



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

January 15, 2020

REGULAR MEETING BOARD OF COMMISSIONERS

at Northshore Fire Department's Headquarters Station 51

I. OPENING OF MEETING

1.1 Roll Call

Vice 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 Acting Fire Chief Eric Magnuson, Legal Counsel Matt Paxton, Board Secretary Kate Hansen, Lieutenant Anders Hansson, Lieutenant Jeremiah Ingersoll, Firefighter Travis Ross, Jeremy and three members of the public.

1.2 Adoption of Minutes of December 18th & December 26th

Commissioner Ellis moved to approve the minutes of December 18th and December 26th as presented. Commissioner Webster seconded. The board discussed. The motion passed unanimously.

1.3 Election of Board Officers

A. Board Chair

Commissioner Verlinda moved to elect Commissioner Maehren as Chair. Commissioner Webster seconded. The motion passed 4-1 with Commissioner Ellis opposing.

B. Board Vice Chair

Commissioner Pratt moved to elect Commissioner Webster as Vice Chair. Commissioner Webster seconded. The motion passed unanimously.

1.4 Establishment of 2020 Regular Meeting Dates and Time

The board discussed 2020 board member availability and decided to maintain the current schedule.

II. PUBLIC COMMENT

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

Local 2459 President Anders Hansson addressed the Commissioners regarding consolidation.

III. APPROVAL OF THE AGENDA

- 3.1 Commissioner Maehren requested the addition of a presentation from Shoreline Fire Chief Matt Cowan as section 3.2.

Commissioner Verlinda requested the removal of Section 5.2.H. Commissioner Webster seconded. The board discussed.

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

- 3.2 Chief Cowan presented a proposal for Fire Chief and Administrative services to the board.

IV. EXECUTIVE SESSION

- 4.1 The Board moved into Executive Session at 5:40PM for up to 30 minutes to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b); and to discuss litigation or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i). The board moved back to open session at 6:12PM.

No action was taken after the Executive Session.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Introduction of Legal Counsel

A. Status of IT system for remote attendance at meetings

- Acting Chief Magnuson reported that he has worked with the IT professionals to determine equipment needed for A/V installation and he will be working with Kirkland IT to complete the install.
- The board discussed the previous motion that was made, and set to be implemented starting January 2020, that legal counsel would only attend one meeting per month. It was determined that legal counsel attendance for the next meeting will be determined at a later date dependent upon the agenda.

5.2 District Operations

A. Interlocal Agreement for Fire Chief Services & Transition Discussion

- The board reviewed and discussed the draft Interlocal Agreement between Northshore Fire and Woodinville Fire & Rescue and options for Fire Chief services.

Commissioner Maehren moved to set a Special Meeting for next Wednesday, January 22nd at 5:00pm, with the primary agenda item to discuss administrative consolidation options. Commissioner Ellis seconded. The board discussed. The motion passed unanimously.

B. CPR Workshop Report

- Acting Chief Magnuson reported that as a result of the recent joint training, two groups would like to hire Northshore Fire/NEMCo to teach CPR/AED/Stop The Bleed training to their members. The board discussed.
- Per consensus of the board, Acting Chief Magnuson will move forward with opening the training to out of district groups as requested.

C. Status of MRSC Membership

- Acting Chief Magnuson reported that the MRSC Membership is now active and associated resources are available to Northshore personnel.

D. Retirement Award Policy Implementation

- Commissioner Verlinda reported that he has received the draft certificate of recognition and will distribute to the board.
- Commissioner Verlinda suggested that the Commissioners would present retirement Awards as part of the Annual Banquet.
- E. Discussion of Board Involvement and Potential Special Meeting Notice for Annual Banquet
 - The Commissioner retirement awards will be presented in conjunction with the Union's presentation of retirement awards.
 - A quorum will not be in attendance and no special meeting notice is required.
- F. Food/Cooking Allowance for Station 57 Personnel During Remodel
 - Postponed to the January 22nd Special Meeting
- G. Approval to Issue Audit Report to the Stat Auditor's Office

Commissioner Ellis moved to approve the state Auditor's Report. Commissioner Verlinda seconded. The motion passed unanimously.
- H. Cabo Dow Administrative Salary Survey Next Steps
 - Postponed
- I. North City Water Joint Board Meeting
 - The board was in consensus to move forward with setting a Joint Board Meeting for February 19th.
- J. Discussion of Hiring Independent Board Secretary
 - The board discussed needs and options for the Board Secretary position. The board will discuss further on February 5th.
- K. Discussion of Patient Fee for Transport Program
 - The board discussed the possibility of a trial Transport Program. The board will discuss further at a later date.

5.3 Board Procedures and Organization

A. 2020 Forward Planning

- The board reviewed the list of 2020 topics for board discussion.

Commissioner Verlinda moved that both board policies for Commissioner Compensation and Access to Legal Services be added to the agenda for our first meeting in February. Commissioner Pratt seconded. The motion passed 4-0 with Commissioner Ellis abstaining.

5.4 Regionalization

A. Potential Administrative Consolidation Options

- The board discussed actions that have been taken and next steps

B. Response to Shoreline Fire Commissioner Letter

- The board discussed actions that have been taken

VI. **BOARD RESOLUTIONS**

6.1 None

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$162,719.58 and Reserve Fund Vouchers totaled \$29,101.79

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

VIII. COMMISSIONER COMPENSATION

8.1 Review of Commissioner Compensation Claims

- None

8.2 Approval of Commissioner Compensation Claims

Commissioner Ellis moved to approve as claimed. Commissioner Verlinda seconded. The motion passed unanimously.

IX. REPORTS

9.1 Fire Chief Report

- Acting Chief Magnuson answered questions on the Fire Chief Report.
- A. Acting Chief Magnuson reported that the Station 57 remodel is underway and the site has been kept very clean by the Regency Northwest staff. Some additional reconfigurations outside of the original scope are being considered and evaluated.

9.2 Commissioner Reports

- None

9.3 Legal Counsel Reports

- The only substantive legal work thus far has been the Interlocal Agreement with Woodinville Fire and Rescue.

X. UPCOMING BOARD AGENDAS

10.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

XI. EXECUTIVE SESSION

- 11.1 The Board moved into Executive Session at 7:48PM for up to 30 minutes to discuss 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). The board moved back to open session at 8:05PM.

XII. ADJOURNMENT

The meeting adjourned at 8:05PM

NEXT MEETING DATE

The next special meeting is January 22, 2020. The next regularly scheduled Commissioners meeting is February 5, 2020.

Attachments: Agenda and Fire Chief's Report

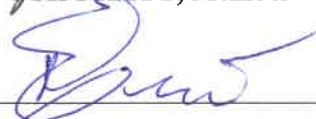
BOARD OF COMMISSIONERS



RICK VERLINDA, Member



JOSH PRATT, Member



DON ELLIS, Member



RICK WEBSTER, Member



DAVID MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 5, 2020



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Wednesday, January 15, 2020

5:00PM

I. Open Meeting

- 1.1 Roll Call
- 1.2 Adoption of Meeting Minutes of December 18th and December 26th
- 1.3 Election of Board Officers
 - A. Board Chair
 - B. Board Vice Chair
- 1.4 Establishment of 2020 Regular Meeting dates and times

II. Public Comment

- 2.1 Public Comment

III. Approval of Agenda

- 3.1 Approval of the Meeting Agenda

IV. Executive Session

- 4.1 Executive Session to discuss litigation or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i). To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).

V. Board Discussion and Possible Action Items

- 5.1 Introduction of Legal Counsel
 - A. Status of IT system for remote attendance at meetings
- 5.2 District Operations
 - A. Interlocal Agreement for Fire Chief Services & Transition Discussion
 - B. CPR Workshop Report
 - C. Status of MRSC Membership
 - D. Retirement Award Policy Implementation
 - E. Discussion of Board Involvement and Potential Special Meeting Notice for Annual Banquet
 - F. Food/Cooking allowance for Station 57 Personnel during remodel
 - G. Approval to issue Audit Report to the State Auditor's Office



- H. Cabot Dow Administrative Salary Survey next steps
- I. North City Water Joint Board Meeting (Tentatively 2/19?)
- J. Discussion of hiring independent Board Secretary
- K. Discussion of Patient Fee for Transport Program
- 5.3 Board Procedures and Organization
 - A. 2020 Forward Planning
- 5.4 Regionalization
 - A. Potential Administrative Consolidation Options
 - B. Response to Shoreline Fire Commissioner Letter
- VI. Board Resolutions**
 - 6.1 None
- VII. Consent Agenda**
 - 7.1 Vouchers
- VIII. Commissioner Compensation**
 - 8.1 Review of Commissioner Compensation Claims
 - 8.2 Approval of Commissioner Compensation Claims
- IX. Reports**
 - 9.1 Fire Chief Report
 - A. Station 57 Update
 - 9.2 Commissioner Reports
 - 9.3 Legal Counsel Report
- X. Upcoming Board Agendas**
 - 10.1 Setting of Future Meeting Agenda
- XI. Executive Session**
 - 11.1 Executive Session 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).
- XII. Adjournment**

Next Regular Meeting: February 5, 2020 at 5:00 PM

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

THIS INTERLOCAL AGREEMENT FOR ADMINISTRATIVE SERVICES (the "Agreement") is made and entered into by and between **KING COUNTY FIRE PROTECTION DISTRICT NO. 16**, a Washington municipal corporation ("Northshore"), and **WOODINVILLE FIRE & RESCUE**, a Washington municipal corporation ("WF&R"). Northshore and WF&R are referred to collectively as the "Parties" and individually as "Party".

I. RECITALS

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

WHEREAS, Northshore requires support in its administrative oversight services and to attend Northshore's Board meetings as requested to support its Deputy Chief beginning in February 2020;

WHEREAS, the Parties desire for WF&R's 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 WF&R 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 February ____, 2020 (the "Effective Date") and shall remain in effect until December 31, 2020 (the "Termination Date"), unless otherwise terminated as provided below. The Parties may renew this Agreement for additional one (1) year 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, WF&R 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.** WF&R shall, upon request, provide the services generally outlined in **Exhibit A** (the "Services") to Northshore. It is recognized that WF&R's Fire Chief will ordinarily perform the Services from WF&R's administrative offices; provided, however, that WF&R's 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 WF&R \$5,100 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 10 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.

5.2 WF&R 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 At quarterly intervals (*i.e.*, on or before April 15, 2020, July 15, 2020, and October 15, 2020), the Parties will re-evaluate the actual amount of time being spent by the WF&R Fire Chief in providing the Services to Northshore to determine if the hours and associated Fee should be adjusted. Any adjustments 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.

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. WF&R shall be named as an additional insured on Northshore's employment practices insurance provided that such insurance shall apply to WF&R 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 WF&R prior to commencement of service performance by WF&R 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 WF&R's 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.

12. **Dispute Resolution, Jurisdiction, and Venue.** In the event litigation ensues, each Party shall bear its own costs and expenses. The venue for any dispute related to this Agreement shall be King County, Washington. This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each Party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance. The Parties expressly waive their right to a jury.

13. **Acts of Employees.** Each of the Parties shall, at all times, be solely responsible for the acts or the failure to act of its personnel that occur or arise in any way out of the performance of this Agreement by its personnel only.

14. **Recording.** A copy of this Agreement shall be filed with the King County Auditor or posted on the website of either Party.

15. **Notices.** All notices, requests, demands, or other communications pursuant to this Agreement shall be in writing and shall be deemed to have been given if personally delivered or mailed, registered or certified mail, return receipt requested, postage pre-paid, upon deposit in the United States mail, to the Parties at the following addresses:

Northshore: Northshore Fire
ATTN: Chair, Board of Fire Commissioners
7220 NE 181st Street
Kenmore, WA 98028-2711

WF&R: Woodinville Fire & Rescue
ATTN: Chair, Board of Fire Commissioners
P.O. Box 2200
Woodinville, WA 98072-2200

The Parties agree that the addresses of all Parties to which notice shall be given may be changed at any time by written notice to the other Party.

16. **Independent Municipal Governments.** The Parties hereto are independent municipal corporations. Except for the specific terms herein, nothing herein shall be construed to limit the discretion of the governing bodies of either Party. Nothing in this Agreement shall be construed to create a joint entity between the Parties. Any property to be held in connection with this Agreement shall be held as the separate property of the Party in whose name the property is or was acquired.

17. **No Benefit to Third Parties.** This Agreement is entered into for the benefit of the Parties and shall confer no benefits, direct or implied, on any third persons. Nothing herein shall be construed as creating an exception to the Public Duty Doctrine.

18. **Neutral Authorship.** Each of the provisions of this Agreement has been reviewed and negotiated directly between the Parties, and represents the combined work product of all Parties hereto. No presumption or other rules of construction which would interpret the provisions of

this Agreement in favor of or against the Party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

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 of 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:

WOODINVILLE FIRE & RESCUE

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

By: _____
Roger Collins, Chair
Board of Fire Commissioners

By: _____
Its: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

Jeffrey Ganson, WF&R Counsel

Date: _____

EXHIBIT A

SCOPE OF WORK

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

WF&R's Fire Chief shall administrate the entities separately with Northshore providing the following administrative support:

1. Northshore's current Deputy Fire Chief will continue to provide oversight over response operations and provide Northshore-specific knowledge and support;
2. Northshore will provide executive and 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 WF&R Fire Chief shall, upon request, provide administrative oversight services to Northshore, while working closely with the current Northshore Deputy Chief, including, without limitation, the following:

- A. Serving as the liaison between the Board of Fire Commissioners and Northshore's employees;
- B. Planning, organizing and directing the operations and administrative details of the District;
- C. Guiding and directing a staff of professional, technical, and administrative support personnel;
- D. Working on special projects, to include working on incremental progress toward regionalization efforts;
- E. Maintaining a working environment conducive to positive morale, appropriate discipline and productivity, quality, initiative and teamwork;
- F. Representing Northshore (in addition to WF&R) at regional meetings, such as King County Fire Chiefs, Zone 1 Fire Chiefs, Norcom Governing Board, North King County Training Consortium Governing Board, etc.; and
- G. Attending, upon request, the meetings of the Northshore's Board of Fire Commissioners and necessary standing committee meetings. If the WF&R Fire Chief is unavailable, he may send a designee in his stead. Additional Northshore-specific meetings may be scheduled, as necessary.



NORTHSHORE FIRE DEPARTMENT

“Dedicated to Community Service”

MEMORANDUM

Date: January 09, 2020
To: Board of Commissioners
From: Acting Fire Chief Magnuson
Re: CPR Program

The purpose of this memorandum is to request direction from the Board regarding fees charged for the CPR Classes or First Aid/CPR classes for 2020.

Currently, the District only provides classes for residents and charges \$35.00 for the Adult CPR class and \$50.00 for the First Aid/CPR class. Additionally, Private, Blended Learning, and “Friends & Family” classes are also offered (see attached matrix for pricing). The fees charged are not wage recovery, but essentially the cost of materials and certification cards.

Typically, the Northshore Fire Department struggles to fill resident only classes, typically providing instruction for one to three resident citizens. We have had a substantial number of requests from individuals and/or organizations from outside our service delivery area. By charging a full cost recovery amount to those outside our service area, we may be able to provide better opportunities to our residents as well as those seeking training from outside our boundaries.

We are recommending amending our practice to provide CPR or First Aid/CPR classes to anyone interested and charge a non-resident, double the resident fee. This may improve efficiency of instruction as well as mitigate any impacts from non-resident students.

Commissioners,

Synopsis of the Stop the bleed, Hands only CPR, & AED workshop we hosted at Station 51 Sunday 12/8. There were 3 sessions at 8:00am, 10:00am & 12:00pm with 3 stations that rotated everyone through in that 2 hour time period (Stop the Bleed, Hands Only CPR and AED Training).

39 total students from:

Lake Forest Park	15
Kenmore	11
Bothell	5
Shoreline	5
Edmonds	1
Seattle	1
Woodinville	1

Number of student by time of class attended:

8:00-10:00	12
10:00-12:00	12
12:00-2:00	15

Primary reason for attending:

Stop the Bleed	11
Hands Only CPR	9
AED Training	7
All of the above	12

How they heard about the class:

Shoreline Area News	12
Facebook	9
NEMCo	7
Nextdoor	4
Church	4
Mom made them	2
Friend	1

2019 Northshore Fire CPR Program

What we offer is 6 scheduled classes throughout the year

4 Adult CPR/AED (6:30-9:30)

2 First Aid/CPR/AED (9:00-1:00)

Variety of Private classes (**BULK OF OUR PROGRAM**)

BLS / Healthcare Provider (dental offices, adult care facility employees)

Child/Infant (daycare / pre-school)

Friends & Family (Nemco, City of Kenmore, Sr. Center, Plywood Supply)

Blended learning – student takes online Red Cross Class / makes appointment for practical/hands on

CPR Class: \$35.00/student

First Aid/CPR: \$50.00/student

Private CPR: \$200.00 (up to 10 students)

Private First Aid/CPR: \$300.00 (up to 10 students)

HCP/BLS: \$250.00 (up to 10 students)

Friends/Family: Free

Blended: \$30.00

Direct card cost from Red Cross: CPR \$13.30, FA/CPR \$18.90, HCP \$19.00)

February CPR Scheduled: No one registered / class cancelled

April First Aid/CPR Class: 14 registered, 8 no show

(2 Kenmore / 1 Seattle / 2 Bothell / 1 Shoreline)

June CPR Scheduled Class: 5 registered, 2 no show

(1 Kenmore / 1 Kirkland / 1 Bothell)

August CPR Scheduled: 3 registered, 1 no show

(1 Kenmore / 1 Bothell)

October First Aid/CPR Class: 2 registered

(2 Kenmore)

December CPR Scheduled: 3 registered / 3 no show

Private 2019: 5 First Aid/CPR (47 students)
 0 CPR
 3 HCP (11 students)
 7 Friends & Family (69 students)

Shoreline Fire offers 6 classes of CPR only classes/year (includes Adult/Child/Infant/AED) \$50.00 cash or check. They do not provide First Aid or BLS/Healthcare Provider classes. They don't do any registration for classes, just show up.

Bothell Fire currently not offering CPR Classes.

Woodinville Fire offers 1 CPR & 1 First Aid class/month: \$50/ea. Offer BLS class as a blended class only (cost \$28.50 resident / \$43.50 non-resident online portion & \$15 practical/skills check). Reserve right to cancel scheduled classes 3 day prior for less than 3 students attending. Payment is required at the time of registration and they accept cash/check/money order and credit card.

Kirkland Fire – does not offer CPR/First Aid. They refer to Peter-Kirk Parks & Rec Center (which is not linked to City/Fire). The Park offers 1-2 classes/year for 10 students and the cost is \$90/ea.

Redmond Citizen classes twice/year @ Redmond Ready Days (like a Preparedness for 2 hours, then First Aid/CPR from 9:00am-4:00pm) \$25.00. They do not offer CPR classes for businesses.



CPR Schedule	Month/Day	Instructor
6:30-9:00	TBD	TBD
6:30-9:00	TBD	TBD
6:30-9:00	TBD	TBD
6:30-9:00	TBD	TBD
First Aid/CPR	Month/Day	Instructor
9:00-1:00	TBD	TBD
9:00-1:00	TBD	TBD

Adult CPR - Wednesday 6:30-9:00 \$35.00
 First Aid/CPR - Saturday 9:00-1:00 \$50.00

ADULT CPR ONLY*
INCLUDES ADULT CPR ONLY*

***SCHEDULED CLASSES DO NOT INCLUDE CHILD OR INFANT CPR**

Private classes upon request / KENMORE AND LFP RESIDENTS OR BUSINESSES ONLY

Red Cross	CPR (Adult/Child/Infant)	\$200.00 (max 10 students)**
Certified	First Aid/CPR	\$300.00 (max 10 students)**
	Healthcare Provider	\$250.00 (max 10 students)**

Blended Learning classes / KENMORE AND LFP RESIDENTS OR BUSINESSES ONLY

Red Cross	CPR (Adult/Child/Infant)	\$40.00/person (by appointment only)
Certified	First Aid/CPR	\$55.00/person (by appointment only)
	Healthcare Provider	\$75.00/person (by appointment only)

Friends & Family private classes / KENMORE AND LFP RESIDENTS OR BUSINESSES ONLY

Non-Red Cross Certified Family & Friends CPR (Adult/Child/Infant) FREE**

**All classes must occur in Kenmore or Lake Forest Park. Off-site class = \$75.00 additional fee. If the class is held at the Northshore Fire station in Kenmore, there is no additional cost.

To complete your registration and reserve your space in the class, we must receive payment prior to the class. All Red Cross certification cards will be emailed directly to you.



Northshore Fire Department
Administrative Salary Study

Cabot Dow Associates
November 2019

Executive Summary

Northshore Fire Department (NSFD) engaged Cabot Dow Associates (CDA) to perform a salary study for its administrative and non-represented management positions. The study includes 8 positions that were reviewed and compared with similar positions in organizations within the Seattle-Everett Area. The last salary study was performed by NSFD staff in 2017 with 2016-2017 market salary data.

The positions include the Fire Chief, Deputy Fire Chief, Fire Marshal, Fire Inspector/PIO, Human Resources Manager, Administrative Specialist, Finance Specialist, and Administrative Coordinator. NSFD represented positions were not included in the study.

Taking our lead from RCW 41.56.030, which is used as a guideline for making comparisons for certain public safety personnel within the context of bargaining, we used similar parameters for determining appropriate comparable fire districts for these positions. We based this selection on assessed valuation, population served, and geographic proximity. We generally included agencies within a parameter of 50% above and 50% below Northshore Fire's metrics in each of these characteristics, while also taking into consideration the fire agency's historically-used comparables and striking a balance among larger and smaller agencies.

Additionally, CDA looked for similar positions in public agencies within the surrounding area of north King County and south Snohomish County for appropriate comparables, focusing on the job pool that NSFD would compete within for applicants. These agencies included the following:

Table 1: Selected Comparable Market and Characteristics

Type	Fire Agency/City	2019 Population	Distance from Kenmore (Miles)	2018 AV
Fire	Northshore Fire	36,010	0	7,476,529,550
Fire	Woodinville Fire & Rescue	36,102	5.2	9,786,710,772
Fire	King County Fire District 2	58,445	24.7	7,866,724,472
Fire	Shoreline Fire	57,070	5.9	10,133,836,997
Fire	Lake Stevens Fire	48,270	18	5,878,964,082
Fire	Snohomish Fire District 4	29,244	17.5	4,493,582,852
Fire	Tukwila Fire Department	19,800	24.2	6,155,900,176
City	Lynnwood	38,260	6.5	6,272,081,312
City	Kenmore	22,920	0	4,244,318,072
City	Bothell	56,223	2.7	9,878,553,893
City	Shoreline	55,730	5.6	10,133,836,997
City	Mountlake Terrace	21,560	6.7	2,860,458,321

For the Human Resources Manager and Administrative Specialist positions, we did not have enough comparable positions within the selected agencies. For these positions only, we expanded the comparable market to include similar positions with the Alderwood Water and Wastewater District, Northshore Utility District, and the City of Lake Forest Park.

We also supplemented the comparable agency selection with composite results from two well-regarded and established surveys. For fire-specific positions (Fire Chief, Deputy Fire Chief, Fire Marshal, Fire Inspector/PIO), we used the 2019 Association of Washington Cities' annual survey (King and Snohomish County agencies only) as reference information. For the administrative positions (Human Resources Manager, Administrative Specialist, Finance Specialist, Administrative Coordinator), we used the 2019 Milliman Survey of Northwest Professional Management positions and the Puget Sound Area Employers' Survey. These surveys include private sector employers.

Comparable positions were not found in all the market sample organizations. The administrative positions are unique in an organization with a unique mission; therefore, finding appropriate comparable positions was somewhat challenging. CDA took the approach of seeking matching job

positions with similar skills, levels of experience, certifications, and technical requirements to find appropriate position matches. The results of the study are shown in the attached document.

Position Analyses

Administrative Positions

All the administrative positions (Administrative Coordinator, Administrative Specialist, Finance Specialist, and Human Resources Manager), were found to be more than 5% below the market at the salary range midpoint.

The District is considering adding a Senior Administrative Specialist position to meet current and future needs of the organization. The position would handle a variety of projects and tasks for the District; the incumbent would be expected to have a broad range of knowledge about the District's governance and organizational structure. We found that this position most correlates with Executive Assistant positions in the comparable market.

Fire Positions

Of the Fire-specific positions, the Fire Chief and Deputy Fire Chief positions appear to be under market. This analysis did not include reviewing total compensation, which includes salary matches, supplemental retirement contributions, longevity, or other compensation components; such an analysis would provide a more accurate picture of how these positions compare to the selected market.

The Fire Inspector/PIO and Fire Marshal positions are somewhat difficult to match, as different agencies employ these functions within varying organizational structures. In some organizations, these positions are commissioned firefighter positions, and may be "add-on" duties to commissioned Firefighters or Battalion Chiefs. This makes for some asymmetric comparisons between NSFD and the market, particularly for the Fire Inspector/PIO position. While NSFD's position is not commissioned, it does require background and training in fire science.

Because of the nuances in comparing these positions with market data, we also considered the pay differentials in base salaries between different commissioned positions within each of the comparable agencies. The following table shows our results using NSFD's 2019 Firefighter and Battalion Chief wages:

Table 2: Average Market Salary Differentials between Selected Fire Positions

Position	Average Market Diff from Firefighter	Average Market Diff from Batt. Chief
Deputy Fire Chief		+21%
Fire Marshal	+35%	+5%
Fire Inspector/PIO	+17% (commissioned) -10% (all)	

Table 3: Northshore Fire Department Salary Differentials between Selected Fire Positions

Position	NSFD Diff from Firefighter	NSFD Diff from Batt. Chief
Deputy Fire Chief		+12%
Fire Marshal	+35%	-1%
Fire Inspector/PIO	0%	

This analysis showed that NSFD salaries for these positions, while over or under the market, are in line in terms of salaries between these and other commissioned positions within the Department. We recommend that the District maintain these equities in its salary schedule, particularly in relation to represented commissioned positions (ie Firefighter and Battalion Chief). As for the Deputy Chief position, we found that there is a smaller differential between NSFD's Deputy Chief and Battalion Chief than that in the market. Again, these findings are based on salaries alone and do not include any other compensation items.

Recommendations

Based on the market salary study, CDA offers the following recommendations:

1. We recommend that the District adopt the following salary schedule effective January 1, 2020, based on market results and internal equity considerations. Because we used 2019 salaries in the market survey, we recommend a schedule that factors in an adjustment of 2.3% for inflation for 2020. This amount is based on the Milliman average salary range adjustment for all industries for 2020:

Table 4: Proposed Salary Schedule

	83%	100%	117%	83%	100%	117%
Position	Current Monthly Min	Current Monthly Mid	Current Monthly Max	New Monthly Min	New Monthly Mid	New Monthly Max
Administrative Coordinator	\$3,814	\$4,360	\$5,087	\$3,986	\$4,784	\$5,581
Administrative Specialist	\$3,936	\$4,505	\$5,255	\$4,778	\$5,734	\$6,690
Finance Specialist	\$4,317	\$5,180	\$6,044	\$4,778	\$5,734	\$6,690
Sr. Administrative Specialist (new position)	n/a	n/a	n/a	\$5,362	\$6,435	\$7,507
HR Manager	\$6,835	\$8,202	\$9,569	\$7,886	\$9,463	\$11,040
Fire Inspector/PIO	\$5,811	\$6,973	\$8,135	\$6,322	\$7,587	\$8,851
Fire Marshal	\$8,280	\$9,408	\$10,976	\$8,513	\$10,215	\$11,918
Deputy Chief	\$8,842	\$10,610	\$12,378	\$10,404	\$12,485	\$14,566

The administrative position salaries are based on the market results. The Administrative Specialist and Finance Specialist market midpoint salaries were averaged into one midpoint because these positions are similar internally and had similar market midpoints. A new salary range has been proposed for the Senior Administrative Specialist position.

We recommend keeping the current salaries for the Fire Inspector/PIO and Fire Marshal positions, based on our analysis of salary differentials between these positions and commissioned positions. While the Fire Inspector/PIO position appears to be somewhat below the market, and the Fire Marshal above the market, we feel that the differentials between these positions and the District's Firefighter and Battalion Chief positions adequately reflect the market. The recommended salary ranges shown in the above Table 4 reflect an adjustment for inflation in 2020.

We propose setting the Deputy Chief salary range maximum at 21% above the Battalion Chief salary, reflecting the market differential between these two positions (the salary range midpoint is 3.7% above the Battalion Chief salary). While we are not making any recommendations as to the Fire Chief position at this time, it should be noted that the maximum of the Deputy Chief salary range is now equal to the Fire Chief salary. Market differentials between Deputy Chief and Fire Chief salaries average at 12%, not factoring in any additional compensation items.

2. We recommend creating the new position of Senior Administrative Specialist with the salary range proposed in Table 4. This would be a non-exempt position that would support the District in meeting its various administrative project coordination needs.

Northshore Fire Department 2019 Salary Study

ADMINISTRATIVE POSITIONS				
Administrative Coordinator		Formal Salary Range		
Comparable	Title	Low	Midpoint	High
<i>Northshore Fire</i>	<i>Administrative Coordinator</i>	\$ 3,814	\$ 4,360	\$ 5,087
Burien Fire	Admin/Receptionist	\$ 4,500	\$ 4,500	\$ 4,500
Lake Stevens Fire	Office Assistant I	\$ 3,424	\$ 3,424	\$ 3,424
Shoreline Fire	Admin Asst - Training, FP	\$ 5,230	\$ 5,884	\$ 6,538
Snohomish Fire	Office Assistant	\$ 4,292	\$ 4,292	\$ 4,292
Tukwila Fire Department	Admin Support Tech	\$ 4,148	\$ 4,596	\$ 5,043
Woodinville Fire & Rescue	Administrative Assistant	\$ 4,670	\$ 5,389	\$ 6,108
City of Bothell	Administrative Assistant	\$ 4,725	\$ 5,366	\$ 6,007
City of Kenmore	Administrative Assistant	\$ 3,997	\$ 4,757	\$ 5,516
City of Lynnwood	Administrative Assistant	\$ 4,564	\$ 5,168	\$ 5,772
City of Mountlake Terrace	Administrative Assistant	\$ 4,035	\$ 4,538	\$ 5,042
City of Shoreline	Administrative Assistant II	\$ 4,382	\$ 4,968	\$ 5,554
Milliman Private Sector Composite	Administrative Assistant II	\$ 3,425	\$ 4,195	\$ 4,965
MEDIAN		\$ 4,337	\$ 4,676	\$ 5,280
% NSFD Above/Below Median		-12.1%	-6.8%	-3.6%
<i>Public Sector Only</i>		\$ 4,382	\$ 4,757	\$ 5,516

Administrative Specialist		Formal Salary Range		
Comparable	Title	Low	Midpoint	High
<i>Northshore Fire</i>	<i>Administrative Specialist</i>	\$ 3,936	\$ 4,505	\$ 5,255
Burien Fire	<i>No match</i>			
Lake Stevens Fire	<i>No match</i>			
Shoreline Fire	<i>No match</i>			
Snohomish Fire	<i>No match</i>			
Tukwila Fire Department	<i>No match</i>			
Woodinville Fire & Rescue	<i>No match</i>			
City of Bothell	Lead Admin Assistant	\$ 5,015	\$ 5,696	\$ 6,376
City of Kenmore	<i>No match</i>			
City of Lynnwood	<i>No match</i>			
City of Mountlake Terrace	<i>No match</i>			
City of Shoreline	Administrative Assistant III	\$ 4,836	\$ 5,483	\$ 6,129
Northshore Utility District	Admin Specialist - Lead	\$ 4,917	\$ 5,753	\$ 6,589
Milliman Private Sector Composite	Administrative Assistant III	\$ 3,785	\$ 4,605	\$ 5,426
MEDIAN		\$ 4,877	\$ 5,589	\$ 6,253
% NSFD Above/Below Median		-19.3%	-19.4%	-16.0%
<i>Public Sector Only</i>		\$ 4,917	\$ 5,696	\$ 6,376

Finance Specialist		Formal Salary Range		
Comparable	Title	Low	Midpoint	High
<i>Northshore Fire</i>	<i>Finance Specialist</i>	\$ 4,317	\$ 5,181	\$ 6,044
Burien Fire	Accounting Specialist	\$ 6,029	\$ 6,029	\$ 6,029
Lake Stevens Fire	Office Assistant II	\$ 4,182	\$ 4,182	\$ 4,182
Shoreline Fire	Admin Asst - Payroll/HR	\$ 5,811	\$ 6,538	\$ 7,264
Snohomish Fire	<i>No match</i>			
Tukwila Fire Department	<i>No match</i>			
Woodinville Fire & Rescue	Acct/Payroll Specialist	\$ 5,731	\$ 6,352	\$ 6,973
City of Bothell	Payroll Specialist	\$ 4,964	\$ 5,638	\$ 6,311
City of Kenmore	Payroll & Acct Specialist	\$ 4,228	\$ 5,032	\$ 5,835
City of Lynnwood	Sr. Finance Spec - Payroll	\$ 4,930	\$ 5,582	\$ 6,235
City of Mountlake Terrace	<i>No match</i>			
City of Shoreline	Payroll Officer	\$ 4,957	\$ 5,620	\$ 6,283
Milliman Private Sector Composite	Sr. Payroll Specialist	\$ 4,389	\$ 5,359	\$ 6,330
MEDIAN		\$ 4,957	\$ 5,620	\$ 6,283
% NSFD Above/Below Median		-12.9%	-7.8%	-3.8%
<i>Public Sector Only</i>		\$ 4,961	\$ 5,629	\$ 6,259

Northshore Fire Department 2019 Salary Study

HR Manager		Formal Salary Range		
Comparable	Title	Low	Midpoint	High
Northshore Fire	HR Manager	\$ 6,835	\$ 8,202	\$ 9,569
Burien Fire	No match			
Lake Stevens Fire	No match			
Shoreline Fire	No match			
Snohomish Fire	No match			
Tukwila Fire Department	No match			
Woodinville Fire & Rescue	No match			
City of Bothell	Labor & EE Relations Mgr	\$ 8,134	\$ 9,238	\$ 10,342
City of Kenmore	No match			
City of Lake Forest Park	HR Director	\$ 7,097	\$ 8,280	\$ 9,462
City of Lynnwood	No match			
City of Mountlake Terrace	No match			
City of Shoreline	No match			
Alderwood Water & Wastewater	HR Manager	7,915	\$ 9,261	10,607
Milliman Private Sector Composite	HR Manager	\$ 7,405	\$ 9,352	\$ 11,298
MEDIAN		\$ 7,660	\$ 9,250	\$ 10,475
% NSFD Above/Below Median		-10.8%	-11.3%	-8.6%
Public Sector Only		\$ 7,915	\$ 9,238	\$ 10,342

Sr. Administrative Specialist (new position)		Formal Salary Range		
Comparable	Title	Low	Midpoint	High
Northshore Fire	Sr. Administrative Specialist			
Burien Fire	No match			
Lake Stevens Fire	No match			
Shoreline Fire	Executive Assistant	\$ 5,811	\$ 6,538	\$ 7,264
Snohomish Fire	Office Manager	\$ 6,866	\$ 6,866	\$ 6,866
Tukwila Fire Department	No match			
Woodinville Fire & Rescue	Executive Assistant/Brd Sec	\$ 5,731	\$ 6,352	\$ 6,973
City of Bothell	Executive Assistant to CM	\$ 5,400	\$ 6,133	\$ 6,866
City of Kenmore	Executive Assistant	\$ 5,144	\$ 6,121	\$ 7,098
City of Lynnwood	No match	\$ 5,500	\$ 6,290	\$ 7,081
City of Mountlake Terrace	Executive Assistant	\$ 4,909	\$ 5,522	\$ 6,136
City of Shoreline	Executive Assistant to CM	\$ 5,699	\$ 6,317	\$ 6,934
Milliman Private Sector Composite	Project Coordinator II	\$ 4,280	\$ 5,487	\$ 6,693
MEDIAN		\$ 5,500	\$ 6,290	\$ 6,934
Public Sector Only		\$ 5,599	\$ 6,303	\$ 6,954

Northshore Fire Department 2019 Salary Study

FIRE POSITIONS				
Deputy Chief		Formal Salary Range		
Comparable	Title	Low	Midpoint	High
<i>Northshore Fire</i>	<i>Deputy Chief</i>	\$ 8,842	\$ 10,610	\$ 12,378
Burien Fire	<i>No match</i>			
Lake Stevens Fire	Deputy Chief - Ops			\$ 12,613
Shoreline Fire	Deputy Chief - Ops			\$ 15,428
Snohomish Fire	Deputy Chief	\$ 11,583	\$ 11,899	\$ 12,215
Tukwila Fire Department	Assistant Fire Chief	\$ 9,399	\$ 10,684	\$ 11,968
Woodinville Fire & Rescue	Deputy Chief			\$ 13,388
City of Bothell	Deputy Fire Chief - Ops	\$ 10,940	\$ 12,425	\$ 13,909
City of Kenmore	<i>No match</i>			
City of Lynnwood	<i>No match</i>			
City of Mountlake Terrace	<i>No match</i>			
City of Shoreline	<i>No match</i>			
AWC - King/Sno Counties	Deputy Chief			\$ 13,636
MEDIAN				\$ 13,388
% NSFD Above/Below Median				-7.5%

Fire Chief				
Comparable	Title	Low	Midpoint	High
<i>Northshore Fire</i>	<i>Fire Chief</i>			\$ 14,565
Burien Fire	Fire Chief			\$ 15,870
Lake Stevens Fire	Fire Chief			\$ 14,038
Shoreline Fire	Fire Chief			\$ 16,240
Snohomish Fire	Fire Chief			\$ 14,047
Tukwila Fire Department	Fire Chief	\$ 10,489	\$ 12,065	\$ 13,641
Woodinville Fire & Rescue	Fire Chief			\$ 15,000
City of Bothell	Fire Chief	\$ 12,075	\$ 13,714	\$ 15,353
City of Kenmore	<i>No match</i>			
City of Lynnwood	<i>No match</i>			
City of Mountlake Terrace	<i>No match</i>			
City of Shoreline	<i>No match</i>			
AWC - King/Sno Counties	Fire Chief			\$ 14,863
MEDIAN				\$ 14,932
% NSFD Above/Below Median				-2.5%

Fire Inspector/PIO				
Comparable	Title	Low	Midpoint	High
<i>Northshore Fire</i>	<i>Fire Inspector/PIO</i>	\$ 5,811	\$ 6,973	\$ 8,135
Burien Fire	Public Educator	\$ 6,458	\$ 6,458	\$ 6,458
Lake Stevens Fire	<i>No match</i>			
Shoreline Fire	Inspector I, II, III	\$ 9,491	\$ 9,923	\$ 10,354
Snohomish Fire	<i>No match</i>			
Tukwila Fire Department	Fire Captain			\$ 8,941
Woodinville Fire & Rescue	CSO/PIO-Fire Plans*	\$ 6,338	\$ 7,431	\$ 8,523
City of Bothell	Fire Educ/PIO	\$ 6,110	\$ 6,939	\$ 7,768
City of Kenmore	<i>No match</i>			
City of Lynnwood	<i>No match</i>			
City of Mountlake Terrace	<i>No match</i>			
City of Shoreline	<i>No match</i>			
AWC	<i>Not enough matches</i>			
MEDIAN		\$ 6,398	\$ 7,185	\$ 8,523
% NSFD Above/Below Median		-9.2%	-2.9%	-4.6%
<i>*Used 10% PIO, 90% Fire Inspector</i>				

Northshore Fire Department 2019 Salary Study

Fire Marshal	Comparable	Title	Formal Salary Range		
			Low	Midpoint	High
Northshore Fire		Fire Marshal	\$ 8,280	\$ 9,408	\$ 10,976
Burien Fire		AC/Fire Marshal			\$ 13,297
Lake Stevens Fire		DC/Fire Marshal			\$ 11,231
Shoreline Fire		Fire Marshal			\$ 11,907
Snohomish Fire		No match			
Tukwila Fire Department		Fire Marshal (BC)			\$ 10,108
Woodinville Fire & Rescue		Deputy Fire Marshal	\$ 8,721	\$ 9,559	\$ 10,396
City of Bothell		Building Official	\$ 7,936	\$ 9,013	\$ 10,090
City of Kenmore		No match			
City of Lynnwood		Assistant Building Official	\$ 7,320	\$ 8,371	\$ 9,422
City of Mountlake Terrace		Building Official	\$ 6,635	\$ 7,465	\$ 8,296
City of Shoreline		Building Official	\$ 8,123	\$ 9,209	\$ 10,295
AWC - King/Sno Counties		Building Official			\$ 9,974
MEDIAN			\$ 7,936	\$ 9,013	\$ 10,201
% NSFD Above/Below Median			4.3%	4.4%	7.6%



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report
King County Fire Protection District
No. 16
(Northshore Fire Department)

For the period January 1, 2016 through December 31, 2018

Published (Inserted by OS)

Report No. 1025397





Office of the Washington State Auditor Pat McCarthy

Issue Date – (Inserted by OS)

Board of Commissioners
Northshore Fire Department
Kenmore, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our independent audit report on the District's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

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AUDIT RESULTS

This report describes the overall results and conclusions for the areas we examined. In those selected areas, District operations complied with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

About the audit

This report contains the results of our independent accountability audit of Northshore Fire Department from January 1, 2016 through December 31, 2018.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved performing procedures to obtain evidence about the District's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, based on our risk assessment for the years ended December 31, 2018, 2017 and 2016, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Procurement – compliance with purchases awarded via piggyback and sole source
- Self-insurance – unemployment compensation
- Commissioner compensation – review of claims to determine compliance with statutory requirements and District policy

RELATED REPORTS

Financial

Our opinion on the District's financial statements is provided in a separate report, which includes the District's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE DISTRICT

King County Fire Protection District No. 16, doing business as Northshore Fire Department, was formed on October 15, 1942, and serves the cities of Kenmore and Lake Forest Park in King County. The District provides fire protection, prevention and suppression services including emergency medical services, education and training to the community out of two fire stations.

An elected, five-member Board of Commissioners governs the District. The Board appoints a Fire Chief to oversee the District's daily operations as well as its 46 employees. For 2016, 2017 and 2018, the District operated on annual budgets of approximately \$8.4 million, \$8.8 million and \$8.6 million, respectively.

Contact information related to this report

Address:	Northshore Fire Department 7220 N.E. 181st Street Kenmore, WA 98028
Contact:	Dawn Killion, Finance Specialist
Telephone:	(425) 354-1778
Website:	www.northshorefire.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for Northshore Fire Department at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov



Office of the Washington State Auditor
Pat McCarthy

Financial Statements Audit Report
King County Fire Protection District
No. 16
(Northshore Fire Department)

For the period January 1, 2018 through December 31, 2018

Published (Inserted by OS)

Report No. 1025388





**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Northshore Fire Department
Kenmore, Washington

Report on Financial Statements

Please find attached our report on Northshore Fire Department's financial statements.

We are issuing this report in order to provide information on the District's financial condition.

Sincerely,

A handwritten signature in cursive script that reads "Pat McCarthy".

Pat McCarthy
State Auditor
Olympia, WA

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Northshore Fire Department
January 1, 2018 through December 31, 2018**

Board of Commissioners
Northshore Fire Department
Kenmore, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Northshore Fire Department, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated December 18, 2019.

We issued an unmodified opinion on the fair presentation of the District's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the District using accounting practices prescribed by Washington State statutes and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's

internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However,

this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy

State Auditor

Olympia, WA

December 18, 2019

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Northshore Fire Department January 1, 2018 through December 31, 2018

Board of Commissioners
Northshore Fire Department
Kenmore, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of Northshore Fire Department, for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's financial statements, as listed on page 10.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control

relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, Northshore Fire Department has prepared these financial statements to meet the financial reporting requirements of Washington State statutes using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of Northshore Fire Department, and its changes in cash and investments, for the year ended December 31, 2018, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the District used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Northshore Fire Department, as of December 31, 2018, or the changes in financial position or cash flows for the year then ended, due to the significance of the matter discussed in the above "Basis for Adverse Opinion on U.S. GAAP" paragraph.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS manual. This schedule is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2019 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Pat McCarthy

State Auditor

Olympia, WA

December 18, 2019

FINANCIAL SECTION

Northshore Fire Department January 1, 2018 through December 31, 2018

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2018
Notes to Financial Statements – 2018

SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2018

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

LETTER OF REPRESENTATION TO BE TYPED ON CLIENT LETTERHEAD
(USE THIS TEMPLATE FOR BARS CASH BASIS AUDITS)

[Date]

Office of the Washington State Auditor
40 Lake Bellevue Drive
Suite 123
Bellevue, WA 98005

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of King County Fire Protection District No. 16 for the periods from January 1, 2016 through December 31, 2018 and January 1, 2018 through December 31, 2018. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.

2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records, notwithstanding immaterial uncorrected items referenced below.

Additional representations related to the financial statements:

10. We acknowledge our responsibility for fair presentation of the financial statements and believe financial statements are fairly presented in accordance with the *Budgeting, Accounting and Reporting Standards Manual* (BARS Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements properly classify all funds and activities.
13. Revenues are appropriately classified by fund and account in accordance with the BARS Manual.
14. Expenses are appropriately classified by fund and account, and allocations have been made on a reasonable basis.
15. Ending cash and investments are properly classified as reserved and unreserved.
16. Significant assumptions we used in making accounting estimates are reasonable.

17. The following have been properly classified, reported and disclosed in the financial statements, as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.
 - d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.
18. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
19. We acknowledge our responsibility to include all necessary and applicable disclosures required by the BARS Manual, including:
 - a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
 - b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
 - c. Any additional disclosures beyond those specifically required by the BARS Manual that may be necessary for the statements to be fairly presented.
20. We acknowledge our responsibility for reporting supplementary information such as the Schedule of Liabilities in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
21. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
22. We believe the effects of uncorrected financial statement misstatements summarized in the schedule of uncorrected items provided to us by the auditor are not material, both individually and in the aggregate, to the financial statements taken as a whole.
23. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information

referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

Eric Magnuson
Acting Fire Chief

Dawn Killion
Finance Specialist



Exit Recommendations
King County Fire Protection District No. 16
Audit Period Ending: 12/31/2018

We are providing the following exit recommendations for management's consideration. They are not referenced in the audit report. We may review the status of the following exit items in our next audit.

ACCOUNTABILITY

Commission compensation

State law authorizes commissioner compensation not to exceed \$114 a day or \$128 a day effective January 1, 2019; for an annual amount not to exceed \$10,994 or \$12,228 (respectively). We noted the District has Policy 1630 that outlines procedures over commissioner compensation which was updated in April 2018.

We reviewed all commissioner compensation claims from January 2016 to September 2019 to determine whether compensation requests appeared allowable and reasonable based on District Policy 1630 and RCW 52.14.010. Total compensation for each year were as follows:

Year	Total Compensation	Total Dollar Amount
2016	334	\$38,076
2017	340	\$38,076
2018	308	\$34,516
*2019	170	\$21,760

** 2019 claims are as of September 2019*

Based on our testing, we noted instances where controls could be strengthened as follows:

Item Noted	# of Instances each Year				
	2016	2017	2018	2019	Total
Compensation for attending meetings and/or meeting preparation where the Commissioner did not attend or no meeting took place on that date.	7	5	3	2	17
Two claims were submitted for the same day resulting in two compensation payments for the same day which is not allowed.	-	1	-	-	1

We also noted the September 2018 compensation claims were not approved in an open public meeting as required by the BARS Manual 3.8.5.40.

Lastly, we identified following items to consider for best practices to help aid in the District's



Exit Recommendations
King County Fire Protection District No. 16
Audit Period Ending: 12/31/2018

review process to ensure commissioner compensation is reasonable and allowable.

- The description documented on the claim form should contain more detail regarding the reason for the compensation and what types of activities or duties were performed.
- The Commissioner Compensation policy should establish guidelines for what is expected documentation to support the monthly compensation claims.

We recommend the District:

- Include more detail on the compensation claims in order to effectively evaluate whether the reason for the compensation allowable or reasonable
- Update the policy to include best practices for compensation requests as well as the expected documentation to support the monthly claims. Claims appear reasonable based on the scope of applicable RCWs and policy; however, a more detailed policy and more detailed descriptions on the forms can aid in determining if the claim is reasonable and allowable.
- Continue to monitor monthly commissioner compensation claims and ensure compensation is approved in an open public meeting and for allowable and reasonable purposes established by District policy and state statute.

Northshore Fire Department
Schedule of Uncorrected Items

January 1, 2018 through December 31, 2018

Statement	Description
Statement C4 – Fund Resources and Uses Arising from Cash Transactions	Beginning Cash & Investments was understated by \$14,571. The error was due to the District not reporting "Cash - Impaired Investment" in beginning cash as required by GASB 31.
Statement C4 – Fund Resources and Uses Arising from Cash Transactions	Ending Cash & Investments understated by \$10,283. The error was due to the District no reporting "Cash - Impaired Investment" in beginning cash as required by GASB 31.

2020 Forward Planning: Topics to discuss (additions may be made by Commissioners)

- Initial sequencing of these topics for board discussion Items previously identified;
- Board Policies – Commissioner Compensation
- Board Policies -- Access to Legal Services
- Regionalization/Consolidation, Community Outreach
- Community CPR Training
- Project Management
- Department Reserve Fund Allocations
- Station 54 Status
- Strategic Goals
- Patient Transportation
- Fall Prevention Program Participation
- Budget Planning Process
- Department Policy Format and Update

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:46:57 Date: 01/09/2020

MCAG #: 2512

01/20/2020 To: 01/20/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
19	01/20/2020	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	
20	01/20/2020	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	
21	01/20/2020	Claims	1	0	AV CAPTURE ALL INC	2,626.80	2020 Subscription Renewal
22	01/20/2020	Claims	1	0	AWC ASSOCIATION OF WASHINGTON CITIES	500.00	2020 Renewal
23	01/20/2020	Claims	1	0	BIAS SOFTWARE	7,173.52	2020 Support Renewal
24	01/20/2020	Claims	1	0	CENTURY LINK	58.83	St 57 Phones
25	01/20/2020	Claims	1	0	CFO SELECTIONS LLC	82.50	Tom B
26	01/20/2020	Claims	1	0	CITY OF KIRKLAND	150.00	Training Class - Structural Collapse Refresher Fall 2019
27	01/20/2020	Claims	1	0	CITY OF LAKE FOREST PARK	36,768.00	NEMCO Share 2020
28	01/20/2020	Claims	1	0	ECMS ENSEMBLE CARE MAINTENANCE SERVICE	350.89	PPE Repairs - Hansson
29	01/20/2020	Claims	1	0	FRONTIER	201.61	Phones - Station 51
30	01/20/2020	Claims	1	0	FROULA ALARM SYSTEMS, INC	148.51	Q1 2020 Alarm Monitoring - St 51
31	01/20/2020	Claims	1	0	GALLS, LLC - DBA BLUMENTHAL UNIFORM	601.05	Class A's - Hochstein
32	01/20/2020	Claims	1	0	GUARDIAN SECURITY SYSTEMS, INC.	214.51	Q1 2020 - Alarm Monitoring Station 57
33	01/20/2020	Claims	1	0	HR PERFORMANCE SOLUTIONS	3,958.51	2020 Annual Renewal
34	01/20/2020	Claims	1	0	KENT D BRUCE COMPANY, INC	56.12	Auto Eject Cover
35	01/20/2020	Claims	1	0	KING COUNTY FIRE COMMISSIONERS ASSOCIATI	180.00	2020 Membership
36	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	395.34	Pants - Seefeld
37	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	642.40	Helmet - New Recruit
38	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	430.77	Pants / Belt - Ford
39	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	1,250.70	New Hire Class B's - Schneider
40	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	1,128.60	New Hire Class B's - Wilkinson
41	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	72.51	Badge - Ford
42	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	1,197.73	New Hire Class B's - Marra
43	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	71.96	Capt Badge - Burrow
44	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	730.91	New Hire PPE - Aldaz
45	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	659.56	New Hire PPE - Wilkinson
46	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	73.11	New Hire PPE - Wilkinson
47	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	659.56	New Hire PPE - Schneider
48	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	73.11	New Hire PPE - Schneider
49	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	575.11	New Hire PPE - Marra
50	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	34.10	New Hire PPE - Mara
51	01/20/2020	Claims	1	0	L. N. CURTIS & SONS	73.11	New Hire PPE - Marra
52	01/20/2020	Claims	1	0	MOBILE ELECTRICAL DISTRIBUTORS, INC.	41.35	Light Pole LED
53	01/20/2020	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	143.00	Air Sample
54	01/20/2020	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	946.55	Compressor Service
55	01/20/2020	Claims	1	0	N.F.P.A.	175.00	2020 Renewal
56	01/20/2020	Claims	1	0	NATURAL CONCEPT LANDSCAPE	529.25	Station 51 Landscaping
57	01/20/2020	Claims	1	0	NEIL BLINDHEIM	10,171.20	2020 FBC Billing
58	01/20/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	5,436.09	December Fuel & Maintenance

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:46:57 Date: 01/09/2020

MCAG #: 2512

01/20/2020 To: 01/20/2020

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
59	01/20/2020	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	70,353.24	January 2020 - Medical
60	01/20/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Lease
61	01/20/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	124.11	Copies
62	01/20/2020	Claims	1	0	PRAXAIR DISTRIBUTION	49.67	Oxygen
63	01/20/2020	Claims	1	0	PSR MECHANICAL	2,389.20	Q1 - Service Agreement
64	01/20/2020	Claims	1	0	STAPLES	105.82	Office Supplies
65	01/20/2020	Claims	1	0	TKE CORP	516.71	Q1 2020 - Maintenance
66	01/20/2020	Claims	1	0	UNITED PARCEL SERVICE	31.06	Shipping
67	01/20/2020	Claims	1	0	UNITED PARCEL SERVICE	14.00	Shipping
68	01/20/2020	Claims	1	0	UW VALLEY MEDICAL CENTER	2,220.00	New Hire Medical Exams
69	01/20/2020	Claims	1	0	VERIZON BUSINESS	1,483.36	VOIP Station 51 - Dec / Jan
70	01/20/2020	Claims	1	0	VERIZON WIRELESS	46.46	Suppression Cell Phones
71	01/20/2020	Claims	1	0	VERIZON WIRELESS	593.71	Smart Phones
72	01/20/2020	Claims	1	0	WAPRO	25.00	2020 Renewal - Killion
73	01/20/2020	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,830.56	January 2020 - Dental/Life/EAP
74	01/20/2020	Claims	1	0	WASHINGTON STATE DEPARTMENT OF REVENUE	96.30	Leasehold Excise Tax
001 General Fund 10-016-0010						162,719.58	
						<u>162,719.58</u>	Claims: 162,719.58

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:46:38 Date: 01/09/2020

MCAG #: 2512

01/20/2020 To: 01/20/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
13	01/20/2020	Claims	4	0	CUMMINS NORTHWEST, INC.	12,404.00	Repair - Engine #1100
14	01/20/2020	Claims	4	0	JOHN HANCOCK	3,112.57	LTC Insurance
15	01/20/2020	Claims	4	0	JOHN HANCOCK	4,412.03	LTC Insurance
16	01/20/2020	Claims	4	0	JOHN HANCOCK	2,748.77	LTC Insurance
17	01/20/2020	Claims	4	0	SHORELINE FIRE DEPARTMENT	3,675.00	SCBA Grant Audit Reimbursement
18	01/20/2020	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,749.42	Jan 2020 - LEOFF I
004 Reserve Fund 10-016-6010						29,101.79	
						<u>29,101.79</u>	Claims:
						29,101.79	29,101.79

Acting Fire Chief's Report
Submitted by Acting Fire Chief Magnuson
January 15, 2020

Administration/Financial:

- AFC Magnuson met with legal counsel, Scott Missal to review Woodinville ILA for Fire Chief Services.
- AFC Magnuson attended quarterly North King County Fire Chiefs Association and Medic One Advisory Board Meeting.
- AFC Magnuson attended NORCOM Governing Board Executive session meeting via telephone.
- AFC Magnuson met with new legal counsel, Richard Davis and Matt Paxton for orientation to Northshore fire and briefing on recent items of interest.
- AFC Magnuson met with Erik Lanhaus from IS Out Source (Chmelik, Sitkin, & Davis IT specialist) to review technology needed for video conferencing future Board Meetings with Chmelik, Sitkin, & Davis (CSD). Need to engage with Eastside AV for further information.
- AFC Magnuson attended Special Board of Fire Commissioners meeting on 12/26 for voucher approval.
- AFC Magnuson attended Preconstruction meeting with representatives of Regency NW, Paul Whitehill (TCA), Commissioner Webster, BC Morris, and Lt. Hansson.
- AFC Magnuson and Paul Whitehill (TCA) attended weekly construction update meetings with David Swenson and Arthur Alper of Regency NW.
- AFC Magnuson facilitated Monthly Administrative Department Briefing.
- AFC Magnuson met with Chiefs from Shoreline, Bothell, and Woodinville to review resumes for the North King County Training Consortium (NKCTC) Training Director.
- AFC Magnuson attended monthly NORCOM Governing Board Meeting
- AFC Magnuson attended monthly Zone 1 Fire Chiefs meeting.
- AFC Magnuson had a telephone conference with MRSC representative to discuss access and content.
- AFC Magnuson and Legal Counsel Scott Missal finalized Hold Harmless and Training ILA to allow technical rescue training by other agencies at Station 51 (typically high-angle rope rescue).
- Received finalized Facility Condition Assessment and Reserve Projection Worksheet from Reserve Consultants.
- AFC Magnuson and AS Hansen collaborated with Neil Blindheim to verify Fire Benefit Charge notifications. Notifications sent out early January.

Human Resources:

- FF Hiring Update: Formal offers were made to Lydon Wilkinson, Caitlin Marra, and Kevin Schneider. They began on day shift on Jan. 8th and begin their Fire Academy on Jan. 13th.
- Newly graduated FF Recruits Jessica Walters, Jake Gillis, and Joel Stephens began working on their assigned shifts at the start of the new year.
- Completed New Hire/HR Orientation for new hires, FF Recruits, AS Walsh and newly promoted Training Capt.
- AS Kunkel, HRM Moore, and AS Walsh continue work for the upcoming Job and Resource Fair on January 29 (event flyer attached).
- HRM Moore has initiated work on 2019's annual report.

Training:

- Captain Hochstein delivered E157 (1100) to Everett Cummins for head gasket replacement.
- Captain Hochstein conducted Return to Work evaluation for Lt Burrow.
- Captain Hochstein attended North King County Training Consortium Training Officer meeting. All existing and 2020 Training Officers in attendance as well as Administrative Specialists. 1st Quarter 2020 training was confirmed and reviewed with new Training Officers. 2nd, 3rd, and 4th quarter 2020 training also discussed – framework has been established, still needs additional planning.
- Captain Hochstein conducted Acting Lieutenant tactical evaluation for FF Brackett along with evaluators AFC Magnuson, BC Morris, Lieutenant Burrow, and Lieutenant Davis. FF Brackett passed evaluation, and per recommendation of BC Morris is now an Acting Lieutenant.
- Captain Hochstein collected and delivered all content of January MTA to AS Hansen.
- Captain Hochstein completed 2019 Training Annual Report and delivered to HR Manager Moore.
- Captain Hochstein drafted correspondence for January MTA describing to crews return to FireTrex system in 2020 and changes in how training is delivered and tracked quarterly and annually. Spent time discussing process with AS Hansen.
- Pre-scheduled North-End Drills cancelled on 12/16 and 17 in Shoreline due to conflicts at shoreline FD. Captain Hochstein worked with affected crews to recreate drill at St. 51.
- Captain Hochstein confirmed 2020 CBT Instructors and sent information how to register for 2020 Workshops.
- Captain Hochstein updated and delivered schedule for incoming Recruits on January 8-10, 2020 and delivered to all parties scheduled to assist with Recruits time on days prior to January 13th Academy.
- Captain Hochstein drafted email proposing sending two members to TRT Academy in March and delivered to employees involved, Chief Magnuson, and Union Representatives as it has Labor Management ramifications.

- Captain Hochstein sent recommendations to Chief Magnuson for 2020 Chiefs Company Award.
- Captain Hochstein reviewed Best Practices document and sent recommended updates to Chief Magnuson prior to Zone 1 Ops Chiefs meeting in January where Best Practices document will be reviewed and updated.
- Captain Burrow and AS Hansen participated in a meeting with the Training Officer's and Administrative support personnel from the Fire Departments of Bothell, Woodinville, Northshore, and Shoreline to discuss first Quarter North-End Drills (NED's), continue to develop second Quarter training, discuss the role of Fire Trex Training Software and our upcoming training.
- Captain Burrow presented the three new probationary firefighters their "Probationary Firefighter Workbook", each of their BC's and Lt's were present.
- Captain Burrow completed the first day of North-End Drills (NED's) in Shoreline at an abandoned commercial structure. The topic of the drill was; rapid large-area search of a known victim in a commercial structure using the Rope Assisted Search Procedures (R.A.S.P) technique, Size-Up of a commercial structure, and Forcible Entry of a commercial structure.

EAST METRO TRAINING GROUP (EMTG) Activities:

- Lieutenant Ford reported to Bellevue Training Center as instructor for EMTG Academy 11.
- Captain Burrow and Lieutenant Ford attended EMTG Academy Class 11 Family Orientation event at Bellevue Training Center.
- Captain Burrow issued duty uniforms, PPE, and SCBA's to each of the new hires for the upcoming fire academy.
- Captain Burrow coordinated with the Bothell training Officer to provide an SCBA class, and Mask Fit test the new recruits from each department (Northshore and Bothell).
- Captain Burrow coordinated with duty crews and the most recent new hires for their pre-academy requirements. The Academy, Class 11, is scheduled to begin on Monday, January 13, 2020 at the Bellevue Training Center.
- Captain Burrow collected radios for the new recruits to use during the academy. Radios used are from Apparatus 1700 (E257) the reserve engine that will also be used at the academy.
- Captain Burrow hosted a joint lunch with the new recruits and Training Officer's from Northshore, Bothell, and Woodinville. The time spent together served as an opportunity to allow the North Ends recruits to begin to develop teamwork, and a Q&A for the upcoming academy.

Operations:

- AFC Magnuson facilitated return of E157 (1100) from Cummins Everett to Station 51 for pump testing prior to return to service.
- AFC Magnuson attended monthly Zone 1 Operations meeting in Kirkland.
- AFC Magnuson met with new recruits to set expectations for upcoming EMTG Fire Academy 11.
- AFC Magnuson facilitated EMT affiliation to Northshore for new recruits.
- AFC Magnuson facilitated replacement of apparatus cell phones that have become outdated. In addition, replacement of damaged A151 cell phone, and procurement of new cell phone for the Training Officer and replacement for FPS Booth's outdated cell phone.
- AFC Magnuson forwarded update on Puget Sound Emergency Radio Network (PSERN) project to suppression staff.
- AFC Magnuson worked with FireTrex Staffing programmer, Dave Monahan to improve functionality of Overtime corrections in Staffing program.
- AFC Magnuson along with assistance from on-duty crew's and particularly BC Morris facilitated Medic 157 moving to Station 51 from Station 57 during remodel.

Fire Prevention:

- FI Booth presented fire safety lesson plans to students in three third classes.
- FM LaFlam and FF Holmes participated in a Fire Code adoption meeting of the Zone 1 fire marshals. The meeting focused on finalizing the amendments to the 2018 edition of the International Fire Code.
- FM LaFlam and FF Holmes attended a meeting of the King County Fire Marshals in Seattle. The meeting agenda included a discussion of the upcoming PSERN radio system and developing regional uniformity in the periodic testing of fire protection systems in buildings.
- Annual inspections: 6
- Plan reviews: 6
- Construction inspections: 3
- Construction Permits issued: 2

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak held the first Radio Amateur Civil Emergency Service (RACES) meeting of 2020. 21 volunteers participated in the meeting with a focus on trainings and community events scheduled for the year.
- NEMCo Alert Northshore emergency notification system is undergoing a major update to simplify how all four NEMCo agencies will be able to send out emergency notification via text, email, and phone calls.
- EM Lunak completed updates to the Northshore Utility District emergency operations guide books.