



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

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

- o 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

- o Liz Loomis of Liz Loomis Public Affairs provided an update about the merger communications plan as attached
- o 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
- o 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
- 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 must 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
- 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.

Electronically signed- Rick Webster
RICK WEBSTER, Member

Electronically signed- David C. Maehren
DAVID MAEHREN, Member

ATTEST

Dawn Killion

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

From: [Dave Maehren](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/3/2020
Date: Wednesday, November 4, 2020 1:08:43 PM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 4th day of November, 2020, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20201103161040 RES Fund
- AP_NOSHRFIR_APSUPINV_20201103161359 GEN Fund
- Resolution 20-10 Defining Fund Policies
- Resolution 20-08 Benefit Charge Resolution
- Resolution 20-09 Annual Property Tax Levy
- Resolution 20-07 Limit Factor Increase
- Minutes 2020-10-20
- GEN to RES Fun – Facilities Reserve Fund Transfer Approval Document
- HRA Funds Transfer Approval Document
- October Payroll Approval Document
- October Payroll DRS Approval Document
- October Payroll Taxes Approval Document
- September Commissioner Payroll Approval Document
- September Commissioner Payroll Taxes Approval Document

From: [Josh Pratt](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/3/2020
Date: Wednesday, November 4, 2020 6:27:05 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 4th day of November, 2020, by Commissioner Josh Pratt.

- AP_NOSHRFIR_APSUPINV_20201103161040 RES Fund
- AP_NOSHRFIR_APSUPINV_20201103161359 GEN Fund
- Resolution 20-10 Defining Fund Policies
- Resolution 20-08 Benefit Charge Resolution
- Resolution 20-09 Annual Property Tax Levy
- Resolution 20-07 Limit Factor Increase
- **Minutes 2020-10-20**
- GEN to RES Fun – Facilities Reserve Fund Transfer Approval Document
- HRA Funds Transfer Approval Document
- October Payroll Approval Document
- October Payroll DRS Approval Document
- October Payroll Taxes Approval Document
- September Commissioner Payroll Approval Document
- September Commissioner Payroll Taxes Approval Document

From: [Rick Verlinda](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/3/2020
Date: Wednesday, November 4, 2020 11:10:18 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 4th day of November, 2020, by Commissioner Verlinda.

- AP_NOSHRFIR_APSUPINV_20201103161040 RES Fund
- AP_NOSHRFIR_APSUPINV_20201103161359 GEN Fund
- Resolution 20-10 Defining Fund Policies
- Resolution 20-08 Benefit Charge Resolution
- Resolution 20-09 Annual Property Tax Levy
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- October Payroll Approval Document
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- October Payroll Taxes Approval Document
- September Commissioner Payroll Approval Document
- September Commissioner Payroll Taxes Approval Document

From: [Richard Webster](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 11/3/2020
Date: Thursday, November 5, 2020 12:43:04 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 5th day of November, 2020, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20201103161040 RES Fund
- AP_NOSHRFIR_APSUPINV_20201103161359 GEN Fund
- Resolution 20-10 Defining Fund Policies
- Resolution 20-08 Benefit Charge Resolution
- Resolution 20-09 Annual Property Tax Levy
- Resolution 20-07 Limit Factor Increase
- Minutes 2020-10-20
- GEN to RES Fun – Facilities Reserve Fund Transfer Approval Document
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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, October 20th, 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/82444328779?pwd=M2pLQ3djS0pPbW54UDlDVEh0enRtZz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 824 4432 8779

Passcode: 430227

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 – Liz Loomis

B. Merger Sub-committee report

C. Contract Sub-committee report



D. SEPA Rules and Procedure; and WF&R Resolution 2020-07

E. 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. 6:30 Open Public Hearing on 2021 Proposed Budget

8.1 Preliminary Budget Presentation

8.2 Open Public Hearing

8.3 Open Public Testimony

8.4 Close Public Testimony

8.5 Close Public Hearing

8.6 Board Discussion

8.7 Board Direction to Staff for 2021 Budget

IX. Board Discussion and Possible Action Items

9.1 Meeting Minutes and Resolutions Process and Posting

9.2 NFD Website update project report

9.3 ILA for NORCOM Back-Up IT

X. Board Resolutions

10.1 NORCOM Financial Participation

XI. Consent Agenda

11.1 Vouchers

11.2 Meeting Minutes Approval

XII. Reports

12.1 Fire Chief Report



12.2 Commissioner Reports

12.3 Legal Counsel Report

XIII. Upcoming Board Agendas

13.1 Setting of Future Meeting Agenda(s)

XIV. Adjournment

Next Regular Meeting: November 3rd, 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.

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2020-07**

**A RESOLUTION ADOPTING GUIDELINES FOR COMPLIANCE
WITH THE PROVISIONS AND REQUIREMENTS OF THE STATE ENVIRONMENTAL
POLICY ACT AND APPOINTING THE FIRE CHIEF AS THE DISTRICT'S SEPA
RESPONSIBLE OFFICIAL**

WHEREAS, the State Environmental Policy Act ("SEPA") sets forth an environmental review procedure in Washington State and requires that the environmental impacts of proposals or actions (both non-project and project actions) be analyzed and, where appropriate, mitigated;

WHEREAS, the SEPA applies to state agencies, counties, and municipal corporations, including Districts;

WHEREAS, the Washington State Department of Ecology issued uniform statewide rules for carrying out the SEPA, which are codified at Chapter 197-11 WAC;

WHEREAS, the District is required to adopt the SEPA policies and procedures that are consistent with the rules adopted by the Department of Ecology (WAC 197-11) and may adopt by reference any or all of the rules contained in Chapter 197-11 WAC;

WHEREAS, on October 5, 2020, the District provided public notice of its plan to adopt SEPA policies and procedures and accepted public comments at its regular commission meeting on October 20, 2020 at 5:00 p.m. pursuant to WAC 197-11-904;

WHEREAS, pursuant to WAC 197-11-918, the SEPA procedures in WAC 197-11 apply as practicable to the actions of the District with regard to the District's SEPA procedures without further action required; and

WHEREAS, the Board of Commissioners for the District has determined that it is appropriate to designate the District's SEPA Responsible Official.

NOW, THEREFORE, it is resolved as follows:

1. The District adopts the SEPA Procedures and SEPA Policies set forth in Exhibit A, attached hereto, as the District's SEPA Procedures.
2. The Fire Chief for the District is hereby appointed as the District's SEPA Responsible Official, and the Fire Chief's designee shall serve as the District's Deputy SEPA Responsible Official, who shall act at the request of the District's SEPA Responsible Official or in the absence or unavailability of the District's SEPA Responsible Official.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF
WOODINVILLE FIRE & RESCUE THIS 20th day of October, 2020**

**WOODINVILLE FIRE & RESCUE
COUNTY OF KING, WASHINGTON**

Approved as to Form:

Jeffrey Ganson, District Counsel

Roger Collins, Commissioner

Doug Halbert, Commissioner

Derek van Veen, Commissioner

Mike Millman, Commissioner

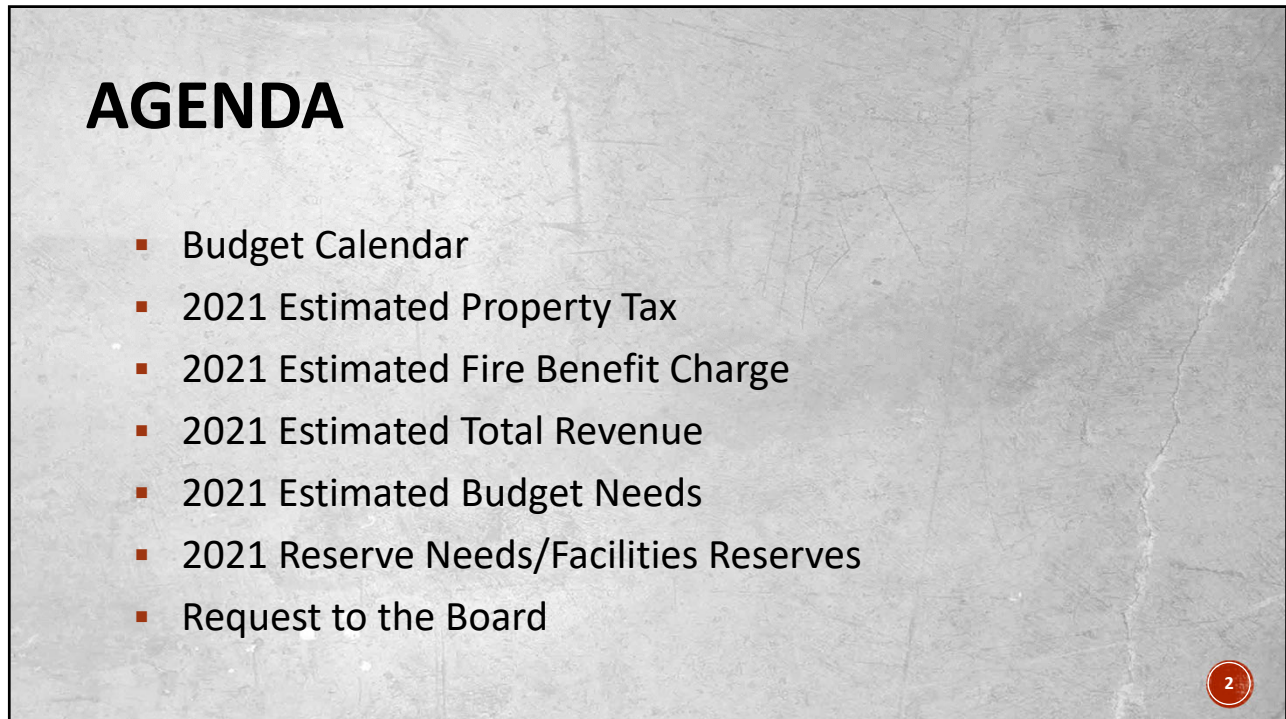
Tim Osgood, Commissioner

ATTEST:

Nicole Frisch, District Secretary



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BUDGET CALENDAR

- Budget requests due 08/31/2020
- Preliminary Budget Review 10/06/2020
- Preliminary budget provided to Board and posted on website by close of business 10/13/2020
- **Benefit Charge Hearing/Budget Hearing 10/20/2020**
- Final budget adoption 11/03/2020
- Fire Benefit Charge resolution to Interface Systems by 11/12/2020
- Deliver budget to King County no later than 11/30/2020

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2021 ESTIMATED PROPERTY TAX

2021 <i>Preliminary AV</i>	\$8,714,719,005	Change from 2020: (.14%)
2020 Levy Basis	\$5,505,021	
X Limit Factor	<u>1.01</u>	
	\$5,560,071	
+ <i>New construction levy</i>	38,972	
+ <i>Re-levy for prior year refunds</i>	<u>914</u>	
Total Allowable Levy	\$5,599,957	Change from 2020: 1.67%

2021 Levy Rate	\$0.64407
2020 Levy Rate	\$0.63117
2019 Levy Rate	\$0.66769

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2021 ESTIMATED FIRE BENEFIT CHARGE

2021 <i>Preliminary</i> AV		\$8,714,719,005
Tax Basis (per \$1,000 AV)		\$8,714,719
Estimated 2021 Allowable Levy	\$5,599,957	
Fire Benefit Charge (<i>based on an effective tax rate of \$1.15*</i>)	\$4,421,970	

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2021 ESTIMATED TOTAL REVENUE

Effective Tax Rate of \$1.30

Estimated 2021 Allowable Levy		\$5,599,957
Estimated 2021 Fire Benefit Charge		\$4,421,970
2021 GO Bond Payment		\$1,300,000
Estimated Additional Revenue		
EMS Levy Funds	\$423,623	
Permit/Plan Review Fees	32,000	
Carryover	600,000	
Miscellaneous	<u>155,119</u>	<u>\$1,210,742</u>
Estimated 2021 Total Revenue		<u>\$12,532,669</u>

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2021 ESTIMATED BUDGET NEEDS

Current Requests		\$10,492,279
Wages and Benefits	\$8,331,142	
M&O	\$2,161,137	
Bond Payment		1,300,000
Reserves		<u>740,390</u>
		<u>\$12,532,669</u>
Estimated revenue at \$1.30 effective tax rate		\$12,532,669

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2021 RESERVE NEEDS - DETAILS

	Current Balance	Projected 2020 Ending Balance	Recommended Change	2021 Reserve Fund Goal
Unplanned Loss of Revenue	2,554,731	2,445,000	(109,731)	2,445,000
Staff recommends changing goal from 25% of operating expense budget to a static number based on monthly average spend. Current average is \$812K. Recommend 3 months of expenses based on \$815K per month or \$2,445,000. Re-allocate \$109,731 to the Facilities Reserve.				
Employee Benefits	2,645,629	2,645,629	64,871	2,710,500
To maintain the reserve fund balance for LEOFF 1 medical expenses and the employee sick leave and vacation buyback, a contribution of \$64,871 is required.				
Apparatus & Equip Replacement	266,604	266,604	256,000	522,604
Staff recommends adding \$256,000 per the asset replacement plan.				

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2021 RESERVE NEEDS - DETAILS

	<u>Current Balance</u>	<u>Projected 2020 Ending Balance</u>	<u>Recommended Change</u>	<u>2021 Reserve Fund Goal</u>
Facilities Reserve	(126,422)	168,609	419,519	588,128

Staff recommends adding the re-allocated \$109,731 from Unplanned Loss of Revenue reserve *and* transferring \$185,300 from the Expense Fund now. The \$185,300 represents the 2020 contribution based on the Facility Reserve Study. This results in a balance of \$168,609. Per the 2019 Facility Reserve Study, the goal would be \$517,600 (\$170,000 balance in 2019 + \$185,300 in 2020 + \$162,300 in 2021). There is an additional \$70,528 from the collection at \$1.30 that would be added to the Facilities Reserve to result in a balance of \$588,128.

64,871	To Employee Benefits
256,000	To Apparatus and Equipment Replacement
<u>419,519</u>	To Facilities Reserve
740,390	



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2021 FACILITIES RESERVE

		<u>Balance</u>
General Facilities Reserve		(126,422)
Re-Allocate from Unplanned Loss of Revenue	109,731	(16,691)
Transfer from Expense Fund	185,300	168,609
2021 Contribution	419,519	588,128
Reserve Fund Study		
2019 Reserve Fund Balance	170,000	
2020 Annual Contribution	185,300	
2021 Annual Contribution	162,300	
2021 Available from collection	70,528	
	<u>588,128</u>	



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REQUEST TO THE BOARD

Staff requests Board approval to move forward with preparing a final budget with an effective tax rate of \$1.30. This rate will allow us to collect approximately \$5,599,957 in property tax and \$4,421,970 in fire benefit charges.

Staff will return to the Board at the regular meeting on November 3, 2020 with the necessary Resolutions for final budget adoption.

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QUESTIONS/DISCUSSION



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Northshore Fire Department

King County Fire Protection District No. 16

Preliminary 2021 Budget

October 20, 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

Preliminary

Revenue Classification	2021 Revenue Budget	2020 Revenue Budget	Difference	%
1 Levy (\$0.64/\$1,000)	\$ 5,599,957	\$ 5,508,006	\$ 91,951	1.7%
2 Fire Benefit Charge (FBC)	\$ 4,421,970	\$ 4,440,000	\$ (18,030)	-0.4%
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	\$ 10,632,669	\$ 10,654,382	\$ (21,713)	-0.20%

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.
- B. King County has issued a letter informing jurisdictions that the implicit price deflator is at 1.006. To levy the full 1 percent increase on property tax, a resolution declaring substantial need will be necessary. The most recent preliminary levy limit worksheet (10/12/20) includes \$38,972 in levy dollars from new construction.
- C. At this time, staff is recommending the 2021 Fire Benefit Charge be established at \$4,421,970.
- D. The proposed total increase to property taxes and fire benefit charge collections is \$73,921 which equates to a 0.74 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

Preliminary

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

Preliminary

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 (Proposed)
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	\$ 588,128
<i>General Facilities Reserve</i>	\$ 200,000	\$ (37,014)	\$ 458,017	\$ 588,128
<i>Station 57 Remodel Project</i>	\$ 640,000	\$ (929,408)	\$ (289,408)	\$ -
7 Interest Income	\$ -	\$ -	\$ 80,000	\$ -
Total	\$ 8,479,731	\$ (1,038,603)	\$ 6,165,573	\$ 6,716,232
Total Additions to Reserves				\$ 740,390

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

Year	Assessed Valuation	AV % Change	Levy Collection	Levy Rate	FBC	Combined Rate	% FBC of Exp Budget	Other Income	Total Revenue	Rev % Change	Expense Budget	Budget Change
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	\$ 8,714,719,005	-0.14%	\$ 5,599,957	\$0.64	\$ 4,421,970	\$ 1.30	42.14%	\$ 610,742	\$ 10,632,669	-0.20%	\$ 10,492,279	2.70%
30 YEAR AVG		6.57%		\$0.88	\$ 2,237,726	\$ 1.41	35.75%			6.12%		6.16%
10 YEAR AVG		5.90%		\$0.81	\$ 3,071,197	\$ 1.37	35.61%			3.06%		3.78%

2021 data is preliminary as of 10/12/2020.

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Commissioner Meeting Minutes

Policy Number:	1450	Approved By:	Board of Commissioners
Effective Date:	July 1, 2008	Revision Date:	May 15, 2018
Pages:	3	Attachments:	0

1 PURPOSE

- 1.1 To outline the policy and procedure for the creating, approving, and retaining of the official Board of Commissioners meeting minutes.

2 REFERENCES

- 2.1 RCW 42.30.030, *Minutes*
- 2.2 RCW 40.14.070, *Destruction of Local Records*

3 RESPONSIBILITY

- 3.1 Board meeting minutes shall be developed and maintained in accordance with this policy.
- 3.2 The District Secretary or designee shall record and develop a permanent set of minutes for the Board meetings as required by policy and applicable law.

4 POLICY

- 4.1 Northshore Fire Department shall promptly record minutes of all regular and special Board meetings.
 - 4.1.1 Exception: discussions held during executive sessions shall not be recorded.
- 4.2 Board meeting minutes shall be a record of the items discussed and the actions taken by the Board. The minutes should contain the following:
 - 4.2.1 Date, time and location of the meeting.
 - 4.2.2 The presiding officer.
 - 4.2.3 Board members, District employees, legal advisor, consultants and as available, the number of visitors who are present.
 - 4.2.4 Items discussed during the meeting and the results of any voting that occurred.
 - 4.2.4.1 Voting shall be recorded by name when the vote is not unanimous.
 - 4.2.5 Documentation of action items and/or assignments and their due dates.
 - 4.2.6 Documentation of executive sessions with a general statement of the purpose and duration of each session.
 - 4.2.7 Time of adjournment.
 - 4.2.8 Documentation of attachments.
- 4.3 Minutes from Board meetings shall be considered an essential record and be maintained and archived as specified by law.

- 4.4 Such records and minutes shall be posted to the Northshore Fire Department website and open to the public for inspection upon request.

5 PROCEDURES/GUIDELINES

- 5.1 The Secretary or designee shall be present at Board meetings and will document the proceedings in preparation for the development of official minutes.
- 5.2 The Secretary will complete and distribute a draft version of the minutes via e-mail to the Board members, and Fire Chief within seven calendar day for their review and suggested modifications.
 - 5.2.1 Suggested modifications shall be emailed to the Board Secretary, Board members, and Fire Chief by the Friday prior to the next Board meeting.
 - 5.2.2 The Secretary shall incorporate the suggested modifications received from the reviewers into the draft. Modifications shall be highlighted; deleted text shall be indicated with a strikethrough. The Secretary shall email the revised minutes to the Board on the Monday prior to the next regularly scheduled meeting.
 - 5.2.3 In the event multiple, conflicting or questionable modifications are submitted, the Secretary will add each recommendation into the minutes denoting the different submitters and email the compiled minutes to the Board. The Board will discuss the items in question at the next regularly scheduled meeting.
- 5.3 Formal approval of minutes shall be made during an open Board meeting as part of the Consent Calendar discussion.
 - 5.3.1 Minutes ready for approval shall be listed by meeting date on the agenda under the Consent Calendar.
 - 5.3.2 The Board will discuss any proposed minutes and take action to accept or modify. Once finalized, the Board shall officially adopt the minutes.
- 5.4 Approved minutes, along with attachments of any documents that were distributed or discussed at the meeting, shall be maintained in accordance with state law.
 - 5.4.1 The original minutes and attachments shall be maintained in a binder organized by year in chronological order.
 - 5.4.2 The original minutes from the current year and the preceding two years shall be maintained at the District headquarters.
- 5.5 The approval of resolutions shall be documented in the minutes and the original resolutions shall be maintained in a separate binder.
 - 5.5.1 The original resolutions shall be maintained in a binder organized by year in chronological order.
 - 5.5.2 The original resolutions from the current year and the preceding two years shall be maintained at the District headquarters.
 - 5.5.3 The resolutions shall also be posted on the Northshore Fire Department website.

- 5.6 After being maintained at District headquarters for the period specified in 5.4.2, original resolutions, original minutes and attachments shall be transferred to, and preserved at the Regional Archive Building.
 - 5.6.1 Such records are considered Official Public Record and are permanent records that require secure backup.
 - 5.6.2 After the records are archived by the State Archive the District shall receive an electronic copy of archived records.
 - 5.6.3 The electronic copy of the archived records from the State shall be maintained in the District Records Room.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

“Dedicated to Community Service”

MEMORANDUM

Date: October 20, 2020

To: Board of Fire Commissioners

From: Gregory S. Ahearn, Interim Fire Chief

Subject: Agreement for IT Support by Norcom

Background

Northshore Fire Department currently has an agreement with Woodinville Fire & Rescue for IT services. These services are provided by a single full-time employee. To avoid disruption of service to our customers and employees when the shared Information Systems Manager is on vacation or otherwise unavailable, the District requires reliable and professional IT services. Norcom has agreed to provide such service, as set forth in the attached Agreement. Woodinville Fire & Rescue has an identical agreement with Norcom for backup IT services.

As Norcom is another public safety agency familiar with District operations, this service agreement is logical. The District's IS Manager has an excellent working relationship with members of Norcom's IT department.

Fiscal Impact

Appendix B to the attached Agreement sets forth the fee schedule for the IT services. There is an initial set up fee of \$1,000 which will be due and payable within 30 days from the effective date of the Agreement.

Alternatives

There are options other than an agreement with Norcom: 1) the Board could choose to have no back-up for IT support in place; 2) the District could enter into an agreement with a third-party vendor that is likely not familiar with our public safety environment; or 3) the District could hire a second IT professional to provide redundant services.

Requested Action

Staff recommends that the Board provide approval for the Interim Fire Chief to sign the Agreement for Information Technology Support by and between King County Fire Protection District No. 16 (dba Northshore Fire Department) and Norcom, as presented.

Attachment
GSA/jsm

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize the Interim Fire Chief to sign the Agreement for Information Technology Support by and between King County Fire Protection District No. 16 (dba Northshore Fire Department) and Norcom, as presented.

**AGREEMENT
FOR INFORMATION TECHNOLOGY SUPPORT
by and between
KING COUNTY FIRE PROTECTION DISTRICT NO. 16
(dba Northshore Fire Department)
and NORCOM**

THIS AGREEMENT FOR INFORMATION TECHNOLOGY SUPPORT (this "Agreement") is entered into by and between NORTSHORE FIRE DEPARTMENT ("Northshore Fire") and the NORTHEAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATION AGENCY ("NORCOM", and together with Northshore Fire, the "Parties").

WHEREAS, Northshore Fire is a party to the October 2007 Northeast King County Regional Public Safety Communications Agency Interlocal Agreement (the "Interlocal Agreement") and is a Principal of NORCOM (as defined in the Interlocal Agreement); and

WHEREAS, when the Northshore Fire Information Systems Manager is on vacation or unavailable, Northshore Fire is in need of professional information technology ("IT") services to maintain and manage its technology assets, answer questions and support staff when necessary, and assist with other IT issues such as security, training, and planning; and

WHEREAS, at the request of Northshore Fire, NORCOM has agreed to provide and manage such services for Northshore Fire; and

WHEREAS, Northshore Fire has agreed to fund the costs related to the provision and management of those services as indicated herein;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

SECTION 1. AGREEMENT FOR IT SERVICES. NORCOM agrees to provide IT support services to Northshore Fire during the term of this Agreement. Such services to be provided by NORCOM under the terms of this Agreement shall include the services set forth in Exhibit A, which is incorporated herein by this reference. IT support shall be provided by NORCOM staff members.

Projects and type of work that are not included in the services to be provided under this Agreement are also listed in Exhibit A.

If Northshore Fire requires IT support beyond the services specified in Exhibit A and the compensation listed in this Agreement and provided that NORCOM has the staff and is willing to provide such services, a contract amendment shall be set forth in writing and shall be executed by the Parties hereto.

Notwithstanding the foregoing, the Parties hereby agree that situations may arise in which IT services other than those described on Exhibit A are desired by Northshore Fire and the time period for the completion of such services makes the execution of amendment impractical prior to the commencement of NORCOM's performance of the requested services. NORCOM hereby agrees that if it has the necessary staff and is willing to perform such services, it shall perform such services upon the request of an authorized representative of Northshore Fire. Northshore Fire shall compensate NORCOM for such services at a rate to be mutually negotiated and agreed to by the Parties. Any such additional IT services shall be memorialized and ratified in a written amendment in accordance with this subsection.

SECTION 2. NORTSHORE FIRE RESPONSIBILITIES. Northshore Fire hereby agrees as follows during the term of this Agreement:

(a) *Designated Representative.* Northshore Fire shall designate in writing a person to act as its representative with respect to the services described in Exhibit A. Northshore Fire agrees to promptly notify NORCOM in writing of any changes to its designated representative.

(b) *Sharing of Information.* Northshore Fire shall provide NORCOM with all information, criteria, objectives, schedules, account access, passwords and standards for the services provided hereunder.

(c) *Access and Documentation.* Northshore Fire shall arrange for access to the property or facilities and complete all documents and agreements as required for NORCOM staff to perform the services provided hereunder. Such access may include use of "remote access" technology to support Northshore Fire systems where possible to limit onsite costs.

SECTION 3. EMPLOYMENT STATUS. All NORCOM staff members who perform work for Northshore Fire under the terms of this Agreement will remain employees of NORCOM for purposes of evaluation, discipline, determination of salary and benefits and all other terms and conditions of employment. The Parties hereto agree that NORCOM's collective bargaining agreement, personnel policies and procedures, and administrative policies will continue to apply to NORCOM employees, even when doing work for Northshore Fire. NORCOM shall be responsible for providing any salary or other benefits to any individuals providing services to Northshore Fire under this Agreement and will make all appropriate tax, social security, and other withholding deductions and payments; will provide worker's compensation insurance coverage; and will make all appropriate unemployment tax payments. NORCOM and its employees shall provide the services under this Agreement as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with Northshore Fire.

SECTION 4. COMPENSATION. Compensation for the services to be provided by NORCOM to Northshore Fire under the terms of this Agreement shall be as set forth in Exhibit B, which is incorporated herein by this reference. Initial administration/start-up fees shall be paid by Northshore Fire on the effective date of this Agreement. For hourly and other fees as

SECTION 8. INDEMNIFICATION. NORCOM shall indemnify and hold harmless Northshore Fire and its officers, officials, employees or assigns, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, which are caused by or result from a negligent act or omission of NORCOM, its agents, officers, employees or assigns, in performing any act or service pursuant to this Agreement.

Northshore Fire shall indemnify and hold harmless NORCOM and its officers, officials, employees or assigns, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, which are caused by or result from a negligent act or omission of Northshore Fire, its officers, employees, assigns or third party contractors, in performing any act or service pursuant to this Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of NORCOM and Northshore Fire, then each Party's liability shall only be to the extent of its negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES EACH PARTY'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER. This indemnification shall survive the expiration of this Agreement.

SECTION 9. MISCELLANEOUS.

(a) *Equal Opportunity.* Neither Party shall discriminate against any person based on any ground prohibited under federal, state or local law including race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, veterans and military status, political affiliation or belief or the presence of any sensory, mental or physical handicap in violation of any applicable federal law, Washington State Law Against Discrimination (chapter 49.60 RCW) or the Americans with Disabilities Act (42 USC 12110 et seq.).

(b) *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If any dispute arises between Northshore Fire and NORCOM under any of the provisions of this Agreement, resolution of that dispute shall be available only through the jurisdiction, venue and rules of the King County Superior Court, King County, Washington.

(c) *Attorney's Fees.* In any claim or lawsuit for damages arising from the Parties' performance of this Agreement, each Party shall be responsible for payment of its own legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit; however, nothing in this subsection shall limit the each Parties' right to indemnification under this Agreement.

(d) *Non-Waiver of Breach.* The failure of either Party to insist upon strict performance of any provision of this Agreement or to exercise any right based upon a breach thereof or the

acceptance of any performance during such breach shall not constitute a waiver of any right under this Agreement.

(e) *Severability.* If this Agreement, or any portion of this Agreement, is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

(f) *No Joint Venture or Partnership.* No joint venture, separate administrative or governmental entity, or partnership is formed as a result of this Agreement.

(g) *Compliance with all Laws.* The Parties hereto shall comply with all federal, state and local laws, rules, regulations and ordinances applicable to the performance of this Agreement.

(h) *Entire Agreement.* This Agreement contains the entire understanding between the Parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the Parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this Agreement shall be valid or effective unless made in writing and executed by the Parties hereto.

(i) *Assignment.* The Parties shall not assign this Agreement or any interest, obligation, or duty therein without the express written consent of the other Party.

(j) *Continuation of Performance.* In the event that any dispute or conflict arises between the Parties while this Agreement is in effect, the Parties hereto agree that, notwithstanding such dispute or conflict, they shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities. Provided that if Northshore Fire fails to pay for the services provided by NORCOM, can cease providing such services until payment is made.

(k) *Prior Acts.* All acts taken by the Parties hereto but prior to the effective date of this Agreement are hereby ratified and confirmed.

(l) *Non-Solicitation.* Both parties agree not to solicit, offer employment to, nor use the services of any employee of the other party who is involved in performing this Agreement (otherwise than by general advertising for the duration of this Agreement) and for twelve (12) months from the date of termination of this Agreement, except as expressly provided for in this Agreement or where the other party consents thereto in writing.

SECTION 10. TERM OF AGREEMENT. This Agreement shall take effect on November 1, 2020 and shall remain in effect until terminated by either Party. Either Party may terminate this Agreement by providing [60] days written notice to the other Party. Either Party may terminate this Agreement at any time prior to the time services are provided under this Agreement.

SECTION 11. EXECUTION. This Agreement shall be executed the Parties hereto by their duly authorized representative. This Agreement may be executed in one or more counterparts.

DATED this 14th day of OCTOBER 2020.

NORCOM

NORTHSHORE FIRE DEPARTMENT

By: 
William Hamilton, Executive Director

By: _____
Gregory S. Ahearn, Interim Fire Chief

Appendix A Scope of Services

NORCOM agrees to provide general on-call and project specific backup support IT services to Northshore Fire, including but not limited to:

General Network and desktop maintenance and support including operating system patch management, virus system software management, general troubleshooting and problem resolution that can be via remote access/phone and office visits as designated.

The following projects and types of work are out of scope of this Agreement and will not be provided by NORCOM, which means that they are either not covered under this Agreement and represent services NORCOM does not plan to offer. These services currently include:

- Searching technology systems for records in response to public records requests, legal holds, or other types of requests. NORCOM staff may provide Northshore Fire staff with guidance about how to prepare for and perform such searches but will not be responsible for carrying out those searches.
- Special projects. These will generally either be specialty work not included in the above lists, or unexpectedly high workload due to unusual circumstances. Examples of special projects might be GIS mapping, design and update of a website, help installing a new system that Northshore Fire purchases, or advice on wiring plans for a new building. Special projects may be coordinated through NORCOM and/or in conjunction with third party project management.

**Appendix B
Compensation**

Compensation for the services provided under this Agreement shall be as follows:

Service/Expense	Cost/Rate	Terms
Initial Set Up Fee	\$1,000	Includes administrative set up, billing, remote software licenses, additional support equipment and tools necessary for services provided under this Agreement. The initial set up fee shall be due and payable within 30 days of the effective date of this Agreement.
Hourly Service Fee (first 40 hours of work)	\$125/hour	For up to and including the first 40 hours of services under this Agreement, which shall be billed in 15-minute increments. Note that after hour calls (calls outside of the 6 am to 5 pm time period) will be billed against the 40 hours at time and a half (1 and ½).
Additional Hourly Service Fee (over 40 hours in any calendar year)	\$150/hour	For services in excess of the initial 40 hours of work conducted in any calendar year under this Agreement, which shall be billed in 15 increments.
Mileage	IRS rate	Mileage is billed based on the IRS standard rate at the time if an onsite visit is required.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

“Dedicated to Community Service”

MEMORANDUM

Date: October 20, 2020

To: Board of Fire Commissioners

From: Gregory S. Ahearn, Interim Fire Chief

Subject: Norcom Financial Participation 2021

Background

Each year Northshore Fire Department (the “District”) receives notice from the North East King County Regional Public Safety Communication Agency (“NORCOM”) advising participating agencies on the programs and objectives contained in NORCOM’s proposed budget, changes in the User Fee formula, and the required financial participation for each Principal and Subscriber for the following year.

For 2021, participating agencies have been advised that there are no changes in the Calls for Service calculation. The 2021 budget takes into consideration a \$226,500 reduction of funding from the E-911 Program Office as well as four full-time equivalent positions that have been removed in NORCOM administrative functions for the 2021 fiscal year.

Fiscal Impact

The attached memorandum from NORCOM shows the District’s 2021 allocation as \$196,608, a \$5,766 or 3.02 percent increase from the District’s allocation of \$190,842 in 2020. Staff is including a request for this amount in the District’s 2021 budget.

Requested Action

As per the NORCOM Interlocal Agreement, to which the District is a party, the Board is required to provide NORCOM with a Resolution approving the District’s allocation for NORCOM’s budget.

Recommendation

Staff recommends that the Board adopt Resolution 20-06 as presented.

PROPOSED MOTION

I move that the Board of Fire Commissioners accept staff's recommendation and adopt Resolution 20-06, A RESOLUTION TO APPROVE 2021 FUND ALLOCATION FOR THE NORTH EAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY (NORCOM), as presented.

GSA/jsm

Attachment



Date: October 13, 2020

To: Greg Ahearn, Interim Fire Chief

From: Marianne Ryerson, Finance Manager

CC: Michael Olson, NORCOM Treasurer
William Hamilton, Executive Director
Tom Broetje, Finance Committee

RE: **2021 Financial Participation**

Pursuant to Section 12(c) of the NORCOM Inter-local Agreement, this notice advises Participating Agencies on the programs and objectives as contained in the proposed budget, of any changes in the User Fee formula, and of the required financial participation for each Principal and Subscriber for the following year.

This budget takes into consideration changes from outside revenue sources, particularly a \$226,500 reduction of funding from the E-911 Program Office. Four full-time equivalent positions have been removed in NORCOM administrative functions for the 2021 fiscal year.

One transfer will be made from the Operating Fund to the Equipment Replacement Fund in the amount of \$50,000.

The Rate Stabilization Fund will not be utilized in 2021 to reduce user fees.

This is in accordance with the summary budget document transmitted to the approved by the Governing Board on October 9, 2020.

There are no changes in the Calls for Service calculation. Impact to User Fees is primarily due to individual agency changes based on allocation of calls in the Functional Distribution Model.

In 2021 Northshore Fire's fees will be \$196,608. This amount is a \$5,766 or 3.02% increase from the 2020 assessment.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-06

**RESOLUTION TO APPROVE 2021 FUND ALLOCATION FOR
THE NORTHEAST KING COUNTY REGIONAL PUBLIC SAFETY
COMMUNICATIONS AGENCY (NORCOM)**

WHEREAS, the Northeast King County Regional Public Safety Communications Agency (NORCOM) was formed November 1, 2007; and

WHEREAS, NORCOM is in the process of adopting its annual budget for 2021; and

WHEREAS, the NORCOM Interlocal Agreement dated November 1, 2007, to which King County Fire District No. 16 (“District”) is a party, requires that the Board of Fire Commissioners of the District approve the District’s allocation for the NORCOM budget;

NOW, THEREFORE, BE IT RESOLVED, that the King County Fire Protection District No. 16 Board of Commissioners hereby approves the District’s allocation of funds for the 2021 NORCOM budget as presented in the NORCOM 2021 Revenue Summary adopted by the NORCOM Governing Board in the amount of \$196,608.00.

ADOPTED at a regular meeting of the King County Fire Protection District No. 16 Board of Commissioners this 20th day of October 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

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 18:27:40 Date: 10/16/2020

MCAG #: 2512

10/28/2020 To: 10/28/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1993	10/28/2020	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	Lobby Mats
1994	10/28/2020	Claims	1	0	CENTURY LINK	60.07	Phones - St 57
1995	10/28/2020	Claims	1	0	CITY OF LAKE FOREST PARK	693.83	Acct #005377-000; Sewer
1996	10/28/2020	Claims	1	0	COVICH-WILLIAMS INC	18.30	Cust #3451780; St 51 Generator Refuel - Invoice Adjustment from previous posted
1997	10/28/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	937.80	Oct 2020 - Radio Access Fees
1998	10/28/2020	Claims	1	0	GALACTIC IDEAS, LLC	17.00	Word Press Update
1999	10/28/2020	Claims	1	0	GALLS, LLC - DBA BLUMENTHAL UNIFORM	66.83	Polo - BC Knight
2000	10/28/2020	Claims	1	0	HUGES FIRE EQUIPMENT	153.79	Pressure Gauge for #1100
2001	10/28/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,941.00	September I-Net Services
2002	10/28/2020	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	43.82	Petty Cash Box Reimbursement
2003	10/28/2020	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	787.76	Petty Cash Checking Reimbursement
2004	10/28/2020	Claims	1	0	KROESEN'S, INC.	54.89	Shirt - DC McDonald
2005	10/28/2020	Claims	1	0	KROESEN'S, INC.	736.73	Uniform - DC McDonald
2006	10/28/2020	Claims	1	0	L. N. CURTIS & SONS	70.67	DC McDonald - Helmet Shield
2007	10/28/2020	Claims	1	0	L. N. CURTIS & SONS	344.21	Helmet - DC McDonald
2008	10/28/2020	Claims	1	0	LIFE ASSIST	192.50	PPE Supplies
2009	10/28/2020	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	51.66	SCBA nose cup
2010	10/28/2020	Claims	1	0	NORTH LAKE MARINA	29.97	Fuel
2011	10/28/2020	Claims	1	0	NORTH LAKE MARINA	71.92	Fuel
2012	10/28/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	6,208.68	Sept Fuel & Maintenance
2013	10/28/2020	Claims	1	0	NORTHWEST SAFETY CLEAN	199.76	Cleaning & Gear Repair - Holmes
2014	10/28/2020	Claims	1	0	O'REILLY AUTO PARTS	14.06	License Light
2015	10/28/2020	Claims	1	0	PRAXAIR DISTRIBUTION	21.84	Oxygen - St 51
2016	10/28/2020	Claims	1	0	PSR MECHANICAL	2,389.20	Q4 Maintenance Service
2017	10/28/2020	Claims	1	0	REPUBLIC SERVICES #172	346.23	Garbage & Recycling - St 51
2018	10/28/2020	Claims	1	0	REPUBLIC SERVICES #172	149.74	Garbage - St 57
2019	10/28/2020	Claims	1	0	RIGHT! SYSTEMS INC	1,760.00	Meraki APs
2020	10/28/2020	Claims	1	0	SHORELINE FIRE DEPARTMENT	41,324.17	NKCTC 2020 Per Capita
2021	10/28/2020	Claims	1	0	STERICYCLE	33.90	Bio Hazard Disposal
2022	10/28/2020	Claims	1	0	THE FIRE STORE	444.88	Helmet - Pritchett
2023	10/28/2020	Claims	1	0	TKE CORP	533.68	Q4 Elevator Maintenance
2024	10/28/2020	Claims	1	0	VERIZON BUSINESS	715.77	VOIP St 51
2025	10/28/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	749.69	Janitorial Supplies - St 51 & 57
2026	10/28/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	42.90	NABC Disinfectant
2027	10/28/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	551.40	Toilet Paper and Enmotion Towel Rolls
2028	10/28/2020	Claims	1	0	WASHINGTON AUDIOLOGY SERVICES, INC.	965.40	2020 Hearing Tests
2029	10/28/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	10,200.00	Fire Chief Services - September

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 18:27:40 Date: 10/16/2020

MCAG #: 2512

10/28/2020 To: 10/28/2020

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
						72,946.05	Claims:
						72,946.05	72,946.05



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 27, 2020

SPECIAL MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:07 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 There was no public comment

III. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 Discussion and Possible Action regarding Deputy Fire Chief contract

- Chief Ahearn announced they came to a decision and made an agreement with the candidate.
- Commission Maehren asked for a motion to approve Chief Ahearn and himself to sign the contract for the new Deputy Chief candidate.

Motion for approval of the Deputy Chief Contract by Commissioner Ellis, seconded by Commissioner Webster. The motion passes 4 – 1; Commissioner Verlinda voted No.

3.2 Discussion and Possible Action regarding Fire Marshal vacancy

- Chief Ahearn asked for direction to move forward to fill the vacancy and have a candidate apply for the current open position
- Commissioner Webster asked questions about how it would work if candidate at Woodinville Fire & Rescue filled the vacancy if they were employed by Northshore Fire Department
- Chief Ahearn went over some of the factors that might occur with the individual from Woodinville Fire & Rescue applying to fill the vacancy
- Commissioner Ellis asked about needing more than one Fire Marshal for the workload for the combined departments

- Chief Ahearn reminded the board about the current ILA with Bothell Fire Department for Fire Marshal services that expires at the end of 2020
- Commissioner Pratt asked additional questions
- Commissioner Maehren suggested that Chief Ahearn ask questions of Deputy Fire Marshal Kurtz and bring back information to engage in discussions at the next regular meeting

IV. EXECUTIVE SESSION

- 4.1 The Board agreed that the Executive Session to discuss matters related to the qualifications of a public employee pursuant to RCW 42.30.110(g) was not necessary and cancelled this executive session instance.
- 4.2 The Board moved into Executive Session at 5:27PM until 6:26PM to discuss matters related to potential litigation to which the district, its governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency pursuant to RCW 42.30.110(1)(i). The board moved back to open session at 6:26PM.

V. ADJOURNMENT

The meeting adjourned at 6:28PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 1, 2020.

Attachments: Agenda

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on October 20, 2020.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 1, 2020

SPECIAL JOINT MEETING OF THE NORTHSHORE FIRE AND WOODINVILLE FIRE & RESCUE BOARDS OF COMMISSIONERS

&

REGULAR MEETING BOARD OF THE NORTHSHORE FIRE BOARD OF COMMISSIONERS

Virtual Meeting via Zoom

I. OPEN SPECIAL JOINT MEETING OF NORTHSHORE FIRE & WOODINVILLE FIRE & RESCUE

1.1 Roll Call

Commissioner Roger Collins called the meeting to order at 5:01 PM

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Board Secretary Dawn Killion, and 6 members of the public.

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

- Executive Assistant Frisch asked for a motion to approve Commissioner van Veen's absence.

Commissioner Osgood moved to approve the absence of Commissioner van Veen.

Commissioner Millman seconded the motion. Motion Passes 4-0

1.2 Approval of the Agenda

- Commissioner Collins asked for a discussion on the merger to be added for which agency will merge into the other

Commissioner Maehren moved to add the discussion to which way to merge to the agenda.

Commissioner Millman Seconded the motion. Motion Passes 9-0.

Commissioner Osgood moved to approve the Agenda as amended. Commissioner Webster seconded the motion. Motion Passed 9-0

1.3 Public Comment

- No Public Comment

II. DISCUSSION AND POSSIBLE ACTION ITEMS

2.1 ILAs Northshore to Woodinville – Deputy Chief and HR Manager

- Chief Ahearn discussed the ILAs for the Deputy Chief and HR Manager
- Commissioner Millman made positive comments for the sharing of the services between the agencies

Commissioner Collins moved to adopt the proposed motion of the Board of Fire Commissioners to authorize the board chair to sign the Inter Local Agreements for Response Operations Oversight Services, Administrative Oversight Services, Information Systems Services, Human Resource Management Services and Payroll/Accounts Payable Services as presented.. Commissioner Millman seconded. The motion passed 3 Yes (Commissioners Millman, Halbert and Collins), Commissioner Osgood abstained.

2.2 ILAs Woodinville to Northshore – Chief Administrative Officer and Information Systems Manager

- Chief Ahearn mentioned that he included the Information Systems Manager ILA as it had not been approved previously
- Chief Ahearn answered questions regarding the ILAs

2.3 ILAs Shared – Accounting/Payroll

Commissioner Maehren moved to adopt the proposed motion of the Board of Fire Commissioners to authorize the board chair to sign the Inter Local Agreements for Response Operations Oversight Services, Administrative Oversight Services, Information Systems Services, Human Resource Management Services and Payroll/Accounts Payable Services as presented. Commissioner Webster seconded. The motion passed 4 Yes (Commissioners Pratt, Webster, Ellis and Maehren), Commissioner Verlinda Abstained

2.4 Communications Consulting Agreement – Liz Loomis Public Affairs

- Chief Ahearn discussed the consulting agreement and cost maximums
- Commissioner Osgood asked if Liz Loomis was going to work with both existing PIOs at both Woodinville Fire & Rescue and Northshore Fire Department
- Commissioner Verlinda asked questions where the attachments for the Agreements
- Exec Asst Frisch screenshared the proposal. Commissioner Collins read through the scope of work ideas and they were discussed among the Commissioners
- Questions were brought up regarding the scope in the current COVID world and the cost proposed seems large and Commissioner Maehren suggested the contract be worded as not to exceed the \$70,000 price point

- CSO Catherine B spoke regarding the scope of work and how excessive it would be and that Ms. Loomis's services would be worth the price. Commissioner Millman also spoke in favor of the service.

2.5 MOU for Cost Share – Liz Loomis Public Affairs

Commissioner Collins moved to have the Woodinville Board of Commissioners authorize the board chair to sign the Communications Consulting Agreement from Liz Loomis Public Affairs as presented. Additionally Commissioner Maehren moved to have the Board of Commissioners authorize the board chair to sign the Memorandum of Understanding between Woodinville Fire & Rescue and King County Fire Protection District No. 16 regarding the Communication Consulting Agreement. Commissioner Millman seconded. The motion passed 4 -0

Commissioner Maehren moved to have the Northshore Board of Commissioners authorize the board chair to sign the Communications Consulting Agreement from Liz Loomis Public Affairs as presented. Additionally Commissioner Maehren moved to have the Board of Commissioners authorize the board chair to sign the Memorandum of Understanding between Woodinville Fire & Rescue and King County Fire Protection District No. 16 regarding the Communication Consulting Agreement. Commissioner Webster seconded. The motion passed 5 - 0

2.6 MOU for Cost Share – Chmelik Sitkin and Davis

- Chief Ahearn went over the MOU for Cost Share for Chmelik Sitkin and Davis

Commissioner Collins moved to have the Woodinville Board of Commissioners authorize the board chair to sign the Memorandum of Understanding between Woodinville Fire & Rescue and King County Fire Protection District No. 16 regarding Legal Consulting Services. Commissioner Halbert seconded. The motion passed 3 Yes (Commissioners Millman, Halbert and Collins), Commissioner Osgood Abstained. The Northshore Board voted to pass the motion, 5-0

2.7 Petition for Merger Discussion and Possible Action

- Matt Paxton talked about the Petition and the various steps in the merger process

Commissioner Collins recessed for 30 minutes for the Woodinville Fire & Rescue commissioners to conduct their regular business 6:30PM

The joint meeting has reconvened at 6:30PM

- Commissioner Osgood asked some clarifying questions of Legal Counsel Paxton regarding the merger steps
- Commissioner Collins asked to discuss the merger options – Northshore Fire Department into Woodinville Fire & Rescue versus Woodinville Fire & Rescue into Northshore Fire Department
- Commissioner Ellis asked about the name for the combined agency

- Commissioner Osgood brought up the need for Woodinville Fire & Rescue to have a Lid Lift for Woodinville and suggested that it be on the same ballot
- Commissioner Maehren asked to hold decision regarding which agency merges into the other until next meeting

Commissioner Millman moved to approve merging Northshore Fire into Woodinville Fire & Rescue. Commissioner Halbert seconded. The motion withdrawn in favor of a decision at the next meeting.

- Commissioner Maehren suggested a special Northshore Board meeting to discuss this topic further before having to make a decision at the next regular meeting.

Commissioner Webster moved to have a Special Meeting on Sept 14th at 5pm. Commissioner Maehren seconded. Motion passed 4-0

III. ADJOURNMENT

The meeting adjourned at 7:10PM

IV. OPENING OF REGULAR MEETING

4.1 Roll Call

Chair Dave Maehren called the meeting to order at 6:00 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, and 4 members of the public.

V. PUBLIC COMMENT

5.1 No public comment.

VI. APPROVAL OF THE AGENDA

6.1 No additions to the agenda.

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

VII. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

7.1 District Operations

- A. Discussion Regarding Petition for Merger
- B. Resolution for Continuing Virtual Meetings
 - Matt Paxton discussed the proclamation that was extended for meetings to be held virtually until at least Oct 2020
- C. Schedule Anti-Harassment Training Special Meeting
 - Chief Ahearn discussed when would happen.
 - Special meeting for the Anti-Harassment Training set to occur on 9/15/20 at 4:00pm

Commissioner Webster moved to approve the Special Meeting for the Anti-Harassment Training on September 15th at 4:00PM. Commissioner Pratt seconded. The motion passed 5-0

- D. Patient Transportation Discussion
 - o Commissioner Maehren brought up the patient transportation discussion
 - o Commissioner Pratt in favor of maintaining the status quo until the merger is handled
 - o Commissioners Verlinda, Webster and Maehren also in favor of status quo
- E. Budget Direction Regarding Building Maintenance Reserve Fund Allocation
 - o Commissioner Maehren asked if a discussion needed to happen tonight regarding the funding allocation since meeting materials were late
 - o Discussion moved to the September 15th meeting

VIII. BOARD RESOLUTIONS

8.1 Continuation of Virtual Meetings

- o No motion necessary, current resolution previously approved still in effect

IX. CONSENT AGENDA

9.1 Vouchers

- o The General Fund Vouchers totaled \$288,300.43 and Reserve Fund Vouchers totaled \$3,213.68

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

9.2 Review of Commissioner Compensation Claims

- o Commissioner Maehren asked if there were questions or comments regarding the compensation claims as presented

9.3 Approval of Commissioner Compensation Claims

Commissioner Webster moved to approve the compensation claim as presented. Commissioner Ellis 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:

- o Chief Ahearn said he and Deputy Chief McDonald discussed the moving of Chief Knight back to shift sometime in September

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

10.2 Commissioner Reports

- o No commissioner Reports at this time

10.3 Legal Counsel Reports

- o Legal Counsel Paxton mentioned scheduling a retreat for the commissioners and that he sent recommendations to Chief Ahearn

XI. UPCOMING BOARD AGENDAS

11.1 Setting of Future Meeting Agenda(s)

- o Scheduling a Board Retreat
- o Discussion regard Board Secretary Position

XII. ADJOURNMENT

The Regular meeting adjourned at 6:23PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 15, 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, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on October 20, 2020



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 14, 2020

SPECIAL MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 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, and 4 members of the public.

II. PUBLIC COMMENT

2.1 No public comment received.

III. APPROVAL OF THE AGENDA

3.1 Commissioner Maehren asked for a motion of approval for the agenda as presented.

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Merger vs. Merging District Discussion

- Commissioner Maehren asked for Commissioner Webster to talk about this process. Commissioner Ellis interrupted to say he was to leave soon, and then Commissioner Maehren stated that the decision might have to be made without his input.
- Commissioner Webster began the discussion for the merger discussion, talking about this being the starting point. He also indicated that the agency that merges into the other is the one that gets to vote
- Commissioner Pratt indicated he would defer to the wisdom of Liz Loomis

Commissioner Maehren moved to petition Woodinville Fire & Rescue that Northshore Fire Department be the merging agency, Commissioner Webster Seconded. Commissioners Webster, Maehren and Pratt voted Yes, Commissioner Verlinda Abstained, and Commissioner Ellis voted No. The motion Passes.

Commissioner Ellis left the meeting after casting his vote for the motion.

4.2 Woodinville Merger Next Steps

- Commissioner Maehren indicates next steps occur tomorrow
- LC Paxton denoted the steps after the petition is presented to Woodinville Fire & Rescue
- Commissioner Maehren talked about the GO Bond payment and where funds could come from in the future

A. Sub-Committee Representatives

- Commissioners Webster and Maehren have been a participant in the process, but asked for another Commissioner to be involved
- Commissioner Verlinda asked that Commissioner Pratt be the one to be involved and that he would give a good perspective and opinion during the process. The board approved appointment of Commissioner Pratt and Webster to serve on the merger sub-committee.
- Commissioner Maehren recommended the board appoint a commissioner to serve on the joint Woodinville / Northshore Contract for Services committee. This committee would work with the Fire Chief regarding the City of Bothell contract for services request. Commissioner Maehren nominated Commissioner Verlinda be appointed to this committee. Commissioner Verlinda accepted this appointment.

B. AV Capture All Utilization

- Commissioner Maehren discussed having Woodinville Fire & Rescue use AV Capture All for their board meetings. He called AV Capture All to find out if there needed to be a secondary license, but the sales representative stated it was not needed but only a I frame Code would need to be loaded to their server.

C. Joint Board Meeting Issues Discussion

- Maehren asked if there were any items they wanted to discuss during tomorrow's meeting.
- There were no other items noted to be added to the joint meeting tomorrow.

V. ADJOURNMENT

The meeting adjourned at 5:44PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 15th, 2020 at 5:00PM.

Attachments: Agenda

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Interim Board Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on October 20, 2020.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 15, 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 JOINT NORTHSHORE WOODINVILLE FIRE & RESCUE MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:04 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 7 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, CAO Montegary, and Executive Assistant Frisch, Chief Davis.

II. PUBLIC COMMENT

2.1 Kenmore resident Todd Wollum

- Mr. Wollum made public comments addressing the merger

Jake Ware, Local 2950 Vice President made public comments

- Mr. Ware read a statement from Woodinville Fire & Rescue and Northshore Fire Department Local Presidents

III. APPROVAL OF THE AGENDA

- ##### **3.1 Commissioner Verlinda requested the addition of section 4.3 to discuss matters related to the Fire Marshal vacancy.**

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Merger vs. Merging District Discussion

- Commissioner Maehren talked about the approval from last night's meeting
- Chief Ahearn discussed the petition and asked the Woodinville Fire & Rescue board to accept
- Commissioner Collins made comments about the process
- Commissioner Millman made positive comments regarding the merger
- Commissioner Maehren talked about the voting and brought up the possibility of funds being used to pay down the NSFD bond and asked for a written agreement
- Commissioner Osgood had objections to a written agreement for funds being used for paying another agency's debt
- Commissioner Collins nominated Commissioners Millman and Commissioner Halbert for the merger sub-committee

Commissioner Webster moved to approve the Petition for merger as presented. Commissioner Pratt seconded. Motion passes, 3 Yes (Commissioners Webster, Pratt and Maehren), 1 No (Commissioner Ellis), 1 Abstention (Commissioner Verlinda)

Commissioner Millman moved to approve Woodinville Fire & Rescue Resolution 2020-04. Commissioner Halbert seconded. Motion passes, 4 Yes (Commissioners Millman, Halbert, van Veen, and Collins), 1 Abstention (Commissioner Osgood)

4.2 Merger Next Steps Discussion

A. Community Communication

- Chief Ahearn indicated he met with Lis Loomis and with reps from both unions and other district employees on an intake call and began the steps of developing a communication plan within the coming weeks

B. AV Capture All

- Commissioner Maehren went over the ability to have AV Capture All joint meeting agenda and recordings added to Woodinville Fire & Rescue

C. Merger Sub-Committee Representatives

- Commissioner Maehren reiterated that Commissioners Webster and Pratt are the representatives for Northshore Fire Department and that Commissioner Collins identified that Commissioners Halbert and Millman are the Woodinville Fire & Rescue representatives
- Commissioner Maehren also stated that Deputy Chief McDonald would be part of the sub-committee

D. Contract for Services Sub-Committee Representatives

E. Next joint Meeting Agenda Items

- Report back from Communications Sub-Committee
- Report from Chief regarding communications within departments
- Executive session regarding the labor unions and joint negotiations

4.3 Fire Marshal Vacancy – Update

- Chief Ahearn talked about the current contract with FM Noble and talked about the next steps in engaging the services of the Assistant Fire Marshal from Woodinville

ADJOURN JOINT MEETING

The meeting adjourned at 6:18PM

V. OPEN REGULAR NORTHSHORE BOARD MEETING

5.1 Roll call

Chair Dave Maehren called the meeting to order at 6:28 PM

Persons in attendance were Commissioners Rick Verlinda, 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. Commissioners Pratt & Ellis were away from keyboard during roll call.

VI. PUBLIC COMMENT

6.1 No additional requests for public comment received

VII. APPROVAL OF THE AGENDA

No additions to the agenda requested

Commissioner Verlinda moved to approve the agenda as presented. Commissioner Webster seconded. The motion passed 3-0.

Commissioners Ellis and Pratt returned from being away from keyboard.

VIII. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

8.1 Facilities Reserve Fund Discussion

- Commissioner Maehren went over some of the options for the Facilities Reserve Fund
- Commissioner Webster suggested that we put aside more funds for facility reserves as costs are increasing
- Commissioner Verlinda asked a question about Woodinville Fire & Rescue's facility funding costs and if they use a consultant of Chief Ahearn. Chief Ahearn responded that they did not use a consultant.
- Commissioner Maehren suggested that we reduce the loss of revenue fund from 25% to 20% to help fund the facility reserve fund
- The board directed Chief Ahearn to fully fund the facility reserve fund and let them know what that amount would be

8.2 Board Budget Proposals

- Commissioner Maehren asked to have the Policies uploaded onto the website
- Deputy Chief McDonald suggested that anything in the Policies that would be Homeland Security risk not be published on the website. The board agreed.

8.3 Station 54 Discussion

- Commissioner Maehren mentioned a letter from City of Kenmore Public Works department asking if we wanted to sell the building. Commissioner Maehren stated

we should consider retaining ownership of that building in the event we want to put an additional station there.

- Commissioner Maehren suggest leasing the site to City of Kenmore if they do want a Public Works building there.
- Commissioner Verlinda mentioned concerns with use permits and not keeping it as being zoned a fire station.
- Commissioner Pratt said he did not see that location becoming a fire station again
- Commissioner Maehren asked how to respond to the letter received from Brian Hamson, and also how to respond to our renter

8.4 **Benefit Charge Contract for Services**

- Chief Ahearn discussed the contract for services with Neil Blindheim

Commissioner Webster moved to approve the benefit charge contract for services. Commissioner Verlinda seconded. The motion passed 5-0.

8.5 **Board Retreat Discussion**

- Chief Ahearn looking for guidance from the board on a retreat. He mentioned a suggestion from Legal Counsel Paxton on a consultant for the retreat. He also mentioned that the cost might be upwards of \$15,000
- Commissioner Verlinda suggested seeing when the consultant would be available, and also a location that would be compliant in the COVID-19 rules

8.6 **Website Updates**

- Chief Ahearn went through some of the recent changes made to the website and that we would be working with Ms. Loomis to make sure the website is current and the information accurate

IX. CONSENT AGENDA

9.1 Vouchers

- The General Fund Vouchers totaled \$58,695.50 and Reserve Fund Vouchers totaled \$7,394.19
- Commissioner Verlinda asked about the cancellation fee for Guardian Security. Chief Ahearn responded that it was due to the switch in service to the new Fire Alarm Monitoring company with the remodel.
- Commissioner Maehren suggested Chief Ahearn try to dispute the charge so it is not so high
- Commissioner Maehren asked to remove that voucher.

Commissioner Webster moved to approve the consent calendar with the removal of the Guardian Security Bill for Cancellation. Commissioner Ellis seconded. The motion passed 5-0

X. REPORTS

10.1 Fire Chief Report

- Deputy Chief McDonald talked about the new recruits and how they are progressing so far at the 20-week Fire Academy

- Commissioner Maehren asked about the hours for the NEMCO food drive coming up this week

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 Reports

- Nothing to report

XI. UPCOMING BOARD AGENDAS

11.1 Setting of Future Meeting Agenda(s)

- Budget
- Sub Committee Reports
- Executive Session Joint Meeting

11.2 Merger Discussion

- Commissioner Pratt asked about the next date for the subcommittee meetings

XII. ADJOURNMENT

The meeting adjourned at 7:23PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for October 6, 2020 at 5:00PM.

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 October 20, 2020



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 15, 2020

SPECIAL MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 4:04 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, Woodinville Fire & Rescue Commissioner Collins, and 1 members of the public. Absent was Deputy Chief Doug McDonald.

II. BOARD TRAINING

A. Anti-Harassment Training

- o Legal Counsel Paxton presented the training for Unlawful Harassment
- o LC Paxton finished his presentation and opened up the session for questions
- o Commissioner Maehren asked if Policy 2102 needed to be updated.

III. ADJOURNMENT

The meeting adjourned at 4:45PM

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 October 20, 2020



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 6, 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 JOINT NORTHSHORE WOODINVILLE FIRE & RESCUE MEETING

1.1 Roll Call

Commissioner Roger Collins/Chair Dave Maehren 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.

Also in attendance were 14 members of staff and the public.

II. PUBLIC COMMENT

Ted Klinkenberg – president of local 2950

- Read a statement noted that was supported by both unions, stating that labor will not endorse a consolidation without an organization chart and for a combined collective bargaining agreement

Todd Wollum – Northshore District resident, Shoreline Paramedic

- Made statements regarding communication between the employees and the commissioners, also questioned why there was not an official organization chart presented
- Commissioner Collins and Commissioner Millman responded to some of the public comment questions asked

III. APPROVAL OF THE AGENDA

3.1 No additions to the agenda were asked for.

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Merger Next Steps Discussion

A. Community Communication

- Chief Ahearn stated that the subcommittee members have been working with Liz Loomis and noted that Ms. Loomis is slated to present key messages at the next joint meeting for the board consideration

B. Merger Sub-committee report

- Chief Ahearn stated they are working with Legal Counsel Paxton on the next steps

C. Contract Sub-committee report

- Chief Ahearn stated that City of Bothell approached Woodinville Fire & Rescue for a contract for service
- Commissioner Osgood asked for clarification about when the contract for service is requesting to start
- Chief Ahearn reported the sub-committee has not had a meeting

D. Next Joint Meeting Agenda Items

- Commissioner Collins proposed having only one joint meeting each month beginning in November on either the 1st or 3rd Tuesdays, and the regular meeting being the opposite meeting.
- Collins then suggested to set the WFR regular meeting at 6:00pm
- The board agreed to hold a joint meeting Tuesday, October 20th to receive the merger consultant's public communication plan
- Report from Liz Loomis
- Communication with Labor Groups

V. EXECUTIVE SESSION

The Board moved into Executive Session at 5:37PM for 30 minutes to discuss matters related to collective bargaining negotiations and related discussions, and meetings involved with planning for such negotiations and for grievance and mediation proceedings pursuant to RCW 42.30.140(4). The board announced extensions of the executive session then moved back to open session at 6:45PM

ADJOURNMENT

The meeting adjourned at 6:45PM

VI. OPENING OF REGULAR NORHSHORE BOARD MEETING

6.1 Roll Call

Chair Dave Maehren called the meeting to order at 6:48 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, and 8 members of the public.

VII. PUBLIC COMMENT

7.1 No public comment requests received

VIII. APPROVAL OF AGENDA

8.1 No agenda changes were requested.

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

IX. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

9.1 Preliminary Budget Presentation and Discussion

9.2 Board Budget Proposals

- All commissioners had nothing to add or remove at this time

9.3 Personal Protective Equipment Purchase Request

- DC McDonald shared his PPE presentation which requests approval for the purchase of 27 sets of bunker gear and 19 helmets to bring Northshore Fire Fighters up to compliance with NFPA 1851 and WAC 296.305.02001
- Commissioner Verlinda asked if this was an anticipated cost, or did we miss that we had this expenditure coming up at the end of 2020
- Commissioner Pratt thanked Fire Chief Greg Ahearn and Deputy Chief Doug McDonald for addressing the bunker gear issue. This effort shows good faith and respect for the firefighters.

Commissioner Webster moved to approve the Personal Protective Equipment Purchase Request not to exceed \$77,000. Commissioner Pratt seconded. The motion passed 5-0.

X. CONSENT AGENDA

10.1 Vouchers

- The General Fund Vouchers totaled \$357,807.07 and Reserve Fund Vouchers totaled \$10,551.26

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

10.2 Review of Commissioner Compensation Claims

- Commissioner Velinda noted that both he and Commissioner Ellis missed submitting for compensation for the regular meeting on 9/15. They will both submit that request with the October compensation claims

10.3 Approval of Commissioner Compensation Claims

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

XI. REPORTS

11.1 Fire Chief Report

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

- o Chief Ahearn announced Battalion Chief Doug Knight’s return to regular shift duty and complemented his for his excellent work as COVID Coordinator.
- o Chief Ahearn also thanked Lieutenant Pete VanDusen for the excellent work as long term acting Battalion Chief while Battalion Chief Doug Knight was on special assignment.
- o There were no further additions or questions regarding the written Fire Chief’s report.

11.2 Commissioner Reports

- o No Commissioner Reports at this time

11.3 Legal Counsel Reports

- o Legal Counsel Matt Paxton advised that the Governors 20.28 extended the virtual meeting process through November 9th.
- o Legal Counsel Matt Paxton also briefed the board about the Washington State Appeals Court ruling in James Eagan v. City of Seattle relating to Open Public Meeting Act questions related to the Seattle City Council deliberations Employee Hour Tax ordinance.

XII. UPCOMING BOARD AGENDAS

12.1 Setting of Future Meeting Agenda(s)

- Budget Meeting
- Joint Meeting w/ WFR
- Reports from Subcommittee meetings
- Executive Session with regards to negotiations

XIII. ADJOURNMENT

The meeting adjourned at 7:35PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for October 20th, 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 October 20, 2020

Fire Chief's Report
Submitted by Chief Ahearn
October 20, 2020

Administration/Financial:

- 2021 budget preparation

Human Resources:

- HRM Moore participated in a meeting hosted by NKCTC to discuss leadership training roll-out
- HRM Moore updated Northshore Fire website, including fixing the Instagram feed.
- AS Walsh began an I-9 audit
- FF Gillis passed his one-year probationary period
- Annual hearing test for suppression personnel is currently in process

Training:

- Captain Burrow administered an end of probation practical evaluation for Probationary Firefighter Gillis. He successfully completed a written and a practical evaluation and is expected to be recommended to complete probation.
- Captain Burrow met with the Zone 3 Battalion Chief to review the script for the upcoming lieutenant tactical test. A dry run is scheduled for October 19.

North King County Training Consortium:

- The Training Officers are currently collaborating to create standardized manuals for the participating agencies to include a basic fundamentals manual, Probationary Firefighter Taskbook, hose manual, ladder manual, and skill sheets to support each document. The Training Officers are meeting with subject matter experts from each agency to maximize the collaboration.
- The Training Officers went to Skyway Fire Department in Gold Bar and completed the live fire walk through for the upcoming live fire MCO in November
- 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 are preparing for the live fire fourth quarter MCO, as well as the North End Drill with a focus on coordinated ventilation, fire attack, and primary search.

Operations:

- Reaction time (average):
 - Total EMS Incidents – 58 1:21 September 30-October 14
 - Total Fire Incidents – 38 1:48 September 30-October 14
- Response time from call received to on-scene (average)
 - Total unit responses – 102 5:23 September 30-October 14
- Our six recruits are in their 4th week of recruit academy. DC McDonald conducted comprehensive evaluations with all of our recruits attending the SKCTC. All recruits are trending up and doing well.

- NSFD responded to a working house fire at 3520 NE204 Street on October 14. E157 arrived and conducted an aggressive fire attack on three vehicles that were fully involved. This attack kept the fire from extending to the garage and other structures. No injuries were reported and only the three vehicles were damaged. Units from Bothell and Shoreline assisted in bringing this fire under control.
- No COVID exposures and no firefighters in quarantine or isolation
- Lt. promotional exam preparation is in progress. BC Sauer has been lead on this and it is on track. We can expect a great product. We will again use Ret. Asst. Chief Ron Hiraki for our assessment center and utilize Renton Regional Fire Assistant Chief Roy Gunsolus, BC Erik Hammes, and Captain Dan Alexander in conducting our scenario based tactical simulation.
- 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.
- DC McDonald conducted a combined Command Staff meeting with both Woodinville and Northshore BCs to go over expectations and other operational items.
- We conducted our first combined Leadership Team meeting on October 14, which included all of the officers from both agencies.

Fire Prevention:

- Inspector Booth:
 - Assisted Carl Lunak with fire extinguisher training at the Emergency Prep Workshop on October 10.
 - Responded to a car fire in Lake Forest Park on October 14
 - Worked on the Right of Way Permit for Lake Forest Park and Station 57 fence with FM Noble
 - Completed four sprinkler inspections including the dining hall at The Lodge
 - Alarm final test at Albertson's in Lake Forest Park with FM Noble.

Northshore Emergency Management Coalition (NEMCo):

-