



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

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

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

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### RESOLUTION NO. 20-04

#### A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT APPROVING PUBLIC COMMENT PROCEDURE FOR VIRTUAL MEETINGS

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**WHEREAS**, on March 24, 2020, Governor Inslee issued Proclamation 20-28, which, in part, prohibited public agencies subject to RCW 42.30 from conducting any meeting subject to RCW 42.30 unless the meeting (i) was not conducted in-person and instead provided an option(s) for the public to attend the proceedings through, at minimum, telephonic access, and may also include other electronic, internet, or other means of remote access, and (ii) provided the ability for all persons attending the meeting to hear each other at the same time;

**WHEREAS**, the District implemented a procedure for its Board of Commission meetings whereby the meetings have been conducted with all District Commissioners and senior staff present remotely utilizing a video and/or teleconference link provided by Zoom and a phone call-in number with an access code (the "Virtual Meetings").

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Northshore Fire Department, adopts the following procedure for public comments at all Virtual Meetings.

1. Individuals desiring to provide public comment shall submit a request to make public comment to the District Secretary via email up to one (1) hour before the posted meeting time. Request must be in writing and include the following information:
  - Date and time of the meeting for which the comments are intended;
  - The name of the individual requesting to make comments;
  - Whether or not the individual requesting to make comments lives within the city limits of Lake Forest Park or Kenmore; and
  - The agenda item and/or subject the comments refer to.
2. Within its discretion, the District may hear public comments from individuals who have not requested to make public comment in the method described above. Individuals wishing to make public comment in this manner are encouraged to utilize the "Raise Hand" feature of Zoom.
3. An individual's comments shall not exceed three (3) minutes. Individuals are encouraged to make comments as briefly as the subject permits.
4. The Chair shall maintain order and ensure the appropriateness of discussion. Comments of an overly repetitive or inappropriate (vulgar) nature may be denied public comment.

5. This procedure for public comments shall be posted with the public notice of Virtual Meetings.

**PASSED AND ADOPTED by the Commission** of Northshore Fire Department in open session on the 24<sup>th</sup> day of June 2020, and duly authenticated by the signatures of the Commissioners voting in favor thereof.

BOARD OF COMMISSIONERS:

\_\_\_\_\_  
**RICHARD VERLINDA**, Commissioner

\_\_\_\_\_  
**JOSH PRATT**, Commissioner

\_\_\_\_\_  
**DON ELLIS**, Commissioner

\_\_\_\_\_  
**RICHARD WEBSTER**, Commissioner

\_\_\_\_\_  
**DAVID MAEHREN**, Commissioner

ATTEST:

\_\_\_\_\_  
**KATE HANSEN**, District Secretary

Board of Commissioners

**From:** [Dave Maehren](#)  
**To:** [Kate Hansen](#)  
**Subject:** RE: Vouchers and Resolutions for Electronic Signature  
**Date:** Thursday, June 25, 2020 9:04:05 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image005.png](#)  
[image007.png](#)  
[image009.png](#)

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**The following documents are Approved and Electronically Signed this 25th day of June, 2020, by Commissioner David C. Maehren.**

- **AP\_NOSHRFIR\_APSUPINV\_20200624101051 - GEN Fund**
- **Resolution 20-03 (Prohibiting In-Person Meetings)**
- **Resolution 20-04 (Public Comment Procedure for Virtual Meetings)**

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



***Proudly Serving the Citizens of Kenmore and Lake Forest Park***

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**From:** Kate Hansen  
**Sent:** Thursday, June 25, 2020 7:33 AM  
**To:** Commissioners <e-mailcommissioners@northshorefire.com>  
**Cc:** Greg Ahearn <gahearn@northshorefire.com>  
**Subject:** Vouchers and Resolutions for Electronic Signature

Good Morning Northshore Fire Commissioners,

Attached please find the voucher and Resolutions which were approved at last night's special meeting, June 24, 2020.

At your earliest availability, please respond with your electronic signature using the following verbiage:

**The following documents are Approved and Electronically Signed this \_\_ day of \_\_\_\_, 2020, by**

Commissioner \_\_\_\_\_.

- **AP\_NOSHRFIR\_APSUPINV\_20200624101051 - GEN Fund**
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- **Resolution 20-04 (Public Comment Procedure for Virtual Meetings)**

*Kate Hansen*

Administrative Specialist  
Northshore Fire Department  
7220 NE 181<sup>st</sup> St., Kenmore, WA 98028  
Office: 425-354-1780  
Direct: 425.354.1779  
[khansen@northshorefire.com](mailto:khansen@northshorefire.com)



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**From:** [Richard Webster](#)  
**To:** [Kate Hansen](#)  
**Subject:** RE: Vouchers and Resolutions for Electronic Signature  
**Date:** Thursday, June 25, 2020 8:31:11 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image005.png](#)  
[image007.png](#)

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**Resolution 20-04 (Public Comment Procedure for Virtual**

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**To:** Commissioners <[e-mailcommissioners@northshorefire.com](mailto:e-mailcommissioners@northshorefire.com)>  
**Cc:** Greg Ahearn <[gahearn@northshorefire.com](mailto:gahearn@northshorefire.com)>  
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**From:** [Rick Verlinda](#)  
**To:** [Kate Hansen](#)  
**Subject:** Re: Vouchers and Resolutions for Electronic Signature  
**Date:** Thursday, June 25, 2020 2:20:04 PM  
**Attachments:** [image002.png](#)  
[image004.png](#)  
[image006.png](#)  
[image008.png](#)

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**The following documents are Approved and Electronically Signed this 25th day of June, 2020, by Commissioner Rick Verlinda.**

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Rick Verlinda

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**From:** Kate Hansen <khansen@northshorefire.com>  
**Sent:** Thursday, June 25, 2020 7:33 AM  
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**From:** [Josh Pratt](#)  
**To:** [Kate Hansen](#)  
**Subject:** RE: Vouchers and Resolutions for Electronic Signature  
**Date:** Friday, June 26, 2020 7:43:54 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image005.png](#)  
[image007.png](#)

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**The following documents are Approved and Electronically Signed this 26th day of June, 2020, by Commissioner Josh Pratt.**

- **AP\_NOSHRFIR\_APSUPINV\_20200624101051 - GEN Fund**
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