



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, Community Communication Sub-Committee Report, 2021 Budget, Resolution No. 20-10, Resolution No. 20-09, Resolution No. 20-08, Resolution 20-07, Commissioner Compensation Requests, Vouchers, Meeting Minutes 2020-10-20, and Fire Chief's Report

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

Electronically signed- Josh Pratt

JOSH PRATT, Member

DON ELLIS, Member

Electronically signed- Rick Webster

RICK WEBSTER, Member

Electronically signed- David C. Maehren

DAVID MAEHREN, Member

ATTEST

Dawn Killion

DAWN KILLION, Interim Board Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on November 17, 2020

From: [Dave Maehren](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/17/2020
Date: Wednesday, November 18, 2020 10:27:02 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 18th day of November, 2020, by Commissioner David C. Maehren.

- Resolution 20-11 Calling Special Election – Merging District
- 2020-11-06 Minutes
- AP_NOSHRFIR_APSUPINV_20201117105320 RES Fund
- AP_NOSHRFIR_APSUPINV_20201117105543 GEN Fund

From: [Josh Pratt](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/17/2020
Date: Wednesday, November 18, 2020 11:56:31 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 18th day of November, 2020, by Commissioner Josh Pratt.

- Resolution 20-11 Calling Special Election – Merging District
- 2020-11-06 Minutes
- AP_NOSHRFIR_APSUPINV_20201117105320 RES Fund
- AP_NOSHRFIR_APSUPINV_20201117105543 GEN Fund

From: [Richard Webster](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/17/2020
Date: Wednesday, November 18, 2020 8:08:59 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 18th day of November, 2020, by Commissioner Rick Webster.

- Resolution 20-11 Calling Special Election – Merging District
- 2020-11-06 Minutes
- AP_NOSHRFIR_APSUPINV_20201117105320 RES Fund
- AP_NOSHRFIR_APSUPINV_20201117105543 GEN Fund



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

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

Board of Commissioners Regular Meeting Agenda

Tuesday, November 3rd, 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/82617371438?pwd=V0QyMlZaVURVeXRkSWg4dC90SGZyUT09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 826 1737 1438

Passcode: 512458

I. Open Joint Northshore Woodinville Fire and 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 Sub-Committee Report
- B. Merger Sub-committee report
- C. Contract Sub-committee report



D. Next Joint Meeting Agenda Items

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 Continuation of Public Hearing on 2021 Proposed Budget

8.1.1 2021 Budget Update Report

8.1.2 Public Comment

8.1.3 Close Public Hearing

8.1.4 Board Discussion

8.1.5 Board Direction to Staff for 2021 Budget

8.2 Reserve Account Resolution

8.3 Fleet Asset Replacement Plan

8.4 2021 Fire Benefit Charge Resolution

8.5 2021 Property Tax Levy and Budget Adoption Resolution

8.6 2021 Limit Factor Increase Resolution

8.7 Merger Resolution

IX. Consent Agenda

9.1 Review of Commissioner Compensation Requests

9.2 Approval of Commissioner Compensation Requests

9.3 Vouchers

9.4 Meeting Minutes Approval

X. Reports

10.1 Fire Chief Report

10.2 Commissioner Reports



10.3 Legal Counsel Report

XI. Upcoming Board Agendas

11.1 Setting of Future Meeting Agenda(s)

XII. Adjournment

Next Regular Meeting: November 17th, 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.

Date: October 26, 2020

Memo To: Chief Greg Ahearn, Northshore Fire Department and Woodinville Fire & Rescue

From: Liz Loomis

Re: Project Update

I wanted to provide the joint Boards with an update of projects we have completed to educate the public about a possible merger of the Northshore Fire Department to Woodinville Fire & Rescue. It's been a productive month and we appreciate being part of your team.

Systems

A significant amount of time for a new project in the first few months is spent establishing systems and procedures between staff and our company. For example, we develop processes for how content will be delivered to the public. We also learn about personalities and opinions. In this case, we are genuinely impressed with the level of participation from everyone at both agencies for this project. We admire the staff project team that Chief Ahearn has assembled and appreciate the continued participation by both unions.

Key Messages and Strategic Communications Plan

At this point, we have a working copy for our key messages. We also have a communications plan in place that outlines how these messages will be shared. Please note that both are working documents that can be tweaked as we move through this project.

Website Text

We received approval to place content on both websites, and this has been posted. The approval of web text allowed us to move forward with our first news release, as well.

News Release

We floated our messages to both service areas in a news release and it was a very successful project. We are identifying concerns as well as understanding general questions from the community. Being able to correct misinformation or simply respond to questions is important for future communications with the public.

Social Media

We created graphics for both agencies to share the news release to their social media platforms.

Public Outreach

The Chief is scheduling presentations to the three city councils served by both agencies. To this end, we have developed a draft PowerPoint that he can use for these meetings. We also anticipate this communication tool will be used for meetings with the public in November and December as the project moves forward.

What We Need

We have discussed the need to share projected financial information with the public. This is the last piece of the pie that we're missing and will be compelling for the public when they understand that a cost-savings could be possible in addition to cost-efficiencies. We understand this content will be forthcoming at the end of the month. We look forward to receiving it.

Thank you for your time, and I look forward to addressing you virtually at your meeting in December. Please contact me with questions at any time. The best way to reach me is by email liz@llpa.biz or (425) 308-6236.

Northshore Fire Department

King County Fire Protection District No. 16

2021 Budget

November 3, 2020



Board of Fire Commissioners

Rick Verlinda

Josh Pratt

Don Ellis

Rick Webster

David Maehren

Gregory S. Ahearn
Interim Fire Chief

Joan Montegary
Acting Chief Administrative Officer

Dawn Killion
Finance Specialist

Revenue Budget

2021 Budget Preparation

	Revenue Classification	2021 Revenue Budget	2020 Revenue Budget	Difference	%
1	Levy (\$0.64/\$1,000)	\$ 5,599,961	\$ 5,508,006	\$ 91,955	1.7%
2	Fire Benefit Charge (FBC)	\$ 4,413,338	\$ 4,440,000	\$ (26,662)	-0.6%
3	In Lieu of Taxes	\$ 21,519	\$ 25,500	\$ (3,981)	-15.6%
4	King County BLS Contract	\$ 423,623	\$ 526,876	\$ (103,253)	-19.6%
5	CRR Permit Fees	\$ 32,000	\$ 31,000	\$ 1,000	3.2%
6	Miscellaneous Revenue	\$ 63,600	\$ 63,000	\$ 600	1.0%
7	Interest Income (General Fund)	\$ 70,000	\$ 60,000	\$ 10,000	16.7%
Total		\$ 10,624,041	\$ 10,654,382	\$ (30,341)	-0.28%

Notes:

- A. The jurisdictional assessed value (AV) is projected to decrease slightly. Calculations are based on the most current available levy limit worksheet from King County.
- King County has issued a letter informing jurisdictions that the implicit price deflator is at 1.006. To levy the full
- B. 1 percent increase on property tax, a resolution declaring substantial need will be necessary. The most recent preliminary levy limit worksheet (11/02/20) includes \$38,976 in levy dollars from new construction.
- C. At this time, staff is recommending the 2021 Fire Benefit Charge be established at \$4,413,338.
- D. The proposed total increase to property taxes and fire benefit charge collections is \$65,293 which equates to a 0.66 percent increase in tax-related revenues.
- E. The BLS contract amount is accounted for differently than in past years by excluding pass-through amounts in expenses and including only the levy amount that stays in the District in Revenue.

Expense Budget

2021 Budget Preparation

	Category	2021 Budget	2020 Budget	Difference	%
1	Commissioners	\$ 54,749	\$ 43,180	\$ 11,569	26.8%
2	Administration	\$ 1,543,972	\$ 1,253,976	\$ 289,996	23.1%
3	Community Services	\$ 33,675	\$ 35,675	\$ (2,000)	-5.6%
4	Training & Development	\$ 375,216	\$ 362,775	\$ 12,441	3.4%
5	Health and Safety	\$ 7,800	\$ 3,300	\$ 4,500	136.4%
6	Community Risk Reduction	\$ 367,948	\$ 366,129	\$ 1,819	0.5%
7	Response Operations	\$ 7,696,719	\$ 7,752,477	\$ (55,758)	-0.7%
8	Technical Rescue	\$ 52,530	\$ 30,050	\$ 22,480	74.8%
9	Hazmat	\$ 2,500	\$ 12,300	\$ (9,800)	-79.7%
11	Fleet Maintenance	\$ 90,000	\$ 92,700	\$ (2,700)	-2.9%
12	Facilities	\$ 177,850	\$ 181,600	\$ (3,750)	-2.1%
13	Volunteers	\$ 1,500	\$ 1,500	\$ -	0.0%
14	Non-Departmental	\$ 87,820	\$ 81,050	\$ 6,770	8.4%
Total		\$ 10,492,279	\$ 10,216,712	\$ 275,567	2.7%

Notes:

- Categories have changed from the eight used in 2020 and prior years to the 14 listed above. This change
- A. aligns the Northshore budget with Woodinville Fire & Rescue's (WF&R) budget in anticipation of forming a new consolidated agency.
 - B. A line-by-line comparison of the 2021 and 2020 expense budgets was not possible due to the category changes made. For example, the DC of Ops position is included in Administration in 2021 but was in Response Operations in 2020. Several existing line items have been "re-bucketed" in the new categories. The numbers reflect a good faith effort to compare the line items.
 - C. There is no line 10 at this time. WF&R has the wildland program for Category 10; Northshore does not have a wildland program.
 - D. Staff is proposing several large equipment purchases be made out of the apparatus and equipment reserves.

Reserve Budget

2021 Budget Preparation

Reserve Fund Category	2020 Reserve Fund Goal (Resolution 17-02)	2020 Reserve Fund Expenses thru August 2020	2020 Reserve Fund Projected Ending Balance	2021 Reserve Fund Goal Resolution (20-XX)
1 Natural Disaster	\$ 250,000	\$ -	\$ 250,000	\$ 250,000
2 Insurance Contingency	\$ 200,000	\$ -	\$ 200,000	\$ 200,000
3 Unplanned Loss of Revenue	\$ 2,554,731	\$ -	\$ 2,554,731	\$ 2,445,000
4 Employee Benefits	\$ 2,685,000	\$ (39,371)	\$ 2,645,629	\$ 2,710,500
<i>LEOFF 1 Medical Expenses</i>	\$ 1,975,000	\$ (39,371)	\$ 1,935,629	\$ 1,975,000
<i>Employee Buyback</i>	\$ 710,000	\$ -	\$ 710,000	\$ 735,500
5 Apparatus & Equipment Replacement	\$ 1,950,000	\$ (32,810)	\$ 266,604	\$ 522,604
6 Facilities Improvement	\$ 840,000	\$ (966,422)	\$ 168,609	\$ 578,238
<i>General Facilities Reserve</i>	\$ 200,000	\$ (37,014)	\$ 458,017	\$ 578,238
<i>Station 57 Remodel Project</i>	\$ 640,000	\$ (929,408)	\$ (289,408)	\$ -
7 Interest Income	\$ -	\$ -	\$ 80,000	\$ 60,000
Total	\$ 8,479,731	\$ (1,038,603)	\$ 6,165,573	\$ 6,766,342
Total Additions to Reserves				\$ 730,500

Notes:

- A. Apparatus & Equipment Replacement projected ending balance is significantly lower due to the purchase of new apparatus at the end of 2019 (\$1,430,533) plus tax to be paid in 2020.

Revenue and Expense Historical Data

<u>Year</u>	<u>Assessed Valuation</u>	<u>AV % Change</u>	<u>Levy Collection</u>	<u>Levy Rate</u>	<u>FBC</u>	<u>Combined Rate</u>	<u>% FBC of Exp Budget</u>	<u>Other Income</u>	<u>Total Revenue</u>	<u>Rev % Change</u>	<u>Expense Budget</u>	<u>Budget Change</u>
1992	\$ 1,406,985,654	1.96%	\$ 1,407,380	\$1.00	\$ 466,928	\$ 1.33	25.97%	\$ 147,320	\$ 2,021,628	1.88%	\$ 1,798,190	11.51%
1993	\$ 1,682,405,200	19.58%	\$ 1,514,488	\$0.90	\$ 699,479	\$ 1.32	32.72%	\$ 152,822	\$ 2,366,789	17.07%	\$ 2,137,612	15.88%
1994	\$ 1,694,678,671	0.73%	\$ 1,618,216	\$0.95	\$ 457,396	\$ 1.22	18.81%	\$ 157,386	\$ 2,232,998	-5.65%	\$ 2,431,386	12.10%
1995	\$ 1,890,744,597	11.57%	\$ 1,795,650	\$0.95	\$ 804,090	\$ 1.37	28.12%	\$ 157,402	\$ 2,757,142	23.47%	\$ 2,859,484	14.98%
1996	\$ 1,986,911,609	5.09%	\$ 1,981,729	\$1.00	\$ 841,738	\$ 1.42	28.01%	\$ 175,624	\$ 2,999,091	8.78%	\$ 3,005,495	4.86%
1997	\$ 2,082,779,416	4.82%	\$ 2,083,159	\$1.00	\$ 924,340	\$ 1.44	27.80%	\$ 175,000	\$ 3,182,499	6.12%	\$ 3,325,048	9.97%
1998	\$ 2,190,955,222	5.19%	\$ 2,193,136	\$1.00	\$ 1,552,558	\$ 1.71	42.95%	\$ 175,000	\$ 3,920,694	23.20%	\$ 3,614,935	8.00%
1999	\$ 2,444,181,423	11.56%	\$ 2,369,075	\$0.97	\$ 819,110	\$ 1.30	21.62%	\$ 184,423	\$ 3,372,608	-13.98%	\$ 3,788,850	4.40%
2000	\$ 2,672,237,875	9.33%	\$ 2,565,310	\$0.96	\$ 1,373,685	\$ 1.47	34.10%	\$ 185,000	\$ 4,123,995	22.28%	\$ 4,028,608	5.96%
2001	\$ 2,986,208,951	11.75%	\$ 2,762,907	\$0.93	\$ 1,733,617	\$ 1.51	40.05%	\$ 190,000	\$ 4,686,524	13.64%	\$ 4,328,616	7.40%
2002	\$ 3,258,109,579	9.11%	\$ 2,839,256	\$0.87	\$ 1,852,146	\$ 1.44	38.25%	\$ 207,000	\$ 4,898,402	4.52%	\$ 4,841,817	11.90%
2003	\$ 3,657,376,881	12.25%	\$ 2,766,416	\$0.76	\$ 2,205,602	\$ 1.36	42.73%	\$ 207,000	\$ 5,179,018	5.73%	\$ 5,161,862	6.60%
2004	\$ 3,739,291,567	2.24%	\$ 3,129,262	\$0.84	\$ 2,290,852	\$ 1.45	40.81%	\$ 209,524	\$ 5,629,638	8.70%	\$ 5,613,024	8.70%
2005	\$ 3,972,572,747	6.24%	\$ 3,972,584	\$1.00	\$ 1,886,987	\$ 1.48	32.71%	\$ 286,500	\$ 6,146,071	9.17%	\$ 5,768,572	2.70%
2006	\$ 4,308,906,254	8.47%	\$ 4,093,809	\$0.95	\$ 2,327,368	\$ 1.49	37.26%	\$ 295,361	\$ 6,716,538	9.28%	\$ 6,247,000	7.66%
2007	\$ 4,656,250,259	8.06%	\$ 4,185,488	\$0.90	\$ 2,897,580	\$ 1.52	43.43%	\$ 733,561	\$ 7,816,629	16.38%	\$ 6,671,573	6.36%
2008	\$ 5,280,327,100	13.40%	\$ 4,315,900	\$0.82	\$ 3,599,553	\$ 1.50	50.98%	\$ 385,000	\$ 8,300,453	6.19%	\$ 7,061,336	5.52%
2009	\$ 6,009,260,439	13.80%	\$ 4,459,563	\$0.74	\$ 3,600,000	\$ 1.34	47.51%	\$ 488,501	\$ 8,548,064	2.98%	\$ 7,577,921	6.82%
2010	\$ 5,109,882,801	-14.97%	\$ 4,453,638	\$0.87	\$ 3,211,186	\$ 1.50	42.92%	\$ 488,501	\$ 8,153,325	-4.62%	\$ 7,481,766	-1.29%
2011	\$ 4,996,253,462	-2.22%	\$ 4,605,909	\$0.92	\$ 2,875,586	\$ 1.50	39.56%	\$ 500,000	\$ 7,981,495	-1.99%	\$ 7,269,287	-2.92%
2012	\$ 4,652,238,528	-6.89%	\$ 4,645,111	\$1.00	\$ 2,800,000	\$ 1.60	38.19%	\$ 459,390	\$ 7,904,501	-1.01%	\$ 7,332,201	0.87%
2013	\$ 4,616,655,461	-0.76%	\$ 4,616,655	\$1.00	\$ 2,300,000	\$ 1.50	31.17%	\$ 439,099	\$ 7,355,754	-6.94%	\$ 7,377,888	0.62%
2014	\$ 4,909,399,732	6.34%	\$ 4,765,499	\$0.97	\$ 2,500,000	\$ 1.48	32.75%	\$ 472,004	\$ 7,737,503	5.19%	\$ 7,634,460	3.48%
2015	\$ 5,535,748,036	12.76%	\$ 4,848,229	\$0.88	\$ 2,650,000	\$ 1.35	33.57%	\$ 477,864	\$ 7,976,093	3.08%	\$ 7,893,977	3.40%
2016	\$ 6,054,273,196	9.37%	\$ 4,969,884	\$0.82	\$ 2,800,000	\$ 1.29	34.10%	\$ 485,000	\$ 8,254,884	3.50%	\$ 8,210,980	4.02%
2017	\$ 6,515,548,648	7.62%	\$ 5,118,579	\$0.79	\$ 2,800,000	\$ 1.24	33.31%	\$ 515,719	\$ 8,434,298	2.17%	\$ 8,405,431	2.37%
2018	\$ 7,161,521,894	9.91%	\$ 5,253,974	\$0.73	\$ 2,800,000	\$ 1.31	32.39%	\$ 525,629	\$ 8,579,603	1.72%	\$ 8,644,995	2.85%
2019	\$ 8,085,320,023	12.90%	\$ 5,398,451	\$0.67	\$ 3,200,000	\$ 1.22	34.99%	\$ 571,044	\$ 9,169,495	6.88%	\$ 9,145,326	5.79%
2020	\$ 8,726,665,321	7.93%	\$ 5,508,006	\$0.63	\$ 4,440,000	\$ 1.28	43.46%	\$ 706,376	\$ 10,654,382	16.19%	\$ 10,216,712	11.72%
2021	\$ 8,707,216,466	-0.22%	\$ 5,599,961	\$0.64	\$ 4,413,338	\$ 1.30	42.06%	\$ 610,742	\$ 10,624,041	-0.28%	\$ 10,492,279	2.70%
30 YEAR AVG		6.56%		\$0.88	\$ 2,237,438	\$ 1.41	35.74%			6.12%		6.16%
10 YEAR AVG		5.90%		\$0.81	\$ 3,070,334	\$ 1.37	35.60%			3.05%		3.78%

2021 data is as of 11/02/2020.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-10

SUPERSEDING RESOLUTION 17-02 RESOLUTION DEFINING FUND POLICIES

WHEREAS, on June 6, 2017, the Board of Fire Commissioners (“Board”) of King County Fire Protection District No. 16 (the “District”) approved Resolution 17-02 Defining Fund Policies; and

WHEREAS, the Board desires to redefine the District’s fund policies by approving this Resolution 20-10 which shall supersede Resolution 17-02; and

WHEREAS, the financial affairs of the District are managed by the Board; and

WHEREAS, pursuant to RCW 52.14.100 the Board has the power to adopt reasonable rules to govern the District and to generally perform all such acts as may be necessary to carry out the objects of the creation of the District; and

WHEREAS, an integral part of financial planning is establishing General Expense and Reserve Funds to cover the costs of general operating expenses, facility maintenance and improvements, apparatus and equipment financing, employee benefits, and insurance obligations; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of King County Fire Protection District No. 16 that a General Expense and Reserve Fund Plan is established as follows:

I. GENERAL EXPENSE FUND

The General Expense Fund balance at year end shall be a minimum of four months of expenses excluding reserve fund contributions. This shall be calculated by determining the average monthly expense for as many full months available of the current year and multiplying that number by four. For example: In November, there are ten full months of the year and expenses total \$8,150,000. The average monthly expense is \$815,000. The minimum amount required in the General Expense Fund at the end of the year is \$3,260,000 (\$815,000 x 4 months). This balance in the General Expense Fund is meant to pay expenses incurred by the District during the first four to five months of the following year before the first revenue is received in late April/early May.

II. RESERVE FUND

A. Reserve Fund Categories, Purpose, and Funding Levels

The Reserve Fund shall be organized into six main sub-categories to facilitate clear intent and accurate accounting. The level of funding of each category shall be no less than a minimum of the values stated below. Utilization of reserve funding shall be consistent with the associated purpose statements provided for each category.

1. Natural Disaster

Purpose: To provide funding for overtime costs, casual labor, temporary facilities, food and equipment for extended emergency operations lasting a minimum of 14 days.

Fund Level: \$250,000

2. Insurance Contingency

Purpose: To provide funding for losses normally covered by insurance but exceeding coverage, such as: deductibles, non-insured loss, loss greater than insurance coverage, fines or uninsured litigation costs, labor relations litigation costs, unplanned attorney or consultant fees, court costs, penalties, judgments, and unemployment claims.

Fund Level: \$200,000

3. Loss of Revenue

Purpose: To provide funding to allow for the continuation of services in the event of an unanticipated and immediate loss of revenue.

Fund Level: Three months of expenses based on the most recent available calculation of average monthly expenses.

4. Employee Benefit

Purpose:

- A. To provide funding for LEOFF 1 medical insurance premiums, long-term healthcare premiums, and other approved medical and dental expenses.

- B. To provide funding for post-employment benefits such as sick leave and vacation payouts. Replenishment of this fund may be spread out over several years or pre-funded if a significant number of retirements were known in advance.

Fund Level:

- A. Funded at 100 percent of the GASB recommendation for LEOFF 1 retirees.
- B. Funded at 50 percent of the maximum potential sick leave and vacation payouts as determined annually on the District's financial statement.

5. Apparatus and Equipment Replacement

Purpose: To provide funding for the replacement of apparatus, vehicles, and equipment that are designated for replacement at specific intervals and have a calculated replacement cost that would be difficult to fund through the annual budgeting process.

Fund Level: Funded at 100 percent of the recommended amount shown in the capital asset replacement plan for vehicles, apparatus, and equipment.

6. Facilities Improvement

Purpose: To provide funding for the maintenance and improvement of District facilities. This fund would be used for capital improvement items such as roof repairs, HVAC replacement, etc. and not a substitution for annual budgeting of normal facility maintenance.

Fund Level: Funded at 100 percent of the recommended annual contributions shown in the facility reserve study conducted in 2019 by Reserve Consultants LLC.

- B. Transactions expensed from the General Expense and Reserve Funds shall comply with the accounting principles established by King County Finance and Business Operations, the Washington State Auditor, and the RCW.
- C. The Fire Chief shall provide quarterly reports reflecting Reserve Fund activity in the BARS format as required by the Washington State Auditor and the RCW.

- D. The Fire Chief shall submit Reserve Fund allocation recommendations to the Board of Fire Commissioners each year as required to maintain funding levels as established by this Resolution.

BE IT FURTHER RESOLVED, that Resolution 17-02 is hereby repealed.

ADOPTED at a regular meeting of the Board of Fire Commissioners of King County Fire Protection District No. 16 on this 3rd day of November 2020.

BOARD OF FIRE COMMISSIONERS

DAVID MAEHREN, Chair

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Vice-Chair

ATTEST:

DAWN KILLION, Interim Secretary
Board of Fire Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-08

RESOLUTION IMPOSING A FIRE BENEFIT CHARGE FOR THE CALENDAR YEAR 2021

WHEREAS, pursuant to RCW 52.18, the Board of Fire Commissioners (“Board”) of King County Fire Protection District No. 16 (“District”) is authorized to fix and impose a fire benefit charge on personal property and improvements to real property, which are located within the District on the date specified, and which have received or will receive benefits provided by the District, to be paid by the owners of the property; and

WHEREAS, at a special election on February 12, 2019, the voters of the District authorized the imposition of a fire benefit charge for a period of six years commencing in 2020, not to exceed an amount equal to 60 percent of its operating budget; and

WHEREAS, pursuant to RCW 52.18.060(2), the Board is required to conduct an annual review of the fire benefit charge and hold a public hearing; and

WHEREAS, the Board duly noticed and held a public hearing on October 20, 2020 and continued to November 3, 2020; and

WHEREAS, at the conclusion of the public hearing on November 3, 2020 and after reviewing and considering the testimony and evidence provided, the Board determined it necessary to impose a fire benefit charge on personal property and improvements to real property within the District for calendar year 2021; and

WHEREAS, the District’s fire benefit charge amount from the previous year was \$4,400,000.

NOW, THEREFORE, it is resolved by the Board of Fire Commissioners of King County Fire Protection No. 16:

1. That fire benefit charges take into consideration the insurance savings resulting from the provision of benefits by the District, the amount of fire protection required by the property and the special services provided to the properties by the District; and
2. That the Board determined that the methodology utilized to calculate the fire benefit charges reasonably takes into consideration the facts and circumstances of each

property for which a fire benefit charge is imposed, and further that each individual fire benefit charge is reasonably proportioned to the measurable benefits to the property resulting from the services afforded by the District; and

3. That the amount of the fire benefit charge to be collected in 2021 is hereby established to not exceed \$4,413,338; and
4. That as part of the 2021 budget adoption a *decrease* in the proposed aggregate fire benefit charge is hereby authorized for 2021 in the amount of \$26,662, which is a percentage *decrease* of approximately 0.6 percent from the previous year; and
5. That the proposed fire benefit charge will be imposed on the affected properties beginning January 1, 2021; and
6. That the property owners will be notified, in writing, of the amount of the fire benefit charge to be imposed on their property prior to the implementation of the provisions of RCW 52.18.070 establishing a Fire Benefit Charge Review Board.

ADOPTED at a regular meeting of the King County Fire Protection District No. 16 Board of Fire Commissioners this 3rd day of November 2020.

BOARD OF FIRE COMMISSIONERS

DAVID MAEHREN, Board Chair

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

ATTEST:

DAWN KILLION, Interim Secretary
Board of Fire Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-09

RESOLUTION APPROVING THE 2021 PROPERTY TAX LEVY

WHEREAS, pursuant to RCW 84.55.120, the Board of Fire Commissioners (“Board”) of King County Fire Protection District No. 16 (“District”) has properly given notice of the public hearing held October 20, 2020, which was continued to November 3, 2020, to consider the District’s expense budget for the 2021 calendar year; and

WHEREAS, after the public hearing and after duly considering all relevant evidence and testimony presented, the Board has determined that the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the District and in its best interest; and

WHEREAS, the County Assessor has notified the District that the assessed valuation of real properties lying within the boundaries of the District for the assessment year of 2020 and tax year 2021 is estimated to be \$8,707,216,466; and

WHEREAS, the District’s actual levy amount from the previous year was \$5,508,006; and

WHEREAS, the population within the District is more than 10,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of King County Fire Protection District No. 16 after hearing and considering all relevant evidence and testimony presented:

1. That the Honorable County Council of King County, Washington, be and is hereby requested to make a levy for 2021 for said King County Fire Protection District No. 16 totaling \$5,599,961

2. This amount includes an increase in property tax revenue from the previous year and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and \$914 in refunds made.

3. That under RCW 84.55.120, and as part of the 2021 budget adoption, an increase in the regular property tax levy is hereby authorized. The dollar amount of the increase over the actual levy amount from the previous year shall be \$52,065, which is a percentage increase of 0.95 percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and \$914 in refunds made.

4. That the Board hereby adopts the District's total budget for 2021 in the amount of \$12,522,779, as follows:

A. Expense Fund	\$ 10,492,279
B. Reserves	\$ 730,500
C. Bonds	\$ 1,300,000

5. That, pursuant to RCW 84.52.125, it is the intent of the Board to protect the District's tax levy from prorationing under RCW 84.52.010(3)(b) by imposing up to a total of twenty-five cents (\$.25) per thousand dollars (\$1,000) of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160, or either of them, outside of the five dollars and ninety cents (\$5.90) per thousand dollars (\$1,000) of assessed valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(3)(b).

6. That certified copies of this Resolution, together with exhibits, be delivered to:

Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1200
Seattle, WA 98104

Linda Wilder
Accounting Division
King County Dept. of Assessments
500 Fourth Avenue
Room 709
Seattle, WA 98104

ADOPTED at a regular meeting of the King County Fire Protection District No. 16 Board of Fire Commissioners this 3rd day of November 2020.

BOARD OF FIRE COMMISSIONERS

DAVID MAEHREN, Board Chair

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

ATTEST:

DAWN KILLION, Interim Secretary
Board of Fire Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-07

RESOLUTION TO INCREASE LIMIT FACTOR

WHEREAS, the Board of Commissioners (“Board”) of King County Fire Protection District No. 16 (“District”) has properly give notice of the public hearing held October 20, 2020 which was continued to November 3, 2020 to consider the District’s current expense budget for 2021, pursuant to RCW 84.55.120; and

WHEREAS, the Board heard, and duly considered all relevant evidence and testimony presented regarding the District’s budget for the calendar year 2021, including consideration of all sources of revenue and anticipated expenses and obligations; and

WHEREAS, the Board has determined that in order to maintain the District’s present level of emergency medical and fire protection and prevention service, there is a substantial need to increase the regular property tax limit factor above the rate of inflation due to an increase in salaries and costs of operations; and

WHEREAS, the Board finds that it is in the best interest of the District, and necessary to meet the expenses and obligations of the District, for the property tax revenue to be increased;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of King County Fire Protection District No. 16 that the limit factor for the regular levy for the calendar year 2021 shall be the maximum amount allowable pursuant to RCW 84.55.0101, that being One Hundred and One Percent (101%).

ADOPTED at a regular meeting of the King County Fire Protection District No. 16 Board of Commissioners this 3rd day of November 2020.

BOARD OF COMMISSIONERS

DAVID MAEHREN, Board Chair

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

ATTEST:

DAWN KILLION, Interim Secretary
Board of Commissioners

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	Oct	Year:	2020	Name:	Don Lewis
Date	Description of Activity	Hours			
9-15-2020	Reg mtg - not on previous rept	2			
10-5-2020	Pup fwd mtg	2			
10-6-2020	Reg mtg	2			
10-19-2020	Pup fwd mtg.	2			
10-20-2020	Reg mtg	2			

(5)

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

Signature: Don Lewis

Date: 10-26-2020

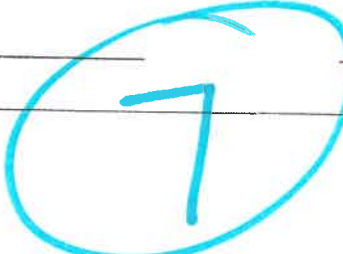
Northshore Fire Department
Fire Commissioner Request for Compensation

Month <u>OCTOBER</u> Year <u>2020</u> Name <u>DAVID C MITCHELL</u>		
Date	Description of Activity	Time
10/03/2020	Joint Woodenville + Northshore Board Meeting and Northshore Regular Meeting preparation	3 hrs
10/06/2020	Additional Meeting preparation Review budget, Meeting materials and Joint Meeting documents 3 hrs Attend Joint and Regular Board Meetings 1.5 hours and Mtg F/U 1.5	5 hrs
10/13/2020	Prep for Budget Meeting with Chief Ahern, Staff and Commissioner Webster	3 hrs
10/15/2020	Add'l meeting preparation for mtg with Chief and Staff re: Budget 1.5 hrs Attend Budget Meeting 1.5 hrs Meeting Follow-up .5 hrs	3.5
10/18/2020	Meeting preparation for Joint and Regular Board meeting (10/20/2020) Review past meeting minutes & edit 2.5 hrs Review Budget 1.5 hours Communication and more. other .5 hrs	4.5
10/20/2020	Add'l Meeting prep 2 hrs - Attend Joint + Regular Board Meetings 2 hrs F/U 1.5 hr	4.5
10/29/2020	Meeting Prep for 10/06 Joint and Regular Board Meetings	3 hrs

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

David C. Mitchell
Signature

11/01/2020
Date



Northshore Fire Department
Fire Commissioner Request for Compensation

Date	Description of Activity	Hours
Month: 9 Year: 2020 Name: Rick Webster		
9/1/20	Consolidation Mtg Board of Commissioners Mtg	2.5
9/3/20	Consolidation Work Group Mtg.	2
9/11/20	Consolidation Work Group Mtg	2
9/14/20	Prep for Board of Commissioners Mtg	2
9/15/20	Board of Commissioners Mtg	2

5

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

Rick Webster

Signature 10-5-20


Date

Northshore Fire Department
 Fire Commissioner Request for Compensation

Month: 10	Year: 2020	Name: Rick Webster	
Date	Description of Activity	Hours	
10/5/20	Prep for Board of Commissioners Mtg	2	
10/6/20	Commissioners Mtg	2	
10/15/20	Consolidation Work Group Mtg.	2	
10/19/20	Prep for Board of Commissioners Mtg	2	
10/20/20	Commissioners Mtg	2	
10/29/20	Consolidation Work Group Mtg.	2	



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



10-29-20

 Date

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

Time: 16:17:33 Date: 10/31/2020

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

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2116	11/11/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	1,647.00	Legal Services - General Business
2117	11/11/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	2,296.00	Legal Fees - Employment
2118	11/11/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	2,079.00	Legal Fees - Consolidation
2119	11/11/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Oct 2020 - Maintenance Agreement
2120	11/11/2020	Claims	1	0	ECMS ENSEMBLE CARE MAINTENANCE SERVICE	318.22	Repair - Taiwo Bunker Gear
2121	11/11/2020	Claims	1	0	ERGOMETRICS	2,410.44	LT Promotional Testing
2148	11/11/2020	Claims	1	0	FROULA ALARM SYSTEMS, INC	484.00	Alarm Service Call - St 51
2122	11/11/2020	Claims	1	0	GALLS, LLC - DBA BLUMENTHAL UNIFORM	313.50	Class B Patches
2123	11/11/2020	Claims	1	0	GALLS, LLC - DBA BLUMENTHAL UNIFORM	341.00	Class B Patches
2144	11/11/2020	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	2,893.74	Pay Cycle(s) 10/30/2020 To 10/30/2020 - ADDLIFE; Pay Cycle(s) 10/30/2020 To 10/30/2020 - MEDICAL; Pay Cycle(s) 10/30/2020 To 10/30/2020 - METLIFE; Pay Cycle(s) 10/30/2020 To 10/30/2020 - METLIFE2
2124	11/11/2020	Claims	1	0	KROESEN'S, INC.	778.23	DC McDonald - Uniforms
2149	11/11/2020	Claims	1	0	L. N. CURTIS & SONS	307.27	Boots - Davis
2125	11/11/2020	Claims	1	0	LIFE ASSIST	231.00	PPE Supplies
2126	11/11/2020	Claims	1	0	LIFE ASSIST	326.74	COVID-19 Supplies
2152	11/11/2020	Claims	1	0	NORCOM	1,000.00	Nocom IT Setup Fee
2127	11/11/2020	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct #022432-000; St 57
2128	11/11/2020	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	70,234.96	November 2020 - Medical
2129	11/11/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Lease
2130	11/11/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	239.43	Copies
2131	11/11/2020	Claims	1	0	PETEK & ASSOCIATES	900.00	Additional New Hire Exams
2132	11/11/2020	Claims	1	0	PUGET SOUND ENERGY	3,127.38	Acct #200019536453; St 51
2133	11/11/2020	Claims	1	0	PUGET SOUND ENERGY	102.85	Acct #200020658783; St 57
2134	11/11/2020	Claims	1	0	SHIRTWORKS	38.45	Hat - McDonald
2135	11/11/2020	Claims	1	0	SHIRTWORKS	121.30	T-Shirts
2136	11/11/2020	Claims	1	0	SHIRTWORKS	175.45	T-Shirts
2137	11/11/2020	Claims	1	0	STAPLES	30.80	Toner
2138	11/11/2020	Claims	1	0	STERICYCLE	33.90	Bio Hazard Disposal
2150	11/11/2020	Claims	1	0	STERICYCLE	166.37	Bio Hazard Disposal
2139	11/11/2020	Claims	1	0	SUBURBAN PROPANE	71.50	Annual Tank Rental
2140	11/11/2020	Claims	1	0	VERIZON WIRELESS	46.00	Suppression Cell Phones
2151	11/11/2020	Claims	1	0	VERIZON WIRELESS	665.17	Smart Phones
2141	11/11/2020	Claims	1	0	WASHINGTON AUDIOLOGY SERVICES, INC.	1,678.10	Hearing Tests
2142	11/11/2020	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,996.35	Nov 2020 - Dental/Life/EAP
2145	11/11/2020	Payroll	1	0	WASHINGTON NATIONAL INS CO	90.10	Pay Cycle(s) 10/30/2020 To 10/30/2020 - CONSECO

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

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

Time: 16:17:33 Date: 10/31/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2146	11/11/2020	Payroll	1	0	WSCFF EMPLOYEE BENEFIT TRUST	9,000.00	Pay Cycle(s) 10/30/2020 To 10/30/2020 - MERP1; Adj for McAuliffe
2143	11/11/2020	Claims	1	0	ZIPLY FIBER	214.46	Phones - St 51 (Formerly Frontier)
001 General Fund 10-016-0010						109,117.24	
						<u>109,117.24</u>	Claims: 97,133.40
							Payroll: 11,983.84

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:35:29 Date: 10/31/2020

MCAG #: 2512

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

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2147	11/11/2020	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,749.42	LEOFF I
004 Reserve Fund 10-016-6010						2,749.42	
						<u>2,749.42</u>	Claims: 2,749.42



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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MINUTES

October 20, 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. OPENING OF MEETING

1.1 Roll Call

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

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

- No public comment received for the Joint Board Meeting

III. APPROVAL OF THE AGENDA

3.1 No additions to the agenda were requested.

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Merger Next Steps Discussion

A. Community Communication – Liz Loomis

- Liz Loomis of Liz Loomis Public Affairs provided an update about the merger communications plan as attached
- Upcoming plans include Chief Ahearn is going in front of all three city councils with prepared presentation to discuss merger talks, and the Chief chats with all the different shifts at the agencies
- News release to invite the public to participate in the Northshore Board meetings. This will be sent to media lists and shared on websites and social media platforms

- Ms. Loomis hopes by the end of the month to get financial data to share with the communities, to talk about cost savings or cost neutrality
 - Commissioner Collins asked Ms. Loomis what the level of comment was - the numbers. She responded that there were three at this time. The first message that was sent out to the public was very bland but shared our core messages to both communities and that this was because of all the other political things going on currently.
 - Commissioner Maehren asked if there was going to be a Frequently Asked Questions section on the Northshore website. Ms. Loomis indicated there would be a Frequently Asked Questions card sent out to all residents of Northshore and the information will be transcribe to the website
 - Commissioner Osgood asked if there were strategies post-election with regard to the pandemic and possible quarantine over winter maybe causing a delay in the April ballot date. Ms. Loomis answered and encouraged both boards to stay the course.
 - Ms. Loomis asked the Commissioners of both boards what they were hearing
 - Commissioner Collins commented that he was hearing very little, but it was positive
 - Commissioner Halbert indicated everyone he's talked to is in support
 - Commissioner Pratt indicated he talked with a few people
 - Commissioner Maehren indicated he heard a few comments from residents that said they like it the way it is why should it change
- B. Merger Sub-committee report
- Chief Ahearn stated they are working on boundary review process, Woodinville Fire and Rescue put out a request for proposal for establishing the legal description of the individual districts as well as the combined entity. The RFP was posted on Woodinville Fire and Rescue's website as well as MRSC Roster. The RFP closes October 22nd.
 - Chief Ahearn indicated that fire department administration has communicated with the leadership teams at both Local 2950 and Local 2459 with regard to the board direction at the last meeting. An organizational chart to follow after both budgets pass
 - Commissioners Millman and Pratt did not anything further to add to what Chief Ahearn and Ms. Loomis already covered
- C. Contract Sub-committee report
- Chief Ahearn has no update on the contract sub-committee as we have been focused on the budget for both agencies
 - Commissioner Verlinda indicated there was brief meeting for an overview, but nothing further to date
 - Commissioner Halbert asked a question regarding the contract, but he thought it was in regards to the labor unions
- D. SEPA Rules and Procedure; and Woodinville Fire & Rescue Resolution 2020-07
- Legal Counsel Paxton stated the SEPA process is required for merger, that this is a non-project action meaning we are changing boundaries not properties. The first step is to adopt SEPA procedures.
 - Legal Counsel Paxton went over the SEPA procedures in Exhibit A

- Commissioner Pratt asked what the chances of receiving a challenge to the boundary review process by the boundary review board. Also, is it only a disgruntled citizen that can challenge, or only another organization. Legal Counsel Paxton responded.
- Commissioner Collins asked if they were doing something sooner rather than delay. Legal Counsel Paxton responded saying one option was to invoke jurisdiction on the first day by submitting a notice of intention. Either district can submit this and it starts the process on day one rather than day 45. If no one else invokes jurisdiction by the 45th day, the agency that did can then revoke the submission.
- Commissioner Maehren asked Legal Counsel Paxton if there is standing government policy that encourages consolidation of local government entities. Legal Counsel Paxton responded, talking about Interlocal Agreements or RFAs, but that he was not aware of any statutes that say fire departments should or must consolidate
- Commissioner Collins asked if the Woodinville Board was approving today or at another upcoming meeting. Legal Counsel Paxton indicated today would be good. Fire Chief Ahearn confirmed.

Commissioner Halbert moved to approve Woodinville Fire & Rescue Resolution 2020-07 as presented. Commissioner Osgood seconded. The motion passed 5-0.

E. Next Joint Meeting Agenda Items

- Commissioner Collins indicated the next Joint meeting will be on November 3rd chaired by Commissioner Maehren
- Items that have been included minus the SEPA procedures
- Have December 1st meeting Ms. Loomis update
- Name discussion possibility

ADJOURN JOINT MEETING

Commissioner Halbert moved to adjourn the joint meeting. Second by Commissioner Webster. Meeting adjourned by Commissioner Collins at 5:50pm

V. OPENING OF REGULAR NORTHSHORE BOARD MEETING

5.1 Roll call

Chair Dave Maehren called the meeting to order at 5:58 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 CAO Joan Montegary. Also present were 5 members of the public.

VI. PUBLIC COMMENT

- Public Comment received via email from Carolyn Armanini, Lake Forest Park Resident. The comment was as read by Interim Board Secretary Dawn Killion.
- Ms. Armanini indicated her comment was in regards to the meeting minutes and Commissioner Verlinda's vote of abstention in the recent board meeting. Policy 1400 indicates that any commissioner may abstain from voting but the reason should be recorded in the minutes

VII. APPROVAL OF AGENDA

- 7.1 Commissioner Verlinda requested the addition of section 9.1A regarding meeting minutes for written versus audio recordings. Chief Ahearn suggested adhering to Legal Counsel Paxton's suggestion to reorder the agenda to skip over the Open Public Hearing and start with item 9.2 and finish district business then go back to the Open Public Hearing during the advertised time.

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

VIII. 6:30 OPEN PUBLIC HEARING ON 2021 PROPOSED BUDGET

Commissioner Maehren called the Open Public Hearing to order at 6:30 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 CAO Joan Montegary.

8.1 Preliminary Budget Presentation

- o CAO Montegary presented the 2021 Preliminary Budget

8.2 Open Public Hearing

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 Webster seconded. The motion passed 5-0

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. Commissioner Webster seconded. The motion passed 5-0

8.3 Open Public Testimony

- o Public Comment received via email from Carolyn Armanini, Lake Forest Park Resident. The comment was as read by Interim Board Secretary Dawn Killion.
- o Ms. Armanini indicated her comment on the budget was regarding the increase in the Administration section of the 2021 budget
- o Chief Ahearn read his email response to the request for public comment received from Carolyn Armanini, Lake Forest Park Resident, stating that it was the result of moving expense items from the operations budget to the administration budget.
- o No other public comment was presented

8.4 Close Public Testimony

- o Commissioner Maehren closed the Public Testimony section of the Public Hearing

8.5 Close Public Hearing

- Commissioner Maehren requested to continue the Public Hearing at the next meeting on November 3, 2020
- Commissioner Maehren stated this was to allow the public to be able to comment again on the discussions the board has regarding the budget during this meeting

8.6 Board Discussion

- Commissioner Maehren brought up Resolution 17-02. He indicated wanting a revised resolution at next meeting for changes to unplanned loss of revenue as per staff recommendation of using three average months rather than a percentage, employee benefit fund to have dollars for unemployment insurance paid out of this fund portion, and funding the facility reserve fund section as per the study
- Chief Ahearn clarified the amount in general fund to be 20% to help cover costs before we receive tax dollars as carryover
- Commissioner Maehren proposed for staff to put together a new Resolution for the reserve fund for the next board meeting
- Commissioner Webster liked what Commissioner Maehren has proposed
- Commissioner Maehren extended his compliments to staff, Joan, Dawn, Deputy Chief McDonald and especially Chief Ahearn for the large body of work accomplished during this budget process

8.7 Board Direction to Staff for 2021 Budget

- Commissioner Pratt asked if the board already discussed this and Commissioner Maehren said that was only for the Reserve Fund Resolution
- Commissioner Maehren and Board gave go ahead with current budget presentation

IX. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

9.1 Meeting Minutes and Resolutions Process and Posting

A. Written versus Audio Minutes

- Commissioner Verlinda stated he researched and found that some places adopted a policy that audio recording can suffice for meeting minutes
- Legal Counsel Paxton – RCW 42.30.035 – The District is required to keep minutes promptly and accessible to the public for inspection. Legal Counsel Paxton doesn't consider audio recording to be meeting minutes

9.2 NFD Website update project report

- Chief Ahearn stated staff is working on a number of updates to the district's website for meeting minutes and resolutions
- Commissioner Maehren asked about putting the policies up on our website. Chief Ahearn indicated the staff would be revisiting this after the budget process
- Chief Ahearn indicated that staff is working on pushing out of information as it was originally thought to have been an automated process

9.3 ILA for NORCOM Back-Up IT

- Chief Ahearn talked about the Back-Up IT ILA with NORCOM at a start up cost of \$1000, that would back up the current IT services provided by ISM Beverly at Woodinville Fire and Rescue with Northshore Fire Department
- Commissioner Verlinda asked about the \$1000 setup fee
- Commissioner Pratt asked that there is only one individual that does IT at Woodinville Fire and Rescue and further asked if Chief Ahearn was confident that individual would be able to handle both IT services for both agencies

Commissioner Webster moved to approve the ILA with NORCOM for Back-Up IT Services. Commissioner Verlinda seconded. The motion passed 5-0.

X. BOARD RESOLUTIONS

10.1 NORCOM Financial Participation

- Chief Ahearn talked about the Resolution for the financial participation with NORCOM for 2021.
- Commissioner Verlinda asked about approving allocation of funds that is a line item in the next year's budget that has not yet been approved. Chief Ahearn responded that the board is approving to participate in 2021 then the fee goes into the budget. The funds are not expended until 2021 on a quarterly basis.

Commissioner Webster moved to approve Resolution 20-06. Commissioner Pratt seconded. The motion passed 5-0.

XI. CONSENT AGENDA

11.1 Vouchers

- The General Fund Vouchers totaled \$72,946.05 and Reserve Fund Vouchers totaled \$50.21

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

11.2 Meeting Minutes Approval

- Commissioner Pratt asked why this happened. Commissioner Maehren responded as to the change in staffing and that the situation has been corrected.

Commissioner Verlinda moved to approve the last version of the meeting minutes for 08/27 Special Meeting, 09/01 Regular Meeting, 09/14 Special Meeting, 09/15 Regular Meeting, 09/15 Special Meeting, 10/06 Regular Meeting as presented. Commissioner Pratt seconded. The motion passed 4-0, Commissioner Ellis left the meeting.

XII. REPORTS

12.1 Fire Chief Report

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

- Chief Ahearn complimented Finance Specialist Killion and Chief Administrative Officer Montegary for work on the budget process.

- Chief Ahearn also complemented Battalion Chief Tagart on the apparatus. They are in Appleton, WI currently inspecting the two purchased apparatus

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

12.2 Commissioner Reports

- No commissioner reports

12.3 Legal Counsel Reports

- Legal Counsel Paxton talked about a small update with appeals decision regarding city of Seattle. City of Seattle settled the case for \$35,000.
- Legal Counsel Paxton also indicated the Proclamation to extend virtual meetings to November 9th

XIII. UPCOMING BOARD AGENDAS

13.1 Setting of Future Meeting Agenda(s)

- Continuation of the Public Hearing
- Apparatus Reserve Schedule
- Final Budget Presentation
- 17-02 Reserve Fund to be Updated
- Resolutions for Approval
- Regular Community Reports on Merger

XIV. ADJOURNMENT

The meeting adjourned at 7:11PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for November 3, 2020.

Attachments: Agenda and Fire Chief's Report and Liz Loomis Communications Plan and Policy 1400

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Interim Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on November 3, 2020

- Response time from call received to on-scene (average)
 - Total unit responses – 88 5:41 October 15-26
- DC McDonald scheduled comprehensive evaluations with all of our recruits attending the SKCTC on November 3. All appear to be trending up.
- Crews are currently involved in North End Drills (NEDs) involving coordinated fire attack and ventilation. These are multi-company drills.
- No COVID exposures. No firefighters in quarantine or isolation. We had one Admin quarantined due to a possible exposure. Test was negative and the Admin is back in full-duty capacity.
- Crews will be conducting live fire training in Gold Bar in November. Planning has begun to ensure we get as many of our people in the training as possible.

Fire Prevention:

- All third quarter initial inspections are complete, with a few re-inspections remaining.
- Fourth quarter inspections distributed; one shift completed already
- Working with the Lodge several times a week for an opening date in early 2021
- Worked cooperatively with NUD, City of Kirkland, and contractors for underground fire line/water line issue at the strip mall of Juanita Dr. and 16900 block. Fire watch required over the weekend of October 17.
- 11 sprinkler/alarm inspections and 3 tank permits
- PR work for merger – Facebook, NextDoor, and press releases
- Fire Investigation – minor damage, accidental/electrical (Simonds Road)
- Approximately 13,000 Facebook engagements for the month of October.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak hosted the NEMCo volunteers meeting via Zoom to discuss the latest COVID data and winter preparedness. 26 residents participated in the meeting.
- NEMCo Emergency Preparedness Workshop #2 is scheduled for November 5 and 7. We have 22 residents signed up for the 2-hour online training.
- NEMCo partner agencies participated in the October 15 Great Shake Out earthquake drill by performing a drop, cover, and hold drill, followed by an evacuation exercise. A follow-up training is scheduled for December 3 as a follow up to this exercise to focus on sharing post-disaster damage reports with all NEMCo partners.