplishments.

Represent the department at commission and other meetings to present the department's plans, accomplishments and to discuss the development and implementation of programs and policies.

Respond to citizen concerns and issues and determine appropriate resolutions to maintain positive community and/or customer relations for the department.

Establish and maintain cooperative relationships with neighboring and regional fire departments to ensure coordinated efforts to address common suppression, prevention, enforcement and emergency medical issues.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop, evaluate and direct fire department services and operational needs;
- Principles and practices of modern fire prevention, fire suppression and emergency medical activities;
- Principles and practices of personnel management including training, performance evaluation, conflict management and labor relations;
- Principles and practices of budget preparation and administration;
- Pertinent Federal, State, and local laws, codes and regulations that may govern department activities;
- Incident management practices, including the National Incident Management System (NIMS);
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, and Access;
- Working knowledge of modern administrative office procedures, methods and equipment.

Skill in:

- Interacting with others using tact, patience and courtesy;
- Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions;
- Assessing and prioritizing multiple tasks, projects, and demands.

Ability to:

- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression, emergency medical and prevention services;
- Develop a comprehensive budget and prepare clear and concise financial reports;
- Establish and maintain effective working relationships with those contacted in the course of work including personnel, other government officials, community groups, the general public, and media representatives;
- Select, train, supervise and evaluate an effective staff capable of properly executing the goals and objectives of the department;
- Properly interpret and make decisions in accordance with laws, regulations and policies
- Conduct themselves in a professional manner as defined by District policy;
- Work independently in the absence of supervision and delegate authority and responsibility when appropriate;
- Maintain confidentiality;
- Perform research and present findings in an organized and professional manner;

- Provide verbal and written directives, information and advice to a wide variety of people and officials;
- Communicate in English clearly and concisely, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

SUPERVISORY RESPONSIBILITIES

Works under the broad policy guidance of the Board of Commissioners.

Exercises supervision over all employees within the department, either directly or indirectly through supervisors.

EDUCATION/EXPERIENCE

Bachelor's degree in public administration or a related field of study AND at least 15 years of fire suppression experience including at least 5 years of upper level administrative responsibility OR an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

CERTIFICATES AND LICENSES

A valid Washington State Driver's License is required.

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 and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires sufficient manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk for periods of time, reach with hands and arms. Employee may need to lift up to 10 pounds on occasion. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work area is a typical office setting. The noise level in the work environment is usually moderate. From time to time work will require operations in an outdoor setting, in a variety of weather, terrain and noise conditions.

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.

Northshore Fire Department
Appraisal



Employee Information Summary ▾

| | | | | | |
|-----------------------|-------------------------|-------------------|------------------------|---------------------|------------|
| Employee: | | Hire Date: | | Position: | Fire Chief |
| Department: | Administration | Division: | Administration | Location: | Station 51 |
| Review Period: | 01-01-2020 - 12-31-2020 | Appraiser: | Board of Commissioners | Employee ID: | NA |

Appraisal Overview

Core Value (0%)

Competency (100%)

| | |
|---|-----|
| Leadership Through Mission, Vision and Values | 13% |
| Customer Service | 13% |
| Teamwork | 13% |
| Problem Solving/Decision Making | 13% |
| Task and Time Management | 12% |
| Communication | 12% |
| Job Knowledge/Technical Skills | 12% |
| Management/Supervisory Skills | 12% |

Goal (0%)

Core Values

Core Values Total Score

--

Competencies

Unsatisfactory/Improvement Needed Successfully meets expectations Exceeds expectations Distinguished performance

Leadership Through Mission, Vision and Values **13%**

Employee can engage in leadership by demonstrating their understanding and commitment to the District's vision, mission and values, while helping the department to achieve organizational goals and objectives through professionalism, initiative, and mentorship.

| Summary | Weight | Rating |
|--------------|--------|-----------|
| Appraiser | 100% | -- |
| Employee | -- | -- |
| Total | | -- |

+ Comments

Appraiser Comments:

Employee Comments:

Unsatisfactory/Improvement Needed

Successfully meets expectations

Exceeds expectations

Distinguished performance

Customer Service

13%

Employee effectively serves internal and external customers resulting in a positive perception of our organization.

| Summary | Weight | Rating |
|--------------|--------|-----------|
| Appraiser | 100% | -- |
| Employee | -- | -- |
| Total | | -- |

+ Comments

Appraiser Comments:

Employee Comments:

Unsatisfactory/Improvement Needed

Successfully meets expectations

Exceeds expectations

Distinguished performance

Teamwork

13%

Employee cooperatively works with others to support the organization as a whole. Considerate of all team members and allows them to participate so the collaboration is successful and meaningful. Responsibly cares for shared equipment, work spaces, and the safety of others.

| Summary | Weight | Rating |
|--------------|--------|-----------|
| Appraiser | 100% | -- |
| Employee | -- | -- |
| Total | | -- |

+ Comments

Appraiser Comments:

Employee Comments:

Unsatisfactory/Improvement Needed

Successfully meets expectations

Exceeds expectations

Distinguished performance

Problem Solving/Decision Making

13%

Employee perceives and understands a problem, has the ability to formulate valid conclusions and to make appropriate decisions for effective problem resolution.

| Summary | Weight | Rating |
|--------------|--------|-----------|
| Appraiser | 100% | -- |
| Employee | -- | -- |
| Total | | -- |

+ Comments

Appraiser Comments:

Employee Comments:

Unsatisfactory/Improvement Needed Successfully meets expectations Exceeds expectations Distinguished performance

Task and Time Management **12%**

Employee demonstrates the ability to set priorities, complete assigned tasks, meet goals and deadlines, and effectively uses discretionary time.

| Summary | Weight | Rating |
|--------------|--------|-----------|
| Appraiser | 100% | -- |
| Employee | -- | -- |
| Total | | -- |

+ Comments

Appraiser Comments:

Employee Comments:

Unsatisfactory/Improvement Needed Successfully meets expectations Exceeds expectations Distinguished performance

Communication **12%**

Employee demonstrates the ability to effectively communicate, both verbally and in written form, with diverse individuals and employee groups. All forms of documentation, whether presentation materials, reports, or other communication materials relative to the employee's position are considered within this category.

| Summary | Weight | Rating |
|--------------|--------|-----------|
| Appraiser | 100% | -- |
| Employee | -- | -- |
| Total | | -- |

+ Comments

Appraiser Comments:

Employee Comments:

Unsatisfactory/Improvement Needed Successfully meets expectations Exceeds expectations Distinguished performance

Job Knowledge/Technical Skills **12%**

Employee demonstrates knowledge and application of department policies, procedures, technical skills and job functions as they relate to the employee's position.

| Summary | Weight | Rating |
|--------------|--------|-----------|
| Appraiser | 100% | -- |
| Employee | -- | -- |
| Total | | -- |

+ Comments

Employee:

End of Year Summary

For use by supervisor for any additional commentary on employee's performance throughout year (required).

Appraiser:

Final Score Calculation

| | Totals | Weight | Rating |
|---------------------|--------|--------|--------|
| Core Values | | 0% | 0 |
| Competencies | - | 100% | - |
| Goals | - | 0% | - |

Rating

Unsatisfactory/Improvement Needed

By signing below, the Employee and Appraiser(s) acknowledge that this Performance Appraisal has been discussed. They each understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of that disagreement.

Employee Signature

Date

Ahearn, Greg

Appraiser Signature

Date

Board of Commissioner Chair



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-11

RESOLUTION FOR CALLING A SPECIAL ELECTION

A RESOLUTION of the Board of Fire Commissioners of King County Fire Protection District No. 16 d/b/a Northshore Fire Department (the "Merging District") providing for the submission to the voters of the Merging District at an election to be held therein on April 27, 2021, in conjunction with the State special election to be held on the same day, a proposition authorizing the Merging District to merge into the Woodinville Fire & Rescue (the "Merger District") pursuant to Chapter 52.06 RCW.

WHEREAS, on September 15, 2020, the Board of the Merging District petitioned the Board of the Merger District requesting that the Merging District be merged into the Merger District; and

WHEREAS, the Board of the Merger District adopted Resolution No. 2020-04 approving the Petition of the Board of the Merging District and transmitted the Petition and Resolution No. 2020-04 back to the Board of the Merging District.

NOW, THEREFORE:

Section 1. Pursuant to RCW 52.06.030, the King County Auditor is requested to call and conduct a special election in the Merging District, in the manner provided by law, to be held herein on April 27, 2021, in conjunction with the State special election to be held on the same date, for the purpose of submitting to the voters of the Merging District, for their approval or rejection, a proposition of whether the Merging District shall be merged into the Merger District.

Section 2. On behalf of the Merging District, the Fire Chief shall immediately complete, execute, and file with the King County Boundary Review Board a notice of intention regarding the merger of the Merging District into the Merger District pursuant to RCW 52.06.001 and RCW 36.93.

Section 3. Provided the King County Boundary Review Board approves the proposed merger, the Fire Chief shall thereafter submit this Resolution to the King County Auditor to process the request to call and conduct a special election on April 27, 2021.

Section 3. Pursuant to RCW 29A.36.071, the King County Prosecuting Attorney is requested to prepare the concise description of the aforesaid proposition for the ballot title in substantially the following form:

**FIRE PROTECTION DISTRICT NO. 16
KING COUNTY, WASHINGTON**

PROPOSITION NO. 1

**MERGER OF NORTSHORE FIRE DEPARTMENT INTO WOODINVILLE FIRE
& RESCUE**

The Board of Fire Commissioners of Fire Protection District No. 16, King County, Washington, adopted a resolution concerning the merger of Fire Protection District 16 d/b/a Northshore Fire Department into Woodinville Fire & Rescue. This proposition would merge King County Fire Protection District No. 16 d/b/a Northshore Fire Department into Woodinville Fire & Rescue, creating one fire protection district to provide fire and emergency medical services for the areas currently served by the two districts. Should this proposal be:

APPROVED ()

REJECTED ()

Section 4. The Secretary of the Merging District is directed: (a) to certify to the Auditor a copy of this Resolution showing its adoption by the Board in compliance with the time frame required by RCW 29A.04.330; and (b) to perform such other duties as are necessary and required by law in submitting to the voters of the Merging District at the aforesaid election the proposition of whether Merging District shall be merged into Merger District.

ADOPTED by the Board of Commissioners of King County Fire Protection District No. 16 d/b/a Northshore Fire Department, this 17th day of November, 2020, and duly authenticated in open session by signatures of the Commissioners voting in favor thereof and the seal of the Commission duly affixed.

**KING COUNTY FIRE PROTECTION
DISTRICT NO. 16**

David Maehren, Commissioner

Rick Verlinda, Commissioner

Josh Pratt, Commissioner

Don Ellis, Commissioner

Rick Webster, Commissioner

CERTIFICATION

I, the undersigned, Secretary of King County Fire Protection District No. 16 (“Northshore”) hereby certify as follows:

1. The attached copy of the Resolution No. 20-11 (the “Resolution”) is a full, true, and correct copy of the Resolution duly adopted at a regular meeting of the Northshore Board of Fire Commissioners (the “Board”) held on November 17, 2020 as the Resolution appears on the minute book of Northshore and the Resolution is now in full force and effect.
2. The regular meeting was held in accordance with the law.
3. A quorum of the members of the Board was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th of November, 2020.

Dawn Killion, Interim District Secretary

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

11/25/2020 To: 11/25/2020

Time: 12:19:50 Date: 11/15/2020
Page: 1

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|-------------------------------------|-----------|---|
| 2166 | 11/25/2020 | Claims | 1 | 0 | ARAMARK UNIFORM SERVICES | 22.00 | Lobby Mats |
| 2167 | 11/25/2020 | Claims | 1 | 0 | BOTHELL FIRE & EMS | 6,817.23 | Fire Marshal Services - October |
| 2168 | 11/25/2020 | Claims | 1 | 0 | CENTURY LINK | 60.84 | Phones - St 57 |
| 2169 | 11/25/2020 | Claims | 1 | 0 | EASTSIDE PUBLIC SAFETY COMM. AGENCY | 937.80 | Radio Access Fees - November 2020 |
| 2170 | 11/25/2020 | Claims | 1 | 0 | ELEVATOR PROGRAM | 134.10 | Annual Operating Permit - 01/01/2021-01/01/2022 |
| 2171 | 11/25/2020 | Claims | 1 | 0 | EVERGREEN FIRE & SAFETY, INC. | 171.71 | Extinguisher Recharge & Hydrostat Testing |
| 2172 | 11/25/2020 | Claims | 1 | 0 | GALACTIC IDEAS, LLC | 267.00 | Website Update Fees |
| 2173 | 11/25/2020 | Claims | 1 | 0 | KING COUNTY FINANCE DIVISION | 1,867.00 | October 2020 - I Net |
| 2174 | 11/25/2020 | Claims | 1 | 0 | KROESEN'S, INC. | 60.63 | Hochstein - Class A Coat Alterations |
| 2175 | 11/25/2020 | Claims | 1 | 0 | L. N. CURTIS & SONS | 78.43 | Hansson - Sweatshirt |
| 2176 | 11/25/2020 | Claims | 1 | 0 | LIFE ASSIST | 631.56 | EMS Supplies - St 51 |
| 2177 | 11/25/2020 | Claims | 1 | 0 | NATURAL CONCEPT LANDSCAPE | 529.25 | Landscaping - St 51 |
| 2178 | 11/25/2020 | Claims | 1 | 0 | NORTHSHORE UTILITY DISTRICT (NUD) | 3,129.49 | October Fuel & Maintenance |
| 2179 | 11/25/2020 | Claims | 1 | 0 | O'REILLY AUTO PARTS | 233.69 | DEF Fluid; Small Engine Supplies - Plugs, Filters, Chemicals; Vehicle Waxing Supplies |
| 2180 | 11/25/2020 | Claims | 1 | 0 | PRAXAIR DISTRIBUTION | 21.84 | Oxygen - St 51 |
| 2181 | 11/25/2020 | Claims | 1 | 0 | REPUBLIC SERVICES #172 | 349.69 | Garbage & Recycling Pickup - St 51 |
| 2182 | 11/25/2020 | Claims | 1 | 0 | RISAN ATHLETICS INC | 630.32 | T Shirts |
| 2183 | 11/25/2020 | Claims | 1 | 0 | SHORELINE FIRE DEPARTMENT | 13,825.00 | BLS Core Services 2020 |
| 2184 | 11/25/2020 | Claims | 1 | 0 | STERICYCLE | 99.75 | Bio Hazard Disposal |
| 2185 | 11/25/2020 | Claims | 1 | 0 | THE UPS STORE | 10.94 | Shipping |
| 2186 | 11/25/2020 | Claims | 1 | 0 | TOWN CENTER HARDWARE | 13.19 | Utility Knife |
| 2187 | 11/25/2020 | Claims | 1 | 0 | UNITED PARCEL SERVICE | 21.12 | Shipping |
| 2188 | 11/25/2020 | Claims | 1 | 0 | US BANK | 1,036.49 | charges for card ending 4689; charges for card ending 5507 |
| 2189 | 11/25/2020 | Claims | 1 | 0 | VERIZON BUSINESS | 848.28 | VOIP System |

001 General Fund 10-016-0010

31,797.35

Claims: 31,797.35
 31,797.35

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

11/25/2020 To: 11/25/2020

Time: 12:19:18 Date: 11/15/2020

Page: 1

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|------------------------------|------------|--------|--------|-------|---------------------|------------------|---|
| 2163 | 11/25/2020 | Claims | 4 | 0 | GARY PEDERSEN | 636.40 | LEOFF I |
| 2164 | 11/25/2020 | Claims | 4 | 0 | L. N. CURTIS & SONS | 30,050.90 | Extrication Tools for new apparatus |
| 2165 | 11/25/2020 | Claims | 4 | 0 | US BANK | 763.25 | charges for card ending 4689; charges for card ending 5507 |
| 004 Reserve Fund 10-016-6010 | | | | | | 31,450.55 | |
| | | | | | | <u>31,450.55</u> | Claims: 31,450.55 |



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 3, 2020

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

I. Open Joint Northshore Woodinville Fire and Rescue 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, 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. Also in attendance were 5 members of the public.

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

II. Public Comment

2.1 No Public Comment Received

III. Approval of the Agenda

3.1 No changes to the agenda

Commissioner Ellis moved to approve the agenda as presented. Commissioner Collins seconded. The motion passed 10-0

IV. Board Discussion and Possible Action Items

4.1 Merger Next Steps Discussion

A. Community Communication Sub-Committee Report

- Commissioner Halbert indicated there was no meeting since the last joint meeting but will have meeting on Thursday with Liz Loomis and the team with some hopeful updates. Currently nothing new from last meeting.

- Chief Ahearn stated that attached to the agenda was report provided by Ms. Loomis. She will be present at the next joint board meeting on December 1st.

B. Merger Sub-Committee Report

- Commissioner Collins commented that Ms. Loomis stated it was very important that the next meeting that Northshore holds that a resolution be passed to keep everything on track for the merger
- Legal Counsel Paxton stated that the final resolution is from Northshore Fire to formally put the merger on the special election ballot for April. We have not completed the entire legal process, currently we are in the SEPA process and next step is the boundary review board, but we are comfortable with putting it on the special election ballot for April. Resolution has been prepared and sent to the Fire Chief.
- Commissioner Webster indicated the plan was to have a resolution in hand so the Northshore board can review and discuss on 11/17
- Chief Ahearn commented he was looking for direction from the Northshore Board for the resolution, to get the resolution out to the board members so they can review and comment on it, also so it can be included in the agenda materials for the 11/17 meeting. That would also give a two-week comment period to engage with the public prior to the next meeting.
- Commissioner Maehren asked when the public comment period starts. Chief Ahearn responded that they would begin taking public comment immediately and the Northshore Board would have the ability to engage the public at the 11/17 meeting prior to taking action on the resolution.
- Commissioner Pratt stated that Ms. Loomis strongly encouraged the Northshore Board that the Resolution be passed at the 11/17 meeting.
- Commissioner Collins commented that it was important for word to get out that the Resolution was going to be discussed at the 11/17 meeting
- Commissioner Maehren asked Chief Ahearn that once the Resolution passed was just showing Northshore Fire Department's intent to put the merger on the April ballot. Chief Ahearn responded affirmatively, then indicated the steps Legal Counsel Paxton outlined before submitting to King County.
- Commissioner Webster asked what the official name for the Resolution. Legal Counsel Paxton indicated it was a Resolution Calling for a Special Election
- Commissioner Maehren noted there was a new tab on the website for the Merger

C. Contract Sub-Committee Report

- No report on this committee from Commissioner Verlinda
- Chief Ahearn commented on some additional updates. The communications work group meeting coming up on 11/5 to move the communications plan forward; SEPA determination of non-significance up on 11/5, to date no comments have been received; the contract to establish both district boundaries has been awarded to the survey firm Harmson & Associates; DC McDonald & Chief Ahearn met with Kenmore City Council on 11/2, and they have scheduled meetings with both Woodinville City Council on 12/8 and Lake Forest Park City Council on 12/10
- Commissioner Maehren asked if the schedule of the upcoming presentations could be added to the website so the public could attend

D. Next Joint Meeting Agenda Items

- Commissioner Collins asked that the Northshore Board meet before the next joint meeting in regards to the resolution. Chief Ahearn reminded Commissioner Collins that the next joint board meeting is on 12/1.
- No other items added for next meeting

Adjourn Joint Meeting

Meeting Ajournd @ 5:18 PM

V. **Open Regular Northshore Board Meeting**

5.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:20 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, CAO Joan Montegary, Deputy Chief Davis, Executive Assistant Nicole Frisch. Also in attendance were 3 members of the public.

VI. **Public Comment**

6.1 No public comment received.

VII. **Approval of the Agenda**

7.1 Commissioner Maehren asked to add discussion on Merger Resolution as item 8.7

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

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

8.1 Continuation of Public Hearing on 2021 Proposed Budget

Commissioner Maehren moved to open the Public Hearing to review and establish the District's Benefit Charge to be imposed in 2021 and the Public Hearing to review and establish the District's 2021 budget.

Commissioner Maehren moved to open the Public Testimony portion of the Public Hearing to review and establish the District's Benefit Charge to be imposed in 2021 and the Public Hearing to review and establish the District's 2021 budget.

8.1..1 2021 Budget Update Report

- CAO Montegary reviewed the updated budget numbers with the Board Members
- Commissioner Maehren thanked CAO Montegary for all the work on the budget that was done

- 8.1..2 Public Comment
 - No public Comment
- 8.1..3 Close Public Hearing
 - No other public comment received after presentation by CAO Montegary
- 8.1..4 Board Discussion
 - No further board discussion
- 8.1..5 Board Direction to Staff for 2021 Budget

Commissioner Webster moved to have staff proceed with the 2021 Budget as presented. Second by Commissioner Pratt. The motion passes 5-0

8.2 Reserve Account Resolution

- CAO Montegary talked about the Reserve Account Resolution changes that were done as per board recommendation
- Commissioner Maehren said that in last 20 years have not used unplanned loss of revenue, but good to keep as a contingency
- Commissioner Maehren asked if on the Apparatus and Equipment replacement section should have the capital equipment replacement plan referenced. Chief Ahearn indicated the verbiage was clear. CAO Montegary said the replacement plan was referenced.

Commissioner Pratt moved to approve Resolution 20-10. Commissioner Webster seconded. The motion passed 5-0

8.3 Fleet Asset Replacement Plan

- Chief Ahearn talked about the Asset Replacement Plan / Capital Equipment Plan. In the budget the Board is allocating \$256,000 to this fund which is on target with the plan currently in place through 2030. Chief met with CAO Montegary and DC McDonald to discuss the need to refresh the plan
- Chief Ahearn mentioned some of the next replacements for apparatus as: 2024 for Aid Car is approximately \$260,000, 2028 for Rescue 151 is approximately \$768,000, B151 at the end of life/needing replacement, and other staff vehicles that also need updating in the next few years
- Chief Ahearn stated that if the two agencies are successful in the merger process we would be able to possibly reduce the number of fleet vehicles and some staff vehicles
- Chief Ahearn also indicated that other large ticket items are as follows: BC Hochstein and DC McDonald put together a replacement plan for the PPE (bunker gear), replacing a certain percentage each year to stay current. And late 2021-2022 – PCERN radio replacements

8.4 2021 Fire Benefit Charge Resolution

- Commissioner Maehren stated that currently the Fire Benefit Charge Resolution is requesting an amount not to exceed \$4,413,338

Commissioner Webster moved to approve Resolution 20-08. Commissioner Pratt seconded. The motion passed 5-0.

8.5 2021 Property Tax Levy and Budget Adoption Resolution

- Commissioner Maehren stated the requested levy is for \$5,599,961

Commissioner Pratt moved to approve Resolution 20-09. Commissioner Webster seconded. The motion passed 5-0.

8.6 2021 Limit Factor increase Resolution

- Commissioner Maehren stated that this resolution gives Northshore Fire the use the full 1% of levy authority even though inflation was below 1%

Commissioner Webster moved to approve Resolution 20-07. Commissioner Pratt seconded. The motion passed 5-0.

8.7 Resolution for Special Election

- Commissioner Maehren indicated Resolution prepared by Legal Counsel Paxton will be presented at next meeting
- Commissioner Pratt noted Ms. Loomis asked for this resolution to be passed by the next board meeting on 11/17 so then she could move forward with the communication plan
- Commissioner Webster concurred with Commissioner Pratt
- Commissioner Maehren asked if a public hearing is needed for this resolution. Legal Counsel Paxton responded there is no legal requirement for public hearing on this type of resolution, this is more of a communication strategy than anything else
- Chief Ahearn said will get notice for the public 11/4 in paper, social media, on website, and press release as per the communication

IX. Consent Agenda

9.1 Review of Commissioner Compensation Claims

- No questions on the compensation claims submitted

9.2 Approval of Commissioner Compensation Claims

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

9.3 Vouchers

The General Fund Vouchers totaled \$109,117.24 and Reserve Fund Vouchers totaled \$2,749.42

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

9.4 Meeting Minutes Approval

*Commissioner Ellis moved to approve the minutes of October 20, 2020 as presented.
Commissioner Webster seconded. The motion passed 5-0*

X. Reports

10.1 Fire Chief Report

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

- Thanks to the board for the support for the budget, and compliments to the CAO and Ms. Killion for work
- We are in the middle of the Lieutenant promotional exam. The written and tactical portions have been completed and the assessment center is next week 11/9 and 11/10. Finalized list should be forthcoming and there should be a promotion soon
- BC Jeff Tagart and Engine Specification Committee, specifically Lieutenants Hansson and Ford, returning from Wisconsin from the final inspections of the two new engines. The engines are slated to depart from Appleton, WI soon and we should have them by the end of this month. We hope to have new rigs in service by the first of the year
- Commissioner Maehren asked what the 13,000 Facebook engagements meant that were included on the Fire Prevention report.
- Chief Ahearn explained that he has Wendy Booth putting together reports on that, and it has to do with the analytics of people logging on to our Facebook page and viewing videos and pictures, etc.

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

10.2 Commissioner Reports

- Nothing to report

10.3 Legal Counsel Report

- Nothing to report

XI. Upcoming Board Agendas

11.1 Setting of Future Meeting Agenda(s)

- Resolution for Merger on the Ballot
- Policy 1630 Review
- St 54
- Chief Performance Review
- Awards Banquet
- Website Updates
- Executive Session on 12/1

XII. Adjournment

The meeting adjourned at 5:55PM

Next Meeting Date

The next regularly scheduled Commissioners meeting is for November 17, 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 November 17, 2020

Fire Chief's Report
Submitted by Chief Ahearn
November 17, 2020

Administration/Financial:

- 2021 budget and fire benefit charge are approved. Thank you!

Human Resources:

- Open enrollment benefit materials were distributed to employees.
- HRM Moore participated in shift development meeting with BCs and Chiefs
- HRM Moore participated in role player prep meeting for Lieutenant promotional exam with consultant Ron Hiraki and BC Sauer. The promotional exam process is now complete; the eligibility list will be published shortly with Fire Chief interviews set up for the top three candidates.
- Updated Northshore Fire website with requested "Merger Updates" changes and corresponding materials
- HRM Moore drafted the proposed leadership training proposal for NKCTC Training Director Wallgren.
- HRM Moore composed and sent out a survey to employees re: annual awards.

Training:

- Captain Burrow participated in the Lieutenants promotional test that ended November 10. There were seven candidates that started and completed the process. The written test was October 26, the Tactical Assessment was October 30, and the Assessment Center was November 9 and 10.
- Captain Burrow participated in the live fire multi-company operational drill (MCO) November 3-6. The remaining four days are scheduled for November 13, 16, 17, and 18.

North King County Training Consortium:

- The Training Officers are currently collaborating to create standardized manuals for the participating agencies to include a fundamentals manual, Probationary Firefighter Taskbook, Hose Manual, Ladder Manual, and skill sheets that support each document. The Training Officers are meeting with subject matter experts from each agency to maximize the collaboration.
- The Training Officers went to Skyway Fire Department in Gold Bar and completed the live fire MCOs November 3-6.
- 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 Fire & Rescue probationary firefighters later in the month of November.

Operations:

- Reaction time (average):
 - Total EMS Incidents – 153 1:23 October 16 - November 9
 - Total Fire Incidents – 97 1:59 October 16 - November 9
- Response time from call received to on-scene (average)
 - Total unit responses – 178 5:21 October 16 - November 9
- DC McDonald scheduled comprehensive evaluations with all of our recruits attending the SKCTC on November 3. All appear to be trending up and doing very well. They will be at North Bend Fire Training Center for multi-company live fire operations during the week of November 16.
- Congratulations to FF/EM TD Lauren Peterson and FF/EM TD Jake Gillis who delivered a healthy baby boy prior to Paramedic arrival. Superior work!
- No FFs in quarantine or isolation. No COVID exposures. We have seen an uptick in COVID-19 calls – our crews have responded to at least five confirmed cases in the last two weeks.
- Crews are participating in live fire training in Gold Bar. This has proven to be invaluable. Please see the statement below from Lt. VanDusen:

“Over the years I have been to a lot of required live fire MCOs, dreading each one because it was just another MCO with a focus on the first arriving company officer and BC, the only difference was the gas fed dire that had a very limited burn time, no real heat component and the smoke didn’t have any reality, but this year was very different and very enjoyable. I very much appreciated the realism of smoke and heat production from regular combustibles and the ability to observe fire behavior during the growth phase. The contained heat reaching 750-800 degrees at the ceiling and 200 degrees at the floor reminds us or should remind us of the physical effects and limitations it has on our bodies as well as any potential survivability for the victims of structure fires. It reminds us of the need to say low and cool the environment so we can get in and do what we need to do. I very much liked the “teaching” format vs “scenario” format where the focus was on a single topic (ventilation) with achievable and identifiable results (good or not so good) vs a hose evolution that is based on crew members perceptions of a photograph, imagination and some degree of role playing. To sum it up, for me, the 2020 Live Fire training was real, it was fun, it was thought provoking and resulted in discussion after the drill, it is something that I mentally absorbed.”
- Nine members of NFD 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 engine committee traveled back to Wisconsin and conducted a final inspection on our two new engines. Overall, everything looks good. BC Tagart is working with Pierce and Hughes Fire Apparatus to make some small modifications. We anticipate a late November delivery to Hughes Fire.
- Lieutenant Brian Ford has completed his probation as a Lieutenant. Congratulations for an outstanding job.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak completed the hands-on portion of the Red Cross hybrid CPR training with the Lake Forest Park Police Department. Meeting in small groups to maintain COVID-19 protocols, the regular one-hour hands on training took multiple days to complete.
- NEMCo amateur radio operators performed some additional testing on the 442 radio repeater working remotely and from home. the group continues to test capabilities with monthly exercises after the regular Sunday night communications NET.
- Em Lunak, with the assistance of FI Booth and five NEMCo volunteers, completed the second Emergency Preparedness Workshop on Saturday, November 7. The majority of the training was done via Zoom with a fire extinguisher, utilities, and emergency supplies training taking place in socially distanced small groups at Station 51. 28 residents completed the online portion and 18 participated in the hands-on elements.
- NEMCo partners have set December 3 as the date for staff training on the WebEOC software used to manage emergency incidents and share data between the partners. This is a follow up from our October 15 Earthquake Drill.