



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

April 15, 2020

REGULAR MEETING BOARD OF COMMISSIONERS

Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:00 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, Board Secretary Kate Hansen, Lieutenant Anders Hansson, and four members of the public.

1.2 Adoption of Minutes of March 19th, March 23rd, March 30th, and April 8th

Commissioner Ellis moved to approve the minutes of March 19th, March 23rd, March 30th, April 8th as presented. Commissioner Webster seconded. The motion passed unanimously.

II. PUBLIC COMMENT

- o No public comment was submitted

III. APPROVAL OF THE AGENDA

- 3.1 Commissioner Verlinda requested the addition of section 4.1.D to discuss matters related to the Deputy Chief ILA.

Commissioner Ellis moved to approve the agenda as amended. Commissioner Webster seconded. The motion passed unanimously.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Review of Emergency Resolution

- o Chief Ahearn reported that to date no emergency action has been taken without board approval.

B. Discussion of Annual Pancake Breakfast

- o In light of COVID-19, the board discussed the possibility of postponing the Annual Pancake Breakfast scheduled for June. The Board reached consensus to postpone the event. Potential rescheduling will be discussed at the first meeting in July.

C. Deputy Chief Recruitment Process

- Chief Ahearn reviewed the draft Deputy Chief Position posting. The board and staff discussed position requirements and salary range. The board supported the proposed salary range and moving forward with the position posting.

D. Deputy Chief ILA Review

- Commissioner Verlinda requested a breakdown of costs related to the contracted Deputy Chief services. Chief Ahearn will obtain and distribute the information to the board.

V. BOARD RESOLUTIONS

5.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$25,880.74 and Reserve Fund Vouchers totaled \$2,895.00

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

VII. COMMISSIONER COMPENSATION

7.1 Review of Commissioner Compensation Claims

- The board will be issued a new Compensation Claim form, to be used beginning with the April Commissioner Compensation

7.2 Approval of Commissioner Compensation Claims

Commissioner Ellis moved to approve the compensation claim as presented. Commissioner Pratt seconded. The motion passed unanimously.

VIII. REPORTS

8.1 Fire Chief Report

Chief Ahearn provided a verbal report:

- Staff are healthy and doing well under the difficult circumstances of COVID-19.
- Chief Ahearn and staff are working to increase the accessibility of pertinent Board-related documents on the website.
- BC Knight has started a “COVID Connection” update that is distributed to all staff with pertinent COVID-19 information.
- The King County Assessor has allowed an extension for property tax payments. This will delay some of the Fire Benefit Charge revenue that the district receives.
- A Joint Labor Management meeting between the unions of Northshore Fire and Woodinville Fire & Rescue is scheduled for Monday, April 20th.

8.2 Commissioner Reports

- Commissioner Ellis asked where old, unused, fire extinguishers can be disposed of. Deputy Chief McDonald reported that there is a hazardous waste disposal in Everett that will accept them. He will obtain specific details for circulation to the board.

- Commissioner Pratt asked for an update on firefighter hiring. The district anticipates hiring 7-8 recruits for the next academy. Chief Ahearn will provide additional updates at the next meeting.

8.3 Legal Counsel Reports

- Legal Counsel Paxton reported that the district has done a good job of being responsive to changes and updates that have been put in place in response to COVID-19
- Legal Counsel Paxton reported that a recent employment law update related to COVID-19 puts in place protections and accommodations for high-risk employees.

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

X. EXECUTIVE SESSION

9.1 None

XI. ADJOURNMENT

The meeting adjourned at 6:09PM

NEXT MEETING DATE

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

Attachments: Agenda

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: [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

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

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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: [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: [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, April 15, 2020

5:00PM

Meeting held virtually, via Zoom

Public Comment must be submitted electronically prior to the meeting.
To submit public comment, please see instructions 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.

<https://us04web.zoom.us/j/115889236?pwd=QjBBYWE3UTRycVE2V01FZndRZXNpUT09>

Meeting ID: 115 889 236

Password: 213568

I. Open Meeting

1.1 Roll Call

1.2 Adoption of Meeting Minutes of March 19th, March 23rd, March 30th, and April 8th

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. Review of Emergency Resolution

B. Discussion of Annual Pancake Breakfast

C. Deputy Chief Recruitment Process

D. Deputy Chief ILA Review

V. Board Resolutions

5.1 None

VI. Consent Agenda



6.1 Vouchers

VII. Commissioner Compensation

7.1 Review of Commissioner Compensation Claims

7.2 Approval of Commissioner Compensation Claims

VIII. Reports

8.1 Fire Chief Report

8.2 Commissioner Reports

8.3 Legal Counsel Report

IX. Upcoming Board Agendas

9.1 Setting of Future Meeting Agenda(s)

X. Executive Session

10.1 None

XI. Adjournment

Next Regular Meeting: May 6, 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
KENMORE, WA 98028

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

MINUTES

March 19, 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 2:31 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis (via conference phone), Rick Webster, and Dave Maehren. Also present was Acting Fire Chief Eric Magnuson, Fire Chief Greg Ahearn Legal Counsel Matt Paxton (via teleconference), Board Secretary Kate Hansen, Lieutenant Anders Hansson; Battalion Chief Jeff Tagart; and one member of the public.

1.2 Adoption of Minutes of March 4, 2020

Commissioner Pratt moved to approve the minutes of March 4, 2020. Commissioner Verlinda seconded. The motion passed unanimously

II. PUBLIC COMMENT

2.1 Lake Forest Park resident Mike Dee addressed the Commissioners with miscellaneous comments.

III. APPROVAL OF THE AGENDA

3.1 *Commissioner Ellis moved to approve the agenda. Commissioner Verlinda seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Operational Update

- Acting Chief Magnuson reported on staff quarantines related to COVID-19 and protective measures that have been instated within the department. Chief Magnuson answered Commissioner questions regarding the COVID-19 response.
- Chief Ahearn reported that a framework is almost complete to make a Deputy Chief promotion prior to Acting Chief Magnuson's retirement at the end of the month.

4.2 Regionalization and Merger Discussion

- Commissioner Meahren reported that the Regionalization Sub-Committee members from Northshore and Woodinville's Board of Commissioners will be meeting with Chief Ahearn next week. Commissioner Maehren also reported that he received communication from Chief Cowan of Shoreline Fire regarding the current merger assessment that Northshore Fire is undergoing. The board discussed regionalization.

4.3 Future Meetings Discussion

- Staff is assessing remote meeting attendance options for future meetings. The board and staff discussed.

Commissioner Verlinda moved that we cancel the scheduled regular meeting on April 1, 2020. Commissioner Pratt seconded. The motion passed unanimously.

Commissioner Verlinda moved that we schedule a Special Meeting for April 8, 2020 at 5:00pm. Commissioner Pratt seconded. The motion passed unanimously.

V. CONSENT AGENDA

5.1 Vouchers

- The General Fund Vouchers totaled \$30,316.13 and Reserve Fund Vouchers totaled \$211,469.57

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

VI. UPCOMING BOARD AGENDAS

6.1 Setting of Future Meeting Agenda(s)

Future meeting agendas were updated

VII. ADJOURNMENT

The meeting adjourned at 3:04PM

NEXT MEETING DATE

The next Commissioners meeting is for April 8, 2020

Attachments: Agenda

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 April 15, 2020

DRAFT



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

March 23, 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 4:01 PM.

Persons in attendance were Commissioners Rick Verlinda, Don Ellis (via conference), Rick Webster, and Dave Maehren. Also present was Acting Fire Chief Eric Magnuson, Fire Chief Greg Ahearn Legal Counsel Matt Paxton (via conference), Board Secretary Kate Hansen (via conference), Lieutenant Anders Hansson, and one member of the public. Absent was Commissioner Josh Pratt.

II. EXECUTIVE SESSION

2.1 The board moved into Executive Session at 4:02PM for 15 minutes to evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g). At 4:20PM the board extended the Executive Session by 10 minutes. The board moved back into open session at 4:28PM.

III. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 Discussion / Approval of Deputy Chief MOU

Commissioner Webster moved to approve the MOU as presented. Commissioner Ellis seconded. The motion passed unanimously.

3.2 Discussion / Approval of COVID-19 Response Plan

Chief Ahearn updated the Board on County and Department responses related to COVID-19. King County has instated a response task force. Chief Ahearn and Acting Chief Magnuson have been participating in daily updates.

Staff answered questions from the Board regarding Northshore Fire's immediate response plans for COVID-19 and Fire Chief/Deputy Chief succession.

The board directed Fire Chief Ahearn to work with Legal Counsel on a request for federal emergency relief funds which have been provided to the State of Washington.

3.3 Access / Use of Reserve Funds to Support COVID-19 Response Plan

The board discussed possible use of Northshore Fire's Disaster Reserve funds for COVID-19 related needs.

IV. ADJOURNMENT

The meeting adjourned at 5:29PM

NEXT MEETING DATE

The next scheduled Commissioners meeting is for April 8, 2020

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 April 15, 2020



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

March 30, 2020

SPECIAL MEETING BOARD OF COMMISSIONERS

Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 4:02 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Acting Fire Chief Eric Magnuson, Fire Chief Greg Ahearn, Legal Counsel Matt Paxton, Board Secretary Kate Hansen, and members of the staff and public.

II. PUBLIC COMMENT

2.1 No public comment was submitted.

III. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 Declaration of State of Emergency

Legal Counsel Paxton explained the impacts of a Declaration of State of Emergency for Northshore Fire Department if the Board chooses to enact it.

Commissioner Ellis moved approve Resolution 20-01 Establishing State of Emergency. Commissioner Webster seconded. The Board discussed. The motion passed all in favor.

3.2 Resolution Authorizing Electronic Signatures

Legal Counsel Paxton recommended that in light of the COVID-19 crisis, the board approve Resolution 20-02 to allow for electronic signatures.

Commissioner Ellis moved approve Resolution 20-02 Establishing Electronic Signatures. Commissioner Verlinda seconded. The Board discussed. The motion passed unanimously.

3.3 ILA for Fire Chief Services with Woodinville Fire & Rescue

Chief Ahearn reviewed proposed amendments to the ILA for Fire Chief Services to include an increase in time and cost for contracted Chief services.

Commissioner Ellis moved to approve the amended ILA for Fire Chief Services. Commissioner Webster seconded. The board discussed. The motion passed unanimously.

3.4 Deputy Fire Chief Vacancy

Chief Ahearn reported that neither of the staff members whom the board approved for promotion accepted the Deputy Chief position. Chief Ahearn presented contingency plans to recruit a Deputy Chief from outside of the department and contract with DC McDonald of Bothell Fire in the interim. The board and staff discussed.

Commissioner Webster moved to approve the ILA for Deputy Chief Services as presented by Chief Ahearn. Commissioner Verlinda seconded. The motion passed unanimously.

3.5 Operational Update on the COVID-19 Pandemic

Chief Ahearn reported the BC Knight has been appointed as Emergency Manager for the Northshore Fire Department to manage the on-going impacts of the COVID-19 pandemic. Chief Ahearn reported on staffing impacts that this appointment and other COVID-19 adjustments have had.

3.6 District Communications

Commissioner Maehren reported that he was able to give a fire department update to the City of Lake Forest Park prior to the meeting restrictions that have been introduced. He was not able to give an update to the City of Kenmore. The board and staff discussed internal and external communication efforts.

Commissioner Maehren thanked Acting Fire Chief Magnuson for his dedication and contributions to the Northshore Fire Department.

Commissioner Maehren asked for clarification from Legal Counsel on what matters can and cannot be placed on the board's agenda while the Governor's Proclamation 20-28 is in effect. The board and legal counsel discussed.

IV. ADJOURNMENT

The meeting adjourned at 4:57PM

NEXT MEETING DATE

The next scheduled Commissioners meeting is for April 8, 2020.

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 April 15, 2020

DRAFT



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

April 8, 2020

SPECIAL MEETING BOARD OF COMMISSIONERS

Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:02 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/Acting Secretary Dawn Killion, Battalion Chief Mike Morris and 1 members of the public.

II. PUBLIC COMMENT

2.1 No public comment was submitted.

III. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 Introduction of Deputy Fire Chief McDonald

Chief Ahearn noted the ILA for DC Services with City of Bothell was approved on March 30th. Currently we are waiting for electronic signatures.

- Commissioner Maehren welcomed DC McDonald to the District
- Chief Ahearn noted the duties of DC McDonald and talked about his background and experience

3.2 Update on COVID-19 Pandemic

- BC Knight gave brief overview of COVID-19 response. Indicated the PPE measures for COVID responses and non-COVID responses and preventive measures of cleaning the station and health check stations before people come in for work
- BC Knight also said that acquiring PPE is becoming difficult, we have orders and back orders in process, but we could have issues if this continues longer term
- BC Knight stated the District has currently spent about \$11,000 on COVID-19 supplies

3.3 Update on District Communications

- Commissioner Maehren attended City of LFP meeting before they closed down but was unable to attend a City of Kenmore meeting prior to the closure
- Chief Ahearn indicated the PIOs are putting out information as updates are received

- Commissioner Maehren commented about looking for a written response for our local partners
- 3.4 Review of “Virtual Agenda Items” Fire Commissioners Meetings
- Commissioner Maehren asked about if the District needed to have a physical meeting during the current time of the Stay at Home order.
 - Legal Counsel Paxton addressed the issue that Governor Inslee issued proclamation regarding physical meetings, excusing public entities from having a physical location while the Stay at Home order is in effect, currently May 4th
 - Legal Counsel Paxton stated that during this time for the meetings actions taken should only be ones necessary and routine, or necessary and routine in response to the COVID-19 virus

IV. CONSENT AGENDA

4.1 Vouchers

- The General Fund Vouchers totaled \$190,424.21 and Reserve Fund Vouchers totaled \$89,399.43

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

V. COMMISSIONER COMPENSATION

5.1 Review of Commissioner Compensation Claims

- Commissioner Maehren requested to hold the review and approval until next week since the compensation claims were not uploaded to AV Capture so we can maintain transparency. There were no objections by the other commissioners.

5.2 Approval of Commissioner Compensation Claims

- N/A

VI. REPORTS

6.1 Fire Chief Report

- The business office is closed to the public through May 4th, essential employees coming in every day, non-essential working remotely and coming in occasionally to get more work and check in
- One of the probationary fire fighters submitted their resignation for personal reasons
- Station 57 remodel is moving forward but had some slight delays with supplies but still continues to complete phase 1 and move into phase 2
- Briefing by BC Tagart, the two new engines are being built with target date for delivery of Fall 2020
- NKCTC up and running, putting together a pump academy for summer and other trainings to make everything consistent between all departments

VII. UPCOMING BOARD AGENDAS

7.1 Next Meeting Date and Agenda Items

- Commissioner Maehren indicated the removal of the special meeting prior to next week's regular board meeting
- Other agenda items to be discussed in meeting with Chief Ahearn and Commissioner Maehren

VIII. ADJOURNMENT

The meeting adjourned at 5:40PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for April 15, 2020

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Acting Secretary

King County Fire Protection District No. 16

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

POSITION OPENING: DEPUTY CHIEF OF OPERATIONS



Serving the Communities of Kenmore and Lake Forest Park, WA Since 1942

HQ Station 51

7220 NE 181st St
Kenmore, WA 98028

PH: 425-354-1780

Station 57

17020 Brookside Blvd NE
Lake Forest Park, WA
98155

www.northshorefire.com



About Northshore Fire

Northshore Fire is staffed with 51 dedicated employees, including 43 Firefighters and Officers, Training Captain, Fire Prevention (Fire Marshal and Fire Inspector/PIO) and our 5-person administrative team.

In 2019, our two stations responded to 3,582 total calls. In addition to responding within our jurisdiction, Northshore Fire is frequently requested to respond to assist neighboring communities.

Located about 13 miles northeast of Seattle, Kenmore is situated near Lake Washington, many parks and trails, and active arts and heritage organizations. Visit www.kenmorewa.gov and www.city_of_lfp.com for more details about the communities.

Position Opening

Northshore Fire Department is currently hiring for a Deputy Chief of Operations. This essential role will be responsible for planning, directing, managing, and overseeing the daily activities of the fire department's operational functions. This includes, but is not limited to, preparing and administering the operational budget, coordination of safety related issues, the planning and organization of the division in alignment with department goals, and assuming command at major incidents as needed. The person in this role must have the ability to establish and maintain effective working relationships between the District and other Departments, committees, and outside agencies.

A full job description can be found on our website at: http://www.northshorefire.com/wp2/about_us/employment/

Benefits

As a Northshore employee, you will be part of a team that is committed to positively impacting and serving the community. This great opportunity provides excellent medical, dental and vision benefits (employee premiums 100% paid by employer, dependent premiums 93% paid by employer), generous paid-time off accruals, and enrollment in WA State's Department of Retirement Systems (LEOFF II).

Job Details

Job Title:

Deputy Chief of Operations

FLSA status: Exempt

Job Type: Full-time / Days

Annual Salary:

\$149,820—\$174,792 DOE

Application deadline:

May 13, 2020 (position will remain open until filled)

How to Apply

Submit the following to Shannon Moore via

smoore@northshorefire.com

by May 13:

1. Cover Letter
2. Resume
3. Application (attached)
4. Supplemental Questions (see page 2)



Engine 51 responding to a rapid-moving house fire in Kenmore



SUPPLEMENTAL QUESTIONS

Instructions:

Please provide comprehensive answers to the following questions. Responses are limited to no more than a single page per question, single-spaced.

1. Why are you interested in the Deputy Fire Chief position at the Northshore Fire Department at this point in your career?
2. Tell us about your current or most recent position, scope of responsibilities and an overview of the Department for which you work(ed).
3. What is your experience in succession planning? Please provide examples of how you may have been involved in developing/mentoring others for career growth and development.
4. The ideal candidate for this position will be able to lead an operations division that fosters achievement, builds and maintains team effectiveness and operational consistency across shifts, and successfully manages the operations and training programs in support of the organizational goals. Please describe for us your professional experience and knowledge in these areas.
5. Please describe for us your experience working with elected Officials, regional partners and your labor relations experience.



Annual DUI drill at Inglemoor High School prior to prom night



Please return completed applications to:

Northshore Fire Department
ATTN: Shannon Moore, Human Resources
7220 NE 181st ST, Kenmore, WA 98028
Fax: 425-354-1781

HR DEPARTMENT ONLY

Date Received _____

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION				
LAST NAME:		FIRST NAME:		MIDDLE INITIAL:
ADDRESS:		CITY:	STATE:	ZIP:
HOME PHONE:	CELL PHONE:		E-MAIL:	
POSITION APPLIED FOR?		WAGE/SALARY DESIRED?		
DATE AVAILABLE FOR WORK?		AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		
APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary If part time, specify hours or days:				
Have you ever previously applied for employment here? <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, when?				
How did you learn about this position opening?				
If employee referral, please specify name:				
Are you legally eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes (Proof of right to work in the U.S. will be required if hired)				
Are you 18 years or older? <input type="checkbox"/> No <input type="checkbox"/> Yes (If no, employment is subject to minimum legal age requirements)				
Do you possess a valid driver's license? <input type="checkbox"/> No <input type="checkbox"/> Yes (A valid driver's license is required only where stated in job announcement):				
License No.:		State:	Expiration Date:	
Have you ever been convicted of a felony or entered an Alford Plea within the past 10 years? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, please indicate the date and nature of the offense:				
In a criminal or civil proceeding, have you ever been found responsible for domestic violence, abuse, sexual abuse, neglect, and/or exploitation of a child or a vulnerable adult? (Civil proceedings include non criminal judicial or administrative hearings and determinations that have been made by agencies such as the Department of Social and Health Services or the Department of Health). <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, please indicate the date and nature of the offense:				
Were you known by any other name(s)? <input type="checkbox"/> No <input type="checkbox"/> Yes; If you, please indicate name(s):				

EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degree(s) Received
High School				
High School				
College				
College				
Trade				
Business, or				
Graduate school				

CERTIFICATIONS AND LICENSES			
Certification/License	State	Certification/License Number	Expiration Date

PROFESSIONAL REFERENCES			
List at least 3 persons (other than relatives), including at least 2 supervisors, who can speak to your professional work experience.			
Name	Relationship to You	Professional Title	Phone number

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service, for the last 10 years:

If currently employed, may we contact your employer? No Yes

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

EMPLOYMENT RECORD CONTINUED

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

SKILLS

Please indicate your level of experience with each of the following programs based on the following rating scale.

0 = No experience 1 = Beginner 2 = Intermediate 3 = Expert NA = Not Applicable

Product	Level of Experience	Product	Level of Experience
MS Word		MS PowerPoint	
MS Outlook		MS Access	
MS Excel		Internet Explorer	
MS Publisher		Adobe	

Indicate other skills related to the position you are seeking:

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Northshore Fire Department to afford equal employment opportunities to all employees and applicants, without regard to race, gender, color, national origin, citizenship status, religion, age, marital status, disability, genetic information, sexual orientation, veteran status, or any other characteristic protected by Federal, State, and Local law.

NOTIFICATION AND AGREEMENT

PLEASE READ BEFORE SIGNING

I certify that the information provided by me is true, correct, and complete. I understand that any position offered me will be contingent upon the results of a background check, drug test and, if applicable to the position, a medical examination. I understand that if hired, I can be discharged for any misrepresentation or omission and that employment eligibility may be conditioned on King County Fire Protection District No. 16 / Northshore Fire Department receipt of a satisfactory criminal conviction report and my providing proof of eligibility to work in the United States.

I authorize Northshore Fire Department to which I am providing this application to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Northshore Fire Department) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Northshore Fire Department from any liability for future references it may provide regarding my work history with Northshore Fire Department.

Due to the large number of applications that Northshore Fire Department receives, I understand that Northshore Fire Department cannot guarantee that my application will be considered for any or all open positions they may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Northshore Fire Department and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Applicant Signature

Date

Applicant Name (Print)

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

04/22/2020 To: 04/22/2020

Time: 12:44:44 Date: 04/10/2020
Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
711	04/22/2020	Claims	1	0	CENTURY LINK	58.63	Phones - St 57
712	04/22/2020	Claims	1	0	CITY OF LAKE FOREST PARK	693.83	Acct #005377-000; St 57 Sewer
713	04/22/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	937.80	April 2020 - Radio Access Fees
714	04/22/2020	Claims	1	0	GALACTIC IDEAS, LLC	49.00	Renewal - Gravity Forms
715	04/22/2020	Claims	1	0	GALLS, LLC - DBA BLUMENTHAL UNIFORM	62.69	Hochstein - Uniform Elastic Band
716	04/22/2020	Claims	1	0	IMS ALLIANCE	305.25	Name Tags
717	04/22/2020	Claims	1	0	L. N. CURTIS & SONS	126.06	Nozzle Repair
718	04/22/2020	Claims	1	0	L. N. CURTIS & SONS	36.16	Belt - Hochstein
719	04/22/2020	Claims	1	0	L. N. CURTIS & SONS	398.57	Hofschulte - Pants, Pullover, Belt And Nametag
720	04/22/2020	Claims	1	0	LIFE ASSIST	924.00	EMS Supplies - COVID-19
721	04/22/2020	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	2,618.00	2020 Annual Flow Tests
722	04/22/2020	Claims	1	0	NORTHSHORE SCHOOL DISTRICT PRINT SHOP	46.25	Patient Transfer Forms
723	04/22/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	4,248.37	March Fuel & Maintenance
724	04/22/2020	Claims	1	0	O'REILLY AUTO PARTS	23.26	Tire Gauge/Chuck - St 51; Overage Adjustment
725	04/22/2020	Claims	1	0	PRAXAIR DISTRIBUTION	55.43	Cylinder Hydrostatic Test
726	04/22/2020	Claims	1	0	PSR MECHANICAL	2,389.20	Q2 - Service Agreement
727	04/22/2020	Claims	1	0	SEATTLE CITY LIGHT	612.06	Acct #9969310000; St 57
728	04/22/2020	Claims	1	0	SHIRTWORKS	1,005.93	Shirts, Shorts & Embroidery
729	04/22/2020	Claims	1	0	SHIRTWORKS	32.49	Embroidery
730	04/22/2020	Claims	1	0	SHIRTWORKS	89.89	Screenprinting
731	04/22/2020	Claims	1	0	SHORELINE FIRE DEPARTMENT	2,700.00	Truck Academy - 6/8-6/12
732	04/22/2020	Claims	1	0	TKE CORP	516.71	Q2 2020 - Maintenance
733	04/22/2020	Claims	1	0	TOMAR	220.94	Light For E151
734	04/22/2020	Claims	1	0	TOWN CENTER HARDWARE	1,549.48	Twine/Tape/Stakes; N95s
735	04/22/2020	Claims	1	0	UNITED PARCEL SERVICE	12.24	Shipping To LN Curtis
736	04/22/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	211.24	Janitorial Supplies
737	04/22/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	134.64	Janitorial Supplies
738	04/22/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	145.20	Janitorial Supplies
739	04/22/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	95.92	Janitorial Supplies
740	04/22/2020	Claims	1	0	WASHINGTON STATE DEPARTMENT OF REVENUE	481.50	Leasehold Excise Tax
741	04/22/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	5,100.00	Chief Services - March

001 General Fund 10-016-0010

25,880.74

25,880.74 Claims: 25,880.74

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:44:20 Date: 04/10/2020

MCAG #: 2512

04/22/2020 To: 04/22/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
710	04/22/2020	Claims	4	0	ONSITE TEMP HOUSING INC	2,895.00	Housing Trailer Rental - St 57 Remodel
004 Reserve Fund 10-016-6010						2,895.00	
						<u>2,895.00</u>	Claims: 2,895.00

AGREEMENT SUMMARY FORM

Reset Form

PRELIMINARY INFORMATION

Staff Name: Bruce Kroon Dept: Fire Director Approval and Date: 3/31/20

This agreement requires Council approval Yes No If yes, Council Meeting Date: 4/7/20

Has the vendor reviewed and preliminarily approved the agreement? Yes No

AGREEMENT INFORMATION

Contract #: 2053 Agreement Type: Interlocal

Vendor #: 10922 Vendor Name: Northshore Fire Department

Please summarize what this agreement is for:

ILA for Deputy Chief Services - 8,912.13 per mo. = 35,648.52

Revenue - Reimbursement from NSFD for half DC wages each month.

This agreement is an original

This agreement is a supplement/change order - Supplement/Change Order #: _____

Project Code (if applicable): _____ Org Code: _____ Object Code: _____

If your contract requires multiple codes, please provide them on page 2

Completion Date: 7/31/20

Original Contract Amount: _____

Are the following required for this agreement:

Previous Supplements Total: _____

Notarized signature? Yes No

Current Supplement Amount: _____

Certificate of insurance? Yes No

Total Contract Amount: \$ 0.00

Add'l insured Yes No

Total Budgeted: _____

If no additional insured endorsement, explain:

Total Budgeted references:

A specific line item in the dept's project's budget detail

The org/object code's budgeted total for the biennium

DIGITAL SIGNATURE INSTRUCTIONS AND SIGNATORY CONTACT INFORMATION

Will the vendor sign this agreement electronically? Yes No If no, provide the signatory's address:

Signatory Name: David Maehren

7220 NE 181st St

Signatory Phone Number: 425-354-1780

Kenmore, WA 98028

Signatory Email Address: dmaehren@northshorefire.com

APPROVALS (Adobe Sign or Munis Routing Only)

_____ City Attorney

_____ Finance Director

_____ Finance (Procurement and Budget)

_____ City Manager

_____ Finance (Capital Facilities Projects)

_____ City Clerks (if applicable)

**INTERLOCAL AGREEMENT
BETWEEN
KING COUNTY FIRE PROTECTION DISTRICT NO. 16
AND
THE CITY OF BOTHELL
FOR
DEPUTY FIRE CHIEF SERVICES**

THIS INTERLOCAL AGREEMENT FOR DEPUTY FIRE CHIEF SERVICES (the “Agreement”) is made and entered into by and between **KING COUNTY FIRE PROTECTION DISTRICT NO. 16**, a Washington municipal corporation (“Northshore”), and **THE CITY OF BOTHELL**, a Washington municipal corporation (“Bothell”). Northshore and Bothell are referred to collectively as the “Parties” and individually as “Party”.

I. RECITALS

WHEREAS, Northshore is without a full-time Deputy Fire Chief;

WHEREAS, Northshore requires support in its response operations and to support its administration beginning in April 2020;

WHEREAS, the Parties desire for Bothell’s Deputy Fire Chief to provide such services to Northshore on the terms and conditions herein; and

WHEREAS, the Parties are authorized, pursuant to Chapter 39.34 of the Revised Code of Washington, to enter into this Agreement to allow the Parties to cooperate with each other to provide high-quality services to the public in the most efficient manner possible.

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. **Purpose.** The purpose of this Agreement is to establish a contractual arrangement under which Bothell shall provide the services, as defined herein, to Northshore.
2. **Headings.** The headings in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.
3. **Term.** This Agreement shall become effective on April 1, 2020 (the “Effective Date”) and shall remain in effect until July 31, 2020 (the “Termination Date”), unless otherwise terminated as provided below. The Parties may renew this Agreement for additional 30-day terms upon written approval of each Party’s legislative body.

3.1 This Agreement may be terminated: (1) without cause prior to the Termination Date upon 30 days’ advance written notice by either Party to the other; or (2) for cause based on a material breach of this Agreement prior to the Termination Date upon 15 days’ advance written notice to the breaching party and opportunity to cure. Upon termination, Bothell shall be relieved from any further obligation to provide services hereunder, and Northshore shall be

liable only for payment attributable to the services rendered prior to the effective date of termination.

4. **Services.** Bothell shall, upon request, provide the services generally outlined in **Exhibit A** (the "Services") to Northshore, attached herewith and incorporated by this reference. It is recognized that Bothell's Deputy Fire Chief will ordinarily perform the Services from Bothell's administrative offices; provided, however, that Bothell's Deputy Fire Chief shall make regular visits to the Northshore administrative offices, as appropriate, to carry out the intent of this Agreement.

5. **Compensation for Services.** Northshore shall pay Bothell \$8,912.13 per month (prorated for any partial months) (the "Fee"), which the Parties agree is full and true value for the Services.

5.1 The Fee is based on the Parties sharing Deputy Fire Chief services and using the Bothell Deputy Fire Chief's total cost of compensation. Bothell shall provide not less than ten (10) calendar days' notice of any increase in the Deputy Fire Chief's total cost of compensation, and the Fee shall be adjusted thereafter to account for the increase in such total cost of compensation.

5.2 Bothell shall issue a monthly invoice for the Fee on the last day of the month; payment shall be due from Northshore within 30 days of receipt.

5.3 Any adjustments to the Fee, other than that set out in 5.1 above, shall be mutually agreed upon in a written addendum to this Agreement.

6. **Indemnification.** To the extent permitted by law, each Party shall defend, indemnify and hold the other Party, its officers, officials, employees and volunteers harmless from any and all claims, damages, losses and expenses, including, but not limited to attorneys' and expert's fees, (collectively a "claim") arising out of or resulting from the acts, errors or omissions of that Party, its officers and employees under this Agreement. A Party's indemnification duty shall not apply to liability for damages arising out of claims caused by or resulting in whole from the negligence of the other Party or its agents or employees. A Party's indemnification duty for liability for damages arising out of claims caused by or resulting from the concurrent negligence of (a) the other Party, and its agents or employees, and (b) that Party, and its agents or employees, shall apply only to the extent of negligence of that Party, and its agents or employees.

EACH PARTY SPECIFICALLY AND EXPRESSLY WAIVES ANY IMMUNITY THAT MAY BE GRANTED IT UNDER THE WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW. FURTHER, THE INDEMNIFICATION OBLIGATION UNDER THIS AGREEMENT SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE TO OR FOR ANY THIRD PARTY UNDER WORKERS' COMPENSATION ACTS, DISABILITY BENEFITS ACTS, OR OTHER EMPLOYEE BENEFITS ACTS PROVIDED THE INDEMNIFYING PARTY'S WAIVER OF IMMUNITY BY THE PROVISIONS OF THIS PARAGRAPH EXTENDS ONLY TO CLAIMS BETWEEN THE PARTIES, AND DOES NOT INCLUDE, OR EXTEND TO, ANY CLAIMS BY A PARTY'S EMPLOYEES DIRECTLY AGAINST THAT PARTY.

7. **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 provisions in this entire section (including subsections) may be satisfied by membership in the Washington Cities Insurance Authority risk pool.

7.1 The insurance policies required to be maintained under this Agreement shall (a) name the other Party as additional named insureds on use of the Property; (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.

7.2 Northshore shall purchase and maintain employment practices liability insurance in the amount of \$1,000,000 per claim. Bothell shall be named as an additional insured on Northshore's employment practices insurance provided that such insurance shall apply to Bothell only while its employees are engaged in rendering services to Northshore under this Agreement. Evidence of employment practices liability insurance shall be furnished and approved by Bothell prior to commencement of service performance by Bothell for Northshore.

8. **Compliance with Laws.** The Parties, in performance of this Agreement, shall comply with all applicable local, State and/or Federal laws and ordinances, including standards for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals and any other standards or criteria as described in this Agreement to assure quality of services.

9. **Non-Discrimination in Employment and Services.** The Parties are equal opportunity employers, and shall not discriminate against any employee or applicant on the grounds of race, color, religion, sex, sexual orientation, national origin, creed, marital status, age, veteran status, or the presence of any disability; provided that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the particular worker involved from performing the occupational requirements of the job. The Parties shall not, on the grounds of race, color, sex, sexual orientation, religion, national origin, creed, marital status, age, veteran status or the presence of any disability deny any individual any services or other benefits provided under this Agreement.

10. **Not Employees of Other Party.** Nothing in this Agreement shall be interpreted as Northshore becoming the employer of Bothell's Deputy Fire Chief or other personnel. 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.

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

19. **Counterparts.** This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

20. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties hereto with respect to the administrative services contained in this Agreement, and this Agreement supersedes all their previous understandings and agreements, written and oral, with respect thereto. This Agreement may be amended only by written instrument executed by the Parties subsequent to the date hereof.

21. **Severability.** If any section, subsection, sentence, clause or phrase of this Agreement is for any reason found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions so long as the ultimate purposes of this Agreement are not frustrated by such ruling.

IN WITNESS WHEREOF, this Agreement has been executed by each Party on the date set forth below:

CITY OF BOTHELL

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

By: _____
Jennifer Phillips, City Manager

By: _____
David Maehren, Chair
Board of Fire Commissioners

Date: _____

Date: _____

APPROVED AS TO FORM:

Paul Byrne, City Attorney

Date: _____

EXHIBIT A

SCOPE OF WORK

Bothell and Northshore will continue to maintain separate policies and the two agencies' adopted level of service.

Bothell's Deputy Fire Chief shall administrate the response operations divisions separately with Northshore providing the following administrative support:

1. Northshore's current employees will provide Northshore-specific knowledge and support;
2. Northshore will provide administrative support staff to conduct Northshore business.

The performance of the duties of the parties provided hereby shall be done in accordance with standard operating procedures and customer practices of the Parties.

No provision of this Agreement shall relieve either Party of its public agency obligations and/or responsibilities imposed by law. Neither Party intends, by virtue of this Agreement, to effect or authorize any delegation of its authority to establish or amend policies, enter into agreements or take any other action as is within its authority and discretion under law.

The Bothell Deputy Fire Chief shall provide response operations oversight services and all provisions of the Deputy Chief of Operations job description to Northshore, while working closely with the current administrative support staff, including, without limitation, the following:

- A. Serving as the liaison between the response operations personnel and the Fire Chief;
- B. Planning, organizing and directing the response operations details of the District;
- C. Working on special projects assigned by the Fire Chief, which may include working on incremental progress toward regionalization efforts;
- D. Maintaining a working environment conducive to positive morale, appropriate discipline and productivity, quality, initiative and teamwork;
- E. Representing Northshore (in addition to Bothell) at regional meetings, such as King County Ops Chiefs, Zone 1 Ops Chiefs, North King County Training Consortium, etc.; and
- F. Attending, upon request of the Fire Chief, the meetings of the Northshore's Board of Fire Commissioners and necessary standing committee meetings. Additional Northshore-specific meetings may be scheduled, as necessary.

See Northshore's Deputy Chief job description.

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Deputy Chief Services ILA - April 2020
Date: Wednesday, April 8, 2020 6:00:31 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

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

From: Kate Hansen
Sent: Wednesday, April 8, 2020 3:13 PM
To: Dave Maehren <dmaehren@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signature - Deputy Chief Services ILA - April 2020

Good Afternoon Commissioner Maehren,

Attached please find the Deputy Chief Services ILA that was approved by Northshore Fire's Board of Commissioners on March 30, 2020 and the Bothell City Council on April 7, 2020.

Please respond with your electronic signature:

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

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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**AMENDMENT TO
INTERLOCAL AGREEMENT
BETWEEN
KING COUNTY FIRE PROTECTION DISTRICT NO. 16
AND
WOODINVILLE FIRE & RESCUE
FOR ADMINISTRATIVE SERVICES**

Pursuant to Paragraph 5.3 of the Interlocal Agreement between King County Fire Protection District No. 16 and Woodinville Fire & Rescue for Administrative Services (hereinafter, "Agreement"), the parties have agreed to amend said Agreement, effective April 1, 2020, as follows:

5. **Compensation for Services.** Northshore shall pay WF&R \$10,200 per month (pro-rated for any partial months) (the "Fee"), which the Parties agree is full and true value for the Services.

5.1 The Fee is based on an estimated 20 hours per week for providing the Services using the WF&R Fire Chief's total cost of compensation and discounting such amount by approximately 12% to account for those meetings which the WF&R Fire Chief attends as a representative of both parties. WF&R shall provide not less than ten (10) calendar days' notice of any increase in the Fire Chief's total cost of compensation, and the Fee shall be adjusted thereafter to account for the increase in such total cost of compensation.

All other terms of the original Agreement remain in effect as stated in the original document.

WOODINVILLE FIRE & RESCUE

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

Roger Collins
Roger Collins, Chair
Board of Fire Commissioners

David Maehren, Chair
Board of Fire Commissioners

Date: April 7, 2020

Date: _____

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Fire Chief Services ILA Addendum - April 2020
Date: Wednesday, April 8, 2020 6:18:32 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

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

From: Kate Hansen
Sent: Wednesday, April 8, 2020 3:00 PM
To: Dave Maehren <dmaehren@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signature - Fire Chief Services ILA Addendum - April 2020

Good Afternoon Commissioner Maehren,

Attached please find the Fire Chief Services ILA Addendum that was approved by Northshore Fire's Board of Commissioners on March 30, 2020 and Woodinville Fire and Rescue's Board of Commissioners on April 7, 2020.

Please respond with your electronic signature:

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

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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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](#)
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[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

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Thank you and stay safe,

Kate

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

Kate Hansen

Administrative Specialist
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Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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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](#)
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[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

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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
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To: [Kate Hansen](#)
Subject: RE: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 4:53:49 PM
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KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 20-02

A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT AUTHORIZING THE USE OF ELECTRONIC SIGNATURES IN LIEU OF HANDWRITTEN SIGNATURES

WHEREAS, the Electronic Authentication Act Chapter 19.360 RCW authorizes state and local agencies (including special purpose districts) to utilize electronic signatures in the conduct of governmental affairs and other transactions;

WHEREAS, a local agency may determine whether, and to what extent, the agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures;

WHEREAS, whenever the use of a written signature is authorized or required by a local agency, an electronic signature may be used with the same force and effect as the use of a signature affixed by hand, as long as the electronic signature conforms to the definition in RCW 19.360.030 and the writing conforms to RCW 19.360.040;

WHEREAS, under RCW 19.360.030, an electronic signature is defined as an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record;

WHEREAS, under RCW 19.360.040, a writing is a record, which is defined as information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure;

WHEREAS, pursuant to RCW 19.360.020(1), an electronic signature may be used with the same force and effect as the use of a signature affixed by hand;

WHEREAS, pursuant to RCW 19.360.020(5), "[t]he method and process for electronic submissions and the use of electronic signatures must be established by ordinance, resolution, policy, or rule;" and

WHEREAS, in light of the COVID-19 health crisis, the Governor's Stay-at-Home Proclamation, and Proclamation 20-08, the Board finds that is impracticable and/or impossible for commissioners to execute documents by hand.

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

1. Pursuant RCW 19.36, the Commissioners of the Northshore Fire Department may sign any documents which are approved by the Board of Fire Commissioners in open public session, including but not limited to vouchers, by electronic signature.
2. An electronic signature, for purposes of this resolution, shall consist of the following: (1) an e-mail from Northshore Fire Department staff to a Commissioner at the Commissioner’s Northshore Fire Department e-mail account containing, as an attachment, the document which requires execution; and (2) the Commissioner’s reply to that e-mail in which the Commissioner writes (in substantially the following form): “Approved and Electronically Signed this ___ day of ____, 2020, by Commissioner _____.”
3. With regards to approval of the vouchers, if King County allows a specific process for electronic approval of vouchers by the Commission, such County-approved process may be followed in lieu of (or in addition to) the process set forth in Section 2.
4. Any electronic signature of a Commissioner conforming to this Resolution shall have the same force and effect of a signature affixed by hand and shall be deemed the equivalent of an original signed document.
5. For purposes of the Public Records Act, the District Secretary shall print all electronic signatures and shall keep them attached to the written document that was approved. The District Secretary is authorized to fill in the date in the signature block, if applicable, and the District Secretary shall further insert on each signature line of the original document the following words: “Electronically signed.”

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

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

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