



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 6, 2020

REGULAR 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 5:01 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Interim Fire Chief Greg Ahearn, Interim Deputy Chief Doug McDonald, Legal Counsel Seth Woolson, Woodinville Fire & Rescue Executive Assistant Nicole Frisch, Board Secretary Kate Hansen, and two members of the public.

II. PUBLIC COMMENT

- o None

III. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 District Operations

A. Review of Governor's Stay Home Stay Healthy Directive

- o Legal Counsel Woolson reported that the Stay Home order and associated OPMA restrictions have been extended through May 31st. Legal Counsel will inform the board of any changes.

B. Review of Emergency Resolution

- o The Emergency Resolution will stay in effect until the next review at the next review at the May 20th meeting

C. COVID-19 Response Update

- o DC McDonald reviewed COVID-19 statistics for King County and surrounding areas to date.
- o DC McDonald reported that Northshore Fire crews, with the leadership of BC Knight, are doing an excellent job of effective PPE use.
- o Reusable gowns have been purchased and will hopefully be put into service on Friday.
- o To date all personnel who have been tested for COVID-19 have been negative.

D. Financial Forecast

- Chief Ahearn reported that Financial Forecasts are being monitored closely for any potential impacts to the district.
- E. Review of Current Reserve Fund Resolutions, Allocations and Balances
 - Chief Ahearn reported that presently there are no concerns related to reserve funds. The topic will continue to be monitored.
- F. Hiring Update: Deputy Chief Recruitment Update
 - Chief Ahearn reported that the current Deputy Chief recruitment closes on May 13th. To date the district has had 25 applicants.
 - Chief Ahearn answered questions from the Commissioners regarding the hiring process.
- G. Hiring Update: Entry Level Firefighter Recruitment Update
 - Chief Ahearn reported that to date 300 firefighter candidates have been identified and invited to provide further information.
 - A lateral entry hire process is also being considered and assessed by Chief Ahearn and DC McDonald.
 - Chief Ahearn answered questions from Commissioners on the Firefighter hiring process.

IV. CONSENT AGENDA

4.1 Vouchers

- The General Fund Vouchers totaled \$160,210.58 and Reserve Fund Vouchers totaled \$14,714.89

Commissioner Ellis moved to approve the submitted vouchers. Commissioner Pratt seconded. The board discussed. The motion passed unanimously.

V. REPORTS

5.1 Fire Chief Report

Chief Ahearn answered questions regarding the upcoming Fire Marshal vacancy due to FM LaFlam's retirement in June.

5.2 Commissioner Reports

- Commissioner Maehren reported that there have been two Consolidation Subcommittee meetings. Spreadsheets are being completed for financial comparison.

5.3 Legal Counsel Reports

- Legal Counsel Woolson reported that current work has included preparation for the May 6th meeting and reviewing OPMA impacts of the extended Stay Home order.

VI. EXECUTIVE SESSION

- 8.1 The Board moved into Executive Session at 5:42PM for up to 20 minutes to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). The board moved back to open session at 5:55PM.

Commissioner Maehren announced that due to technical difficulties, the board was returning to open session to complete regular business and then reconvene for Executive Session.

VII. UPCOMING BOARD AGENDAS

7.1 Next Meeting Date / Time / Format and Location

- The next Regular Meeting is scheduled for May 20th at 5:00PM

7.2 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas.

The Board took a poll and concluded that Consolidation is an essential business item at this time, and therefore appropriate to have on the May 20th agenda under the current limitations related to the Governor's Stay Home order.

VIII. EXECUTIVE SESSION

- 8.1 The Board moved into Executive Session at 6:00PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). The board moved back to open session at 7:05PM.

IX. ADJOURNMENT

The meeting adjourned at 7:05PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for May 20, 2020

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

KATE HANSEN, Secretary

King County Fire Protection District No. 16

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

From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: Re: Electronic Signature - Minutes Approved 5/20/2020
Date: Thursday, May 21, 2020 5:20:59 PM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

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

- **2020-04-15 NSFD Minutes**
- **2020-05-06 NSFD Minutes**

Sent from my iPhone

On May 21, 2020, at 3:49 PM, Kate Hansen <khansen@northshorefire.com> wrote:

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

- **2020-04-15 NSFD Minutes**
- **2020-05-06 NSFD Minutes**

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Minutes Approved 5/20/2020
Date: Saturday, May 30, 2020 1:23:14 AM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 30th day of May, 2020, by Commissioner David C. Maehren.

- **2020-04-15 NSFD Minutes**
- **2020-05-06 NSFD Minutes**

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



Proudly Serving the Citizens of Kenmore and Lake Forest Park

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•

From: Kate Hansen
Sent: Thursday, May 21, 2020 3:50 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signature - Minutes Approved 5/20/2020

Good Afternoon Commissioners,

Apologies, I forgot to include the approved Minutes with the Vouchers this morning. Attached please find the minutes of April 15th and May 6th, which were approved by the board at last night's regular meeting, May 20, 2020.

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 _____.

2020-04-15 NSFD Minutes

- **2020-05-06 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: [Rick Verlinda](#)
To: [Board Secretary](#)
Subject: RE: Electronic signatures for meeting minutes 4/15/20 and 5/6/2020
Date: Monday, June 14, 2021 1:53:49 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 14th _____ day of June, 2021, by Commissioner Rick Verlinda_____.

- 2020-04-15 NSFD Minutes
- 2020-05-06 NSFD Minutes

From: [Josh Pratt](#)
To: [Board Secretary](#)
Subject: RE: Electronic signatures for meeting minutes 4/15/20 and 5/6/2020
Date: Monday, June 14, 2021 8:27:46 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 14th day of June, 2021, by Commissioner Josh Pratt.

- 2020-04-15 NSFD Minutes
- 2020-05-06 NSFD Minutes



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Wednesday, May 6, 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/85232165497?pwd=QkFPSjITNDI1dW1CTEo5b0piRGtZUT09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 852 3216 5497

Password: 801415

I. Open Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Board Discussion and Possible Action Items

3.1 District Operations

A. Review of Governor's Stay Home Stay Safe Directive

B. Review of Emergency Resolution

C. COVID-19 Response Update

D. Financial Forecast

E. Review of Current Reserve Fund Resolutions, Allocations and Balances

F. Hiring Update: Deputy Chief Recruitment Update

G. Hiring Update: Entry Level Firefighter Recruitment Update

IV. Consent Agenda



4.1 Vouchers

V. Reports

5.1 Fire Chief Report

5.2 Commissioner Reports

5.3 Legal Counsel Report

VI. Executive Session

6.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).

VII. Upcoming Board Agendas

7.1 Next Meeting Date / Time / Format and Location

7.2 Future Agenda Items

VIII. Adjournment

Next Regular Meeting: May 20, 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



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATION 20-05**

20-25

STAY HOME – STAY HEALTHY

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06, 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, and 20-24, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State, significantly increasing the threat of serious associated health risks statewide; and

WHEREAS, there are currently at least 2,221 cases of COVID-19 in Washington State and, tragically, 110 deaths of Washingtonians associated with COVID-19; and

WHEREAS, models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state; and

WHEREAS, hospitalizations for COVID-19 like illnesses are significantly elevated in all adults, and a sharply increasing trend in COVID-19 like illness hospitalizations has been observed for the past three (3) weeks; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim: that a State of Emergency continues to exist in all counties of Washington State; that Proclamation 20-05 and all amendments thereto remain in effect as otherwise amended; and that Proclamations 20-05, 20-07, 20-11, 20-13, and 20-14 are amended and superseded by this Proclamation to impose a Stay Home – Stay Healthy Order throughout Washington State by prohibiting all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business, within the limitations provided herein.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), to help preserve and maintain life, health, property or the public peace, and to implement the Stay Home—Stay Healthy Order described above, I hereby impose the following necessary restrictions on participation by all people in Washington State by prohibiting each of the following activities by all people and businesses throughout

Washington State, which prohibitions shall remain in effect until midnight on April 6, 2020, unless extended beyond that date:

1. **All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services.** This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from leaving their home or place of residence except to conduct or participate in (1) essential activities, and/or (2) employment in providing essential business services:

- a. **Essential activities** permitted under this Proclamation are limited to the following:
 - 1) **Obtaining necessary supplies and services** for family or household members and pets, such as groceries, food and supplies for household consumption and use, supplies and equipment needed to work from home, and products necessary to maintain safety, sanitation and essential maintenance of the home or residence.
 - 2) **Engaging in activities essential for the health and safety** of family, household members and pets, including things such as seeking medical or behavioral health or emergency services and obtaining medical supplies or medication.
 - 3) **Caring for** a family member, friend, or pet in another household or residence, and to transport a family member, friend or their pet for essential health and safety activities, and to obtain necessary supplies and services.
 - 4) **Engaging in outdoor exercise activities**, such as walking, hiking, running or biking, but only if appropriate social distancing practices are used.
- b. **Employment in essential business services** means an essential employee performing work for an essential business as identified in the "[Essential Critical Infrastructure Workers](#)" list, or carrying out minimum basic operations (as defined in Section 3(d) of this Order) for a non-essential business.
- c. **This prohibition shall not apply to** individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence. These individuals are permitted and urged to leave their homes or residences and stay at a safe alternate location.
- d. **This prohibition also shall not apply to** individuals experiencing homelessness, but they are urged to obtain shelter, and governmental and other entities are strongly encouraged to make such shelter available as soon as possible and to the maximum extent practicable.

- e. For purposes of this Proclamation, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.
2. **All people in Washington State shall immediately cease participating in all public and private gatherings and multi-person activities for social, spiritual and recreational purposes, regardless of the number of people involved, except as specifically identified herein.** Such activity includes, but is not limited to, community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition also applies to planned wedding and funeral events. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from participating in public and private gatherings of any number of people for social, spiritual and recreational purposes. **This prohibition shall not apply to** activities and gatherings solely including those people who are part of a single household or residential living unit.

3. **Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines.** This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that, effective midnight on March 25, 2020, all non-essential businesses in Washington State are prohibited from conducting all activities and operations except minimum basic operations.

- a. **Non-essential businesses** are strongly encouraged to immediately cease operations other than performance of basic minimum operations, but must do so no later than midnight on March 25, 2020.
- b. **Essential businesses** are prohibited from operating under this Proclamation unless they establish and implement social distancing and sanitation measures established by the United States Department of Labor's Guidance on Preparing Workplaces for COVID-19 at <https://www.osha.gov/Publications/OSHA3990.pdf> and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.
- c. **This prohibition does not apply to** businesses consisting exclusively of employees or contractors performing business activities at their home or residence, and who do not engage in in-person contact with clients.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-01

A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT DECLARING EMERGENCY, AUTHORIZING EMERGENCY POWERS, AND DELEGATING AUTHORITY TO THE FIRE CHIEF IN RESPONSE 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 (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 3, 2020, King County declared a state of emergency in response to the COVID-19 outbreak; and

WHEREAS, on March 23, 2019, Gov. Inslee proclaimed “stay home” order for all nonessential activities and employment in essential business services due to COVID-19.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Northshore Fire Department as follows:

1. **Proclamation.** The Board of Commissioners of Northshore Fire Department hereby and expressly finds and declares, based upon the Recitals above, which are expressly adopted herein, that COVID-19 is a civil public health emergency that:

A. Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken neighborhood overtaken by such occurrences; and

B. Could, if unattended, seriously affect the safety, health, or welfare of a substantial number of citizens of Northshore Fire Department, or preclude the provision of essential public services with such

magnitude or severity as to necessitate seeking state, county, or other supplementation of local efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.

2. **Authority.** This Resolution Declaring a Local Emergency and Delegating Authority (“Resolution”) authorizes the Fire Chief to exercise such emergency powers as may be lawful under applicable laws, regulations, ordinances, or Northshore Fire Department’s policies, and necessary, including by way of example and not limitation the following: general fire district powers under Title 52, RCW 39.04.280(3) for emergency procurement, RCW 38.52.070 and Chapter 39.28 RCW (Emergency Public Works). Effective upon signature hereto and as further detailed in Section 3 below, the Fire Chief is authorized to exercise such lawful authority through the use and direction of Northshore Fire Department personnel, services, equipment, and such additional acts as the Fire Chief may find necessary in his or her sole discretion to properly and safely manage this emergency.

3. **Powers.** In order to properly delegate and authorize the Fire Chief to prepare for, address, manage, prevent, respond to, and remediate this emergency situation, the Fire Chief shall have all necessary powers to do the following, which is provided for example and not limitation: make necessary rules and regulations reasonably related to the emergency; obtain supplies, equipment, personal property, professional, procured, or technical services, etc. (including selecting and awarding such contracts as necessary); such public works as defined by RCW 39.04.010; authorize overtime and/or extended leave for personnel; requisition personnel and material; obtain emergency funding and permitting through federal, state, and local agencies; and take such other lawful acts as may be necessary and reasonably related to the emergency situation declared hereunder.

3.1 If the Fire Chief exercises any powers or authorities delegated under this Resolution, the Fire Chief shall report such exercise to the Commission at the next regular Commission meeting with explanation as to why it was necessary to take such action under this Resolution to meet the emergency situation articulated herein. If required by law, the Commission shall take such action in an open session to ratify the Fire Chief’s action(s) hereunder.

4. **Termination.** This Resolution shall continue in full force and effect until terminated by law or by further Resolution and shall be reviewed as a regular agenda item on the Commission’s agenda until such time as this Resolution is terminated.

ADOPTED by the Board of Commissioners at a special meeting this 30th day of March 2020.

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

From: [Don Ellis](#)
To: [Kate Hansen](#)
Subject: Re: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 10:44:53 AM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Approved and Electronically Signed this 8th day of April 2020 by Commissioner Ellis.

From: Kate Hansen <khansen@northshorefire.com>
Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
Subject: Resolution 20-01 and 20-02 for Signature

Good Evening Commissioners,

Attached please find the two Resolutions approved on March 30th for your electronic signature. To complete the signature, please reply to this message using the verbiage below, filling in your information.

Thank you and stay safe,

Kate

“Approved and Electronically Signed this ___ day of ____, 2020, by Commissioner _____.”

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: [Dave Maehren](#)
To: [Kate Hansen](#)
Cc: [Greg Ahearn](#)
Subject: RE: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 11:23:29 AM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

Approved and Electronically Signed resolution 20-01 this 8th day of April, 2020, by Commissioner David C. Maehren.

Approved and Electronically Signed resolution 20-02 this 8th day of April, 2020, by Commissioner David C. Maehren.

Kate,

In the future would you please send each document that needs a signature in a separate email. That practice will assure a commissioner's electronic signature is represented for a specific document.

Thanks

From: Kate Hansen
Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
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Thank you and stay safe,

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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: [Rick Verlinda](#)
To: [Kate Hansen](#)
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Thank you and stay safe,
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khansen@northshorefire.com



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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Resolution 20-01 and 20-02 for Signature from Rick Webster
Date: Monday, April 6, 2020 5:30:54 PM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

`Approved and Electronically Signed this 6th day of April, 2020, by Commissioner Rick Webster.

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Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
Subject: Resolution 20-01 and 20-02 for Signature

Good Evening Commissioners,

Attached please find the two Resolutions approved on March 30th for your electronic signature. To complete the signature, please reply to this message using the verbiage below, filling in your information.

Thank you and stay safe,

Kate

“Approved and Electronically Signed this __ day of ____, 2020, by Commissioner _____.”

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: [Josh Pratt](#)
To: [Kate Hansen](#)
Subject: RE: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 4:53:49 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

“Approved and Electronically Signed this 8th day of April, 2020, by Commissioner Josh Pratt.”

From: Kate Hansen
Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
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2020 Summary of Reserve Fund Activity

First Quarter Activity Report

Account Number	Account Name	2019 Reserve		2020 Reserve Fund Beg Bal	Current Quarter Activity		YTD	Activity	Balance
		Fund End Balance	2019 Reserve Fund Additions		Credits	Debits			
1	Natural Disaster	250,000	0	250,000					250,000
2	Insurance Contingency	200,000	0	200,000					200,000
3	Unplanned Loss of Revenue	2,286,332		2,286,332					2,286,332
4	Employee Benefit	2,437,087	0	2,437,087		22,875	22,875		2,414,212
5	Equipment Replacement	471,897		471,897		18,783	18,783		453,114
6	Facilities Improvement	635,344		635,344		343,537	343,537		291,807
	Interest income and fees	170,645			35,195	849	(34,346)		34,346
TOTALS		\$ 6,451,305.00	\$ -	\$ 6,280,660.00	\$ 35,194.72	\$ 386,043.87	\$ 350,849.15		\$ 5,929,810.85

* The annual Reserve Fund allocation of \$657,011 will be transferred in from the General Fund in April.

* Facilities Improvement are costs associated with the Station 57 remodel

* Equipment Replacement costs are \$12,404 for repair of engine #1100, \$3675 for our share of the audit from the 2018 SCBA Grant, and \$2572.21 for new APCs and an APC Rack



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 17-02

RESOLUTION DEFINING FUND POLICIES

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

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

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

NOW THEREFORE BE IT RESOLVED that King County Fire Protection District No. 16 hereby establishes a General Expense and Reserve Fund Plan as follows:

I. GENERAL EXPENSE FUND

A minimum balance of twenty percent (20%) of the annual expense budget shall be maintained in the General Expense Fund at all times. This fund balance would be measured on March 31st and September 30th of each year when balances would be at their lowest point.

II. RESERVE FUND

A. Reserve Fund Categories, Purpose and Funding Levels

The Reserve Fund shall be organized into six (6) main sub-categories to facilitate clear intent and accurate accounting. The level of funding of each category shall be no less than a minimum of the values stated below. Utilization of reserve funding shall be consistent with the associated general purpose statements provided for each category.

1. Natural Disaster

Purpose: To provide funding for overtime costs; casual labor; temporary facilities; food and equipment for extended

emergency operations lasting a minimum of fourteen days.

Fund Level: \$250,000

2. Insurance Contingency

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

Fund Level: \$200,000

3. Loss of Revenue

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

Fund Level: 25% of the annual operating budget

4. Employee Benefit

Purpose:

- A. To provide funding for LEOFF 1 medical insurance premiums, long term healthcare premiums and other approved medical expenses would be expensed from this fund.
- B. To fund post-employment benefits such as sick-leave and vacation buyback, etc. Payments made upon retirement shall be made from this fund. Replenishment of this fund could be spread out over several years, or prefunded if a large number of retirements were known in advance.

Fund Level:

- A. 100% of the GASB recommendation for LEOFF 1 retirees, and;
- B. 50% of the maximum potential employee buyback of optional time-off and sick leave hours, and;

5. Apparatus and Equipment Replacement

Purpose: To provide funding for the replacement of apparatus, vehicles and equipment that are designated for replacement at specific intervals and have a calculated

replacement cost that would be difficult to fund through the annual budgeting process.

Fund Level: 100% of the Capital Asset Replacement Plan for apparatus, vehicles and equipment

6. Facilities Improvement

Purpose: To provide funding for the maintenance and improvements of District facilities. This fund would be solely for larger ticket items such as roof repairs, HVAC systems, etc., and not a substitution for annual budgeting for normal facility maintenance.

Fund Level: Minimum of \$200,000

- B. Transactions expensed from the General Expense and Reserve Funds shall comply with the accounting principles established by King County Finance and Business Operations, the Washington State Auditor and RCW.
- C. The Fire Chief shall provide quarterly reports reflecting Reserve Fund activity in the BARS format as required by the Washington State Auditor and RCW.
- D. The Fire Chief shall submit Reserve Fund allocation recommendations to the Board of Commissioners each year as required to maintain funding levels as established by this resolution.

BE IT FURTHER RESOLVED, that Resolution 14-13 is hereby repealed.


DATED this 6th day of June, 2017.

BOARD OF COMMISSIONERS


ERIC ADMAN, Chair


KAE PETERSON, Member


CAROLYN ARMANINI, Member


DON ELLIS, Member


DAVE MAEHREN, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on June 6th, 2017


KATE HANSEN, Secretary
Board of Commissioners

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 09:55:09 Date: 05/02/2020

MCAG #: 2512

05/13/2020 To: 05/13/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
831	05/13/2020	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	Lobby Mats - St 51
832	05/13/2020	Claims	1	0	CFO SELECTIONS LLC	1,361.25	Tom B - Financial Modeling
833	05/13/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	567.00	Legal Fees - Contract Review
834	05/13/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	788.00	Legal Fees - Employment
835	05/13/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	3,083.50	Legal Fees - General Business
836	05/13/2020	Claims	1	0	CITY OF BELLEVUE	29,178.00	2020 January Recruit Academy Fees
837	05/13/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Apr 2020 - Maintenance Agreement
838	05/13/2020	Claims	1	0	FINISHING TOUCHES LANDSCAPING	293.15	Landscaping - St 57
839	05/13/2020	Claims	1	0	FRONTIER	214.43	Phones - St 51
840	05/13/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	March 2020 - I Net
880	05/13/2020	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	2,946.87	Pay Cycle(s) 04/30/2020 To 04/30/2020 - ADDLIFE; Pay Cycle(s) 04/30/2020 To 04/30/2020 - MEDICAL; Pay Cycle(s) 04/30/2020 To 04/30/2020 - METLIFE; Pay Cycle(s) 04/30/2020 To 04/30/2020 - METLIFE2
841	05/13/2020	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	16.39	Petty Cash Checking Reimbursement
842	05/13/2020	Claims	1	0	KROESEN'S, INC.	22.99	Name Badge
843	05/13/2020	Claims	1	0	KROESEN'S, INC.	371.59	Day Boots - Schneider
844	05/13/2020	Claims	1	0	L. N. CURTIS & SONS	263.56	Pants - Osgood
845	05/13/2020	Claims	1	0	L. N. CURTIS & SONS	78.43	Pullover - Hochstein
846	05/13/2020	Claims	1	0	L. N. CURTIS & SONS	281.77	PPE Boots - Gillis; Credit For INV360166 - Shirt Return
847	05/13/2020	Claims	1	0	LIFE ASSIST	56.43	EMS Supplies
848	05/13/2020	Claims	1	0	LIFE ASSIST	237.60	COVID-19 Supplies
849	05/13/2020	Claims	1	0	LIFE ASSIST	41.25	COVID-19 Supplies
850	05/13/2020	Claims	1	0	LIFE ASSIST	8.25	COVID-19 Supplies
851	05/13/2020	Claims	1	0	LIFE ASSIST	391.05	COVID-19 Supplies
852	05/13/2020	Claims	1	0	LIFE ASSIST	246.66	EMS Supplies
853	05/13/2020	Claims	1	0	LIFE ASSIST	52.76	EMS Supplies
854	05/13/2020	Claims	1	0	LIFE ASSIST	98.91	EMS Supplies
855	05/13/2020	Claims	1	0	LIFE ASSIST	391.05	COVID-19 Supplies
856	05/13/2020	Claims	1	0	LIFE ASSIST	689.70	COVID-19 Supplies
857	05/13/2020	Claims	1	0	LIFE ASSIST	459.80	COVID-19 Supplies
858	05/13/2020	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	699.15	P100 Particulate Filters
859	05/13/2020	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct #022432-000; St 57
860	05/13/2020	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	71,303.96	May 2020 - Medical
861	05/13/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Lease
862	05/13/2020	Claims	1	0	PRAXAIR DISTRIBUTION	92.76	Oxygen
863	05/13/2020	Claims	1	0	PUGET SOUND ENERGY	4,075.89	Acct #200019536453; St 51
864	05/13/2020	Claims	1	0	PUGET SOUND ENERGY	583.96	Acct #200020658783; St 57
865	05/13/2020	Claims	1	0	REPUBLIC SERVICES #172	336.29	Garbage / Recycle - St 51
866	05/13/2020	Claims	1	0	REPUBLIC SERVICES #172	151.25	Garbage - St 57
867	05/13/2020	Claims	1	0	SHERWIN WILLIAMS	18.68	Paint Samples - St 57

WARRANT/CHECK REGISTER

Northshore Fire Department
 MCAG #: 2512

05/13/2020 To: 05/13/2020

Time: 09:55:09 Date: 05/02/2020
 Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
868	05/13/2020	Claims	1	0	SHORELINE FIRE DEPARTMENT	21,542.25	Q1 2020 MIH
869	05/13/2020	Claims	1	0	STAPLES	75.66	Office Supplies
870	05/13/2020	Claims	1	0	STERICYCLE	150.27	BioHazard Disposal
871	05/13/2020	Claims	1	0	UNITED PARCEL SERVICE	33.39	Shipping
872	05/13/2020	Claims	1	0	VERIZON WIRELESS	44.47	Cell Phones
873	05/13/2020	Claims	1	0	VERIZON WIRELESS	617.03	Smart Phones
874	05/13/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	108.37	Janitorial Supplies
875	05/13/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	96.80	Janitorial Supplies
876	05/13/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	235.78	Janitorial Supplies
877	05/13/2020	Claims	1	0	WASHINGTON AUTOMATED, INC	242.00	Washer Service
878	05/13/2020	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,872.30	May 2020 - Dental/Life/EAP
881	05/13/2020	Payroll	1	0	WASHINGTON NATIONAL INS CO	188.40	Pay Cycle(s) 04/30/2020 To 04/30/2020 - CONSECO
882	05/13/2020	Payroll	1	0	WENDY BOOTH	50.00	Pay Cycle(s) 04/30/2020 To 04/30/2020 - COFFEE
879	05/13/2020	Claims	1	0	WESTERN DISPLAY FIREWORKS, LTD.	104.00	Clean Up Fee Refund - Cancelled Fireworks 2020
883	05/13/2020	Payroll	1	0	WSCFF EMPLOYEE BENEFIT TRUST	8,800.00	Pay Cycle(s) 04/30/2020 To 04/30/2020 - MERP1

001 General Fund 10-016-0010

160,210.58

	160,210.58		
		Claims:	148,225.31
		Payroll:	11,985.27

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

05/13/2020 To: 05/13/2020

Time: 09:54:46 Date: 05/02/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
828	05/13/2020	Claims	4	0	KING COUNTY FIRE PROTECTION DISTRICT 16	975.29	Petty Cash Checking Reimbursement
829	05/13/2020	Claims	4	0	TCA ARCHITECTURE - PLANNING	10,990.18	March 2020 Invoice - St 57 Remodel
830	05/13/2020	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,749.42	LEOFF I
004 Reserve Fund 10-016-6010						14,714.89	
						<u>14,714.89</u>	Claims: 14,714.89

Fire Chief's Report
Submitted by Chief Ahearn
May 6, 2020

Administration/Financial:

- FS Killion has been coming into the office intermittently (on a regular basis) to check and process mail, process invoices and payments received, and respond to main phone line voicemail while administrative offices are closed during the “Stay Home, Stay Healthy” Proclamation.
- FS Killion is working on the 1st Quarter Report and Annual Report, including review with Tom Broetje.
- FS Killion Attended a webinar by WFOA.

Human Resources:

- Recruitment for the Deputy Chief position has begun. Job postings have been placed with Indeed, AWC Jobnet, Craigslist, Facebook, LinkedIn, Daily Dispatch, Washington Fire Chiefs, and Washington Fire Chiefs Association.
- The District received two applications from National Testing Network (NTN) for financial assistance (Northshore Fire participates in NTN's Hardship Program to provide applicants support with testing fees). We approved one request and denied the second as the applicant is not a Washington State resident.
- Firefighter hiring update: Review of applicant testing scores has begun. Top selected candidates will move forward to the phone interview stage.
- Created a job posting in preparation for hiring a Fire Marshal.

Training:

- Captain Burrow worked with the North King County Training Consortium (NKCTC) to complete the move into the Training office.
- Captain Burrow worked with Lieutenant Ingersoll to develop an Incident Action Plan (IAP) for the upcoming North End Rope Technician Refresher. The topic is Guiding Line. Current group training sessions have been cancelled due to COVID-19.
- Station 51 completed the second quarter North End Drill (NED). The topic was 2½” Extended Attack. This evolution was intended to simulate a need for a fire attack that was approximately 400 feet from the engine where a 2 ½” hose is deployed and then a 1 ¾”, hose is extended for fire attack. Due to COVID-19 each NED was completed with a single engine company at one time to minimize multiple companies present at once.

East Metro Training Group (EMTG) Activities:

- Captain Burrow continues to collaborate with the Training Officers of the NKCTC for the development of the May Multi-Company Drill (MCO's). The drill will support the recent Natural Gas emergency response policy developed by the King County Fire Chiefs. As all MCO's have been cancelled for May due to COVID-19, the drill will be completed at a later time.

NKCTC Activities:

- The Training Officers developed a training schedule for the remainder of 2020.
- The Training Officers are currently collaborating to create standardized manuals for the participating agencies to include a basic fundamentals manual, a Probationary Firefighter Taskbook, Hose Manual, and Ladder Manual, as well as skill sheets

that support each document. The Training Officers are meeting with Subject Matter Experts (SME's) from each agency to maximize the collaboration.

- NKCTC has created an account in Fire Trex that will be piloted at Northshore Fire Department for the remainder of the second quarter. Currently each agency is using Fire Trex to assign and record completed training, and each quarter is being entered into each respective system a total of four times. In the new NKCTC Fire Trex the training is entered one time for all agencies. The anticipated roll out of a complete switch to the new system is third quarter of 2020.
- Northshore Fire has been chosen as the test group for the new NKCTC Training Database. Testing has gone live and Training will use feedback from the crews and administrative staff to continue refining the program.

Operations:

- We have seen a reduction in calls for service and are averaging 1-2 suspected COVID or symptom-related calls per day. Current call average is 6-8.
- Northshore rescue swimmers deployed to assist Bothell Fire on Slough water rescue of hypothermic elderly male in submerged rowboat.
- Northshore water rescue and KCSO Marine 7 responded to an overturned sailboat with a patient in the water off of Arrowhead Drive. Crews located and recovered the patient from the water; patient had no medical needs.
- Northshore BCs and ABCs attended the first Command Based Tactical Training taught by DC McDonald. This was a classroom and video simulation scenario-based class. Multi-jurisdictional BCs attended and worked collaboratively.
- IAP in place for 2-week period

Fire Prevention:

- FI Booth worked with the A-51 crew to develop a video of our fire safety presentation for fifth grade students. She is also coordinating with the schools to present the completed videos to their classes and to deliver printed materials for the students.
- FM LaFlam prepared and delivered project review comments to the City of Kenmore for several projects to include three townhome projects, two residential plats, a multi-story mixed-use project on Bothell Way, and a proposal to install two new above-ground fuel tanks and associated piping and dispensers at Kenmore Air.
- FI Booth developed a self-inspection program for low-hazard occupancies. This includes a self-inspection checklist, a business safety guide, and the preparation of the list of businesses that will qualify for this program.
- FM LaFlam identified seven boxes of archived files that qualify for destruction under the rules of the WA State Archivist. He will work with AA Kunkel to complete the proper forms for submittal to the State.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak began the application process for Emergency Management Program Grant "supplemental" funds that have been made available for COVID-19 related costs. NEMCo is eligible for \$6,870.
- NEMCo partners have begun a "return to work" guide for employees to include video segments and updated policies.
- NEMCo Radio Amateur Civil Emergency Service (RACES) steering committee is now meeting virtually to lay out plans for future activities.
- EM Lunak meet with Lake Forest Park police officers in small groups for CPR recertification.