



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

July 20, 2021

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 Rick Webster called the meeting to order at 5:04 PM.

Persons in attendance were Commissioners Josh Pratt, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief McDonald, CAO Joan Montegary, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 30 members of the public.

II. PUBLIC COMMENT

- 2.1 Kenmore resident, Lisa Wollum, addressed the Board with questions related to NSFD staffing and NSFD Policy 1400.
- 2.2 Shoreline Fire Chief Matt Cowan addressed the Board with comments related to regionalization efforts.

III. APPROVAL OF THE AGENDA

- 3.1 *Commissioner Webster moved to add an Executive session to discuss NSFD Policy 1400. Commissioner Maehren seconded. The motion passed unanimously.*
- 3.2 *Commissioner Pratt moved to amend the agenda to include an Executive Session to evaluate the performance of an employee. Commissioner Webster seconded. The Board discussed combining this discussion with the current Executive Session. The motion passed unanimously.*
- 3.3 *Commissioner Maehren moved to add an item 4.5 under Board Discussion and Action Items a discussion of a September 11th Memorial Event. Commissioner Webster seconded. The motion passed unanimously.*

A final vote of the agenda as amended passed unanimously.

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:15PM until 5:45PM to discuss performance of an employee pursuant to RCW 42.30.110(1)(g) and to discuss potential litigation pursuant to RCW 42.30.110(1)(i). The Board moved back into open session at 5:45PM.

- o Legal Counsel Paxton addressed the meeting in open session to clarify the legal authority of defining quorum in an open public meeting and for conducting business.

Commissioner Maehren moved to revert to the previous version of NSFD Policy 1400 which defines Quorum as three members effective immediately. Commissioner Pratt seconded. The motion passed unanimously.

- Legal Counsel concurred that the quorum to conduct business is three members, however the vote is the majority of the Commissioners present.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Commissioner Vacancies: Developing Interview Questions

- The Board discussed the interview questions for potential candidates.
- Commissioner Pratt agreed to moderate reading the questions during the interviews.
- Candidates invited for interviews will be provided advance copy of the questions.

5.2 What's Next: Finalize Request for Proposals (RFP)

- The Board discussed forgoing the RFP process and instead initiate a direct ask for contract proposals from Shoreline Fire and Eastside Fire.

Commissioner Maehren moved that NSFD use a direct ask for contracts for services and that the Board Chair contact Eastside Fire & Rescue and Shoreline Fire Department to initiative that process. Commissioner Webster seconded. The motion passed unanimously.

5.3 Discussion of Return to In-person Meetings

- Legal Counsel Paxton reviewed the conditions for holding in person meetings, including masking rules, occupancy, and offering a virtual option. There were no changes since the previous Board meeting. He stated that Proclamation 20-28 is still in effect.
- The Board discussed taking steps to plan for hybrid meeting model and outlining equipment and technology needs.
- The Board agreed to discuss this agenda item at the next meeting, which will be held virtually.

5.4 Discussion of Potential Future Special Meetings

- No special meetings currently scheduled.

5.5 September 11th Memorial Event

- The Board discussed an event for public viewing of the Twin Towers artifact in the lobby of Station 51 on September 11th, marking the 20th anniversary of 9/11 attack.
- Chief Ahearn will report back with ideas for the event.

VI. BOARD RESOLUTIONS

6.1 None

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$100,623.90
- The Reserve Fund Voucher totaled \$1,913.60

7.2 Approval of Regular Meeting Minutes 7/6/2021

Commissioner Pratt moved to approve the consent agenda as presented. Commissioner Maehren seconded. The motion passed unanimously.

VIII. REPORTS

8.1 Fire Chief Report

- No questions or comments to the written Chief’s report provided with the meeting materials.

8.2 Commissioner Reports

- None

8.3 Legal Counsel Reports

- None

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

- In addition to the standard agenda items, the next regular meeting on July 20th will include discussions for in-person meetings and the need for future special meetings, report on contract for services, 9/11 memorial event planning, and selection of Board vacancy candidates for interviews.

ADJOURNMENT

The meeting adjourned at 6:05PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is scheduled for August 3, 2021.

Attachments: Agenda, Policy 1400 (revised to original), Request for Proposals Draft, Vouchers, Meeting Minutes 7/6/2021, and Fire Chief’s Report.

BOARD OF COMMISSIONERS

VACANT, Member

Electronically signed- Josh Pratt

JOSH PRATT, Member

VACANT, Member

Electronically signed- Rick Webster

RICK WEBSTER, Member

Electronically signed- David C. Maehren

DAVID MAEHREN, 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 August 3rd, 2021.

From: [Dave Maehren](#)
To: [Board Secretary](#)
Subject: RE: E-Signatures Documents Approved 8/03/2021
Date: Tuesday, August 3, 2021 7:55:28 PM
Attachments: [image001.png](#)

The following documents are Approved and Electronically Signed this 3rd day of August, 2021, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20210803103255 RES Fund
- AP_NOSHRFIR_APSUPINV_20210803103620 GEN Fund
- Regular Meeting Minutes 7/20/2021

From: [Josh Pratt](#)
To: [Board Secretary](#)
Subject: RE: E-Signatures Documents Approved 8/03/2021
Date: Tuesday, August 3, 2021 11:24:08 PM

The following documents are Approved and Electronically Signed this 3rd day of August, 2021, by Commissioner Josh Pratt.

- AP_NOSHRFIR_APSUPINV_20210803103255 RES Fund
- AP_NOSHRFIR_APSUPINV_20210803103620 GEN Fund
- Regular Meeting Minutes 7/20/2021

From: [Richard Webster](#)
To: [Board Secretary](#)
Subject: RE: E-Signatures Documents Approved 8/03/2021
Date: Wednesday, August 4, 2021 5:20:35 PM

The following documents are Approved and Electronically Signed this 4th day of August, 2021, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20210803103255 RES Fund
- AP_NOSHRFIR_APSUPINV_20210803103620 GEN Fund
- Regular Meeting Minutes 7/20/2021



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, July 20, 2021

5:00PM

Meeting held virtually, via Zoom

Public Comment must be submitted electronically prior to the meeting.

To submit 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=dW1uWDFpNldpZl1dSSU1ZlYy9LSXVQQT09>

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 the performance of an employee pursuant to RCW 42.30.110(1)(g) and to discuss potential litigation pursuant to RCW 42.30.110(1)(i).

V. Board Discussion and Possible Action Items

5.1 Commissioner Vacancies: Developing Interview Questions

5.2 What's Next: Finalize Request for Proposals

5.3 Discussion of Return to In-person Meetings

5.4 Discussion of Potential Future Special Meetings



5.5 September 11th Memorial Event

VI. Board Resolutions

None

VII. Consent Agenda

7.1 Vouchers

7.2 Approval of Regular Meeting Minutes 7/6/2021

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: August 3rd, 2021 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

If you wish to provide public comment virtually, 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 comments are received and read at the proper meeting, your email must include:

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

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

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

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

NORTHSHORE FIRE DEPARTMENT
ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Board Meetings

Policy Number: 1400	Approved By: Board of Commissioners
Effective Date: Unknown	Revision Date: February 16, 2021
Pages: 4	Attachments: 0

1 PURPOSE

- 1.1 Provides rules and guidelines for Commissioner Board meetings.

2 REFERENCES

- 2.1 RCW 52.14.090, *Office--Meetings*
2.2 RCW 52.14.100, *Meetings--Powers and duties of Board*
2.3 Ch. 42.30 RCW, *Open Public Meetings Act*

3 RESPONSIBILITY

- 3.1 It is the responsibility of the Board Chair to conduct meetings in an orderly and businesslike manner according to the policies of this section. The District's legal counsel will assist as needed. All Commissioners, the Fire Chief and participating members shall comply with the conduct guidelines contained in this policy.

4 DEFINITIONS

5 POLICY

- 5.1 Board meetings will be scheduled in compliance with Ch. 42.30 RCW (Open Public Meetings Act) and RCW 52.14.100 (Fire Commissioners – Meetings). The Act broadly defines meetings to include the transaction of the official business of the Board including, but not limited to, “receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations and final actions”.

6 PROCEDURES/GUIDELINES

- 6.1 The Board will function through regular, special, and emergency meetings.
- 6.1.1 **REGULAR MEETINGS** – The Board shall have at least one meeting per month. The date, time and place of the regular meeting must be established by written resolution.
- 6.1.2 **SPECIAL MEETINGS** – A special meeting is any meeting other than a regular meeting.
- 6.1.2.1 Special meetings may be called by the Chair or upon a petition of a majority of the Commissioners. As a courtesy, prior to the establishment of the date, time and place of any special meeting, the Chair shall attempt to contact the other members of the Board to determine their availability for any such special meeting. The Board may not take final action on any item not specified in the special meeting notice, which shall be provided to the public pursuant to RCW 42.30.080
- 6.1.2.2 While other items of business may be discussed at a special

meeting, no action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session, the item of business must also appear on the agenda if final action is to be taken following the executive session.

6.1.2.3 Notice of Special Meetings must be provided to the public at least 24 hours in advance of the meeting.

6.1.3 EMERGENCY MEETINGS – An emergency meeting is a special board meeting held without the usual required notice. The Chair or a majority of the Board may call an emergency meeting when the conditions of RCW 42.30.070 are met.

6.2 NOTICES –

6.2.1 All regular or special meetings of the Board must be advertised as meetings that are open to the public. If the Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session, the special meeting should be called to order and recessed to an executive session. The purpose and expected duration of the executive session should be announced and recorded in the minutes (e.g., personnel matters).

6.2.2 A regular meeting does not require a public notice. If the Board does not meet at its regular location or time, the meeting should be treated as a special meeting with proper notice and announcements to the media stating the time, place and purpose of the meeting. The District will notify newspapers and radio and television stations which have filed a request for such notification.

6.3 ATTENDANCE – Meetings may be convened in-person and/or by conference call, online, or other alternative format as determined by the chair, subject to the requirements of the Open Public Meetings Act, chapter 42.30 RCW.

6.4 AGENDA – The board shall provisionally establish the agenda for each subsequent meeting as a part of regular and special meeting business.

6.4.1 Agenda items may be suggested by any commissioner or the fire chief. The board will assess the proposed agenda items including the time needed for discussion, the required meeting materials and the priority of the topic. The board chair or designee and the fire chief will collaborate to assure that the appropriate meeting materials are provided in the meeting materials packet or other format as required. If during preparation of the meeting materials packet a lack of documentation or readiness prohibits discussion the agenda topic, that topic will remain on the agenda with a notation explaining the status of the item. When needed, agenda topics may be added at the discretion of the fire chief and the board chair.

6.4.2 The meeting materials packet will typically include; the agenda, draft minutes of the previous meeting and relevant supplementary information. The meeting materials packet will be available to each Commissioner by the end of business at least six days in advance of the meeting and will be available to any interested citizen via the department website and at the district headquarters as early as possible but no less than twenty-four

hours prior to the meeting. Late edits to the meeting agenda or meeting materials will be provided to board members and the public as soon as possible.

- 6.4.3 The general format for the agenda document will include:
- 6.4.3.1 I. Open Meeting
 - 6.4.3.2 II. Approval of Agenda
 - 6.4.3.3 III. Public Comment
 - 6.4.3.4 IV. Board Discussion and Possible Action Items
 - 6.4.3.5 V. Board Resolutions
 - 6.4.3.6 VI. Reports
 - 6.4.3.7 VII. Fire Commissioner Compensation Request Review (1st meeting of the month)
 - 5.4.3.8 VIII. Meeting Minutes Review and Approval (May be included as part of the Consent Agenda)
 - 5.4.3.9 IX. Consent Agenda
 - 5.4.3.10 X. Executive Session
 - 5.4.3.11 XI. Next Meeting Agenda
 - 5.4.3.12 XII. Adjournment
 - 5.4.3.13 Notation of the next scheduled Regular meeting and or Special meeting date and time.

6.5 QUORUM – Three Commission members shall constitute a quorum for the transaction of all business. Quorum shall be determined by counting each Commissioner present for the call for the vote.

6.6 CONDUCT – All Board meetings will be conducted in an orderly and businesslike manner, and when necessary using simplified parliamentary procedures as described in Policy 1410.

6.6.1 The order of business will be indicated in the agenda. Any amendments to the agenda will be voted on at the beginning of the meeting.

6.6.2 All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by a member of the Board.

6.6.3 Meetings should be conducted in accordance with the following ground rules:

6.6.3.1 Members are to listen actively and respect others when they are talking. Refrain from side conversations during discussions. Wait until the presenter has finished before asking questions.

6.6.3.2 Consider ideas with an open mind. Ideas may be respectfully challenged by asking questions – focus on ideas and refrain from personal attacks.

6.6.3.3 Members wishing to bring items for discussion should provide background information to other members in advance of the meeting, in conjunction with the meeting materials packet.

6.6.3.4 Each member should actively participate in discussions. There may be times when members do not agree 100% with an idea. Members should share their thoughts if they can’t accept a proposal, but also consider what they can accept even without 100% agreement.

- 6.6.3.5 Each member should try to keep discussions on task and efficient.
- 6.6.3.6 Instead of invalidating others' suggestions, share your own new idea or contribution.
- 6.6.3.7 Issues which have been decided will only be reopened in rare instances and with agreement of the majority of the Board.
- 6.6.3.8 Prior to the Board voting on a motion the Chair or District Secretary will restate the motion.
- 6.6.3.9 Decisions made by the Board will be summarized by the Chair or District Secretary prior to moving to the next topic.

6.7 VOTING –

- 6.7.1 The vote on all matters shall be oral. Results will be announced immediately and recorded in the minutes.
- 6.7.2 When the vote is not unanimous the meeting minutes shall record the yeah, neah and abstentions by name for each commissioner.
- 6.7.3 A Commissioner may change his/her vote if the change is announced before the Chair announces the results of the vote.
- 6.7.4 Any Commissioner may abstain from voting at any call for the vote. The reason for the abstention should be stated and recorded in the minutes of the meeting.

6.8 PUBLIC PARTICIPATION – The Board recognizes the value of public comment on fire and emergency medical services issues and the importance of involving members of the public in its meetings.

- 6.8.1 A period for public comment shall be included in the agenda.
- 6.8.2 The Board may also allow individuals to express an opinion prior to Board action on agenda items. Individuals wishing to be heard by the Board shall first be recognized by the Chair. Individuals, after identifying themselves, are encouraged to make comments as briefly as the subject permits. The Chair shall maintain order and ensure the appropriateness of discussion.

NOTICE OF REQUEST FOR PROPOSALS

King County Fire Protection District No. 16 d/b/a Northshore Fire Department is accepting Proposals for a long-term contract for fire and emergency medical services.

Requests for Proposals packets will be available for pick up on weekdays between the hours of 8:00 AM – 4:30 PM at Northshore Fire Department's headquarters at 7220 NE 181st Street, Kenmore, WA 98028, or by emailing the Board Secretary at boardsecretary@northshorefire.com. Proposals shall be returned to the Northshore Fire Department's headquarters no later than 4:30 PM on September 15, 2021.

REQUEST FOR PROPOSALS

I. PURPOSE OF REQUEST

King County Fire Protection District No. 16 d/b/a Northshore Fire Department is requesting Proposals from public agencies for administrative, Fire Marshall, and fire and emergency medical services for a period of seven (7) to ten (10) years. It is Northshore Fire Department's intent to select a public agency, hereby known as an "Agency," based on qualifications, abilities, and past performance.

Review of the Proposals will be completed by 11:59 p.m. on September 21, 2021. Once the Proposals have been reviewed, one or more Agencies may be requested to provide additional information and/or participate in an interview process.

For additional information or explanation of the contents or intent of this RFP, please e-mail your questions to Board Chair, Rick Webster, at rwebster@northshorefire.com.

II. TIME SCHEDULE

It is Northshore Fire Department's intent to enter into an agreement with an Agency by November 15, 2021 in accordance with the following time scheduled:

Publish RFP	July 21, 2021
Deadline for Submittal of Proposal	September 15, 2021
Additional Information and/or Interview	October 5, 2021
Notification to Agency Chosen	October 15, 2021
Execution of the Agreement	November 15, 2021
Initiation of Services	January 1, 2022

III. INSTRUCTIONS TO PROPOSERS

1. Proposals must be received by 4:30 PM on September 15, 2021. It is the responsibility of the Agency to ensure the Proposal arrives on time and to the correct location in an envelope marked "Northshore Fire Department - Proposals." Any Proposals received after the scheduled closing time may be rejected.
2. Proposals should identify a total cost of services in a manner that allows Northshore Fire Department to extrapolate the cost to dollars per 1,000 in Assessed Valuation. Proposals should provide a strategy for maintaining services at a cost not to exceed an annual increase that may be related to COLA.
3. Proposals should identify any liabilities that may present a risk to Northshore Fire Department, such as unfunded liabilities, reserve shortfalls, or potential legal liabilities.
4. Proposals may be delivered via hand delivery, mail, or email to:

Northshore Fire Department
ATTN: Board Chair
7220 NE 181st St
Kenmore, WA 98028
rwebster@northshorefire.com

5. If additional information is requested or there is an addendum to this RFP issued by Northshore Fire Department prior to the submittal deadline, Northshore Fire Department will mail or e-mail such information directly to known interested parties.
6. Proposals should be prepared simply, providing a straightforward and concise description of the Agency's capabilities to satisfy the requirement of the request.
7. All Proposals must include at least the following information to be considered responsive:
 - a. A cover letter/statement of interest indicating the Agency's interest in the scope of work and highlighting its qualification to perform the project.
 - b. A brief overview of the Agency, including its size, location, number of years in business, primary line of business, philosophy, mission statement, management structure, and ownership structure.
 - c. A proposed approach to the scope of work.
 - d. Related experience with similar types of contracts for services.

IV. SELECTION CRITERIA

The following may be used to evaluate the applicants:

1. Cost of services
2. Demonstrated strength in communicating
3. Experience and expertise in providing fire and emergency medical services under similar contracts for services
4. Familiarity with the area and Northshore Fire Department's needs
5. General impressions and presentation of Proposal
6. Agency demonstrated service provision and reputation.
7. Demonstration of understanding the scope of work as described in this RFP

V. TERMS AND CONDITIONS

1. Northshore Fire Department reserves the right to reject any and all responses, and to waive minor irregularities in any Proposals. Northshore Fire Department reserves the right to request clarification of irregularities submitted, and to request additional information from any consultant.
2. Northshore Fire Department reserves the right to reject any and all Proposals.
3. Northshore Fire Department reserves the right to request clarification of information submitted and to request additional information from any Agency.

4. Northshore Fire Department reserves the right to award the entire Scope of Work to one Agency or to award portions of the Scope of Work to multiple Agencies.
5. Northshore Fire Department shall not be responsible for any costs incurred by the Agency in the preparation, submission, or presentation of its response to the RFP.
6. Northshore Fire Department reserves the right to modify the RFP terms at any point prior to the submittal deadline.

VI. SCOPE OF WORK

The following description of the Scope of Work is intended to be the desired scope of work. Northshore Fire Department is open to variations in the scope of work. If an Agency is proposing a variation on this Scope of Work, please clearly identify that variation in the Proposal.

1. Services. Northshore Fire Department is requesting Proposals from public agencies for fire and emergency medical services for a period of at least seven (7) to ten (10) years to include the following:

- a. All services necessary for fire suppression, emergency medical service, hazardous materials response, technical rescue, and disaster response to a service area within the jurisdictional boundaries of Northshore Fire Department as are currently provided by Northshore Fire Department.
- b. Support services including, but not limited to, fire chief, fire prevention and life safety, public education, public information, facilities and fleet maintenance, payroll and finances, human resources, and legal and risk management pertaining to the operations and delivery of fire department services.
- c. Training and education to all firefighter and emergency medical service personnel in accordance with State, County, and local requirements.
- d. 911 dispatch services.
- e. Appropriate insurance coverage.
- f. Maintain participation in the Northshore Emergency Management Coalition (NEMCO).

The Agency shall assume the Northshore Fire Department contractual responsibility and obligations for the provision of mutual and automatic aid.

2. Level of Service. The Agency awarded the contract will maintain the level of service currently provided by Northshore Fire Department or better. Northshore Fire Department's minimum staffing requirements are currently as follows:

- **Battalion 151** - 1 Battalion Chief or Acting Battalion Chief

- **Engine 151** - 1 Lieutenant or Acting Lieutenant, 1 driver operator (engineer) and 1 firefighter
- **Aid 151** - 2 firefighters
- **Engine 157** - 1 Lieutenant or Acting Lieutenant, 1 driver operator (engineer) and 1 firefighter

There shall be a process by which Northshore Fire Department may add to services or increase the level of service during the term of the contract. When a service level change is mandated by law, required due to a collective bargaining agreement, or is requested by Northshore Fire Department, the parties shall renegotiate the provisions of this agreement at the request of either party.

3. Employees. The Agency awarded the contract shall become the employer of all Northshore Fire Department employees, including administrative and unrepresented uniformed personnel and IAFF members; with the exception of the Northshore Fire Department board secretary.

- a. The uniformed employees of Northshore Fire Department would be integrated into the IAFF local for the Agency. Uniformed employees of Northshore Fire will continue in their current positions, job assignments, and seniority, or as agreed through collective bargaining prior to the implementation of the contract.
- b. Administrative uniformed employees of Northshore Fire Department may be reassigned to job positions that meet the needs of consolidating the two organizations.
- c. Any civilian employee of Northshore Fire Department who is reassigned to a new position with the Agency shall be entitled to wages and benefits consistent with, or greater than, the current wages and benefits provided by Northshore Fire Department for such employee's former position.

Sick leave and vacation leave of employees of Northshore Fire Department shall be transferred and maintained by the Agency.

Upon termination of this contract for any reason other than a merger or other permanent form of consolidation of Northshore Fire Department with the Agency, employees who were employees of Northshore Fire Department will return to employment with Northshore Fire Department.

Northshore Fire Department would either retain the LEOFF I medical obligation or reimburse the contract agency for those costs.

4. Property. Northshore Fire Department shall retain ownership of all existing fire stations, facilities, real property, apparatus, vehicles, and equipment. The Agency awarded the contract shall maintain all such property in accordance with policies, procedures, and best practices as currently in effect. In the event of a significant, unanticipated repair or replacement that is considered to be a capital expenditure, the parties will negotiate how the repair or replacement is to be funded.

Fair and reasonable compensation should be provided for regional use of Northshore Fire Department facilities, including the headquarters administration building and fire training grounds, and consumables.

5. Reserve Funds. Northshore Fire Department would retain ownership of its reserve funds.
6. Construction Bond Levy. The Northshore Fire Department would retain and make payments to retire the Station 51 Construction bond levy.
7. Oversight. The Chair of Northshore Fire Department and the Agency, and/or their designees, shall act as administrators of the contract for services pursuant to RCW 39.34.030. During the term of this Agreement, the Agency's fire chief shall provide the Board of Fire Commissioners for Northshore Fire Department with quarterly reports concerning the provision of services.

Elected officials of Northshore Fire Department and the Agency, along with the fire chief for the Agency, shall meet at least once per calendar year, on or before July 1st, for the purpose of communicating about issues related to this Agreement.

The fire chief of the Agency shall present a joint annual report to the elected official of Northshore Fire Department and the Agency prior to July 31st.

At least once each calendar year, the elected official of Northshore Fire Department and the Agency shall participate in a planning retreat for the purpose of identifying any operational concerns from the past operational period, and to conduct operational planning, capital improvement planning, and financial planning for the next operational period. The joint annual planning retreat shall occur prior to September 30th.

8. Collective Bargaining. Northshore Fire Department and the Agency will need to collectively bargain the impact of a contract for service upon their respective labor unions that represent the employees.
9. Termination. Either party might terminate the agreement after the first five (5) years of contract service, but only upon adequate notice to the other party of no less than two (2) years.

VII. NEGOTIATION OF AGREEMENT

1. Northshore Fire Department will attempt to negotiate a contract with the most qualified Agency. Northshore Fire Department reserves the right to negotiate a final contract that is in the best interest of the citizens of Northshore Fire Department considering all factors, including but not limited to cost effectiveness and quality control. Northshore Fire Department reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and that is not approved by Northshore Fire Department's attorney.
2. Northshore Fire Department reserves the right to negotiate a contract with the next most qualified Agency if the most qualified Agency does not execute a contract by the date identified in Article II.

3. Once an agreement is reached, the contract will be forwarded to Northshore Fire Department's Board of Fire Commissioners for final approval.

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:07:53 Date: 07/16/2021

07/20/2021 To: 07/28/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1159	07/28/2021	Claims	1	0	ARAMARK UNIFORM SERVICES	16.52	Lobby Mats
1160	07/28/2021	Claims	1	0	CENTURY LINK	64.69	Phones - St 57
1161	07/28/2021	Claims	1	0	CFO SELECTIONS LLC	247.50	Tom B
1162	07/28/2021	Claims	1	0	DIMARTINO ASSOCIATES	3,264.56	Aug LTD Employee Premiums
1163	07/28/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	1,061.55	July 2021 Radio Access Fees
1164	07/28/2021	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	July 2021 Maintenance
1165	07/28/2021	Claims	1	0	ECMS ENSEMBLE CARE MAINTENANCE SERVICE	552.66	Name / Dept Name on Bunker Gear
1166	07/28/2021	Claims	1	0	ENERSPECT MEDICAL SOLUTIONS	120.54	Defib Supplies
1167	07/28/2021	Claims	1	0	EVERGREEN FIRE & SAFETY, INC.	130.90	CERT Extinguisher Recharge
1168	07/28/2021	Claims	1	0	FIRE PROTECTION INC	647.39	Annual Fire Alarm Monitoring - St 57
1169	07/28/2021	Claims	1	0	HUGHES FIRE EQUIPMENT	404.62	Program Change for Tank Level E157
1170	07/28/2021	Claims	1	0	HUGHES FIRE EQUIPMENT	404.62	Program Change for Tank Level E 151
1171	07/28/2021	Claims	1	0	JENNIFER KUNKEL	291.80	Reimbursement - Admin Flatware & Printer
1172	07/28/2021	Claims	1	0	KING COUNTY FINANCE	1,867.00	June 2021 - INet
1173	07/28/2021	Claims	1	0	LIFE ASSIST	431.58	EMS Supplies
1174	07/28/2021	Claims	1	0	LIFE ASSIST	316.85	EMS Supplies
1175	07/28/2021	Claims	1	0	MARK ANACKER	104.00	Refund - Clean Up Bond for Permit FO21-002
1176	07/28/2021	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	9,799.85	June 2021 - Fuel & Maintenance
1177	07/28/2021	Claims	1	0	PRAXAIR DISTRIBUTION INC	35.51	Oxygen
1178	07/28/2021	Claims	1	0	PRO-VAC	7,012.27	Storm filter replacement & vault pumping
1179	07/28/2021	Claims	1	0	PSR MECHANICAL	2,434.32	Q3 Maintenance Program - HVAC
1180	07/28/2021	Claims	1	0	PSR MECHANICAL	674.29	HVAC Repair - St 51
1181	07/28/2021	Claims	1	0	PSR MECHANICAL	745.93	HVAC Repair - St 57
1182	07/28/2021	Claims	1	0	PSR MECHANICAL	509.21	HVAC Repair - St 51 - Server Room Issue
1183	07/28/2021	Claims	1	0	PUGET SOUND ENERGY	4,259.47	Acct #200019536453; St 51
1184	07/28/2021	Claims	1	0	PUGET SOUND ENERGY	102.32	Acct #200020658783; St 57
1185	07/28/2021	Claims	1	0	REPUBLIC SERVICES #172	378.10	Garbage / Recycling - St 51
1186	07/28/2021	Claims	1	0	REPUBLIC SERVICES #172	154.17	Garbage - St 57
1155	07/20/2021	Payroll	1	111111113	RICHARD A VERLINDA	471.17	
1187	07/28/2021	Claims	1	0	TKE CORP	551.68	Q3 Elevator Maintenance
1188	07/28/2021	Claims	1	0	UW VALLEY MEDICAL CENTER	1,195.00	New Hire Exams
1189	07/28/2021	Claims	1	0	VERIZON BUSINESS	618.03	Phones - VOIP System
1190	07/28/2021	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	44.23	Janitorial supplies
1191	07/28/2021	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	49.55	Janitorial Supplies
1192	07/28/2021	Claims	1	0	WESTLAKE HARDWARE	104.75	Electrical Wire and Fittings
1193	07/28/2021	Claims	1	0	WOODINVILLE FIRE & RESCUE	31,800.00	Q2 - Fire Chief Services
1194	07/28/2021	Claims	1	0	WOODINVILLE FIRE & RESCUE	25,923.06	Q2 - Share Services CAO Montegary
1195	07/28/2021	Claims	1	0	WOODINVILLE FIRE & RESCUE	3,344.77	June Shared ISM Services

001 General Fund 10-016-0010

100,623.90

Claims: 100,152.73
Payroll: 471.17

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:07:53 Date: 07/16/2021

07/20/2021 To: 07/28/2021

Page: 2

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

Northshore Fire Department

Time: 15:08:35 Date: 07/16/2021

07/28/2021 To: 07/28/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1157	07/28/2021	Claims	4	0	GARY PEDERSEN	653.60	LEOFF I
1158	07/28/2021	Claims	4	0	GARY PEDERSEN	1,260.00	LEOFF I
004 Reserve Fund 10-016-6010						1,913.60	
						<u>1,913.60</u>	Claims: 1,913.60
						1,913.60	



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

July 6, 2021

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 Rick Webster called the meeting to order at 5:04 PM.

Persons in attendance were Commissioners Josh Pratt, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief McDonald, CAO Joan Montegary, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 22 members of the public.

II. PUBLIC COMMENT

- 2.1 Kenmore resident, Patrick O'Brien, addressed the Board with questions related to the Fire Station located adjacent to Arrowhead Elementary, and comments related to cutback asphalt.
- 2.2 Kenmore resident, Stacey Valenzuela, addressed the Board with comments Commissioner vacancies and Board meeting protocols.

III. APPROVAL OF THE AGENDA

- 3.1 *Commissioner Maehren moved to approve the agenda as presented. Commissioner Pratt seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

- 4.1 Bothell Ladder Truck Discussion
 - o Fire Chief Ahearn reported that the City of Bothell has decided to house the ladder within the City of Bothell during the construction of Station 42 and Station 45.
- 4.2 New Hire Update
 - o Fire Chief Ahearn reported that of the four conditional job offers to potential candidates, only one person will move forward to the August Academy.
 - o Fire Chief Ahearn discussed the decision to not move forward with other candidates, as NSFD will be offering back-to-back academies in August 2021 and February 2022.
- 4.3 Review Board Policy 1400

- The Board discussed an update to Section 6.5 Quorum to change the language to “majority of the sitting Commissioners” and to adopt this measure at this meeting as an emergency measure.
 - ***Commissioner Maehren moved to modify Policy 1400 Section 6.5 Quorum by deleting the words “three Commission members” and replace with “a majority of the sitting commissioners,” and to adopt this motion as an emergency measure effective immediately. Commissioner Pratt seconded. The Board discussed and modified the motion with the exact wording above. The motion passed unanimously.***
- 4.4 Board Vacancies Proposals
- The Board reviewed the draft vacancy announcement.
 - The announcement will be published tomorrow via NSFC website and social media accounts.
 - Legal Counsel Paxton noted that per statute the vacancies are filled one at a time. The person appointed to the fill the first position will then have a vote is the filling of the second position. It does not state which position is filled first.
 - ***Commission Maehren moved to adopt fire commissioner vacancy announcement as presented. Commissioner Webster seconded. The Board discussed the schedule for interviews. The motion passed unanimously.***
- 4.5 What’s Next: Request for Proposals (RFP) Outline Review
- The Board reviewed the draft request for proposals. Commissioner Maehren proposed several modifications to the language of the RFP.
 - The Board discussed the options for awarding the contract to a single agency or multiple agencies, length of contract terms, and specific dates and deadlines for awarding the contract.
 - The Board agreed to finalize the RFP at the next regular meeting, with a deadline to submit proposals by September 15th, 2021. The date for initiation of services is January 1, 2022.
 - The Board discussed timing the execution of the contract, by November 15th, with the deadline to notify King County Tax Assessor’s Office of the needed tax rate to levy in late November.
- 4.6 Discussion of Return to In-person Meetings
- Legal Counsel Paxton provided an update on the State of Washington COVID-19 requirements for public meetings. As of June 30, 2021, Washington has lifted restrictions on public meetings, however agencies must provide an option for members of the public to attend remotely. There are no restrictions on capacity or physical distancing requirements. Masks are not required for those who are vaccinated, however the District could require that staff and members of the public wear masks regardless of vaccination status. At this time the District is not required to hold in-person meetings.
 - The Board discussed various options for holding a hybrid in-person and virtual meeting and agreed to discuss this agenda item further at the next meeting, which will be held virtually.
- 4.7 Approval to Buyout Bothell Fire Marshall Vacation Hours

- The Board discussed the extension of Fire Marshall services through end of August, and the request from Bothell to buyback 40 vacation hours (\$3,247.15) that the Fire Marshall was not able to take due to his workload servicing both agencies.
- ***Commission Pratt moved to approve 40 hours vacation time buyback for Bothell Fire Marshall. Commissioner Webster seconded. The motion passed unanimously.***

4.8 Mini Aid Car Presentation

- Deputy Chief McDonald provided a presentation on the newly acquired ATV mini-aid unit acquired from the Seattle Fire Department. The unit was acquired at no cost to the district and will be used for emergency response from Station 51 for areas not accessible by a full-sized aid unit, such as the Burke-Gilman Trail or Saint Edwards Park. With the addition of a snowplow, emergency ramps can be maintained.
- DC McDonald will research the cost of adding an all-weather canvas surround and report back.
- ***Commission Maehren moved to approve the purchase of a snowplow for mini-aid unit 151. Commissioner Webster seconded. The Board discussed. Commissioner Maehren withdrew motion. DC McDonald will research snowplow costs and report back to the Board.***
- DC McDonald will prepare a proposal for the snowplow and report back.

V. BOARD RESOLUTIONS

5.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$215,461.56
- The Reserve Fund Voucher totaled \$3,203.83.

6.2 Commissioner Compensation

6.3 Approval of Regular Meeting Minutes 6/15/2021 and Special Meeting Minutes 6/24/2021.

Commissioner Pratt moved to approve the consent agenda as presented. Commissioner Webster seconded. The motion passed unanimously.

VII. REPORTS

7.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Ahearn reported:

- Chief Ahearn congratulated Tim Schwartz on his promotion to Lieutenant. A pinning ceremony will be scheduled soon.

7.2 Commissioner Reports

- Commissioner Maehren will forward City Lake Forest Park City Manager's report regarding successful coordination between NSFD and Lake Forest Park police department.

7.3 Legal Counsel Reports

- Legal Counsel Paxton reported that on June 16th, 2021, the Public Disclosure Commission dismissed the complaint filed against the district regarding information provided to the public as part of the merger ballot measure.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

- In addition to the standard agenda items, the next regular meeting on July 20th will include Board vacancy interview questions, review and approve the RFP, discussions for in-person meetings, and the need for future special meetings.

ADJOURNMENT

The meeting adjourned at 6:54PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is scheduled for July 20, 2021.

Attachments: Agenda, Policy 1400, Board Vacancy Proposal, ATV Mini Aid Car Presentation, Vouchers, Commissioner Compensation, Meeting Minutes 6/15/2021 and 6/24/2021, and Fire Chief's Report.

BOARD OF COMMISSIONERS

VACANT, Member

JOSH PRATT, Member

VACANT, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on July 20th, 2021.

DRAFT

Fire Chief's Report

Submitted by Interim Chief Ahearn
July 20, 2021

Finance:

- FS Killion filed the 2020 Unaudited Annual Financial Report and the 2020 Levy Information on the Electronic Municipal Market Access as required annually for our GO bond.

Operations:

- We continue to encourage our personnel to become vaccinated. We have developed a policy that will allow a mask exemption. They will be required to provide proof of vaccination plus 14 days. The CDC card will be copied and on file with the District.
- NSFD is proud to announce that three of our personnel successfully completed the Rescue Swimmer certification course. The course provides the needed skills to address a surface and, in some cases, subsurface water rescue. Please join me in congratulating FF Petro, FF Langbehn, and FF Hurn.
- The new thermal imagers have arrived and are on Engine 151, Engine 157, Resue 151, and Battalion 151. Training has been assigned for all personnel. These valuable tools provide us enhanced abilities to locate victims in zero visibility along with identifying location of fire and heat. Thank you to BC Tagart and Lt. Davis for their work on this program.
- We continue to work with Kirkland Fire to ensure our residents are not significantly impacted by the Juanita Way construction. We want to assure our residents that we are monitoring the situation. DC McDonald is in regular communication with DC Day from Kirkland
- IT Dave Beverly worked with staff to get all aspects of the training room A/V equipment operational. This is essential with the upcoming fire academies that will be held at Station 51.
- Chief Ahearn, DC McDonald, and members of D-Shift attended Don Ellis' memorial at NUD on July 16.
- Beginning August 1, we are re-engaging in public education, school visits, and station tours. Public Educator Booth is working on a deployment plan.

Call data:

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 2:08	A shift 2:03	5:31	7:58
B shift 2:05	B shift 2:20		
C shift 2:02	C shift 1:51		
D shift 2:09	D shift 3:04		
7-1/7-16 2021	7-1/7-16 2021		

Call Types of	Number of Calls July 1-July 16, 2021
Unauthorized Burning	1
Structure Fire	1
Natural Vegetation	1
EMS	105
Surface Water Rescue	1
Electrical wiring	2
Flammable Liquid spill	1
Public Service	5
Dispatched and cancelled	27
Water problem	1
False alarm/system malfunction	9
Other	2
Total calls	156

- Automatic aid IN to assist NSFD

Kirkland	3	7-1/7-16 2021
Bothell	6	7-1/7-16 2021
Shoreline	6	7-1/7-16 2021
WF-R	0	7-1/7-16 2021

- Automatic aid OUT of District

Kirkland	3	7-1/7-16 2021
Bothell	22	7-1/7-16 2021
Shoreline	10	7-1/7-16 2021
WF-R	1	7-1/7-16 2021

COVID-19 Update as of July 11, 2021:

- King County:
 - 119,706 total cases; an additional 232 in the last 24 hours
 - 6,317 total hospitalizations; an additional 4 cases in the last 24 hours
 - 1,616 total fatalities; no additional cases in the last 24 hours
- Kenmore: 769 total cases; 0 additional in the last 24 hours. 59 hospitalizations and 13 fatalities.
- Lake Forest Park: 344 total cases; no additional in the last 24 hours. 17 hospitalizations and 4 fatalities.

No Training or NEMCO reports being provided due to vacations