



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

June 24, 2020

SPECIAL MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51

I. OPENING OF MEETING

1.1 Roll Call

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, Finance Specialist Dawn Killion, Shoreline Fire Chief Matt Cowan, Lieutenant Jeremiah Ingersoll, and 10 members of the public. Absent was Board Secretary Kate Hansen.

II. PUBLIC COMMENT

- 2.1 Gabe DeBay, Shoreline Fire Union President – made comment regarding Shoreline being excluded in back door politics and meetings for the merger. Mr. DeBay made note of his public records request and commented that merging with Shoreline would be more beneficial than with Woodinville Fire & Rescue. Mr. DeBay suggested there should be an advisory vote on the ballot for a merger.
- 2.2 Chief Cowan of Shoreline Fire made comments regarding merger and full consolidation with Shoreline. Chief Cowan asked for a full comparative analysis between the departments from Accounting Consultant Tom Broetje. He urged the board to look at the e-mail and documents he sent before making a decision regarding a merger.

III. APPROVAL OF THE AGENDA

- 3.1 No additional items were added to the agenda for this meeting.

Commissioner Verlinda moved to approve the agenda as presented. Commissioner Pratt seconded. The motion passed unanimously.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Resolution for Continuing Virtual Meetings

- o Legal Counsel Paxton made comments around proclamation for in person meetings, noting that Phase 2 requirements only allow for 5 people in attendance at meetings.
- o Legal Counsel Paxton talked about the resolution for extending virtual-only meetings for one week after King County moves to phase 3

- Legal Counsel Paxton talked about resolution 20-04, regarding public comment and policy already in place for public comment at open public meetings.

B. Firefighter Hiring Process Goals Discussion

- Chief Ahearn discussed the diversity initiative and talked about barriers in the process of Firefighter hiring. Chief Ahearn discussed the option of not requiring an EMT certification as a possible way to gain more applicants.

4.2 Consolidation Sub-Committee Report and Discussion

- Commissioner Maehren noted who was on the sub-committee and talked about the financial analysis and the information received so far for input on the subject for consolidation. The goal for tonight is to narrow it down to one decision and on July 1st move forward to put the desired merger on the ballot.
- Accounting Consultant Broetje answered financial questions.
- The board discussed pros and cons of a merger with either Shoreline Fire or Woodinville Fire & Rescue. Board members expressed viewpoint and concerns related to each.
- Commissioner Maehren made motion for this Board of Commissioners to work with Woodinville Fire & Rescue Board of Commissioners to examine moving forward with the merger. Seconded by Commissioner Webster.

Commissioner Pratt moved to allow Chief Cowan to speak, Seconded by Commissioner Verlinda. Motion approved 4-0, Commissioner Maehren abstained

- Chief Cowan made additional comments regarding the numbers and levels of improvements.

V. BOARD RESOLUTIONS

5.1 Continuation of Virtual Meetings

Resolution 20-03 (Prohibiting In-Person Meetings) and Resolution, 20-04 (Public Comment Procedure for Virtual Meetings) were submitted for approval.

Commissioner Webster moved to approve 20-03 and 20-04 Commissioner Verlinda seconded. The motion passed unanimously.

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$793.00.

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

VII. REPORTS

7.1 Fire Chief Report

- Chief Ahearn talked about the internal and external panel interviews for the Deputy Chief position, and that the Fire Chief interviews were finalized today.

7.2 Commissioner Reports

- Commissioner Verlinda noted he is going to attend the King County Fire Commissioner meeting in Shoreline.

- Commissioner Ellis made motion, Commissioner Webster seconded. Motion passed unanimously

7.3 Legal Counsel Reports

- Legal Counsel Paxton indicated he had nothing to report

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

- Consolidation
- Deputy Chief qualification discussions
- Executive Session – review of the law suit
- Commissioner Compensation

IX. EXECUTIVE SESSION

9.1 None

X. ADJOURNMENT

The meeting adjourned at 6:56 PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for July 1, 2020

Attachments: Agenda; Resolution 20-03; Resolution 20-04

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Finance Specialist

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on July 15, 2020

From: [Josh Pratt](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signatures - Documents Approved 7/09 & 7/15
Date: Saturday, July 18, 2020 11:12:02 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

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

- **AP_NOSHRFIR_APSUPINV_20200714154631 - RES Fund**
- **AP_NOSHRFIR_APSUPINV_20200714154835 - GEN Fund**
- **June Commissioner Payroll Approval Document**
- **June Commissioner Payroll Taxes Approval Document**
- **2020-07-09 NSFD Minutes**
- **2020-06-24 NSFD Minutes**
- **2020-06-17 NSFD Minutes**

From: Kate Hansen
Sent: Wednesday, July 15, 2020 6:55 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 7/09 & 7/15

Good Evening Northshore Fire Commissioners,

Attached please find the vouchers and minutes that were approved at tonight's regular meeting on July 15, 2020, and also the Commissioner Compensation Claims that were approved at the July 9th Special Meeting.

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

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

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- **2020-07-09 NSFD Minutes**
- **2020-06-24 NSFD Minutes**
- **2020-06-17 NSFD Minutes**

Thank you,

Kate Hansen

Administrative Specialist
Northshore Fire Department
7220 NE 181st St., Kenmore, WA 98028
Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signatures - Documents Approved 7/09 & 7/15
Date: Friday, July 17, 2020 2:57:05 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 17day of July, 2020, by Commissioner Rick Webster.

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2020-06-24 NSFD Minutes

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Kate Hansen

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From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signatures - Documents Approved 7/09 & 7/15
Date: Monday, July 20, 2020 7:59:08 PM
Attachments: [image009.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 20th day of July, by Commissioner David C. Maehren.

- **AP_NOSHRFIR_APSUPINV_20200714154631 - RES Fund**
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David Maehren
Fire Commissioer – Board Chair
Northshore Fire Department
Business Office 425.354.1780
Cell 206 604-3683



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Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Wednesday, June 24th, 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/84646999604?pwd=VEpwVW9GbStUOUUcvMmR3MnFrK3lpdz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 846 4699 9604

Password: 987361

I. Open 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 District Operations

A. Resolution for Continuing Virtual Meetings

B. Firefighter Hiring Process Goals Discussion

4.2 Consolidation Sub-Committee Report and Discussion

V. Board Resolutions

5.1 Continuation of Virtual Meetings

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

X. Adjournment

Next Regular Meeting: July 1st, 2020 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

If you wish to provide public comment virtually, you may do so by submitting a written statement to khansen@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 Board Secretary Kate Hansen at khansen@northshorefire.com



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
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BUSINESS: 425-354-1780 FAX: 425-354-1781

NOTICE OF SPECIAL MEETING

DATED June 18, 2020

Due to the recent closure of Northshore Fire Station 51 to the public and most staff, and the order that meetings for civic purposes are not to be held in-person, the District has explored options for holding meetings virtually.

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held virtually via Zoom, on Wednesday, the 24th day of June, 2020 at 5:00PM. Public comments must be submitted electronically.

**Instructions for participating in the Virtual City Council Regular meeting
are posted with the meeting agenda.**

Public Comment Procedures for Virtual Meetings:

If you wish to provide public comment virtually, you may do so by submitting a written statement to khansen@northshorefire.com. Any comments received up to one hour before the posted meeting time, will be read during the public comment period.

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Questions? Email Board Secretary Kate Hansen at khansen@northshorefire.com

June 23, 2020

Northshore Fire Department Commissioners,

I am writing this e-mail to discuss the potential consolidation between the Northshore and Shoreline Fire Departments. I had thought I would be invited to attend the special meeting tonight on such a critical decision and am very disappointed to find out that I am not. We have been working on this for years and would have thought as a partner and a neighbor in this effort that Shoreline would be able to present information to be considered in a consolidation decision. We have been promised this opportunity on multiple occasions. However, after making our proposal in January we have not been engaged at all in any meetings or discussions on a full consolidation. Over the past couple of weeks we have had one meeting with consultant Tom Broetje to discuss the compiling of his information and have shared some e-mails. At that meeting there was better understanding, but the data is not complete and an analysis of a NFD/SFD consolidation has not been undertaken. The only analysis that has been completed is a rough estimate of the financial gap between the NFD and SFD equivalent levy rates and how it can be overcome.

I apologize for the directness and any grammatical errors in this e-mail, but I found out last night that I would not be able to speak at the upcoming meeting, so now I am trying to put my thoughts onto paper in a short amount of time. I will try to be brief, but there is a lot of information. I am going to focus on the advantages that joining with SFD has over consolidating with Woodinville Fire, but I strongly believe in WFR as a quality organization and my narrative is not in any way to be construed as disparaging. I would ask that if you have any questions or need a deeper understanding on the data then please do not hesitate to contact me or ask consultant Broetje to clarify. My reasoning for a NFD/SFD consolidation will fall into three categories; compatibility, financial/logistical efficiencies, and improved levels of service.

Compatibility

There are many aspects that are very similar between the two Departments such as; we are contiguous neighbors, same governance model, geographical size, number of fire stations, revenue sources, number of fire stations, number of suppression personnel, share a station for a medic unit, and possibly the most important is that we share resources daily on emergency responses. Our Firefighters work alongside each other and do it well every day. However, SFD is definitely busier and with the ALS program bigger in the number of overall personnel. Due to the increased work-load and our ALS program we also have a larger administrative staff.

This last piece I believe is actually a positive and not a negative. It has been repeatedly stated NFD going with WFR is "simpler and easier". A consolidation with SFD will integrate current NFD staff into the same, or very similar, role that they have now. Please refer to the two organizational charts that are attached to this e-mail, labeled "SFD NFD Joint Org Chart Initially, 2020, 5-14-20" and "SFD NFD Joint Org Chart Integrated, 2021, 5-14-20." There would not be a need to hire any additional staff to address work-load concerns and the integration would actually fill gaps in both Departments. The very fact that we have a more robust staff allows for better flexibility in staff responsibilities, better succession management for future vacancies, and greater depth. Perhaps a good analogy is to look at two

competing sports teams and one has more experience and better positional depth than the other. Which one is likely to perform better?

Another example of how that depth is a positive factor is looking at current positions that are not filled in the NFD organization. I have outlined below how this work-load can be addressed, the financial impacts of these positions are discussed later:

- **Fire Chief** – A good portion of the work-load of a Fire Chief is fixed, meaning that it doesn't increase with a larger Department. Certainly, there is still a portion that is variable, which is where two Deputy Chiefs are an advantage, where is better opportunity for delegation and scope of work efficiency. Having our Departments next to each other also helps to maintain a Chief presence for the greater organization.
- **Deputy Chief** – Many of the same reasons above also apply to the Deputy Chief position. SFD has two DC's; one for Operations, and one in charge of Support Services. As a Department gets bigger and more complex there is a need to separate these divisions of responsibilities. The two SFD DC's could each absorb the work-load at NFD. The DC of Operations will have the more variable scope of work and as the consolidated Department gets larger, so does the work-load. Fortunately, SFD also has two Division Chiefs assigned to Suppression and ALS. These Division Chiefs essentially are in charge of managing the daily operations through the BC's, and the MSO's respectively. Again, allowing for better delegation and flexibility to address challenges.
- **Fire Marshal** – Until recently both NFD and SFD had Fire Marshals. This work is more variable in nature and so there isn't as much absorption of work that can occur into one person. Fortunately, SFD has increased staffing in our Fire Prevention division, where we have a Fire Marshal and four inspectors. This increase was due to forecasted increases in demand from the two light rail stations being built in Shoreline and construction growth rates. Due to the pandemic the light rail is being delayed and won't be fully operational until 2024. New construction has waned some over the past six months as well, both creating some capacity in fire prevention to take on more work. We have budgeted for, but currently have a vacant Deputy Fire Marshal position, so we could promote and locate a new Deputy Fire Marshal in Northshore, address the work-load.
- **Administrative Assistant** – I believe that with the assignment of a NFD Administrative Assistant to the new training Consortium that there is a vacant position. I am not sure if this has been partially filled with a part-time position. However, we have extra administrative staff capabilities due to SFD not filling one of the staff positions in the Consortium and a recent change in employment of one of the current training Consortium staff. This extra capability was kept due to the challenges faced by the move to the Consortium and the pandemic. This extra capability will be re-evaluated before the end of the year to ensure that it is still needed. This extra capability could be used to augment NFD current work-load needs.
- **Battalion Chiefs** – This doesn't relate to missing positions, but does address compatibility and efficiency. SFD and NFD are contiguous neighbors and could consolidate into one Department and one battalion. This would allow for a huge gain in efficiency and better interoperability. SFD is likely to have two BC vacancies in the first half of 2021, and if NFD has upcoming vacancies, to potentially allow for all personnel to get acclimated to a combined Department and then lean down to one operational battalion over the next 12 months.

I have identified these vacancies and a plan to address the work-load gaps because without proper coverage of those gaps two things will occur. First, a decreased level of service, which is unacceptable. The second, is that long-term the shortages will get to a critical point and more staff will need to be added to address work-loads, eliminating any financial savings. The above integration of personnel would not only allow for gains in efficiency, but also in growth opportunities. Proper succession management is critical to ensuring continual organizational improvement and long-term success.

Another factor, and probably the most important one for a successful consolidation, is support from the labor groups. Both the SFD and NFD labor groups strongly support a NFD/SFD consolidation. In fact, the NFD Union has strongly come out, publicly and on multiple occasions, opposing a merger with WFR. Every consultant and expert on consolidation will all say that the labor's support of consolidation is critically key. This cannot be overstated. Both Unions need to be in support of what is being proposed. If not, and if either of the Unions were to come out in opposition to the proposal, then it does not have much chance of being passed by the voters. Again, there is support from both Unions for a NFD/SFD consolidation.

Just this last week there has also been talk of the Bothell Fire Department contracting for services with WFR. Supposedly, later this week a decision will be made to pursue this or not. If this were to occur, it has been said that this will happen sooner than later. This will make any consolidation much more complicated between NFD and WFR as then there will be three Departments trying to work together. One of the larger concerns would be integration of staff. Even if the BFD were to remain just in a contract for services to try and make it easier, it would eliminate potential efficiencies that could be gained. I am actually in favor of a BFD/WFR consolidation as that would make sense, depending on how it was designed. However, a three-way consolidation would be difficult even in the best of circumstances. I believe that it is the desire of the NFD Board of Commissioners to see all four north-end agencies together. Perhaps a better path forward to get there is for BFD/WFR to consolidate and for NFD/SFD to join. Then, after the dust settles a bit then get those two, larger organizations together.

In summary, there are many good reasons why a NFD/SFD is simpler and easier, even if we are larger. And not to offend, but NFD isn't as large as WFR either. So, in either consolidation NFD will be joining a bigger organization. With SFD's staff and depth the risks are also lessened as changes in staff or organizational needs will not stress the system as much, making it easier to overcome obstacles that will inevitably get in the way.

Financial/Logistical Efficiencies

Regardless of compatibility, it also needs to pencil out financially. Unfortunately a thorough analysis of a NFD/SFD consolidated model has not been completed. As previously mentioned only an equivalent levy rate analysis has been performed. In that analysis it was identified that SFD would need to come up with about \$3 million in savings to overcome the difference in levy rates. I will identify the savings needed to address this difference, but first an understanding of our cash position is needed.

The SFD has invested heavily over the past five years in addressing capital project needs, improving and diversifying our revenue sources, and increasing reserve funds. We have realized success in all of these areas. Over the past five years we have invested in our capital project needs and we are now in a great

position. Our goal was to get into this position, so that we could then provide tax payer relief and hopefully not have to depend on a capital bond again in the future, except for very large projects. We are now able to manage future needs for the next 20 years without impacting operational needs or pursuing a capital bond.

Regarding revenues sources, we have developed better service contracts, initiated an impact fee program to mitigate new development, enrolled in the Ground Emergency Medical Transport (GEMT) program, started a BLS transport program, and passed a fire benefit charge (FBC) program. Not including the FBC program, which generates about \$6.5 million, these other revenue sources generate about \$6 million. Our diversification provides greater financial stability and allows us to expand and improve levels of service.

Some of these funds have also allowed us to improve our reserve funds. Seven years ago we had \$250 thousand in capital reserves, it is now over \$5 million. We have a number of different funds that can be used in case of shortfalls. They are essentially broken into four different areas; cash, dedicated, capital, and benefits. There are still some areas that we would like to continue to improve upon, but we are in a very comfortable position. In a previous meeting there was discussion on our LEOFF1 retiree liabilities and due to the extra insurance that SFD carries, this is a very limited liability for us compared to other fire departments.

Now, that there is some understanding of our financial position I will identify the savings needed to bridge the gap in equivalent levy rates. I used the spreadsheet that Consultant Broetje provided and have made a few adjustments, which are highlighted and described below:

- I believe that there is a shortage of an administrative assistant at NFD with Kate Hansen being reassigned to the training Consortium. I used the salary from the Cushman spreadsheet analysis.
- I am not sure what the exact savings there would be in “OP expenses” associated with this position, but I put \$10,000 in as an estimate.
- I adjusted the labor expenses to \$47,000, which is the cost of increasing eight Firefighter wages to that of Driver/Engineer. I eliminated the rest of the difference between the NFD salaries and SFD salaries for two reasons. SFD is going into 2021 with a flat raise, NFD is not likely to be. When that occurs then the two Departments are likely to be very close in salary levels. See attached document labeled “2021 TCC”. Secondly, if NFD and WFR merge, they will be in different set of comparable Department, which will likely be the same or similar to SFD. Again, the NFD wages will be the same as SFD.
- I included a conservative recovery of expenses on BLS transport revenue. Depending on how this program is designed, and actual demographic experience, it could be up to twice this amount.
- I also took a conservative approach on OT savings for the BLS transport program. This, again could be twice as much in savings.

The result is that we can address the \$3 million shortfall without tapping into reserves to buy our equivalent levy rate down. However, we were already planning on pushing out equivalent levy rate down anyway prior to all the consolidation discussion. We will not push it all the way down to the NFD level without being part of a consolidation, but we were planning on lowering the overall rate by five to ten cents. That reduction in levy rate is not shown in the data above as we can find the savings through efficiencies. And if that is not enough, for example if NFD does not want to do BLS transports, we could use our planned lowering of levy rate to bridge any other gaps. The five to ten cents of equivalent levy rate is equal to about \$582 thousand to \$1.16 million in 2020 values.

Another concern that was raised in last week’s NFD Board meeting was the difference in hourly work week between WFR and SFD. The assumption was due to SFD having a lower hourly work week that WFR would not need to add Firefighters and SFD would. This is completely wrong and the opposite is actually true. Last year we did an analysis of minimum staffing levels and how many positions would need to be assigned to cover those positions. The analysis included looking at average vacation taken, sick leave used, contractual work hours, etc. This was also a question that Consultant Broetje asked me about. Subsequently, I sent him the analysis that was completed last fall as we worked on the consolidation. Please see attached document labeled “Staffing Factor Calculation Worksheet NFD-SFD.” Specifically the two tabs at the fire right of the spreadsheet. This evaluation was completed using actual numbers provided by NFD, WFR, and SFD. Since this was done last fall, it may need to be updated for 2020, but I used the numbers that were given at that time. That analysis for both a NFD/SFD and a NFD/WFR consolidation is below:

There are a few assumptions with each analysis. For the WFR model it assumes that vacation accrual would be at the WFR level, which is higher, and holiday hours would be at the NFD level, again the higher amount. The SFD model assumes both holiday and vacation hours would be at the higher, SFD level.

What these models show is that with the current staffing levels of each Department, a consolidation with WFR would be short .9 Firefighters per day, assuming three vacation slots were filled and that average sick leave per day was being used. On average this would create overtime every day. The SFD model shows that there is actually a surplus of .6 Firefighters per day. This would allow for improved staffing levels or the situation where overtime would not need to be hired unless three people called in sick.

The challenge is that the minimum staffing level for the WFR model is 21 positions (2 BC's, 5 engines, and 2 aid cars) with current staffing levels between NFD and WFR at 23. The SFD model is 22 positions (1 BC, 4 engines, 1 ladder truck, and 3 aid cars), but with 26 personnel assigned. This is why WFR would likely need to hire an additional Firefighter per shift or incur increased overtime. One solution might be to drop to only two vacation slots per shift, but at that point the WFR model would not allow for enough vacation slots in the year to allow for the amount of vacation accrual needed. The model would be short by a total of 36 days. So three slots have to be allowed at a minimum.

I have asked for the forecasted overhead savings analysis for WFR, but it has not been provided to me. So, I can only rely on what I am being told as to what those savings will be to bridge the gap. I am told that it will be done with the efficiency of not filling staffing positions, specifically the Fire Chief, Deputy Chief, and Fire Marshal, and using reserves to buy down the levy rate. I do not believe that a Department of the combined size of NFD and WFR can operate with only one Deputy Chief, considering the geographical challenges as well. I also don't believe that one Fire Marshal can do the job of what was being done by two without any other additional staff. Both of these challenges will result in a reduced level of service. SFD will also be reducing the equivalent levy rate in 2021 regardless of consolidation, but I have not included that in this analysis as I believe that we can get there with efficiencies instead. I do not know if the WFR overhead analysis includes increasing the number of assigned Firefighters. Regardless, we have shown how a SFD model can easily bridge the gap in equivalent levy rates.

Improved Levels of Service

I will be brief in this section as this can be very subjective. Ultimately, we have shown how we can address the financial challenges, but more importantly how does this translate to improving levels of service? I have outlined some of these improvements below that could be realized with a consolidated Department;

- Improved depth and dedicated administrative positions such as financial management, EMS program management.
 - Together we would have better depth, expertise, and cross training in the different functional areas.
- Expanded PIO services
 - SFD has an improved public education division that could be expanded into the NFD communities.

- Increased Fire Marshal Office capabilities such as company level inspection management, cost recovery, and code enforcement
 - Our increased depth in our Fire Prevention division allows for better opportunities and efficiencies in all of these activities.
- Increased BLS unit coverage
 - We could move Aid 161 to fill in on gaps in coverage due to emergency calls, training, etc. ensuring better coverage.
- BLS transport patient continuity of care
 - Much attention has been given to the financial piece of the BLS transport program, but the biggest reason for doing this is not because of money. It is to provide better continuity of care and to improve efficiency in transport.
- Improved driver training and competency
 - Our Driver/Engineer promotions and engagement result in better performance on scene, improved maintenance on the vehicle, and most importantly better, safer drivers resulting in less accidents and better insurance rates.
- Improved truck training, operations and coverage
 - Integration of our ladder truck as part of a combined Department would improve overall truck operations and level of proficiency.
- Potential of improved fleet maintenance
 - The level of service provided by the Northshore Utility District appears to be pretty good, but SFD has two master mechanics in emergency vehicles maintenance. This has translated into improved repair capabilities, reduced out of service time, better in-service capabilities, and a much better preventative maintenance program.
- Improved MIH integration including peer support program
 - We are already working together on our MIH program, but having our team integrated into a larger Department will improve on that efficiency and can increase the availability of a peer support program.
- Improved health and safety officer coverage and management
 - SFD has expertise in EMS and specifically as it relates to higher level needs. This became abundantly evident during the pandemic as fire department struggled to address all of the organizational needs. This includes the health and safety officer role, which SFD can fill very well.
- Increased experience if wanting to branch into other revenue streams such as contracts for service, BLS transport program, and impact fees
 - SFD has already demonstrated expertise in developing these other programs that could be implemented in the NFD area as well.
- Improved ALS personnel integration into suppression activities
 - It has always been a challenge to better integrate our ALS personnel into NFD operations. In SFD these personnel are used as Firefighters on emergency scenes depending on needs. If we were one Department this role could be expanded better in the NFD response area.

There are probably others as well, but this was just a start of how we can help each other to improve.

Summary

The result is that a NFD/SFD consolidation just makes sense. We are contiguous neighbors. There is support from the labor groups. The integration of personnel would be easy and with little to no adverse impact to existing staff. There are many operational efficiencies that would occur. There are many improved levels of service that would be realized. The financial efficiencies will provide the savings needed to make this a viable reality.

I go back to the guiding principles that we all agreed to when we started this endeavor and answer the following questions:

- 1) Does it provide quantifiable service improvements or cost reductions compared with the status quo? **Yes**
- 2) Is it a beneficial arrangement, in terms of resource commitment, cost, and risk/exposure? **Yes**
- 3) Is there a comprehensive plan for implementation, with commitment from all agencies to see the project through to completion? **Yes, I provided a comprehensive plan in January, but it would need to be updated.**
- 4) Does it have a high likelihood of success that will lead to a stable and sustainable organization? **I believe so as it has the support of the Unions.**
- 5) Do the organizations have a shared vision of the outcome? **I believe that we are all trying to see a consolidated Department, so yes.**
- 6) Does the partnership provide benefit(s) by achieving something the organizations could not achieve individually? **Yes, expanded programs, higher levels of service, better depth and improved succession development.**

I know that this may seem like a bigger leap of faith, but that is only because we have not been involved in any of the planning or development as yet. I have complete confidence that we could make this a great success if given the chance. Thanks for the consideration.

Chief Matt Cowan

Comparable for Top Step Firefighter, 10 years / Insurance coverage for Full Family

Departments	2020 SFD (current)	SFD (proposed)	Diff.	Northshore Fire	2020-2022 Bellevue Fire	2019-2021 Bothell Fire & EMS	2018-2020 Kirkland Fire	2017-2020 Woodinville Fire	2016-2019 Redmond Fire	2019-2021 South King Fire & Rescue	Average
WAGES- Monthly Calculation											
Monthly Base Pay	\$ 8,913.24	\$ 8,913.24	0.00%	\$ 9,116.51	\$ 8,608.05	\$ 9,048.00	\$ 8,886.51	\$ 8,805.88	\$ 9,016.38	\$ 8,478.79	\$ 8,807.27
Longevity	\$ 356.53	\$ 356.53	0.00%	\$ 364.66	\$ 258.24	\$ 361.92	\$ 266.60	\$ 352.24	\$ 360.66	\$ 339.15	\$ 323.13
Deferred Comp Match	\$ -				\$ 549.71	\$ -	\$ 567.49	\$ 300.00	\$ 581.38	\$ 339.15	\$ 389.62
Christmas Pay	\$ 17.82	\$ 17.82	0.00%	\$ 9.77							#DIV/0!
MERP	\$ 100.00	\$ 100.00	0.00%	\$ 100.00	\$ -	\$ 150.00	\$ 75.00	\$ -	\$ -	\$ -	\$ 45.00
LTD Insurance	\$ 41.67	\$ 41.67	0.00%	\$ 45.83	\$ -	\$ -	\$ 59.64	\$ 61.91	\$ -	\$ 3.70	\$ 20.88
Education (AA Degree)	\$ 133.70	\$ 133.70	0.00%	\$ 182.33	\$ 301.28	\$ 180.96	\$ -	\$ -	\$ -	\$ -	\$ 80.37
Life Insurance	\$ 37.50	\$ 37.50	0.00%	\$ 7.50	\$ 6.50	\$ 25.09	\$ 57.12	\$ 13.55		\$ 24.95	\$ 25.44
Miscellaneous							\$ -	\$ 16.80			\$ 8.40
Total Monthly Compensation	\$ 9,644.95	\$ 9,600.46	-0.46%	\$ 9,826.60	\$ 9,723.79	\$ 9,765.97	\$ 9,912.36	\$ 9,533.58	\$ 9,958.41	\$ 9,185.74	\$ 9,679.97
Med Ins (incl annual HRA/VEBA & FSA for High Ded. Plan)	\$ 2,545.11	\$ 2,613.44	2.68%	\$ 2,662.20	\$ 2,332.50	\$ 2,705.67	\$ 2,672.45	\$ 2,684.91	\$ 2,426.67	\$ 3,560.51	\$ 2,730.45
Total Insurance	\$ 2,545.11	\$ 2,613.44	2.68%	\$ 2,662.20	\$ 2,332.50	\$ 2,705.67	\$ 2,672.45	\$ 2,684.91	\$ 2,426.67	\$ 3,560.51	\$ 2,730.45
Total (Monthly+Med Ins)	\$ 12,190.06	\$ 12,213.89	0.20%	\$ 12,488.80	\$ 12,056.28	\$ 12,471.64	\$ 12,584.81	\$ 12,218.49	\$ 12,385.08	\$ 12,746.26	\$ 12,410.43
High Deductible plans: Including employer's contribution to HRA/FSA accounts											

Departments	SFD (current)	SFD (proposed)	Diff.	Northshore Fire	2020-2022 CBA Bellevue Fire	2019-2021 CBA Bothell Fire & EMS	2018-2020 Kirkland Fire	2017-2020 CBA Woodinville Fire	2016-2019 CBA Redmond Fire	2019-2021 CBA South King Fire & Rescue	Average
HOURS- Annual											
Annual Contractual Hours	2,496.00	2,496.00	0.00%	2,496.00	2,505.00	2,496.00	2,504.64	2,496.00	2,538.00	2,465.32	2,500.83
Annual Holiday Hours	120.00	120.00	0.00%	96.00	120.00	144.00	120.00	72.00	132.00	144.00	122.00
Annual Vacation- 10 YRS	264.00	264.00	0.00%	216.00	216.00	252.00	252.00	228.00	216.00	216.00	230.00
Adjusted CAH	2,111.80	2,111.80	0.00%	2,184.00	2,169.00	2,100.00	2,132.64	2,196.00	2,190.00	2,105.32	2,148.83
Calculated Average Workweek	40.50	40.50	0.00%	41.89	41.60	40.28	40.90	42.12	42.00	40.38	41.21

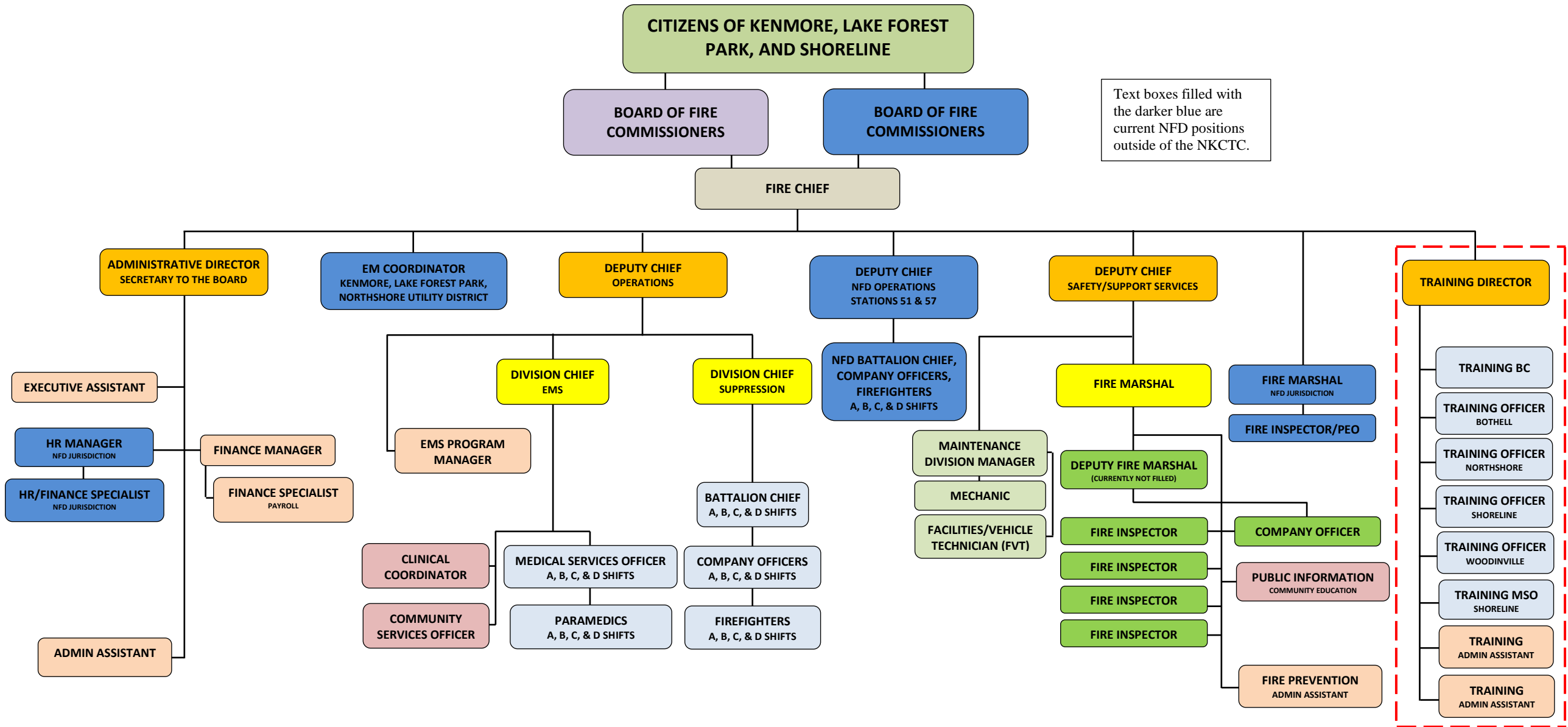
Sick Leave Max. Accrual	1,272.00	1,272.00	0.00%	N/A	1,440.00	N/A	1,440.00	N/A	1,348.00	1,500.00	1,432.00
Emergency Leave	0.20	0.20	0.00%						-	-	-
Bereavement Leave	1.70	1.70	0.00%	48	48	48	48	48	48	72	52.00

Departments	SFD (current)	SFD (proposed)	Diff.	Northshore Fire	2020-2022 CBA Bellevue Fire	2019-2021 CBA Bothell Fire & EMS	Kirkland Fire	2017-2020 CBA Woodinville Fire	2016-2019 CBA Redmond Fire	2019-2021 CBA South King Fire & Rescue	Average
Hourly Wage Determination											
Monthly Salary and Benefits	\$12,190.06	\$12,213.89	0.20%	\$12,488.80	\$12,056.28	\$12,471.64	\$12,584.81	\$12,218.49	\$12,385.08	\$12,746.26	\$12,410.43
Monthly Hours Worked	175.98	175.98	0.00%	182.00	180.75	175.00	177.72	183.00	182.50	175.44	179.07
Hourly Compensation	\$69.27	\$69.40	0.20%	\$68.62	\$66.70	\$71.27	\$70.81	\$66.77	\$67.86	\$72.65	\$69.34
Percentage Diff to Average		0.09%		1.14%							

COMBINED NFD/SFD FIRE DEPARTMENT

ORGANIZATIONAL CHART 2020 (Current)

5-14-20



Text boxes filled with the darker blue are current NFD positions outside of the NKCTC.

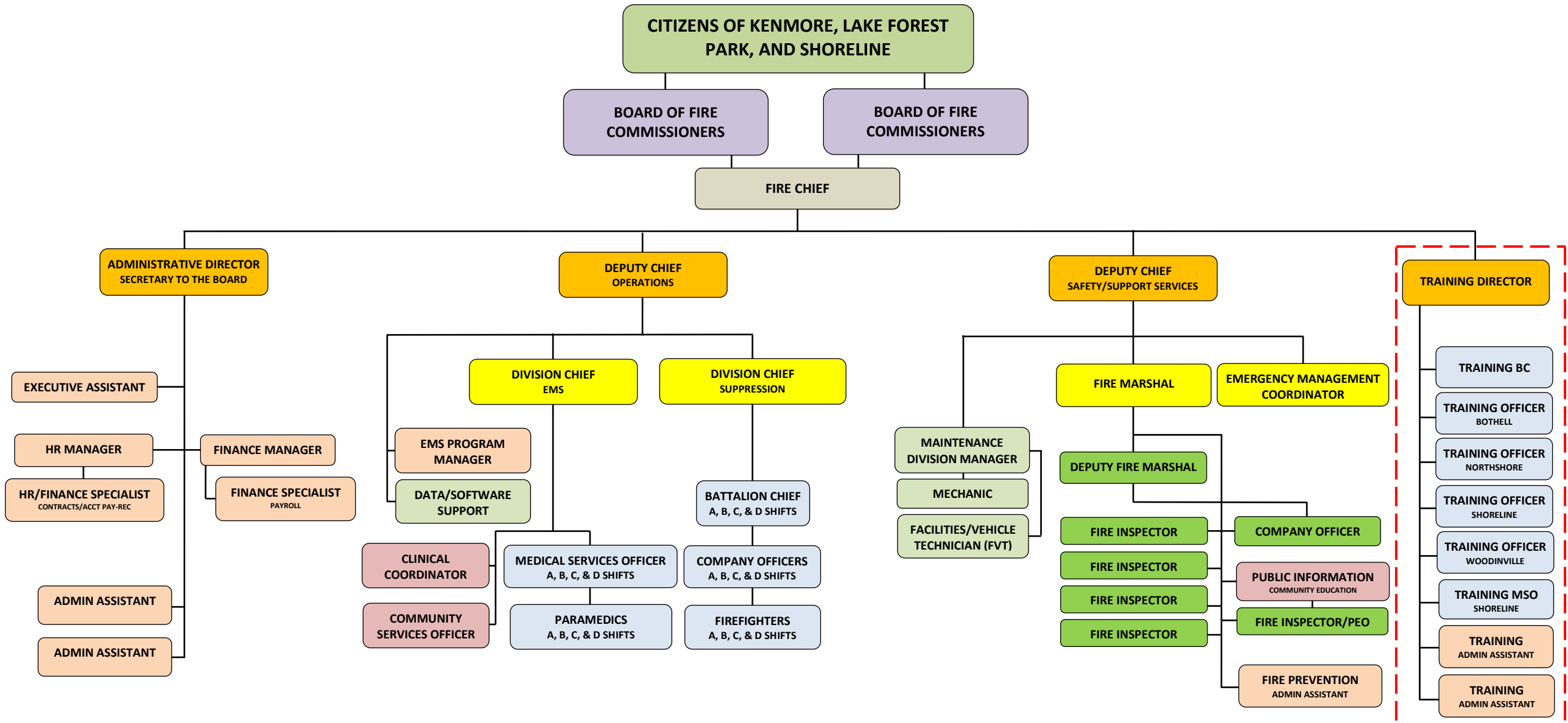
— Solid lines indicate chain of command, budget approval and daily activities supervision.
- - - Dashed lines indicate supervision of division projects, indirect daily activity supervision or direction.
For more detailed supervision, direction, and responsibilities refer to specific job descriptions.

Positions within the red, dash line are assigned to the Training Consortium. The Training Director, Training Chief, and the Admin Assistant positions could be filled by any of the participating agencies.

COMBINED NFD/SFD FIRE DEPARTMENT

ORGANIZATIONAL CHART AFTER CONSOLIDATION 2021

5-14-20



—— Solid lines indicate chain of command, budget approval and daily activities supervision.
----- Dashed lines indicate supervision of division projects, indirect daily activity supervision or direction.
For more detailed supervision, direction, and responsibilities refer to specific job descriptions.

Positions within the red, dash line are assigned to the Training Consortium. The Training Director, Training Chief, and the Admin Assistant positions could be filled by any of the participating agencies.

STAFFING FACTOR CALCULATION WORKSHEET

This worksheet gathers information necessary to determine the department's staffing factor. The staffing factor is the number of personnel required to staff field positions 24 hours a day/7 days a week. For most departments, the number of personnel required is 14. For those positions with coverage only a portion of that time, enter the actual hours of work here. Multiply Days of work times Hours of work to calculate Total annual hours of work.

- ☐ Enter the Number of Shifts/Platoons and the annual Hours worked per group.
- ☐ Enter Average Leave Used by one employee in each category. Kelly days or leave types not listed here. Total the average leave and enter as Average Leave Used Per Person.
- ☐ Subtract Average Leave Used from Hours worked per group and enter as Hours actually worked.
- ☐ Divide Total annual hours of work by the Hours actually worked to calculate Staffing Factor. Enter Staffing Factor to the appropriate section of the Marginal Personnel Requirements Worksheet.

Hours of work to be covered in 1 year	
Days of work	365
Hours of Work	24
Total annual hours of work	8760
Number of Shifts / Positions	4
Hours worked per group	2190
Average Leave Used Per Employee (Hours)	
Average Sick Leave	115.76
Average Vacation Leave	185.19
Average Holiday Leave	120
Average Bereavement Leave	6.37
Average Other Leave	26.25
Total Average Leave Per Employee	453.57
Hours Actually Worked by Average Employee	1736.43
Staffing Factor Calculation	
Total annual hours of work	2190
Hours actually worked by average employee	1736.43
STAFFING FACTOR	1.26
Number of positions (minimum staffing)	14

Projected Staffing Required (per shift)	17.7
Currently Assigned Staffing	17
Extra Staff on Duty	(0.7)

Staffing factor is used to calculate
departments, Days of work is 365
total Days and Hours of work

ted may be entered as Other

ed.

Record and carry the Staffing

(Total annual hours of work
divided by # of shifts)

(The number of employees
required to fill one position 24/7
within the department.)

Assigned

BC-1, E-6, L-3, A-4

supression

STAFFING FACTOR CALCULATION WORKSHEET

This worksheet gathers information necessary to determine the department's staffing factor. The staffing factor is used to calculate the number of personnel required to staff field positions 24 hours a day/7 days a week. For most departments, Days of work is 365 and Hours of work is 24. For those positions with coverage only a portion of that time, enter the actual Days and Hours of work here. Multiply Days of work times Hours of work to calculate Total annual hours of work.

- ☐ Enter the Number of Shifts/Platoons and the annual Hours worked per group.
- ☐ Enter Average Leave Used by one employee in each category. Kelly days or leave types not listed may be entered as Other Leave. Total the average leave and enter as Average Leave Used Per Person.
- ☐ Subtract Average Leave Used from Hours worked per group and enter as Hours actually worked.
- ☐ Divide Total annual hours of work by the Hours actually worked to calculate Staffing Factor. Record and carry the Staffing Factor to the appropriate section of the Marginal Personnel Requirements Worksheet.

Hours of work to be covered in 1 year	
Days of work	365
Hours of Work	24
Total annual hours of work	8760
Number of Shifts / Positions	4
Hours worked per group	2190
(Total annual hours of work divided by # of shifts)	
Average Leave Used Per Employee (Hours)	
Average Sick Leave	163.3
Average Vacation Leave	192
Average Holiday Leave	96
Average Bereavement Leave	3
Average Other Leave	0
Total Average Leave Per Employee	454.3
Hours Actually Worked by Average Employee	1735.7
Staffing Factor Calculation	
Total annual hours of work	2190
Hours actually worked by average employee	1735.7
STAFFING FACTOR	1.26
(The number of employees required to fill one position 24/7 within the department.)	
Number of positions (minimum staffing)	9
BC-1, E-6, A-2	
Assigned	
Projected Staffing Required (per shift)	11.4
Currently Assigned Staffing	10
Extra Staff on Duty	(1.4)

STAFFING FACTOR CALCULATION WORKSHEET

This worksheet gathers information necessary to determine the department's staffing factor. The staffing factor is the number of personnel required to staff field positions 24 hours a day/7 days a week. For most departments, the number of personnel required is 12. For those positions with coverage only a portion of that time, enter the actual hours of work here. Multiply Days of work times Hours of work to calculate Total annual hours of work.

- ☐ Enter the Number of Shifts/Platoons and the annual Hours worked per group.
- ☐ Enter Average Leave Used by one employee in each category. Kelly days or leave types not listed here. Total the average leave and enter as Average Leave Used Per Person.
- ☐ Subtract Average Leave Used from Hours worked per group and enter as Hours actually worked.
- ☐ Divide Total annual hours of work by the Hours actually worked to calculate Staffing Factor. Enter Staffing Factor to the appropriate section of the Marginal Personnel Requirements Worksheet.

Hours of work to be covered in 1 year	
Days of work	365
Hours of Work	24
Total annual hours of work	8760
Number of Shifts / Positions	4
Hours worked per group	2190
Average Leave Used Per Employee (Hours)	
Average Sick Leave	204
Average Vacation Leave	266
Average Holiday Leave	62
Average Bereavement Leave	7.5
Average Other Leave	42
Total Average Leave Per Employee	581.5
Hours Actually Worked by Average Employee	1608.5
Staffing Factor Calculation	
Total annual hours of work	2190
Hours actually worked by average employee	1608.5
STAFFING FACTOR	1.4
Number of positions (minimum staffing)	12

Staffing required (per shift)	16.3
2019 normal staffing (per shift)	13

Staffing factor is used to calculate
departments, Days of work is 365
total Days and Hours of work

ted may be entered as Other

ed.

Record and carry the Staffing

(Total annual hours of work
divided by # of shifts)

(The number of employees
required to fill one position 24/7
within the department.)

suppression

STAFFING FACTOR CALCULATION WORKSHEET

This worksheet gathers information necessary to determine the department's staffing factor. The staffing factor is the number of personnel required to staff field positions 24 hours a day/7 days a week. For most departments, the number of personnel required is 24. For those positions with coverage only a portion of that time, enter the actual hours of work here. Multiply Days of work times Hours of work to calculate Total annual hours of work.

- ☐ Enter the Number of Shifts/Platoons and the annual Hours worked per group.
- ☐ Enter Average Leave Used by one employee in each category. Kelly days or leave types not listed here. Total the average leave and enter as Average Leave Used Per Person.
- ☐ Subtract Average Leave Used from Hours worked per group and enter as Hours actually worked.
- ☐ Divide Total annual hours of work by the Hours actually worked to calculate Staffing Factor. Enter Staffing Factor to the appropriate section of the Marginal Personnel Requirements Worksheet.

Hours of work to be covered in 1 year	
Days of work	365
Hours of Work	24
Total annual hours of work	8760
Number of Shifts / Positions	4
Hours worked per group	2190
Average Leave Used Per Employee (Hours)	
Average Sick Leave	139.53
Average Vacation Leave	188.60
Average Holiday Leave	108.00
Average Bereavement Leave	4.69
Average Other Leave	13.13
Total Average Leave Per Employee	453.94
Hours Actually Worked by Average Employee	1736.07
Staffing Factor Calculation	
Total annual hours of work	2190
Hours actually worked by average employee	1736.07
STAFFING FACTOR	1.26
Number of positions (minimum staffing)	22

Projected Staffing Required (per shift)	27.8
Currently Assigned Staffing	26
Extra Staff on Duty	(1.8)

Staffing factor is used to calculate
departments, Days of work is 365
Actual Days and Hours of work

Staffing may be entered as Other

ed.

Record and carry the Staffing

(Total annual hours of work
divided by # of shifts)

(The number of employees
required to fill one position 24/7
within the department.)

BC-1, E-12, L-3, A-6 (Less 1 BC)

Less 1 position

STAFFING FACTOR CALCULATION WORKSHEET

This worksheet gathers information necessary to determine the department's staffing factor. The staffing factor is the number of personnel required to staff field positions 24 hours a day/7 days a week. For most departments, the number of personnel required is 24. For those positions with coverage only a portion of that time, enter the actual hours of work here. Multiply Days of work times Hours of work to calculate Total annual hours of work.

- ☐ Enter the Number of Shifts/Platoons and the annual Hours worked per group.
- ☐ Enter Average Leave Used by one employee in each category. Kelly days or leave types not listed here. Total the average leave and enter as Average Leave Used Per Person.
- ☐ Subtract Average Leave Used from Hours worked per group and enter as Hours actually worked.
- ☐ Divide Total annual hours of work by the Hours actually worked to calculate Staffing Factor. Enter Staffing Factor to the appropriate section of the Marginal Personnel Requirements Worksheet.

Hours of work to be covered in 1 year	
Days of work	365
Hours of Work	24
Total annual hours of work	8760
Number of Shifts / Positions	4
Hours worked per group	2190
Average Leave Used Per Employee (Hours)	
Average Sick Leave	139.53
Average Vacation Leave	188.60
Average Holiday Leave	120.00
Average Bereavement Leave	4.69
Average Other Leave	13.13
Total Average Leave Per Employee	465.94
Hours Actually Worked by Average Employee	1724.07
Staffing Factor Calculation	
Total annual hours of work	2190
Hours actually worked by average employee	1724.07
STAFFING FACTOR	1.27
Number of positions (minimum staffing)	22

Projected Staffing Required (per shift)	27.9
Currently Assigned Staffing	26
Extra Staff on Duty	(1.9)

Staffing factor is used to calculate
departments, Days of work is 365
total Days and Hours of work

ted may be entered as Other

ed.

Record and carry the Staffing

(Total annual hours of work
divided by # of shifts)

(The number of employees
required to fill one position 24/7
within the department.)

BC-1, E-12, L-3, A-6 (Less 1 BC)

Less 1 position

Calculation Using Debit Hours, SFD Holiday Hours, SFD Vacation, and 4

Hours of work to be covered in 1 year	
Days of work	365
Hours of Work	24
Total annual hours of work	8760
Number of Shifts / Positions	4
Hours worked per group	2190
Average Leave Used Per Employee (Hours)	
Average Sick Leave	139.53
Average Vacation Leave	188.60
Average Holiday Leave	120.00
Average Bereavement Leave	4.69
Average Other Leave	13.13
Debit Hours Owed	306.00
Total Average Leave Per Employee	159.94
Hours Actually Worked by Average Employee	2030.07
Staffing Factor Calculation	
Total annual hours of work	2190
Hours actually worked by average employee	2030.07
STAFFING FACTOR	1.1
Number of positions (minimum staffing)	22
Projected Staffing Required (per shift)	23.7
Currently Assigned Staffing	26
Extra Staff on Duty	2.3
Contractual Hours Annually	2,496
Shift Hours Annually	2,190
Debit Hours	306

↓ **Vacation Slots**

(Total annual hours of work
divided by # of shifts)

**This spreadsheet takes the "Combined" version, but
to 120, and adds back in the debit hours owed, which
comes from contractual hours minus hours per shift
the factor drops to 1.1 which means that we need 23
attain a minimum staffing level of**

(The number of employees
required to fill one position 24/7
within the department.)

Less 1 position

adjusts the holiday leave
ch is 306. The 306 hours
annually. In this version
3.7 assigned personnel to
of 22.

NFD/SFD Cons

Hours of work to be covered in 1 year

Days of work	365
Hours of Work	24
Total annual hours of work	8760

Number of Shifts / Positions	4
Annual Contractual Hours	2,496

Annual Vacation Leave (4-platoon, 10 yr)	188.60
Annual Holiday Leave (SFD CBA)	120.00
Average Other Leave	0.00

Total Leave Per Employee	308.60
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Hours Actually Worked by Average Employee	2,187.41
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Staffing Factor Calculation	
Total annual hours of work	2,496.00
Hours actually worked by average employee	2,187.41

STAFFING FACTOR	1.14
-----------------	------

Number of positions (minimum staffing)	22
---	-----------

Project Staffing Needed (without debit days)	25.1
---	-------------

Average Sick Leave	139.53
Average Bereavement Leave	4.69
FF's on sick leave per shift	1.58

Projected Staffing Required (per shift)	25.4
Currently Assigned FF's Per Shift	26
Extra FF's on Duty Per Shift (No Sick Leave)	2.2
Extra FF's on Duty Per Shift (max vaca, avg SL)	0.6

Minimums staffing per shift is 22 (1 BC, 4 Engines, 1 Truck, 3 Aid Cars)

Consolidation

Vacation Slots Required Per Shift

Annual hours of work per shift	2,190
Annual vacation accrual (SFD CBA)	264.00
Number of assigned FFs per shift	26
Total hours of vacation per shift	6,864
Number of vacation spots per shift	4
Available annual hours of vacation	8,760
Net amount of extra vacation hours available	1896

Anticipated Debit Days

Contractual hours	2,496
Annual hours per shift	2,190
Holiday hours	120
Debit hours	186
Debit days per year	7.75
Number of assigned FFs per shift	26
Total debit hours	4,836
Debit FF's per shift	2.21

Minimum Staffing+Vacation+SL-Debit Days

17 in SFD and 9 in NFD (less 1 BC)

All vacation slots taken, no Sick Leave

All vacation slots taken, avg Sick Leave

NFD/WFR Cons

Hours of work to be covered in 1 year

Days of work	365
Hours of Work	24
Total annual hours of work	8760

Number of Shifts / Positions	4
Annual Contractual Hours	2,496

Annual Vacation Leave (4-platoon, 10 yr)	229.00
Annual Holiday Leave (NFD CBA)	96.00
Average Other Leave	0.00

Total Leave Per Employee	325.00
--------------------------	--------

Hours Actually Worked by Average Employee	2,171.00
---	----------

Staffing Factor Calculation	
Total annual hours of work	2,496.00
Hours actually worked by average employee	2,171.00

STAFFING FACTOR	1.15
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Number of positions (minimum staffing)	21
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Project Staffing Needed (without debit days)	24.1
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Average Sick Leave	183.65
Average Bereavement Leave	5.25
FF's on sick leave per shift	2.07

Projected Staffing Required (per shift)	22.9
Currently Assigned FF's Per Shift	23
Extra FF's on Duty Per Shift (No Sick Leave)	2.2
Extra FF's on Duty Per Shift (max vaca, avg SL)	0.1

Minimums staffing per shift is 21 (2 BCs, 5 Engines, 2 Aid Cars)

solidation

Vacation Slots Required Per Shift

Annual hours of work per shift	2,190
Annual vacation accrual (WFR CBA)	228.00
Number of assigned FFs per shift	23
Total hours of vacation per shift	5,244
Number of vacation spots per shift	2
Available annual hours of vacation	4,380
Net amount of extra vacation hours available	(864)

Anticipated Debit Days

Contractual hours	2,496
Annual hours per shift	2,190
Holiday hours	96
Debit hours	210
Debit days per year	8.75
Number of assigned FFs per shift	23
Total debit hours	4,830
Debit FF's per shift	2.21

Minimum Staffing+Vacation+SL-Debit Days

13 in WFR and 10 in NFD

All vacation slots taken, no Sick Leave

All vacation slots taken, avg Sick Leave



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-03

**A RESOLUTION OF THE COMMISSION OF NORTHSHORE FIRE DEPARTMENT (THE
“DISTRICT”) PROHIBITING IN-PERSON MEETINGS SUBJECT TO RCW 42.30 AND
PROVIDING AN OPTION FOR THE PUBLIC TO CONTINUE TO ATTEND THE
PROCEEDINGS REMOTELY BASED UPON A DECLARATION OF PUBLIC EMERGENCY
DUE TO THE OUTBREAK OF COVID-19.**

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death to vulnerable or at-risk populations, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person-to-person;

WHEREAS, the United States Centers for Disease Control and Prevention (the “CDC”) identifies the potential public health threat posed by COVID-19 both globally and in the United States as “high,” and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States;

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary declared a public health emergency for COVID-19, beginning on January 27, 2020;

WHEREAS, on February 29, 2020, Governor Jay Inslee proclaimed a state of emergency within the State of Washington due to COVID-19;

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency concerning the COVID-19 outbreak;

WHEREAS, on March 24, 2020, Governor Inslee issued Proclamation 20-28, which, in part, prohibited public agencies subject to RCW 42.30 from conducting any meeting subject to RCW 42.30 unless the meeting (i) was not conducted in-person and instead provided an option(s) for the public to attend the proceedings through, at minimum, telephonic access, and may also include other electronic, internet, or other means of remote access, and (ii) provided the ability for all persons attending the meeting to hear each other at the same time. Proclamation 20-28 also prohibited public agencies from taking “action” as defined in RCW 42.30.020 unless the matters were either (i) necessary and routine, or (ii) necessary to respond to the COVID-19 outbreak (collectively, “Meeting Substance Restrictions”);

WHEREAS, on March 30, 2020, the District adopted Resolution 20-01 declaring an emergency, authorizing emergency powers, and delegating authority to the Fire Chief in response to the outbreak of COVID-19;

WHEREAS, in response to Proclamation 20-28, the District implemented a procedure for its Board of Commission meetings whereby the meetings have been conducted with all District

Commissioners and senior staff present remotely utilizing a video and/or teleconference link provided by Zoom and a phone call-in number with an access code. Notice of these remote procedures has been posted near the door of the District Office and on the District's website. Collectively, these are the "Remote Meeting Procedures;"

WHEREAS, RCW 42.30.077 requires that public agencies make the agenda of each regular meeting of its governing body available online no later than twenty-four hours in advance of the published start time of the meeting. As a matter of internal policy, the District finalizes its agenda for meetings five days prior to each regular Board of Commissioners meeting. The contents of these agendas form the basis for the District's meeting notices;

WHEREAS, Governor Inslee has amended and extended Proclamation 20-28 several times, most recently on May 29, 2020, by way of Proclamation 20-28.4. Proclamation 20-28.4 provides that language from specific statutory provisions found in RCW 42.30 are waived and suspended as provided therein until 11:59 p.m. on June 17, 2020; provided, however, on June 17, 2020, the legislature extended the waivers in this Proclamation until July 1, 2020. The restriction to matters that are only (i) necessary and routine, or (ii) necessary to respond to the COVID-19 outbreak was not included in Proclamation 20-28.4, meaning that the Meeting Substance Restrictions were no longer in effect as of May 29, 2020;

WHEREAS, on March 23, 2020, Governor Inslee issued Proclamation 20-25 "Stay Home – Stay Healthy." This Proclamation generally required that all people in Washington State immediately cease leaving their home except to conduct or participate in essential activities or for employment in essential business services. It further required that all people in Washington State immediately cease participating in all public and private gatherings and multi-person activities, regardless of the number of people involved;

WHEREAS, on May 4, 2020, Governor Inslee issued Proclamation 20-25.3, which amended earlier Proclamations, including Proclamation 20-25, and established a four-phased approach to reopening Washington State. This approach is called "Safe Start Washington" (the "Plan"). Under Phase I of the Plan, no gatherings are allowed. Under Phase II of the Plan, gatherings of no more than five people outside of one's household are allowed. Under Phase III of the Plan, gatherings with no more than fifty people are allowed. Under Phase IV of the Plan, gatherings with more than fifty people are allowed. Each phase is to last for a minimum of three weeks;

WHEREAS, on May 29, 2020, Governor Inslee issued Proclamation 20-25.4 "Transition from 'Stay Home - Stay Healthy' to 'Safe Start - Stay Healthy' County-By-County Phase Reopening." This Proclamation provides that beginning on June 1, 2020, the Plan will be applied on a county-by-county basis. It further provides that a county that has been in Phase I or II for three weeks may apply to the Secretary of Health to move to the next phase;

WHEREAS, on June 19, 2020, the State of Washington approved King County's application to move into Phase II under the Plan. Under Phase II, gatherings of no more than five people are allowed. This Phase will last a minimum of three weeks;

WHEREAS, based upon the current application of the Plan, King County is not expected to move into Phase III, which allows gatherings of up to fifty people, until sometime after July 10, 2020;

WHEREAS, the Plan provides that under all phases, individuals should engage in physical distancing of at least six feet away from other people and wear cloth face coverings in public places. Although not required, King County Public Health has recommended that all people wear fabric masks in

public. Moreover, the District is developing a reopening plan and policies that will include elements regarding personal protective equipment;

WHEREAS, RCW 42.30.040 provides that a member of the public shall not be required, as a condition of attendance at a meeting of a governing body, to register his or her name and other information, or otherwise to fulfill any condition precedent to his or her attendance;

WHEREAS, pursuant to Proclamation 20-28 and its amendments, the District has established the Remote Meeting Procedures and arranged for remote attendance by the public at those meetings. The District's remote meetings and Remote Meeting Procedures have become unexceptional;

WHEREAS, while Proclamation 20-28 and its amendments have been in effect, the District has experienced an increase in public engagement at its meetings that are subject to RCW 42.30 that have been held remotely in conformance with Proclamation 20-28, as amended;

WHEREAS, the District is concerned that when the waivers contained in Proclamation 20-28.4 expire on July 1, 2020, King County will likely be in Phase II under the Plan, in which no more than five people will be allowed to gather, meaning the five members of the Board of Commissioners in addition to only the Commission Chair would exceed the limitation; and

WHEREAS, the District desires to continue conducting meetings that are subject to RCW 42.30 during the COVID-19 outbreak in a manner that allows for public participation with the fewest restrictions.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the District, State of Washington, that the District hereby ratifies the Remote Meeting Procedures it has established under Proclamation 20-28 regarding remote attendance for meetings subject to RCW 42.30, the Open Public Meetings Act. For purposes of clarity, the Remote Meeting Procedures do not include the Meeting Substance Restrictions.

BE IT FURTHER RESOLVED that:

1. Recitals. The foregoing Recitals are expressly adopted herein.
2. Duration. This Resolution shall be in effect from July 1, 2020 until the seventh day after King County enters Phase III of the Plan, or as otherwise amended or rescinded by action of the Commission. The seven intervening days after King County enters Phase III of the Plan will allow the District to finalize its agenda and provide proper notice to the public of its meeting procedure.

PASSED AND ADOPTED by the Commission of Northshore Fire Department in open session on the 24th day of June 2020, and duly authenticated by the signatures of the Commissioners voting in favor thereof.

BOARD OF COMMISSIONERS:

RICHARD VERLINDA, Commissioner

JOSH PRATT, Commissioner

DON ELLIS, Commissioner

RICHARD WEBSTER, Commissioner

DAVID MAEHREN, Commissioner

ATTEST:

KATE HANSEN, District Secretary
Board of Commissioners

WARRANT/CHECK REGISTER

Northshore Fire Department

MCAG #: 2512

07/01/2020 To: 07/01/2020

Time: 08:00:43 Date: 06/23/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1147	07/01/2020	Claims	1	0	KEATING, BUCKLIN & MCCORMACK INC PS	793.00	Legal Fees - Ellis PRA
001 General Fund 10-016-0010						793.00	
						793.00	Claims: 793.00

**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.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-04

A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT APPROVING PUBLIC COMMENT PROCEDURE FOR VIRTUAL MEETINGS

WHEREAS, on March 24, 2020, Governor Inslee issued Proclamation 20-28, which, in part, prohibited public agencies subject to RCW 42.30 from conducting any meeting subject to RCW 42.30 unless the meeting (i) was not conducted in-person and instead provided an option(s) for the public to attend the proceedings through, at minimum, telephonic access, and may also include other electronic, internet, or other means of remote access, and (ii) provided the ability for all persons attending the meeting to hear each other at the same time;

WHEREAS, the District implemented a procedure for its Board of Commission meetings whereby the meetings have been conducted with all District Commissioners and senior staff present remotely utilizing a video and/or teleconference link provided by Zoom and a phone call-in number with an access code (the "Virtual Meetings").

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Northshore Fire Department, adopts the following procedure for public comments at all Virtual Meetings.

1. Individuals desiring to provide public comment shall submit a request to make public comment to the District Secretary via email up to one (1) hour before the posted meeting time. Request must be in writing and include the following information:
 - Date and time of the meeting for which the comments are intended;
 - The name of the individual requesting to make comments;
 - Whether or not the individual requesting to make comments lives within the city limits of Lake Forest Park or Kenmore; and
 - The agenda item and/or subject the comments refer to.
2. Within its discretion, the District may hear public comments from individuals who have not requested to make public comment in the method described above. Individuals wishing to make public comment in this manner are encouraged to utilize the "Raise Hand" feature of Zoom.
3. An individual's comments shall not exceed three (3) minutes. Individuals are encouraged to make comments as briefly as the subject permits.
4. The Chair shall maintain order and ensure the appropriateness of discussion. Comments of an overly repetitive or inappropriate (vulgar) nature may be denied public comment.

5. This procedure for public comments shall be posted with the public notice of Virtual Meetings.

PASSED AND ADOPTED by the Commission of Northshore Fire Department in open session on the 24th day of June 2020, and duly authenticated by the signatures of the Commissioners voting in favor thereof.

BOARD OF COMMISSIONERS:

RICHARD VERLINDA, Commissioner

JOSH PRATT, Commissioner

DON ELLIS, Commissioner

RICHARD WEBSTER, Commissioner

DAVID MAEHREN, Commissioner

ATTEST:

KATE HANSEN, District Secretary

Board of Commissioners