



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 NORTHSORE 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

From: [Rick Verlinda](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 10/20/2020
Date: Wednesday, October 21, 2020 9:37:35 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 21st day of October, 2020, by Commissioner Richard Verlinda.

- **AP_NOSHRFIR_APSUPINV_20201020090023 RES Fund**
- **AP_NOSHRFIR_APSUPINV_20201020090355 GEN Fund**
- **2020-08-27 Special Meeting Minutes**
- **2020-09-01 Regular Meeting Minutes**
- **2020-09-14 Special Meeting Minutes**
- **2020-09-15 Regular Meeting Minutes**
- **2020-09-15 Special Meeting Minutes**
- **2020-10-06 Regular Meeting Minutes**

Commissioner Verlinda

From: Dawn Killion <dkillion@northshorefire.com>
Sent: Wednesday, October 21, 2020 7:48 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 10/20/2020

Good morning Commissioners,

Attached please find the vouchers and meeting minutes approved at last night's regular meeting.

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

The following documents are Approved and Electronically Signed this _____ day of _____, 2020, by Commissioner _____.

- **AP_NOSHRFIR_APSUPINV_20201020090023 RES Fund**
- **AP_NOSHRFIR_APSUPINV_20201020090355 GEN Fund**
- **2020-08-27 Special Meeting Minutes**
- **2020-09-01 Regular Meeting Minutes**
- **2020-09-14 Special Meeting Minutes**
- **2020-09-15 Regular Meeting Minutes**
- **2020-09-15 Special Meeting Minutes**
- **2020-10-06 Regular Meeting Minutes**

Thank you,

Dawn Killion

Finance Specialist / Interim Board Secretary

Public Records Officer

Northshore Fire Department

7220 NE 181st ST, Kenmore, WA 98028

DIRECT: 425.354.1778

FAX: 425.354.1781

MAIN: 425.354.1780

www.northshorefire.com

dkillion@northshorefire.com



This email message is confidential and/or privileged. It is to be used by the intended recipient only. Use of the information contained in this email by anyone other than the intended recipient is strictly prohibited. If you have received this message in error, please notify the sender immediately and promptly destroy any record of this email

From: [Richard Webster](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 10/20/2020
Date: Wednesday, October 21, 2020 8:45:02 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 21st day of October, 2020, by Commissioner Rick Webster.

- **AP_NOSHRFIR_APSUPINV_20201020090023 RES Fund**
- **AP_NOSHRFIR_APSUPINV_20201020090355 GEN Fund**
- **2020-08-27 Special Meeting Minutes**
- **2020-09-01 Regular Meeting Minutes**
- **2020-09-14 Special Meeting Minutes**
- **2020-09-15 Regular Meeting Minutes**
- **2020-09-15 Special Meeting Minutes**
- **2020-10-06 Regular Meeting Minutes**

From: Dawn Killion <dkillion@northshorefire.com>
Sent: Wednesday, October 21, 2020 7:48 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 10/20/2020

Good morning Commissioners,

Attached please find the vouchers and meeting minutes approved at last night's regular meeting.

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

The following documents are Approved and Electronically Signed this _____ day of _____, 2020, by Commissioner _____.

- **AP_NOSHRFIR_APSUPINV_20201020090023 RES Fund**
- **AP_NOSHRFIR_APSUPINV_20201020090355 GEN Fund**
- **2020-08-27 Special Meeting Minutes**
- **2020-09-01 Regular Meeting Minutes**
- **2020-09-14 Special Meeting Minutes**
- **2020-09-15 Regular Meeting Minutes**
- **2020-09-15 Special Meeting Minutes**
- **2020-10-06 Regular Meeting Minutes**

Thank you,

Dawn Killion

Finance Specialist / Interim Board Secretary

Public Records Officer

Northshore Fire Department

7220 NE 181st ST, Kenmore, WA 98028

DIRECT: 425.354.1778

FAX: 425.354.1781

MAIN: 425.354.1780

www.northshorefire.com

dkillion@northshorefire.com



This email message is confidential and/or privileged. It is to be used by the intended recipient only. Use of the information contained in this email by anyone other than the intended recipient is strictly prohibited. If you have received this message in error, please notify the sender immediately and promptly destroy any record of this email

From: [Dave Maehren](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 10/20/2020
Date: Wednesday, October 21, 2020 10:55:23 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 21st day of October, 2020, by Commissioner David C. Maehren

- **AP_NOSHRFIR_APSUPINV_20201020090023 RES Fund**
- **AP_NOSHRFIR_APSUPINV_20201020090355 GEN Fund**
- **2020-08-27 Special Meeting Minutes**
- **2020-09-01 Regular Meeting Minutes**
- **2020-09-14 Special Meeting Minutes**
- **2020-09-15 Regular Meeting Minutes**
- **2020-09-15 Special Meeting Minutes**
- **2020-10-06 Regular Meeting Minutes**

David Maehren
Fire Commissioer – Board Chair
Northshore Fire Department
Business Office 425.354.1780
Cell 206 604-3683



Proudly Serving the Citizens of Kenmore and Lake Forest Park

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

From: Dawn Killion
Sent: Wednesday, October 21, 2020 7:48 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 10/20/2020

Good morning Commissioners,

Attached please find the vouchers and meeting minutes approved at last night's regular meeting.

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

The following documents are Approved and Electronically Signed this _____ day of _____, 2020, by Commissioner _____.

- AP_NOSHRFIR_APSUPINV_20201020090023 RES Fund
- AP_NOSHRFIR_APSUPINV_20201020090355 GEN Fund
- 2020-08-27 Special Meeting Minutes
- 2020-09-01 Regular Meeting Minutes
- 2020-09-14 Special Meeting Minutes
- 2020-09-15 Regular Meeting Minutes
- 2020-09-15 Special Meeting Minutes
- 2020-10-06 Regular Meeting Minutes

Thank you,

Dawn Killion

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

Northshore Fire Department
7220 NE 181st ST, Kenmore, WA 98028
DIRECT: 425.354.1778
FAX: 425.354.1781
MAIN: 425.354.1780
www.northshorefire.com
dkillion@northshorefire.com



This email message is confidential and/or privileged. It is to be used by the intended recipient only. Use of the information contained in this email by anyone other than the intended recipient is strictly prohibited. If you have received this message in error, please notify the sender immediately and promptly destroy any record of this email



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

Tuesday, September 15th, 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/85260432676?pwd=M1RPeIV4OWpBc1BsdVFnQjRdWd1UT09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 852 6043 2676

Password: 158133

- I. **Open Joint Northshore Woodinville Fire & Rescue Meeting**
 - 1.1 Roll Call
- II. **Public Comment**
 - 2.1 Public Comment
- III. **Approval of Agenda**
 - 3.1 Approval of the Meeting Agenda
- IV. **Board Discussion and Possible Action Items**
 - 4.1 Merger vs. Merging District Discussion
 - 4.2 Merger Next Steps Discussion
 - A. Community Communication



- B. AV CaptureAll
- C. Merger Sub-Committee Representatives
- D. Contract for Services Sub-Committee Representatives
- E. Next Joint Meeting Agenda Items
- F. Adjourn Joint Meeting
- V. Open Regular Northshore Board Meeting**
 - 5.1 Roll Call
- VI. Public Comment**
 - 6.1 Public Comment
- VII. Approval of Agenda**
 - 7.1 Approval of the Meeting Agenda
- VIII. Board Discussion and Possible Action Items**
 - 8.1 Facilities Reserve Fund Discussion
 - 8.2 Board Budget Proposals
 - 8.3 Station 54 Discussion
 - 8.4 Benefit Charge Contract for Services
 - 8.5 Board Retreat Discussion
 - 8.6 Website Updates
- IX. Consent Agenda**
 - 9.1 Vouchers
- X. Reports**
 - 10.1 Fire Chief Report
 - 10.2 Commissioner Reports
 - 10.3 Legal Counsel Report
- XI. Upcoming Board Agendas**
 - 11.1 Setting of Future Meeting Agenda(s)
 - 11.2 Merger Discussion
- XII. Adjournment**

Next Regular Meeting: October 6th, 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