



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

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08
Date: Friday, April 17, 2020 12:32:36 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 17 day of 2020, 2020, by Commissioner David C. Maehren

- **2020-03-19 NSFD Special Minutes**
- **2020-03-23 NSFD Special Minutes**
- **2020-03-30 NSFD Special Minutes**
- **2020-04-08 NSFD Special 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, April 16, 2020 3:57 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08

Good Afternoon Northshore Fire Commissioners,

Attached please find the Board Meeting Minutes of March 19th, March 23rd, March 30th, and April 8th, which were approved by the board at last night's regular meeting, April 15, 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 _____.

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- **2020-03-23 NSFD Special Minutes**
- **2020-03-30 NSFD Special Minutes**
- **2020-04-08 NSFD Special 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: [Josh Pratt](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08
Date: Thursday, April 16, 2020 8:42:09 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

The following documents are Approved and Electronically Signed this 16th day of April, 2020, by Commissioner Josh Pratt.

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- **2020-03-23 NSFD Special Minutes**
- **2020-03-30 NSFD Special Minutes**
- **2020-04-08 NSFD Special Minutes**

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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08
Date: Thursday, April 16, 2020 4:28:13 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

The following documents are Approved and Electronically Signed this 16th day of April, 2020, by Commissioner Rick Webster.

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- **2020-03-23 NSFD Special Minutes**
- **2020-03-30 NSFD Special Minutes**
- **2020-04-08 NSFD Special Minutes**

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From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Subject: Re: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08
Date: Friday, April 17, 2020 3:00:26 PM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

The following documents are Approved and Electronically Signed this 17th day of April, 2020, by Commissioner Rick Verlinda.

- **2020-03-19 NSFD Special Minutes**
 - **2020-03-23 NSFD Special Minutes**
 - **2020-03-30 NSFD Special Minutes**
 - **2020-04-08 NSFD Special Minutes**
-

From: Kate Hansen <khansen@northshorefire.com>
Sent: Thursday, April 16, 2020 3:56 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
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Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Special Meeting Agenda

Monday, March 30, 2020

4:00PM

Meeting held virtually, via Zoom

To attend 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/778812125?pwd=VUFKOEE5S0cxZ3lvOEEdSM2FSTTJlZz09>

Meeting ID: 778 812 125

Password: 133876

I. Open Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment (directions for electronic comment submissions below)

III. Board Discussion and Possible Action Items

3.1 Declaration of Emergency COVID-19

3.2 Resolution Authorizing Electronic Signatures

3.3 ILA for Fire Chief Services with Woodinville Fire & Rescue

3.4 Deputy Fire Chief Vacancy

3.5 Operational Update on the COVID-19 Pandemic

3.6 District Communications

IV. Adjournment

The Next Board Meeting is scheduled for April 8th at 5:00 PM



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

NOTICE OF SPECIAL MEETING

DATED March 29, 2020

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

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held virtually via Zoom, on Monday, the 30th day of March, 2020 at 4:00PM and public comments must be submitted electronically.

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

Public Comment Procedures for Virtual Meetings:

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

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

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
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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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From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Subject: Re: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 12:34:47 PM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Approved and Electronically Signed this 8th day of April, 2020, by Commissioner Rick Verlinda

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Sent: Sunday, April 5, 2020 8:08 PM
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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.

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,

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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
Attachments: [image001.png](#)
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[image003.png](#)
[image004.png](#)

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Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
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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

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>
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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strictly prohibited. Please notify the sender immediately by return e-mail and delete all copies from your system.

From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Subject: Re: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 12:34:47 PM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Approved and Electronically Signed this 8th day of April, 2020, by Commissioner Rick Verlinda

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: [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.

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: [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>
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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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

Are the following required for this agreement:

- Notarized signature? Yes No
Certificate of insurance? Yes No
Add'l insured Yes No

Original Contract Amount: _____

Previous Supplements Total: _____

Current Supplement Amount: _____

Total Contract Amount: \$ 0.00

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 (Procurement and Budget)
____ Finance (Capital Facilities Projects)
____ Finance Director
____ City Manager
____ 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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