



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

July 15, 2020

REGULAR MEETING BOARD OF COMMISSIONERS

Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren 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 Kate Hansen, Shoreline Fire Chief Matt Cowan, Woodinville Fire & Rescue Commissioner Mike Millman, Accounting Consultant Tom Broetje, and 9 members of staff and the public.

1.2 Adoption of Minutes of June 17th, June 24th, and July 9th

Commissioner Webster moved to approve the minutes of June 17th, June 24th, and July 9th as presented. Commissioner Pratt seconded. The motion passed unanimously.

II. PUBLIC COMMENT

2.1 No public comment was submitted

III. APPROVAL OF THE AGENDA

3.1 *Commissioner Pratt moved to approve the agenda as presented. Commissioner Webster seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Status of Stay Home Stay Healthy Order

- o Legal Counsel Paxton reported that from a legal perspective there have been no changes to the Order.

B. COVID-19 Update

- o Fire Chief Ahearn reported there was nothing significant to report since the last meeting on July 9th.

C. Review of Emergency Resolution

- o The Emergency Resolution will remain in place.

D. Approval of ILA for IT Services

- Chief Ahearn reviewed the proposed ILA for Information Systems Services.

Commissioner Webster moved to approve the Interlocal Agreement for Information Systems Services as presented. Commissioner Verlinda seconded. The motion passed unanimously.

E. Budget Process Discussion

- Commissioner Maehren reviewed budget process and priorities.

F. Building Reserve Fund Analysis and Discussion

- Commissioner Maehren reviewed the Building Reserve Fund Analysis process to date and reported that the Analysis will be reviewed in depth at a later date.
- The board set a timeline for further budget discussions.

4.2 Consolidation Discussion—Northshore Fire Department/Woodinville Fire & Rescue Model

- Chief Ahearn reviewed the Consolidation process that has taken place over the last year.
- Commissioner Millman of Woodinville Fire & Rescue presented an overview of a Woodinville/Northshore merger.
- Accounting Consultant Tom Broetje reviewed financials for a Woodinville / Northshore merger and answered questions.
- The board discussed consolidation options.

Commissioner Webster moved to have a Special Meeting next Wednesday at 5:00PM. Commissioner Maehren seconded. The board discussed. The motion passed unanimously.

V. BOARD RESOLUTIONS

5.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$117,327.44 and Reserve Fund Vouchers totaled \$135,312.96

Commissioner Webster moved to approve the consent calendar as presented. Commissioner Verlinda seconded. The board discussed. The motion passed unanimously.

VII. REPORTS

7.1 Fire Chief Report

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

- Chief Ahearn extended condolences to the City of Bothell for Officer Shoop who was killed in the line of duty on Monday night. Chief Ahearn also expressed appreciation for the professional response by Northshore Fire aid crews.
- A 60-day extension for the ILA for Deputy Chief services has been placed on the Agenda for the City of Bothell.

7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

- o None

Commissioner Maehren solicited input from the board related to involving the community in the Consolidation process.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

IX. EXECUTIVE SESSION

9.1 The Board moved into Executive Session at 6:38PM for 10 minutes to discuss litigation or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i). At 6:48PM, the Board extended the Executive Session for another 10 minutes. The board moved back to open session at 6:52PM

10 ADJOURNMENT

With no further business to conduct, Commissioners left the meeting at 6:52PM. The meeting session remained open with members of the public present. Board Secretary Hansen ended the meeting at the stated Executive Session end time of 6:58PM.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for August 5, 2020

Attachments: Agenda; Fire Chief’s Report; Interlocal Agreement for Information Systems Services

BOARD OF COMMISSIONERS

Electronically signed- Rick Verlinda
RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

Electronically signed- Rick Webster
RICK WEBSTER, Member

Electronically signed- David C. Maehren
DAVID MAEHREN, Member

ATTEST

Kate Hansen

KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on August 5, 2020

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signatures - Documents Approved 8/05 & 6/03
Date: Thursday, August 6, 2020 5:36:36 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 6th day of August, 2020, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20200805074935 GEN Fund
- AP_NOSHRFIR_APSUPINV_20200805074711 RES Fund
- 08.06.2020 GEN Fund to HRA Transfer Approval Document
- July 2020 DRS Approval Document
- July 2020 IRS Taxes Approval Document
- July 2020 Payroll Approval Document
- May 2020 DRS Approval Document
- May 2020 Payroll Approval Document
- May 2020 Payroll Taxes Approval Document
- May Commissioner Payroll Approval Document
- May Commissioner Payroll Taxes Approval Document
- 2020-07-15 NSFD Minutes
- 2020-07-22 NSFD Special Minutes

From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Subject: Re: Electronic Signatures - Documents Approved 8/05 & 6/03
Date: Thursday, August 6, 2020 8:17:18 AM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

The following documents are Approved and Electronically Signed this 6th day of August, 2020, by Commissioner Rick Verlinda.

- AP_NOSHRFIR_APSUPINV_20200805074935 GEN Fund
- AP_NOSHRFIR_APSUPINV_20200805074711 RES Fund
- 08.06.2020 GEN Fund to HRA Transfer Approval Document
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- May 2020 Payroll Taxes Approval Document
- May Commissioner Payroll Approval Document
- May Commissioner Payroll Taxes Approval Document
- 2020-07-15 NSFD Minutes
- 2020-07-22 NSFD Special Minutes

From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signatures - Documents Approved 8/05 & 6/03
Date: Thursday, August 6, 2020 1:54:24 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

The following documents are Approved and Electronically Signed this 6th day of August, 2020, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20200805074935 GEN Fund
- AP_NOSHRFIR_APSUPINV_20200805074711 RES Fund
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- May Commissioner Payroll Taxes Approval Document
- 2020-07-15 NSFD Minutes
- 2020-07-22 NSFD Special Minutes



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Wednesday, July 15, 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 in Resolution 20-04 (attached).

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/87813171405?pwd=a0xEbzY2OVZU1JkaE8wbHU4V21JZz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 878 1317 1405

Password: 002457

I. Open Meeting

1.1 Roll Call

1.2 Adoption of Meeting Minutes of June 17th, June 24th, and July 9th

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 District Operations

A. Status of Stay Home Stay Healthy Order

B. COVID-19 Update

C. Review of Emergency Resolution

D. Approval of ILA for IT Services

E. Budget Process Discussion



F. Building a Reserve Fund Analysis and Discussion

- 4.2 Consolidation Discussion—Northshore Fire Department / Woodinville Fire & Rescue Model

V. Board Resolutions

- 5.1 None

VI. Consent Agenda

- 6.1 Vouchers

VII. Reports

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

VIII. Upcoming Board Agendas

- 8.1 Setting of Future Meeting Agenda(s)

IX. Executive Session

- 9.1 To discuss litigation or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i).

X. Adjournment

Next Regular Meeting: August 5, 2020 at 5:00 PM

**INTERLOCAL AGREEMENT BETWEEN
WOODINVILLE FIRE & RESCUE
AND
KING COUNTY FIRE PROTECTION DISTRICT NO. 16
FOR INFORMATION SYSTEMS SERVICES**

THIS INTERLOCAL AGREEMENT FOR INFORMATION SYSTEMS SERVICES (the "Agreement") is made and entered into between Woodinville Fire & Rescue, a Washington municipal corporation ("WF&R") and King County Fire Protection District No. 16, a Washington municipal corporation ("Northshore"). WF&R and Northshore are referred to collectively as the "Parties" and individually as "Party."

I. RECITALS

WHEREAS, Northshore does not have an employee assigned to service its information systems; and

WHEREAS, WF&R employs a full-time Information Systems Manager ("ISM"); and

WHEREAS, the Parties desire for WF&R's ISM to provide information systems services to Northshore on the terms and conditions herein; and

WHEREAS, each of the Parties is a "public agency" within the meaning of the Interlocal Cooperation Act, Chapter 39.34 RCW, and the Parties are, therefore, authorized to share in the services of an ISM;

NOW, THEREFORE, in consideration of the mutual promises, covenants, and terms hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

II. TERMS

1. **Employment of ISM.** The parties agree to share the services of an ISM upon the terms set forth in this agreement.

A. **ISM employed by WF&R.** WF&R shall employ the full-time ISM, who shall meet the minimum qualifications for such position as set forth in the job description attached hereto and incorporated herein as Exhibit A.

B. **ISM Services.** The Parties contemplate that the ISM will serve WF&R and/or other entities contracting therewith for 32 hours (4 days) each five-day work week, and Northshore for 8 hours (1 day) each five-day work week. The Parties, through their respective Fire Chiefs, may agree upon a different allocation of the ISM's time for any calendar month. The ISM's services to each Party shall be at the sole discretion of such

Party, using resources provided by such Party. The Parties shall ensure that the ISM's time served for each Party is accurately documented.

C. **Evaluations.** WF&R shall be responsible for the ISM's performance evaluations but shall solicit the input of Northshore with respect to each such evaluation. Any decision regarding the ISM's employment (including retention or termination or changes to the ISM's compensation or benefits in accordance with WF&R's policies or procedures) shall be at the sole discretion of WF&R, which shall consider the input of Northshore with regard to such decisions.

2. **Reimbursement by Northshore.**

A. **Reimbursement Share.** On the basis of the ISM's schedule as set forth in Section 1.B., Northshore shall reimburse WF&R 20 percent (20%) of the documented costs pertaining to the ISM's employment by WF&R (which costs shall include, but not be limited to, compensation, benefits, and continuing education expenses).

B. **Reimbursement Payments.** Following each calendar month during which the ISM performed services for Northshore, WF&R shall invoice Northshore for Northshore's share of the ISM's employment costs pursuant to Section 2.A. of this Agreement. Northshore shall remit payment within 30 days of receipt of such invoice.

C. **Review of Usage.** Annually, on a date agreed upon by the Fire Chiefs of the respective Parties, or more frequently upon agreement of the Fire Chiefs, the Fire Chiefs shall meet to review each Party's usage of the ISM's time and to consider whether an adjustment to Northshore's reimbursement share set forth in Section 2.A. is warranted. The Fire Chiefs may agree upon equitable adjustments to the ISM's schedule in order to ensure fairness to both Parties, or may recommend to their respective Boards of Fire Commissioners revisions to Section 2.A. pursuant to Section 5.F.

D. **Access to Records.** The records and documents with respect to all matters pertaining to this Agreement shall be subject to inspection, review, or audit by each of the Parties during the term of this Agreement and for six years after termination.

E. **Not an Employee.** Nothing in this Agreement shall be interpreted as Northshore becoming the employer of WF&R's employees, or vice versa. Neither Party shall assume any liability for the direct payment of any salary, wages or other compensation of any type to any of the other Party's personnel performing services hereunder. No agent, employee or other representative of the Parties shall be deemed to be an employee of the other Party for any reason. Each of the Parties shall, at all times, be solely responsible for the acts or the failure to act of its personnel that occur or arise in any way out of the performance of this Agreement by its personnel only.

3. **Effective Date and Termination.**

A. **Effective Date.** This Agreement shall take effect upon its execution by both Parties *provided* that a copy of the executed Agreement is recorded with the King County Auditor or listed by subject on WF&R's website pursuant to RCW 39.34.040.

B. **Termination for Convenience.** Either Party may terminate this Agreement for convenience upon 60 days' written notice.

C. **Termination for Breach.** In the event that a Party determines that the other is in material breach of the terms of this Agreement, such Party shall provide the other with written notice of such breach. Should said breach not be cured to the notifying Party's satisfaction within 30 days of such notice, such Party may terminate this Agreement by written notice to the other, which termination shall take effect immediately.

4. **Insurance.** The Parties shall procure and maintain without interruption during the term of this Agreement, in a company or companies lawfully authorized to do business in the State of Washington, an occurrence-based comprehensive general liability policy covering all claims for personal injury (including death) and/or property damage arising out of or related to this Agreement. The limits of liability shall be not less than One Million Dollars (\$1,000,000) for both bodily injury and property damage liability per occurrence and Two Million Dollars (\$2,000,000) general aggregate stop loss. The insurance policies required to be maintained under this Agreement shall (a) name the other Party as additional named insureds; (b) be written as a primary policy and non-contributory insurance with respect to the other Party; (c) not contain a "cross liability" or similar exclusion that would bar coverage for claims between or among insureds; (d) contain a severability of interest provision in favor of the other Party; and (e) contain an express waiver of any right of subrogation by the insurance company against the other Party.

5. **Indemnification.** To the extent permitted by law, each Party agrees to indemnify, defend, and hold the other Party harmless from any and all claims for personal injury, property damage, costs and reasonable attorney's fees, or other claims of any nature whatsoever, arising out of the negligent acts, omissions, or performance of its personnel (including the ISM) in carrying out its obligations under this Agreement. Said agreement of indemnification shall include each Party's commitment to indemnify the other for any claims for injuries made by the indemnifying Party's agents or employees against the other, notwithstanding any immunity that might otherwise have been available by virtue of the Worker's Compensations Act, Title 51 RCW. The parties have specifically negotiated this waiver of Title 51 protection. Neither Party shall be deemed to be an agent of the other Party, for purposes of this Agreement.

6. **Agreement Administration and Other Terms.**

A. **Administration.** The respective Fire Chiefs of the Parties shall jointly and cooperatively administer this Agreement. This Agreement does not provide for the creation of a separate legal entity, joint board, joint venture, or administrative section, including for the purposes of jointly acquiring, managing, or disposing of property, or incurring any other financial obligation. All property presently owned or hereafter acquired by either Party shall remain the property of the acquiring Party in the event of the termination of this Agreement.

B. **Notices.** All notices to a Party pursuant to this Agreement shall be made in writing and delivered by mail or by hand to the Fire Chief of such Party.

C. **No Third-Party Benefit.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons.

D. **No Waiver of Breach.** The failure of either Party to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements, or options, and the same shall be and remain in full force and effect.

E. **Resolution of Disputes and Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference, or claim arising from the Parties' performance of this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall be by filing suit exclusively under the venue, rules, and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit arising from the Parties' performance of this Agreement, the prevailing Party shall be entitled to an award of reasonable attorney's fees and costs, in addition to any other recovery or award provided by law.

F. **Modification.** No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each Party and subject to approval or ratification by the legislative body of each Party.

G. **Entire Agreement.** The written terms and provisions of this Agreement shall supersede all prior communications, negotiations, representations or agreements, either verbal or written of any officer or other representative of each Party, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement.

H. **Severability.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.

I. **Interpretation.** Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

J. **Nondiscrimination.** The parties to this Agreement declare that they are committed to the principle of equal opportunity consistent with all applicable laws.

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

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed this _____ day of _____, 2020.

WOODINVILLE FIRE & RESCUE

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

Roger Collins
Chair, Board of Fire Commissioners

David Maehren
Chair, Board of Fire Commissioners

ATTEST:

ATTEST:

Nicole M. Frisch, Board Secretary
Woodinville Fire & Rescue

Kate Hansen, Board Secretary
King County Fire Protection District No. 16

Approved as to Form:

/s/ Jeffrey Ganson
Jeffrey Ganson, Legal Counsel
Woodinville Fire & Rescue

Woodinville Fire & Rescue



Class Title: Information Systems Manager

FLSA: Exempt

Bargaining Unit: Not represented

BASIC FUNCTION:

NOTE: This position is a full-time position that is shared by two fire agencies. Supervision and the time spent at each agency will be determined by agreement between the two agencies.

Under the direction of the Fire Chief or his/her designee, work with limited supervision to manage the District's information systems ("IS") and provide support for the full spectrum of technology utilized in the District.

Due to their access to sensitive materials, the IS Manager shall maintain a confidential relationship with the Fire Chief and the Executive Team on all matters pertaining to the District and is expected to build and maintain positive working relationships with all District employees while maintaining trust, integrity and discretion. The IS Manager is expected to be professional at all times and must operate with flexibility for independent action and decisions commensurate with delegated authority and demonstrated ability.

ESSENTIAL DUTIES: *The essential duties listed below are not intended to be an all-inclusive list.*

- Assure the integrity, security and effective performance of the District's information systems.
- Maintain a connected and reliable server infrastructure, including virtualization and data backup.
- Maintain workstations, networks, communications and system equipment.
- Configure new hardware and software.
- Install, update, and troubleshoot software and applications.
- Troubleshoot problems and implement solutions.
- Responsible for network design, router management, switch and firewall management.

- Administer user network and email accounts, troubleshoot problems with accounts, manage network rights and file access.
- Install and configure Windows servers and perform maintenance, repairs, updates and backups.
- Develop and update as necessary technical documentation, such as system configurations, procedures, problem fixes, vendor support, contracts and disaster recovery procedures.
- Ensure the Fire Chief or his/her designee has an updated list of administrator rights and passwords at all times.
- Plan, coordinate and complete assigned technology projects and system deployment; oversee vendor support, licensing, upgrades and problem resolution.
- Identify and evaluate current and future system needs and develop solutions to implement efficiencies and changes.
- Determine priorities, organizational needs and work plans when deploying and/or modifying network/system projects including telecommunications and virtual storage.
- Lead the installation, configuration and maintenance of network/systems equipment, components and data storage.
- Develop and manage the IS budget to support technology needs for new equipment and to maintain existing equipment.
- Purchase equipment and software, utilizing the competitive bid process if necessary and prepare appropriate purchase orders.
- Receive and inventory IS equipment and software purchases.
- Manage suppliers who assist in the accomplishment of your duties including professional services for projects, hardware and warranty purchases, software licensing and support, and technical support when the IS Manager is absent from PTO or sick leave.
- Assist District staff with major software applications and related programs, central computer and telecommunications network hardware and software systems; provide consultation, technical support and troubleshooting; determine user needs; recommend and implement solutions to assure minimum delay and effective operation for end users.
- Manage and maintain the District's mobile data computers (MDCs); work with NORCOM to ensure proper functionality at all times.
- Establish best practices for installing, configuring, maintaining and troubleshooting end user workstation hardware, server hardware, network switches, firewalls, software and peripheral devices.
- Develop District policies for the use of communication systems, computer systems and equipment and other IS related issues; work with the Executive Team to implement policies.

- Serve as subject matter expert on information systems; assure effective communication of IS issues; analyze problems and recommend solutions to meet the District's needs.
- Work with other government agencies and outside companies to provide secure and reliable inter-connectivity and appropriate access in and out of the District's network.
- Other IS-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District's organization, operations, policies and procedures.
- Techniques for efficient and cost-effective management of IS resources.
- Principles and practices of technology management, system development and system integration in a government environment.
- Principles and practices of network administration, access and security guidelines, troubleshooting techniques, and internet technical knowledgebase services.
- Administration and maintenance principles of network operating domains, relational databases, and Windows-based software applications.
- Principles and practices of administrative management, including personnel rules, budgeting and planning.
- Project planning and management principles.
- Windows Server and Workstation operating systems including design, administration, and troubleshooting.
- Exchange Server 2013 or newer administration, configuration, and troubleshooting.
- TCP/IP networking stack including design, administration, and troubleshooting.
- Quality assurance procedures and documentation standards for information systems.
- Principles of record keeping, records management and the Public Records Act.

Ability to:

- Analyze issues, evaluate alternatives and make logical recommendations based on findings.
- Identify current and potential problems and develop technical corrections and strategies to maximize the effectiveness of the systems.
- Develop and manage technology plans and coordinate implementation of technology projects.
- Analyze needs of District divisions and develop solutions to meet those needs.
- Solve technical problems involving integrated operating systems and hardware platforms.

- Assess, analyze, identify and implement solutions to technical problems.
- Use initiative and independent judgment within established procedural guidelines.
- Establish and maintain cooperative working relationships with co-workers.
- Communicate effectively verbally and in writing.

EDUCATION AND EXPERIENCE:

Required:

Bachelor's degree in information systems management, systems engineering or a closely related field, plus three to five years directly related experience or an equivalent combination of education and/or experience.

Preferred:

Microsoft Certified Solutions Associate (MCSA), Certified Network Engineer (CNE), Certified Network Administrator (CNA)

LICENSES AND OTHER REQUIREMENTS:

Upon employment and while employed, must hold a valid Washington State driver's license and be insurable under the District's existing vehicle and umbrella liability insurance carrier and Washington state law.

Information technology industry certification and credentials will be considered. Specifics are not listed as they are subject to frequent change.

WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. While performing the essential functions of this job, the employee is frequently required to work extensively at a computer workstation. The work involves occasionally inspecting cables in floors and ceilings to identify and solve problems. Employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The position requires the ability to transport oneself to a variety of locations, primarily in and around King County.

The position works in an office, and the noise level in the work environment is usually low to moderate and includes emergency calls dispatched, emergency tones and sirens.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals (i.e., copier toner).

Work is performed mainly during regular office hours; however, employee may be required to be on call evenings, holidays and weekends to respond to emergency situations as well as department specific remote facilities and field job sites.

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

Time: 17:42:39 Date: 07/12/2020

07/22/2020 To: 07/22/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1302	07/22/2020	Claims	1	0	BOTHELL FIRE & EMS	8,912.13	DC Services - June 2020
1303	07/22/2020	Claims	1	0	BOTHELL FIRE & EMS	6,817.23	Fire Marshal Services - June 2020
1304	07/22/2020	Claims	1	0	CFO SELECTIONS LLC	5,197.50	Financial Comparison Project - Shoreline
1305	07/22/2020	Claims	1	0	FROULA ALARM SYSTEMS, INC	148.51	Q3 Monitoring - St 51
1306	07/22/2020	Claims	1	0	FROULA ALARM SYSTEMS, INC	436.71	St 51 - Service Call
1307	07/22/2020	Claims	1	0	KEATING, BUCKLIN & MCCORMACK INC PS	244.00	Legal Fees - Ellis PRA
1308	07/22/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	June 2020 - INet
1309	07/22/2020	Claims	1	0	KROESEN'S, INC.	372.52	Boots - Colletti
1310	07/22/2020	Claims	1	0	L. N. CURTIS & SONS	78.43	Pullover - Williams
1311	07/22/2020	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	143.00	Air Sample
1312	07/22/2020	Claims	1	0	NATURAL CONCEPT LANDSCAPE	529.25	Landscaping - St 51
1313	07/22/2020	Claims	1	0	NORCOM	47,710.66	3rd Quarter
1314	07/22/2020	Claims	1	0	NORTHSHORE SCHOOL DISTRICT PRINT SHOP	75.00	District Printed Envelopes
1315	07/22/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	7,828.40	June 2020 - Fuel & Maintenance
1316	07/22/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	157.39	Copies
1317	07/22/2020	Claims	1	0	PRAXAIR DISTRIBUTION	64.85	Oxygen - St 51
1318	07/22/2020	Claims	1	0	PRAXAIR DISTRIBUTION	21.84	Oxygen - St 51
1319	07/22/2020	Claims	1	0	PSR MECHANICAL	2,389.20	Q3 - Service Agreement
1320	07/22/2020	Claims	1	0	SHORELINE FIRE DEPARTMENT	21,542.25	Q2 2020 MIH
1321	07/22/2020	Claims	1	0	THE FIRE STORE	309.99	Bullard Trad Fire Helmet
1322	07/22/2020	Claims	1	0	THE FIRE STORE	332.59	Conway Model American Classic Helmet
1323	07/22/2020	Claims	1	0	TKE CORP	533.68	Q3 2020 - Maintenance
1324	07/22/2020	Claims	1	0	UNITED PARCEL SERVICE	12.63	Shipping
1325	07/22/2020	Claims	1	0	VERIZON BUSINESS	721.23	VOIP St 51
1326	07/22/2020	Claims	1	0	VERIZON WIRELESS	44.15	Suppression Cell Phones
1327	07/22/2020	Claims	1	0	VERIZON WIRELESS	637.30	Smart Phones
1328	07/22/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	10,200.00	June - Fire Chief Services

001 General Fund 10-016-0010

117,327.44

Claims: 117,327.44
117,327.44

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:42:17 Date: 07/12/2020

MCAG #: 2512

07/22/2020 To: 07/22/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1297	07/22/2020	Claims	4	0	CASE ENGINEERING PS	2,000.00	Metering - St 57 Remodel
1298	07/22/2020	Claims	4	0	FIRE PROTECTION INC	7,335.46	St 57 - Panel & Wireless Communicator Install
1299	07/22/2020	Claims	4	0	GARY PEDERSEN	636.40	LEOFF I
1300	07/22/2020	Claims	4	0	REGENCY NW CONSTRUCTION INC	121,651.20	Costruction Costs - St 57 Remodel
1301	07/22/2020	Claims	4	0	TCA ARCHITECTURE - PLANNING	3,689.90	May/June Invoice 2020 - St 57 Remodel
004 Reserve Fund 10-016-6010						135,312.96	
						<u>135,312.96</u>	Claims: 135,312.96

Fire Chief's Report

Submitted by Chief Ahearn
July 14, 2020

Administration/Financial:

- The MSRB's (Municipal Securities Rulemaking Board) EMMA (Electronic Municipal Market Access) Financial Disclosure filing was completed on July 13, 2020 for our 2019 Levy Information and our 2019 Unaudited Annual Financial Report

Human Resources:

- Lateral and entry level firefighter hiring processes are ongoing

Training:

- Captain Burrow developed a Return to Work plan for a firefighter that is returning from a long-term injury
- Captain Burrow worked with the on duty Battalion Chief and the Northshore Chaplain to provide Peer Support for the on duty crew after responding to the death of a Bothell Police Officer.

East Metro Training Group (EMTG) Activities

- None

North King County Training Consortium (NKCTC) Activities

- The Training Officers are currently collaborating to create standardized manuals for the participating agencies to include a basic fundamentals manual, Probationary Firefighters Taskbook, Hose Manual, Ladder Manual, and skill sheets to support each document. The Training Officers are meeting with subject matter experts (SMEs) from each agency to maximize the collaboration.
- Captain Burrow is part of a work group responsible for creating a NKCTC Firefighter Fundamentals manual using the Zone 1 Task Manual as the template. Currently, this document closely aligns with the Zone 3 Firefighter Fundamentals, which has been identified as an important step towards creating regionalized consistency as we collaborate on joint fire academies. Other workgroups are underway developing Pump Academy curriculum and a Hose Manual. Each work group includes a Training Officer and SMEs from Bothell, Northshore, Shoreline, and Woodinville.

Operations:

- R151 dispatched with two rescue swimmers to Shoreline on a water rescue, two people in the Sound. They were rescued by passing boaters prior to crew arrival.
- E151, A151, and E157 assisted in Bothell Police shooting. The crews performed with perfection in an incredibly difficult situation. New ballistic vests were utilized. Peer support, Chaplains, and back fill for crews were utilized. Crews will be monitored closely.
- No personnel in quarantine or isolation.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak and a group of NEMCo volunteers assisted LFP police with a missing senior citizen search beginning at 5:00 a.m. on July 13. The person was found as is safe.
- NEMCo Radio Amateur Civil Emergency Service volunteers assisted Northshore Utility District with the installation of the NEMCo radio repeater at the Inglemoor Tank Site.
- EM Lunak met (via Teams) with the State of Washington Emergency Management to finalize the NEMCo application for some grant funding for COVID response totaling \$6,869.00
- NEMCo volunteers and EM Lunak distributed 1,399 cloth face masks to Lake Forest Park residents the past weekend. Kenmore residents have been picking up masks at city hall over the past few weeks.