



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

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## 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**

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**RICK VERLINDA**, Member

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**JOSH PRATT**, Member

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**DON ELLIS**, Member

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**RICK WEBSTER**, Member

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**DAVID MAEHREN**, Member

**ATTEST**

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**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](#)

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**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 19<sup>th</sup>, March 23<sup>rd</sup>, March 30<sup>th</sup>, and April 8<sup>th</sup>, 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:

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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 181<sup>st</sup> St., Kenmore, WA 98028

Office: 425-354-1780

Direct: 425.354.1779

[khansen@northshorefire.com](mailto: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](#)

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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](#)

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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](#)  
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[image008.png](#)

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**Sent:** Thursday, April 16, 2020 3:56 PM  
**To:** Commissioners <e-mailcommissioners@northshorefire.com>  
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