



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 15, 2022

REGULAR MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

Chair Josh Pratt called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Mike Morris, Legal Counsel Richard Davis, Board Secretary Amy Oakley, and 19 members of the public.

II. PUBLIC COMMENT

2.1 No public comments.

III. APPROVAL OF THE AGENDA

3.1 *Commissioner Adman moved to adopt the agenda as presented. Commissioner Webster seconded. The motion passed unanimously.*

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:03PM until 5:18PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the Executive Session by 15 minutes and again by 15 minutes and 5 additional minutes. The Board moved back into open session at 5:49PM.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Conversation with IAFF, Local 2459

- Vice President, Brian Ford addressed the Board with comments related to Contract for Services.

5.2 Discussion of Robert's Rules of Order Training

Commissioner Adman moved to approve the contract for Robert's Rule of Order training with Ann MacFarlane as presented. Commissioner Wollum seconded. The motion passed unanimously.

5.3 MOU with Local 2459

- The MOU has not been finalized and will be discussed at a future meeting.
- 5.4 Battalion Chief level of service presentation and discussion
 - Chief Morris and Shoreline Fire Department Chief, Matt Cowan, discussed with the Board options for Battalion Chief level of service and attrition planning.
- 5.5 Shoreline Fire Department Negotiation Team Update
 - Commissioner Webster updated the Board on upcoming meetings of the negotiation team with Shoreline Fire Department.
 - Chief Cowan will provide the Board items from the Shoreline Regionalization Committee's upcoming retreat.
- 5.6 KCFD16 Administrative Activities Not Covered in Contract for Services Subcommittee update
 - No update to report.

VI. BOARD RESOLUTIONS

- 6.1 None

VII. CONSENT AGENDA

- 7.1 Vouchers
 - The General Fund Vouchers totaled \$ 45,659.10
 - The Reserve Fund Vouchers totaled \$ 5,895.29
- 7.2 Meeting Minutes: 2/1/2022 and 2/9/2022

Commissioner Webster moved to accept the consent agenda as presented. Commissioner Adman seconded. The motion passed unanimously.

VIII. REPORTS

- 8.1 Fire Chief Report
 - Chief Morris updated the Board on the status of NEMCO Emergency Manager position and discussions with Shoreline Fire Department to possibly share the position.
 - Chief Morris presented the Board with the options for NSFD to retain a vote within the North King County Training Consortium. He will update the Board at the next regular meeting.
- 8.2 Commissioner Reports
 - None
- 8.3 Legal Counsel Reports
 - None

IX. UPCOMING BOARD AGENDAS

- 9.1 Setting of Future Meeting Agenda(s)

Special meeting Thursday, February 17th at 5PM to approve the MOU with Local 2459.

In addition to the standard items, the March 1st agenda will include an update on Contract for Services negotiation committee, update on Administrative Activities

subcommittee, update from Chief Morris on status of conversations with North King County Training Consortium Chiefs.

ADJOURNMENT

The meeting adjourned at 6:32PM

NEXT MEETING DATE

Special meeting Thursday at 5PM to approve the MOU with Local 2459.

The next regular Board of Commissioners meeting is scheduled for March 1, 2022, at 5:00PM.

Attachments: Agenda, Roberts Rule Training contract, Battalion Chief Level of Service presentation, Vouchers, Minutes 2/1/22 & 2/9/22, Chiefs Report.

BOARD OF COMMISSIONERS

Electronically signed- Eric Adman
ERIC ADMAN, Member

Electronically signed- Josh Pratt
JOSH PRATT, Member

Electronically signed- Tyler Byers
TYLER BYERS, Member

Electronically signed- Rick Webster
RICK WEBSTER, Member

Electronically signed- Lisa Wollum
LISA WOLLUM, Member

ATTEST

Amy Oakley

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on March 1st, 2022

From: [Eric Adman NSFD](#)
To: [NSFD Board Secretary](#)
Subject: RE: Electronic Signature for Items approved 3/1/22
Date: Wednesday, March 2, 2022 5:12:26 PM

The following documents are Approved and Electronically Signed this 2nd day of March, 2022, by Commissioner Adman.

- AP_NOSHRFIR_APSUPINV_20220301093138 RES Fund
- AP_NOSHRFIR_APSUPINV_20220301093402 GEN Fund
- February DRS Approval Document
- February Payroll Approval Document
- February Payroll Taxes Approval Document
- HRA Transfer Approval Document
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Meeting Minutes: 2/15/22 and 2/17/22

From: [Byers, Tyler](#)
To: [NSFD Board Secretary](#)
Subject: RE: Electronic Signature for Items approved 3/1/22
Date: Wednesday, March 2, 2022 3:29:57 PM

The following documents are Approved and Electronically Signed this 2ed day of March, 2022, by Commissioner Byers.

- AP_NOSHRFIR_APSUPINV_20220301093138 RES Fund
- AP_NOSHRFIR_APSUPINV_20220301093402 GEN Fund
- February DRS Approval Document
- February Payroll Approval Document
- February Payroll Taxes Approval Document
- HRA Transfer Approval Document
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Meeting Minutes: 2/15/22 and 2/17/22

From: [Pratt, Josh](#)
To: [NSFD Board Secretary](#)
Subject: RE: Electronic Signature for Items approved 3/1/22
Date: Tuesday, March 1, 2022 8:30:56 PM

The following documents are Approved and Electronically Signed this 1st day of March, 2022, by Commissioner Josh Pratt.

- AP_NOSHRFIR_APSUPINV_20220301093138 RES Fund
- AP_NOSHRFIR_APSUPINV_20220301093402 GEN Fund
- February DRS Approval Document
- February Payroll Approval Document
- February Payroll Taxes Approval Document
- HRA Transfer Approval Document
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Meeting Minutes: 2/15/22 and 2/17/22

From: [Webster, Richard](#)
To: [NSFD Board Secretary](#)
Subject: RE: Electronic Signature for Items approved 3/1/22
Date: Wednesday, March 2, 2022 6:45:58 AM

The following documents are Approved and Electronically Signed this 2nd day of March, 2022, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20220301093138 RES Fund
- AP_NOSHRFIR_APSUPINV_20220301093402 GEN Fund
- February DRS Approval Document
- February Payroll Approval Document
- February Payroll Taxes Approval Document
- HRA Transfer Approval Document
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Meeting Minutes: 2/15/22 and 2/17/22

From: [Wollum, Lisa](#)
To: [NSFD Board Secretary](#)
Subject: RE: Electronic Signature for Items approved 3/1/22
Date: Wednesday, March 2, 2022 5:31:56 PM

The following documents are approved and electronically signed the 2nd day of March, 2022.
By Commissioner Wollum.

- AP_NOSHRFIR_APSUPINV_20220301093138 RES Fund
- AP_NOSHRFIR_APSUPINV_20220301093402 GEN Fund
- February DRS Approval Document
- February Payroll Approval Document
- February Payroll Taxes Approval Document
- HRA Transfer Approval Document
- January Commissioner Payroll Approval Document
- January Commissioner Payroll Taxes Approval Document
- Meeting Minutes: 2/15/22 and 2/17/22



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, February 15, 2022

5:00PM

Meeting held virtually, via Zoom

To provide public comment, please see instructions at the end of the agenda.

To attend this meeting live, click the link below and enter the ID & Password provided.

A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldlPZ1dSSU1ZYy9LSXVQQT09>

Call in to Zoom Meeting at: (253) 215-8782

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Regular Northshore Board Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Agenda

3.1 Approval of the Meeting Agenda

IV. Executive Session

To discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i).

V. Board Discussion and Possible Action Items

5.1 Conversation with IAFF, Local 2459

5.2 Discussion of Robert's Rules Training

5.3 MOU with Local 2459



- 5.4 Battalion Chief level of service presentation and discussion
- 5.5 Shoreline Fire Department Negotiation Team update
- 5.6 KCFD16 Administrative Activities Not Covered in Contract for Services Subcommittee update

VI. Board Resolutions

None

VII. Consent Agenda

- 7.1 Vouchers
- 7.2 Meeting Minutes: Regular Meeting 2/1/2022, and Special Meeting 2/9/2022

VIII. Reports

- 8.1 Fire Chief Report
- 8.2 Commissioner Reports
- 8.3 Legal Counsel Report

IX. Upcoming Board Agendas

- 9.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, March 1st, 2022 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

Individuals wishing to comment may comment by appearing at the virtual meeting and “raising their hand” or the equivalent. The chair shall recognize those persons and provide them the opportunity to comment. Three minutes are allowed for comment.

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

To ensure your written comments are received and read at the proper meeting, your email must include:

- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to



Emails without this information may not be read at the meeting. And, in accordance with normal procedure, messages of an overly repetitive or inappropriate (vulgarity) nature may be declined to be read at the discretion of the meeting Chair.

Please check the District's [AV Capture](#) for the most up-to-date information about individual meetings.

Questions? Email Board Secretary Amy Oakley at boardsecretary@northshorefire.com.

Jurassic Parliament

P.O. Box 77553
Seattle WA 98177
Tel: 206-542-8422
www.jurassicparliament.com

February 11, 2022

Eric Adman
Fire Commissioner
Northshore Fire Department
6220 NE 181st St.
Kenmore WA 98028
Via email to eadman@northshorefire.com

Dear Eric:

This letter confirms our offer to provide online training to the Board of Commissioners of the Northshore Fire District (DISTRICT).

PROPOSAL

Jurassic Parliament offers to provide a 3-hour online training workshop to elected officials, volunteers, and staff of the Northshore Fire District on Monday, April 18, 2022, from 9 am to 12 pm. There will be a maximum of 40 participants in this event. The workshop will be entitled "Great District Board Meetings." The public may observe the workshop.

FORMAT

The workshop will take the form of an interactive scenario modeling the meeting of a special district board. The workshop is based upon adult learning principles and is highly interactive. Participants have found the approach to be informative, engaging and entertaining.

PRESENTER

The presenter for this workshop will be Ann G. Macfarlane, a Professional Registered Parliamentarian with wide experience in training both in-person and online. Her primary professional focus is training local governments. Ann's resume is attached.

MATERIALS

Three business days before the workshop, Jurassic Parliament will provide the District with a PDF file giving the slides for the workshop. Note that this handout is not necessary to take the workshop, but some participants prefer to be able to take notes during the session. After the workshop, Jurassic Parliament will provide additional extensive reference materials.

INVITATION TO MAILING LIST SIGNUP

Jurassic Parliament will be provided the opportunity during the training to invite attendees to sign up for the Jurassic Parliament mailing list, and to inform them about relevant training materials available free or for purchase.

ADVANCE PREPARATION

The District will be available for inquiries in order for Jurassic Parliament to customize the material for the attendees. The District will provide Jurassic Parliament with all relevant background materials, and with a list of participants 5 business days before the session.

TERMS

The base fee for this training will be \$1900 for up to 20 participants. Additional participants may attend at an added cost of \$59/person, to a maximum of 40 participants. We will invoice the District after completion based on the actual number of attendees. All charges are due and payable 30 days from date of invoice. Checks should be made out to Macfarlane Estep Inc. DBA Jurassic Parliament. Our fee schedule is attached.

In addition, Jurassic Parliament offers to provide copies of our book, *Mastering Council Meetings: A handbook for elected officials and local government*, at a discounted cost of \$10 plus shipping and handling. (The retail price of this book is \$24.95)

INTELLECTUAL PROPERTY

The intellectual property, training material and documents prepared by Jurassic Parliament for this training session are and remain the property of Jurassic Parliament. However, the PDF handout prepared for the session will be licensed to the District for training of its board and staff for one year. In addition, the educational articles provided in PDF format may be freely shared provided that the content is left unchanged.

DISCLAIMER

Ann G. Macfarlane, the presenter for this workshop, is a Professional Registered Parliamentarian with extensive experience in parliamentary procedure as used in local governments. Jurassic Parliament will use its best efforts to provide accurate and relevant information within the area of its professional expertise. Jurassic Parliament provides these services as an independent contractor and not as an employee of the District or any company affiliated with the District. Nothing in the presentation provided will constitute legal or business advice. Participants with legal or business questions will be advised to seek qualified counsel.

If there are any questions about these terms, please contact me so we can resolve them. If these terms are satisfactory, a signature will constitute acceptance. Thank you for the opportunity to provide this proposal. I look forward to working with you.

Sincerely yours,



Ann G. Macfarlane
Professional Registered Parliamentarian
EIN 91-1858072 UBI 601-816-428

Attachments: Macfarlane resume, fee schedule

Signature

Name (please print)

Title

GREAT DISTRICT BOARD MEETINGS ONLINE WORKSHOP

Special district boards face special challenges in these turbulent times. This workshop distills the best of *Robert's Rules of Order* to provide guidelines, tips and tools to run effective district board meetings. The workshop is interactive and lively.

After taking this session, participants will be able to:

- Describe correctly the authority of the chair, members and staff
- Follow best practices for effective discussion
- Make motions and amendments
- Deal with difficult members and inappropriate remarks
- Hold effective public comment sessions

3 hours

Presenter

Ann G. Macfarlane has trained thousands of elected officials in Robert's Rules of Order since 2005 under the banner of "Jurassic Parliament." Her lively and entertaining workshops use dinosaurs as props to demonstrate how motions work. They are filled with real-life examples that bring the lessons home. Ann is a former diplomat and Russian translator. She is a Professional Registered Parliamentarian. With Andrew Estep, Ann is the author of *Mastering District Meetings: A Guidebook for Elected Officials and Local Governments*.

Jurassic Parliament
P.O. Box 77553
Seattle WA 98177
Tel: 206-542-8422
www.jurassicparliament.com

Workshop Fees

In-person workshop at conference or other major event	\$3600
Customized live online workshop for up to 20 people. Add fee of \$59/person for up to 40 total participants	
One–two hours	\$1600
Three hours	\$1900
Shorter live workshops	varies
Recorded workshop—license for entire body to view	varies

Travel costs are additional to the above fees (economy air travel, baggage fees, ground transfers, mileage, tolls and parking, lodging, meals, tips)

Mastering Council Meetings: A guidebook for elected officials and local governments available from Amazon, \$24.95. We offer a discount for purchase of 10 or more copies.

January, 2022

ANN G. MACFARLANE, PRP

PO Box 77553
Seattle WA 98177
Tel: 206-542-8422
Email: ann@jurassicparliament.com

Ann Griffin Macfarlane studied Russian and Ancient Greek at the University of California, Santa Cruz. She was awarded a Marshall Scholarship by the British government to earn a B.A./M.A. degree from Cambridge University, England. She began her career as a diplomat in the U.S. Foreign Service. Fluent in Urdu, Ann served in Lahore, Pakistan and on the Bangladesh desk of the State Department before becoming the first woman staff assistant in the Near East South Asia Bureau. In that position she supported Henry Kissinger's shuttle diplomacy in the Middle East and supervised the flow of reporting and memoranda for other hot spots in the region.

After study at the Army Russian Institute in Garmisch-Partenkirchen, Ann married fellow Foreign Service Officer Lew Macfarlane. She served on the Soviet desk before resigning her commission to devote herself to their family in the Congo, Tanzania, and Kathmandu.

The Macfarlanes returned to Seattle, Lew's native city, with their three sons. Ann became a professional translator and was elected President of the American Translators Association. She then served as Executive Director of the National Association of Judiciary Interpreters and Translators before becoming a partner with Andrew Estep as an owner of ERGA, Inc., an association management company, from 2007 to 2014.

Ann and Andrew developed "Jurassic Parliament" as a way of helping people run productive meetings. Their approach makes Robert's Rules of Order understandable, enjoyable, and easy to learn. They published *Mastering Council Meetings: A guidebook for elected officials and local governments* in 2013.

Education and Credentials:

- Professional Registered Parliamentarian, National Association of Parliamentarians
- Certificate in Nonprofit Management, University of Washington
- U.S. Army Russian Institute Certificate, Garmisch-Partenkirchen, Germany
- B.A./M.A. Cambridge University, England
- Marshall Scholarship, Her Majesty's Government, United Kingdom
- B.A. with highest honors, University of California Santa Cruz

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Macfarlane Estep Inc.	
2 Business name/disregarded entity name, if different from above Jurassic Parliament	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 77553	Requester's name and address (optional)
6 City, state, and ZIP code Seattle WA 98177	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
9	1	-	1	8	5	8	0	7	2	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Ann D. Macfarlane</i>	Date ▶ <i>10/13/2020</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

BATTALION 151 UTILIZATION:

Created approximately 24 years ago.

“Battalion Chief is responsible for... management of personnel, fire prevention and training activities, and oversight of major programs.”

Ex: Facilities maintenance, remodel 57, etc.. due to lower call volume.

Recommendation:

What is a reasonable time frame to reduce 8 BC's through attrition to 4?

If desired, **District Chief of Northshore** through no later than June, 2022.

New B161 responsibilities:

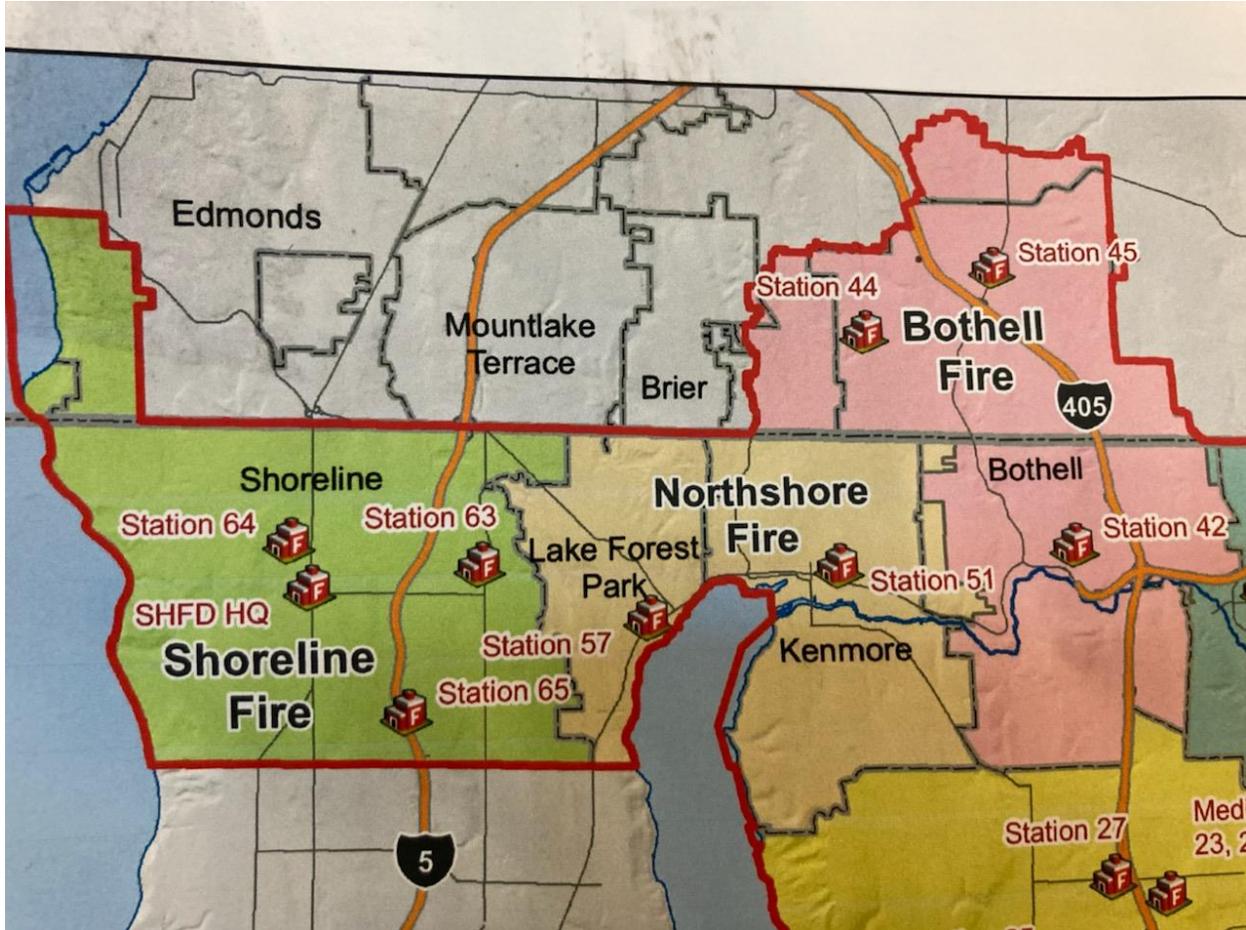
Personnel, Training, Staffing, Emergencies

Considerations for reduction of BC's over time:

- 2021 call volume:

○ B151	2 stations	372
○ B161	3 stations	842
○ B142	3 stations	568
○ B121	6 stations	548
○ B101	9 stations	736
○ B111	8 stations	380
○ B171/181/131	18 stations	919
○ Combined B151/161 5 stations		1214
- Shift number increase from 10/18 (excl PM's) to 28 combined
- NFD Battalions coming into new area/staffing programs/policies and procedures/personnel, etc...
- Larger area with slower response times from neighboring jurisdictions due to unique geography from Puget Sound around Lake Washington:
 - Snohomish County
 - Seattle
 - Bothell
 - Kirkland

- Discussions with BC's from BFD, RFD, and EFR, all state majority of time is spent dealing with staffing, scheduling, HR.



WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:36:57 Date: 02/11/2022

02/23/2022 To: 02/23/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
205	02/23/2022	Claims	1	0	411 PLUMBER	377.08	Leak repair St 51
206	02/23/2022	Claims	1	0	CENTURY LINK	64.74	Phones - St 57
207	02/23/2022	Claims	1	0	CITY OF LAKE FOREST PARK	281.53	Acct 005377-000; Sewer - St 57
208	02/23/2022	Claims	1	0	DIMARTINO ASSOCIATES	3,591.60	March 2022 - LTD Premiums
209	02/23/2022	Claims	1	0	DRUG FREE BUSINESS	100.00	Annual Membership Fee
210	02/23/2022	Claims	1	0	JEREMIAH D INGERSOLL	1,906.45	Travel reimbursement - Echelon Front First Responder Training
211	02/23/2022	Claims	1	0	KENMORE MARINA LLC	6,000.00	2022 Annual Fee - Moorage for 2 slips
212	02/23/2022	Claims	1	0	KING COUNTY FINANCE	1,867.00	Jan 2022 - I-Net
213	02/23/2022	Claims	1	0	KROESEN'S, INC.	57.14	Emblems - Class As
214	02/23/2022	Claims	1	0	KROESEN'S, INC.	100.47	Heilman & Hansson - Admin Coats embroidery
215	02/23/2022	Claims	1	0	KROESEN'S, INC.	465.45	Class B Uniform - Abraham
216	02/23/2022	Claims	1	0	KROESEN'S, INC.	109.55	Morris - New Badge
217	02/23/2022	Claims	1	0	KROESEN'S, INC.	108.99	Class B Sweatshirt & Jacket - Gillis
218	02/23/2022	Claims	1	0	KROESEN'S, INC.	337.78	Shirt & Pants - Heilman & Hansson
219	02/23/2022	Claims	1	0	KROESEN'S, INC.	323.50	Class B Uniform - Martensen
220	02/23/2022	Claims	1	0	KROESEN'S, INC.	208.90	Boots - Holmes
221	02/23/2022	Claims	1	0	L. N. CURTIS & SONS	461.87	ABC Sweatshirts and Recruit Shields
222	02/23/2022	Claims	1	0	LIFE ASSIST	425.67	EMS Supplies - COVID
223	02/23/2022	Claims	1	0	LIFE ASSIST	15.16	EMS Supplies - St 57
224	02/23/2022	Claims	1	0	LIFE ASSIST	36.43	EMS Supplies
225	02/23/2022	Claims	1	0	LIFE ASSIST	30.32	EMS Supplies - St 51
226	02/23/2022	Claims	1	0	LIFE ASSIST	727.35	EMS Trauma Grant - Cart Supplies
227	02/23/2022	Claims	1	0	LIFE ASSIST	402.88	EMS Supplies - COVID
228	02/23/2022	Claims	1	0	LIFE ASSIST	175.87	EMS Trauma Grant - Cart Supplies
229	02/23/2022	Claims	1	0	LINDE GAS & EQUIPMENT INC.	36.61	Oxygen
230	02/23/2022	Claims	1	0	MICHAEL A MORRIS	104.35	Per Diem & Parking Reimbursement - Echelon Front Leadership Training
231	02/23/2022	Claims	1	0	MRSC OF WASHINGTON	1,000.00	2022 Fee - Legal & Policy Matters
232	02/23/2022	Claims	1	0	NATURAL CONCEPT LANDSCAPE	515.63	Landscaping - St 51
233	02/23/2022	Claims	1	0	NORTH LAKE MARINA	24.03	Fuel
234	02/23/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	7,741.24	January 2022 - Fuel & Maintenance
235	02/23/2022	Claims	1	0	PACIFIC OFFICE AUTOMATION	66.48	Copier - Meter Reading
236	02/23/2022	Claims	1	0	PSR MECHANICAL	2,584.60	HVAC repairs - St 51
237	02/23/2022	Claims	1	0	REPUBLIC SERVICES #172	396.53	Garbage & Recycle Pickup - St 51
238	02/23/2022	Claims	1	0	REPUBLIC SERVICES #172	163.43	Garbage Pickup - St 57
239	02/23/2022	Claims	1	0	SEATTLE CITY LIGHT	1,550.93	Acct #9969310000; St 57
240	02/23/2022	Claims	1	0	STERICYCLE	20.72	Bio Hazard Disposal
241	02/23/2022	Claims	1	0	SYNTHETIC TURF NORTHWEST	8,873.16	Station 57 - landscaping - Turf - 50% down payment
242	02/23/2022	Claims	1	0	US BANK	2,603.89	Charges for card ending 4689 & 5507
243	02/23/2022	Claims	1	0	VERIZON BUSINESS	739.65	Phones - St 51 VOIP
244	02/23/2022	Claims	1	0	VERIZON WIRELESS	924.42	Smart Phones
245	02/23/2022	Claims	1	0	WESTLAKE HARDWARE	137.70	Fuse; BBQ Repair Parts; Traeger repair parts - St 57; Gym remodel hardware

001 General Fund 10-016-0010

45,659.10

45,659.10

Claims: 45,659.10

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:36:57 Date: 02/11/2022

02/23/2022 To: 02/23/2022

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:36:20 Date: 02/11/2022

02/23/2022 To: 02/23/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
204	02/23/2022	Claims	4	0	ALFRED J BAKER	5,895.29	LEOFF I
		004 Reserve Fund 10-016-6010				5,895.29	
						<u>5,895.29</u>	Claims: 5,895.29



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 1, 2022

REGULAR MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

Chair Josh Pratt called the meeting to order at 6:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Mike Morris, Advisory member Phillippa Kassover, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 49 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard public comments from Gabe DeBay, David Maehren, and Doug Loeser.

III. APPROVAL OF THE AGENDA

3.1 *Commissioner Byers moved to adopt the agenda as presented. Commissioner Webster seconded. The motion passed unanimously.*

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:11PM until 5:26PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the Executive Session by 15 minutes. The Board moved back into open session at 5:45PM.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Conversation with IAFF, Local 2459

- President, Jeremiah Ingersoll addressed the Board with comments related to Contract for Services.

5.2 Discussion of Robert's Rules of Order Training

- The Board discussed contracting with trainer, Anne McFarland for training on Robert's Rules of Order.
- The Board Secretary will follow-up with Commissioners to schedule the training in April 2022.

- 5.3 Report on Presentation with Lake Forest Park City Council
- Commissioner Byers updated the Board on the January 24th presentation at the Lake Forest Park City Council Committee of the Whole meeting.
 - LFP Councilmember Kassover thanked the Board for their participation.
- 5.4 Formalize Contract for Service Recommendation
- Commissioner Byers moved to select the Shoreline Fire Department subject to our ability to bargain an agreement with the Contracting agency and the Union. Commissioner Webster offered a friendly amendment to include the word “bargaining with” Contracting agency. Commissioner Byers accepted the friendly amendment. Commissioner Pratt seconded. The Board discussed. The motion passed unanimously by a roll call vote.*
- 5.5 Contract for Services Next Steps
- The Board established a negotiating team consisting of Commissioner Webster, Legal Counsel Paxton, and Chief Morris.
- 5.6 Discussion of KCFD16 Administrative Activities Not Covered in Contract for Services
- The Board created a subcommittee consisting of Commissioner Webster and Commissioner Byers to research outstanding administrative items.

VI. BOARD RESOLUTIONS

- 6.1 None

VII. CONSENT AGENDA

- 7.1 Vouchers
- The General Fund Vouchers totaled \$ 186,751.46
 - The Reserve Fund Vouchers totaled \$ 23,307.29

- 7.2 Commissioner Compensation

- 7.3 Meeting Minutes: 1/18/2022

Commissioner Adman moved to accept the consent agenda as presented. Commissioner Webster seconded. The motion passed unanimously.

VIII. REPORTS

- 8.1 Fire Chief Report
- Chief Morris updated the Board on COVID cases on the decline in the county.
 - Commissioner Webster thanked Chief Morris for including COVID updates in the report.
 - The Commissioners agreed to move forward with renewals for MRSP and Office 365 subscriptions.
 - Chief Morris provided update on the construction of a 3-bay apparatus building and training academy building.
 - The Board discussed the storage of water rescue craft at Kenmore Air.
- 8.2 Commissioner Reports

- o None

8.3 Legal Counsel Reports

- o New law extended deadline to enroll in long-term care act until July 2023.
- o The Supreme Court has overturned OSHA COVID vaccine/testing mandate.

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the February 15th agenda will include an update on Contract for Services negotiation committee, update on Administrative Activities subcommittee, and follow-up Robert’s Rule training date.

ADJOURNMENT

The meeting adjourned at 6:14PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for February 15, 2022, at 5:00PM.

Attachments: Agenda, KCFD16 Administrative Budget Items, Vouchers, Commissioner Compensation, Minutes 1/18/22, Chiefs Report.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, Member

RICK WEBSTER, Member

LISA WOLLUM, Member

ATTEST

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 15th, 2022

DRAFT



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 9, 2022

SPECIAL MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPEN SPECIAL NORTHSHORE MEETING

1.1 Roll Call

Chair Josh Pratt called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, and Rick Webster. Also present was Chief Mike Morris, Advisory member Phillipa Kassover, Board Secretary Amy Oakley, and 9 members of the public. Commissioner Wollum was absent.

II. PUBLIC COMMENT

2.1 No public comments.

III. APPROVAL OF THE AGENDA

3.1 *Commissioner Adman moved to adopt the agenda as presented. Commissioner Webster seconded. The motion passed unanimously.*

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:05PM until 5:20PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4). The Board extended the Executive Session by 5 minutes. The Board moved back into open session at 5:26PM.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Battalion Chief Level of Service Discussion

- The Board discussed Battalion Chief coverage with regards to Contract for Services.
- Chief Morris will prepare a presentation for discussion at the February 15, 2022, regular meeting.

VI. UPCOMING BOARD AGENDAS

6.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the February 15th agenda will include an update from the Contract for Services negotiation team, an update from the subcommittee on Administrative Activities, Robert's Rule of Order training date discussion, Battalion Chief level of service discussion, and MOU with Local 2459.

ADJOURNMENT

The meeting adjourned at 5:33PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for February 15, 2022, at 5:00PM.

Attachments: Agenda, Public Notice.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, Member

RICK WEBSTER, Member

LISA WOLLUM, Member

ATTEST

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 15th, 2022



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

DATE: February 14, 2022

TO: Board of Fire Commissioners

FR: Interim Fire Chief

RE: Chief's Report for 2/15/2022 meeting

Personnel, Operations, Facilities, Community

Personnel

1. Academy #1-2022: Northshore recruits are performing well.
2. PFF Creger-Zier is scheduled to complete probation on 4/2/22.

Operations

3. Meetings held:
 1. Administrative staff.
 2. Labor/Management.
 3. All Officer Meeting, with Shoreline Fire Chief Cowan introduction at my request.
 4. King County EMS and Public Health for covid briefing x 2.
 5. NKCTC workgroup met with Union representatives and training consortium representatives to discuss scope of work and inclusion of EFR in 2023.
 1. Training Director Wallgren sent an email post meeting asking each department if they want to be a part of the consortium in 2023.
 6. Shoreline Chief and Deputy Chief's to discuss transition.
 7. Regionalization Committee meeting with NFD and SHFD personnel.

Facilities

1. Spoke briefly with Support Services Deputy Chief Taylor about program integration.
2. Zeb Middleton has created @Shorelinefire mailboxes for all Northshore employees. Merge will take place on 02/25 and @Northshorefire mail will be directed to @Shorelinefire address.

Community

1. HR Manager Moore participated in NEMCO Emergency Manager interviews. No qualified candidate available at this time.

COVID-19 UPDATE

2/14/2022

1. King County – 361,213 total cases, 11,093 hospitalizations and 2,465 fatalities. 9,649 new cases in the last 7 days, showing a 36% decrease, 27 daily average hospitalizations, showing a 30% decrease, and 8 daily fatalities, a 6% decrease over the last 14 days.
2. Kenmore – 2,959 total cases, 90 hospitalizations and 21 fatalities. Kenmore has experienced 85 new cases in the previous 7 days equating to an 48% decrease, 1 new hospitalization and one fatality.
3. LFP – 1,507 total cases, 31 hospitalizations and 6 fatalities. LFP has experienced 65 new cases in the previous 7 days equating to a 21% decrease, 1 new hospitalization and no fatalities.
4. King County residents who have at least one vaccination:
 - a. 95.8% ages 16 and older.
 - b. 95.0% ages 12 and older.
 - c. 91.6% ages 5 and older.
 - d. 88.0% people who have completed their vaccine series.
5. Omicron Variant:
 - a. Current High Transmission level.
 - b. Decreasing trend in the number of hospitalizations in the last 14 days.
 - c. Decreasing trend in the number of fatalities related to Covid-19 over the last 14 days.

Northshore Fire Department currently has **0** firefighters in quarantine.

TRAINING UPDATE

1. NKCTC workgroup met with Union representatives and training consortium representatives to discuss scope of work and inclusion of all EFR personnel in 2023.
 1. Training Director Wallgren sent an email post meeting asking each department if they want to be a part of the consortium in 2023.

FIRE PREVENTION

- AFM issued 14 single family residential fire sprinkler permits, 1 fire alarm permit and assessed several development reviews for the City of Kenmore.
- Inspector Booth conducted 5 code enforcement inspections, 9 sprinkler/fire alarm inspections and issued 2 tank permits.
- Inspector Booth responded to an arson fire at the Bank of America ATM and teamed up with AFM Johnston at an arson fire at Animal Acres Park in LFP. KCFIU also responded to both events.

- Inspector Booth attended and took meeting minutes for the Regional Fire Investigators Group.
- Inspector Booth is continuing to work on CodePAL (inspection program) to clear corrected violations from the database.
- Inspector Booth (with Jennifer Kunkel) pushed out several posts on Facebook & Instagram about fire safety, heart healthy month, and NSFD firefighter accomplishments.

Facebook Insights

Post Reach

February 7 - February 13

1,907

People Reached ▼43%



Page Followers

February 7 - February 13

2

Page Followers ▼67%



Page Views

February 7 - February 13

64

Total Page Views ▼53%



Post Engagement

February 7 - February 13

470

Post engagement ▼50%



Response Standards

February 1 - 13

Reaction time 51 90% Fractile	Reaction Time 57 90% Fractile	Response Time Avg Call received to O/S	Response Time 90% Call received to O/S
A shift 1:28	A shift 1:25	4:59	8:11
B shift 1:25	B shift 1:51		
C shift 1:40	C shift 1:51		
D shift 1:58	D shift 3:28		

Call Types	Number of Calls
Rescue/Vehicle fire	1
Structure Fire	2
Natural Vegetation	1
EMS	74
Odor/Smoke/Steam problem	4
Electrical wiring/Combustible Flammable	3
Flammable Liquid spill	0
Public Service	12
Dispatched and cancelled	15
Water problem	0
False alarm/system malfunction	8
Other	1
Total calls	121

Auto Aid IN to Assist NSFD (All Call Types)

Kirkland	3	
Bothell	3	
Shoreline	12	
Eastside Fire	0	

Auto Aid OUT of District (All Call Types)

Kirkland	2	
Bothell	13	
Shoreline	8	
Eastside Fire	0	