



## **Northshore Fire Department Board of Commissioners**

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### **Northshore Fire Department Board of Commissioners**

#### **Regular Meeting Agenda**

Tuesday, May 6, 2025

5:00PM

Meeting held virtually, via Zoom, and in-person at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028

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. Board Discussion and Possible Action Items**

4.1 Discussion of legal counsel participation in Board future meetings

4.2 Discussion of Northshore Board Meetings website

4.3 Update on Capital Projects

#### **V. Board Resolutions**

5.1 Resolution 25-02 - Establishing Regular Meeting Schedule

5.2 Resolution 25-03 – Appointing Auditing Officers

5.3 Resolution 25-04 – Authorizing Use of E-Signatures



5.4 Resolution 25-05 - District Secretary

**VI. Consent Agenda**

6.1 Vouchers

6.2 Commissioner Compensation

6.3 Meeting Minutes: Special Meeting 4/1/2025

**VII. Reports**

7.1 Fire Chief Report

7.2 Commissioner Reports

7.3 Legal Counsel Report

**VIII. Upcoming Board Agendas**

8.1 Setting of Future Meeting Agenda(s)

**Adjournment**

Next Regular Meeting: Thursday, May 15<sup>th</sup>, 2025 at 5:15 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](mailto: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.

Questions? Email Board Secretary Amy Oakley at [boardsecretary@northshorefire.com](mailto:boardsecretary@northshorefire.com)



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. 25-02**  
**RESOLUTION ESTABLISHING REGULAR MEETING SCHEDULE**

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A RESOLUTION of the Board of Commissioners of Northshore Fire Department, a fire protection district, establishing regular meeting schedule.

**WHEREAS**, RCW 42.30.070 requires that each fire protection district establish, by resolution, the date for holding their regular meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Northshore Fire Department hereby adopts the following schedule for its regular meeting:

The third Thursday of each month at 5:15 pm, 7220 NE 181st St, Kenmore, WA 98028

**ADOPTED** by the Board of Commissioners of Northshore Fire Department, a fire protection district, at an open public meeting of such Board on the 6th day of May, 2025 the following Commissioners being present and voting:

**NORTHSHORE FIRE DEPARTMENT**

King County, Washington

Attest:

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LISA WOLLUM, Chair

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Amy Oakley

Secretary to the Board

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ERIC ADMAN, Commissioner

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TYLER BYERS, Commissioner

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RICK WEBSTER, Commissioner

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JOSH PRATT, Commissioner

**Accounts Payable Authorized Signature Form**  
(For Districts for which King County, as Treasurer, Issues Payments)

**SECTION 1 – GENERAL INFORMATION**

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Northshore Fire Department Number: 10016  
Street Address: 17525 Aurora Ave N  
City/ State/ Zip: Shoreline, WA 98133  
General Telephone #: 206.533.6500 Fax #: 206.546.5719

**Primary Contacts**

Name: <u>Boupha K. Siharath</u>	Title: <u>Administrative Director</u>
Telephone #: <u>206.533.6572</u>	Email: <u>bsiharath@shorelinefire.com</u>
Name: <u>Rachel Garlini</u>	Title: <u>Assistant Administrative Director</u>
Telephone #: <u>206.533.6501</u>	Email: <u>rgarlini@shorelinefire.com</u>

**SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)**

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 1

**Auditing Officer Signatures**

	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Sign:	<u></u>		
Print:	<u>Matt Cowan</u>	<u>206.533.6510</u>	<u>mcowan@shorelinefire.com</u>
Sign:	<u></u>		
Print:	<u>Andres Orams</u>	<u>206.533.6500</u>	<u>aorams@shorelinefire.com</u>
Sign:	<u></u>		
Print:	<u>Matt Hochstein</u>	<u>206.533.6539</u>	<u>mhochstein@shorelinefire.com</u>
Sign:	<u></u>		
Print:	<u>Boupha Siharath</u>	<u>206.533.6572</u>	<u>bsiharath@shorelinefire.com</u>

**Accounts Payable Authorized Signature Form**  
(For Districts for which King County, as Treasurer, Issues Payments)

**SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION**

*If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.*

**Number of Required Board Member Signatures for Payment of Claims:**   3  

**Board Member Signatures**

	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Sign:	_____	_____	_____
Print:	<u>Eric Adman</u>	<u>206.533.6500</u>	<u>eadman@northshorefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Lisa Wollum</u>	<u>206.533.6500</u>	<u>lwollum@northshorefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Josh Pratt</u>	<u>206.533.6500</u>	<u>jpratt@northshorefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Tyler Byers</u>	<u>206.533.6500</u>	<u>tbyers@northshorefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Rick Webster</u>	<u>206.533.6500</u>	<u>rwebster@shorelinefire.com</u>
Sign:	_____	_____	_____
Print:	_____	_____	_____

**I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Print Name:** Matt Cowan **Title:** Fire Chief  
Chairperson/ President

**District/Organization Name:** Northshore Fire Department

**Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:**

King County Accounts Payable  
Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104

If you require assistance completing this form, please contact (206) 263-9284 or SpecialDist.AP@kingcounty.gov.



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. 25-03**  
**RESOLUTION APPOINTING AUDITING OFFICERS**

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A RESOLUTION of the Board of Commissioners of Northshore Fire Department, a fire protection district, appointing Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to the Board of Commissioners approval.

**WHEREAS**, there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the Department's warrants and claims;

**WHEREAS**, there is a need by the Department to process warrants and electronic payments in a timely and consistent manner.

**WHEREAS**, it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

**WHEREAS**, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

**WHEREAS**, Shoreline Fire Department Policy 126.2 – *Financial Procedures (PO, Invoices, Vouchers)* establishes the necessary purchasing and disbursing procedures that implement effective internal control for issuances of warrants and claims as required by RCW 42.24.180;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Northshore Fire Department hereby authorizes the following Auditing Officers to submit warrants and claims for payment and disbursement in accordance with Shoreline Fire Department Policy 126.2 prior to the Board taking action to approve said claims:

- Fire Chief
- Deputy Chiefs
- Administrative Director

**ADOPTED** by the Board of Commissioners of Northshore Fire Department, a fire protection district, at an open public meeting of such Board on the 6<sup>th</sup> day of May, 2025 the following Commissioners being present and voting:

**NORTHSHORE FIRE DEPARTMENT**

King County, Washington

Attest:

---

Amy Oakley

Secretary to the Board

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LISA WOLLUM, Chair

---

ERIC ADMAN, Commissioner

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TYLER BYERS, Commissioner

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RICK WEBSTER, Commissioner

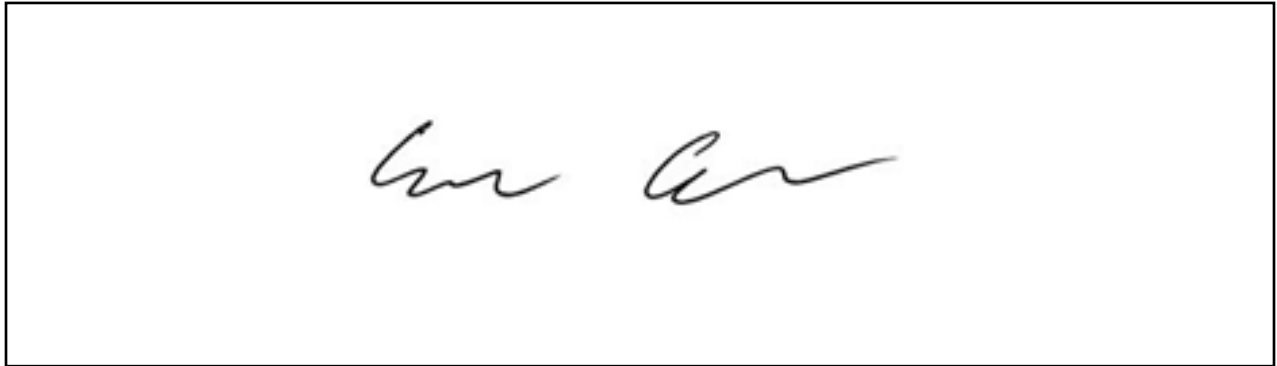
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JOSH PRATT, Commissioner



## **ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM**

Board of Commissioners of the Northshore Fire District



I, \_\_\_\_\_, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, all electronic signatures are the legal equivalent of my manual/handwritten signature, and I consent to be legally bound to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of electronic signature for the submission of any documents which are approved by the Board of Fire Commissioners in open public sessions, including but not limited to meeting minutes, resolutions, claim vouchers, and other governmental transactions by electronic signature. Under penalty of perjury, I herewith affirm that my electronic signature was signed by myself with full knowledge and consent and I am legally bound to these terms and conditions, and this signature can be used in the form of an e-signature for documents that have been approved by the Board of Commissioners of the Northshore Fire District and follow the guidelines of Resolution 25-04.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE





## **ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM**

Board of Commissioners of the Northshore Fire District



I, \_\_\_\_\_, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, all electronic signatures are the legal equivalent of my manual/handwritten signature, and I consent to be legally bound to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of electronic signature for the submission of any documents which are approved by the Board of Fire Commissioners in open public sessions, including but not limited to meeting minutes, resolutions, claim vouchers, and other governmental transactions by electronic signature. Under penalty of perjury, I herewith affirm that my electronic signature was signed by myself with full knowledge and consent and I am legally bound to these terms and conditions, and this signature can be used in the form of an e-signature for documents that have been approved by the Board of Commissioners of the Northshore Fire District and follow the guidelines of Resolution 25-04.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE



## **ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM**

Board of Commissioners of the Northshore Fire District



I, \_\_\_\_\_, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, all electronic signatures are the legal equivalent of my manual/handwritten signature, and I consent to be legally bound to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of electronic signature for the submission of any documents which are approved by the Board of Fire Commissioners in open public sessions, including but not limited to meeting minutes, resolutions, claim vouchers, and other governmental transactions by electronic signature. Under penalty of perjury, I herewith affirm that my electronic signature was signed by myself with full knowledge and consent and I am legally bound to these terms and conditions, and this signature can be used in the form of an e-signature for documents that have been approved by the Board of Commissioners of the Northshore Fire District and follow the guidelines of Resolution 25-04.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE



## **ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM**

Board of Commissioners of the Northshore Fire District

A handwritten signature in black ink, appearing to read "Robert F. White", is centered within a large rectangular box.

I, \_\_\_\_\_, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, all electronic signatures are the legal equivalent of my manual/handwritten signature, and I consent to be legally bound to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of electronic signature for the submission of any documents which are approved by the Board of Fire Commissioners in open public sessions, including but not limited to meeting minutes, resolutions, claim vouchers, and other governmental transactions by electronic signature. Under penalty of perjury, I herewith affirm that my electronic signature was signed by myself with full knowledge and consent and I am legally bound to these terms and conditions, and this signature can be used in the form of an e-signature for documents that have been approved by the Board of Commissioners of the Northshore Fire District and follow the guidelines of Resolution 25-04.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE



## **ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM**

Board of Commissioners of the Northshore Fire District

*Lisa Wollum*

I, \_\_\_\_\_, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, all electronic signatures are the legal equivalent of my manual/handwritten signature, and I consent to be legally bound to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of electronic signature for the submission of any documents which are approved by the Board of Fire Commissioners in open public sessions, including but not limited to meeting minutes, resolutions, claim vouchers, and other governmental transactions by electronic signature. Under penalty of perjury, I herewith affirm that my electronic signature was signed by myself with full knowledge and consent and I am legally bound to these terms and conditions, and this signature can be used in the form of an e-signature for documents that have been approved by the Board of Commissioners of the Northshore Fire District and follow the guidelines of Resolution 25-04.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE



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. 25-04**  
**RESOLUTION AUTHORIZING USE OF E-SIGNATURES**

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A RESOLUTION of the Board of Commissioners of Northshore Fire Department, a fire protection district, Authorizing the Use of Electronic Signatures.

**WHEREAS**, the Uniform Electronic Transactions Act Chapter 1.80 RCW authorizes state and local agencies (including special purpose districts) to use electronic signatures in the conduct of governmental affairs and other transactions;

**WHEREAS**, a local agency may determine whether, and to what extent, the agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures;

**WHEREAS**, under RCW 1.80.010(10), an electronic signature is defined as an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record;

**WHEREAS**, under RCW 1.80.010(15), a record is defined as information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form;

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Northshore Fire Department (Fire District) adopts the following Electronic Signature Policy:

**Definitions**

**Designee**: A Northshore Fire Department employee who has been designated by the Board of Commissioners or Fire Chief to sign Northshore Fire District records on the Districts behalf using an electronic signature.

**Electronic Signature**: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

**Authorized Signature**. A commissioner's signature affixed by the Board Secretary or their designee with the permission of the individual commissioner.

**Wet Signature**: A signature created when a person physically marks a document with the intent to sign the record.

## **ELECTRONIC SIGNATURES POLICY**

### **NORTHSHORE FIRE DISTRICT**

1. The Northshore Fire Department (Fire District) Board of Commissioners encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. The Northshore Fire Department (Fire District) Board further authorizes the use of Authorized Signatures for all documents that have been formally approved by the Board of Commissioners in an open public meeting when the Commissioners have authorized the Board Secretary or their designee to affix their signatures to the document.
3. The Fire Chief shall designate one or more commercially reasonable signature platforms that meet the appropriate Security Procedures, as defined under Chapter 1.80 RCW, for affixing electronic signatures to RFA records.
4. The Board of Commissioners, Fire Chief, Northshore Fire Department (Fire District) Board Secretary and their designees are authorized to use electronic signature platforms approved under Section 3 to affix electronic signatures to the Northshore Fire Department (Fire District) Board records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the Northshore Fire Department (Fire District) Board is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other Northshore Fire Department (Fire District) Board records as authorized by the Fire Chief.
5. Electronic signatures can only be applied by the authorized signer whose signature is required. Records signed on behalf of an authorized signer by a designee shall use the designee's own electronic signature.
6. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
7. If an individual authorized under this policy to use electronic signatures in a transaction affixes a signature in error, the individual shall (1) Promptly notify any other parties of the error and that the individual did not intend to be bound by the erroneous electronic signature and (2) Take reasonable steps to return or destroy the electronic record and return or recover any consideration received as a result of the erroneous signature.
8. The Northshore Fire Department (Fire District) Board shall retain all records that are signed electronically in accordance with RFA policies and the Washington State record retention requirements.
9. This Policy in no way affects the Northshore Fire Department (Fire District) Board's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.
10. This Policy is intended to comply with the Uniform Electronic Transactions Act and shall be interpreted consistent with that Act as adopted and implemented under Washington Law.

**ADOPTED** by the Board of Commissioners of Northshore Fire Department, a fire protection district, at an open public meeting of such Board on the 6<sup>th</sup> day of May, 2025 the following Commissioners being present and voting:

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**NORTHSHORE FIRE DEPARTMENT**

King County, Washington

Attest:

\_\_\_\_\_  
Amy Oakley

Secretary to the Board

\_\_\_\_\_  
LISA WOLLUM, Chair

\_\_\_\_\_  
ERIC ADMAN, Commissioner

\_\_\_\_\_  
TYLER BYERS, Commissioner

\_\_\_\_\_  
RICK WEBSTER, Commissioner

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



**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. 25-05**

**RESOLUTION APPOINTING A DISTRICT SECRETARY**

**WHEREAS**, RCW 52.14.080 and Policy 1250 (Secretary) require the Board of Commissioners to appoint a secretary;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Northshore Fire Department hereby appoints Bouphe Siharath as secretary of the district, effective immediately. The term of this appointment shall be indefinite until such time as the Board of Commissioners makes a new appointment.

**ADOPTED** by the Board of Commissioners of Northshore Fire Department, a fire protection district, at an open public meeting of such Board on the 6<sup>th</sup> day of May, 2025 the following Commissioners being present and voting:

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**NORTHSHORE FIRE DEPARTMENT**

King County, Washington

Attest:

\_\_\_\_\_  
LISA WOLLUM, Chair

\_\_\_\_\_  
Amy Oakley

Secretary to the Board

\_\_\_\_\_  
ERIC ADMAN, Commissioner

\_\_\_\_\_  
TYLER BYERS, Commissioner

\_\_\_\_\_  
RICK WEBSTER, Commissioner

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





**OATH OF OFFICE**  
**PURSUANT TO R.C.W 52.14.080**

I, **Boupha K. Siharath**, being duly appointed Secretary to the Board of Fire Commissioners of the Northshore Fire Department, by Resolution on **May 6, 2025**, due solemnly swear that I will faithfully and impartially perform the duties of Secretary to the Board of Commissioners of the Northshore Fire Department, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ date of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

*My Commission Expires* \_\_\_\_/\_\_\_\_/\_\_\_\_

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:33:53 Date: 05/01/2025

05/14/2025 To: 05/14/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
134	05/14/2025	Claims	5	0	ALFRED J BAKER	11,389.20	LEOFF I
135	05/14/2025	Claims	5	0	ALFRED J BAKER	11,372.84	LEOFF I
136	05/14/2025	Claims	5	0	GARY PEDERSEN	203.50	LEOFF I
137	05/14/2025	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,680.97	LEOFF I Medical - May 2025
138	05/14/2025	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,680.97	LEOFF I Medical - April 2025
005 Benefit Fund 10-016-6090						28,327.48	
						<u>28,327.48</u>	Claims: 28,327.48

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:33:07 Date: 05/01/2025

05/14/2025 To: 05/14/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
139	05/14/2025	Claims	1	0	CSD ATTORNEYS AT LAW	1,476.00	LEGAL FEES - CONSOLIDATION
140	05/14/2025	Claims	1	0	CSD ATTORNEYS AT LAW	216.00	LEGAL FEES - GENERAL BUSINESS
141	05/14/2025	Claims	1	0	SNURE LAW OFFICE PSC	1,080.00	LEGAL FEES - RFA
142	05/14/2025	Claims	1	0	US BANK	70.48	Credit Card Reconciliations - Jan - April 2025
143	05/14/2025	Payroll	1	0	EMPLOYMENT SECURITY DEPT	24.84	Pay Cycle(s) 04/30/2025 To 04/30/2025 - PFML
144	05/14/2025	Payroll	1	0	EMPLOYMENT SECURITY DEPT	19.47	Pay Cycle(s) 04/30/2025 To 04/30/2025 - LTC
001 General Fund 10-016-0010						2,886.79	
							Claims: 2,842.48
							2,886.79 Payroll: 44.31



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

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

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

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### MINUTES

April 1, 2025

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

#### **I. OPEN REGULAR NORTHSHORE MEETING**

##### **1.1 Roll Call**

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

Persons in attendance were Commissioners Eric Adman, Rick Webster, Josh Pratt and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 2 members of the public. Commissioner Tyler Byers was absent.

#### **II. PUBLIC COMMENT**

##### **2.1 No public comments**

#### **III. APPROVAL OF THE AGENDA**

*Commissioner Webster moved to adopt the agenda as presented. Commissioner Wollum seconded. The motion passed unanimously 4-0.*

#### **IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

##### **4.1 Update on Regional Fire Authority (RFA)**

- Chief Cowan updated the Board on the proposed meeting schedule of alternating RFA meeting locations between Station 61 and Station 51 on the first and third Thursdays, respectfully.
- Chief Cowan explained that the Northshore King County Fire District 16 still exists and is required to hold regular meetings. He proposed Northshore meet monthly on the third Thursday of the month 15 minutes prior to the RFA meeting at Station 51. Possible district business could include election of Commissioners and payment of the levy bond.
- Department administration is working on resolutions for the first RFA meeting on May 1st.

##### **4.2 Fire Benefit Charge Appeals Hearing**

- The Department had no appeals to bring forward to the Board. There were 8 appeals submitted and all were resolved or repealed.

##### **4.3 Discussion on Payment of the General Obligation Bond**

- Chief Cowan presented to the Board an analysis of equity for the RFA (2025 Estimate).
- The current overall tax equivalent rate, excludes tax bond payment.
- 4.4 Discussion of Northshore meeting policies for future RFA meetings
  - The Board discussed continuing to publish Zoom recordings once the RFA is established.
  - Legal Counsel, Matt Paxton, provided clarification on the organizational structure and requirements of the Northshore Fire District and Regional Fire Authority.
  - The Chief and Board discussed future options for the RFA governing board.
- 4.5 Update on capital projects
  - The Chief updated the Board on the status of the Station 57 generator is moving forward.
  - The RFQ for architectural bids will be completed and published in the next few weeks.
- 4.6 Termination of the ILA Agreement
  - Chief Cowan updated the Board on the need to end the ILA by motion.
  - Legal Counsel updated the Board that this termination does not require reconciliation between the two departments.

***Commissioner Wollum moved to terminate the ILA agreement. Commissioner Webster seconded. The motion passed unanimously 4-0.***

## **V. BOARD RESOLUTIONS**

### **5.1 Resolution 25-01 – Authorizing Asset Transfer**

***Commissioner Webster moved to pass Resolution 2025-01 Transferring Assets to the RFA as stated. Commissioner Wollum seconded. The motion passed unanimously 4-0.***

### **5.2 Resolution 25-02 – Establishing Regular Meeting Schedule**

- The Board tabled this resolution to the May 6<sup>th</sup> regular meeting.

## **VI. CONSENT AGENDA**

### **6.1 Vouchers**

- The General Fund Vouchers totaled \$ 21,880.07
- The Capital Fund Vouchers totaled \$ 111,771.45
- The Benefit Fund Vouchers totaled \$ 203.50

### **6.2 Commissioner Compensation**

### **6.3 Meeting Minutes: 3/11/2025**

***Commissioner Webster moved to accept the consent agenda as presented. Commissioner Wollum seconded. The motion passed unanimously 4-0.***

## **VII. REPORTS**

### **7.1 Fire Chief Report**

- Chief Cowan updated the Board on status of the recruits training.

7.2 Commissioner Reports

- No report.

7.3 Legal Counsel Reports

- Legal Counsel Matt Paxton requested guidance on participation at future Northshore Board meetings.

7.4 Public Comment

- Vice Chair Pratt invited David Maehren to provide public comment.

**VIII. UPCOMING BOARD AGENDAS**

8.1 Setting of Future Meeting Agenda(s)

The next regular meeting of the Northshore Board of Commissioners will be Tuesday, May 6, 2025. The meeting will include the standard agenda items as well as a Resolution on future Board meetings, discussion of legal counsel participation in Board future meetings. This meeting will be hybrid, on Zoom and in-person at Station 51.

**ADJOURNMENT**

The meeting adjourned at 5:57PM.

**NEXT MEETING DATE**

The next scheduled meeting will be Tuesday, May 6<sup>th</sup>, 2025 at 5:00PM.

Attachments: Agenda, Vouchers, Resolution 25-01, Resolution 25-02 (tabled), Commissioner Compensation, Meeting Minutes 3/11/25, and Chief's Report.

**BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

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**RICK WEBSTER**, Member

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**LISA WOLLUM**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on May 6, 2025.



## **Northshore Fire Department Board of Commissioners**

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### **Northshore Fire Department Board of Commissioners**

#### **Regular Meeting Agenda**

Tuesday, April 1, 2025

5:00PM

Meeting held virtually, via Zoom, and in-person at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028

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. Board Discussion and Possible Action Items**

4.1 Update on Regional Fire Authority (RFA)

4.2 Fire Benefit Charge Appeals Hearing

4.3 Discussion of Payment of the General Obligation Bond

4.4 Discussion of Northshore meeting policies for future RFA meetings

4.5 Update on Capital Projects

4.6 Termination of the ILA Agreement

#### **V. Board Resolutions**





- 5.1 Resolution 25-01 - Authorizing Asset Transfer
- 5.2 Resolution 25-02 - Establishing Regular Meeting Schedule

**VI. Consent Agenda**

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: Special Meeting 3/11/2025

**VII. Reports**

- 7.1 Fire Chief Report
- 7.2 Commissioner Reports
- 7.3 Legal Counsel Report

**VIII. Upcoming Board Agendas**

- 8.1 Setting of Future Meeting Agenda(s)

**Adjournment**

Next Regular Meeting: Thursday, May 15<sup>th</sup>, 2025 at 4:45 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](mailto: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](mailto:boardsecretary@northshorefire.com)



## TERMINATION OF INTERLOCAL AGREEMENT FOR FIRE AND EMERGENCY MEDICAL SERVICES

This Termination of Interlocal Agreement for Fire and Emergency Medical Services (the "Termination") is dated the first day of April, 2025 and entered into between **KING COUNTY FIRE PROTECTION DISTRICT NO. 4 D/B/A SHORELINE FIRE DEPARTMENT**, a municipal corporation ("SFD"), and **KING COUNTY FIRE PROTECTION DISTRICT NO. 16 D/B/A NORTHSHORE FIRE DEPARTMENT**, a municipal corporation, ("NFD").

### RECITALS

**WHEREAS**, effective June 1, 2022, in accordance with the Interlocal Agreement for Fire and Emergency Medical Services dated April 28, 2022 (the "ILA"), NFD entered into a contract with SFD for Fire and EMS services;

**WHEREAS**, in the event of a termination of the ILA, Article 13 provided the terms under which SFD and NFD could go back to operating independent fire authorities, including return of former NFD property and reconciling the amounts due to SFD;

**WHEREAS**, effective May 1, 2025, the Shoreline Fire Department Regional Fire Authority (the "RFA") will provide fire and EMS services within SFD and NFD;

**WHEREAS**, in accordance with Section 6(C) of the Shoreline Fire Department RFA Plan, the intent and effect of the formation of the RFA is to consolidate the resources of SFD and NFD into the RFA; and

**WHEREAS**, the parties desire to terminate the ILA as provided herein.

### TERMS

To carry out the purposes of this Agreement and in consideration of the benefits to be received by each party, it is agreed as follows:

1. **TERMINATION.** The ILA shall terminate effective May 1, 2025. Each party shall bear its own costs associated with termination. Because of the transfer of the assets and liabilities from SFD and NFD identified in Article 6 of the RFA Plan, there shall be no disposition of assets to NFD under Section 13.3 or reconciliation of amounts due under Section 13.4 of the ILA.

The parties below execute this Termination, which shall become effective on May 1, 2025.

#### SHORELINE FIRE DEPARTMENT

#### NORTHSHORE FIRE DEPARTMENT

Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_



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. 25-01**  
**RESOLUTION TRANSFERRING ASSETS**

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A RESOLUTION of the Board of Commissioners of Northshore Fire Department, a fire protection district, authorizing the transfer of assets to the Shoreline Fire Department, a regional fire protection service authority

**WHEREAS**, on February 11, 2025 the combined voters of Shoreline Fire Department, a fire protection district and the Northshore Fire Department, a fire protection district, approved the formation of the Shoreline Fire Department, a regional fire protection service authority effective May 1, 2025 in accordance with the Shoreline and Northshore Regional Fire Department Plan "RFA Plan;"

**WHEREAS**, Section 6.C of the RFA Plan provides for the transfer of all assets and certain liabilities of Shoreline Fire Department, a fire protection district, and the Northshore Fire Department, a fire protection district, to the Shoreline Fire Department, a regional fire authority.

**RESOLUTION:** NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Northshore Fire Department, a fire protection district, authorizes the transfer of all Northshore Fire Department, a fire protection district, assets and liabilities as required by the RFA Plan to the Shoreline Fire Department, a regional fire authority, and authorizes the Fire Chief Matt Cowan to sign and deliver all documents necessary to complete the transfer of the assets.

**ADOPTION:** ADOPTED by the Board of Commissioners of Northshore Fire Department, a fire protection district, at an open public meeting of such Board on the 1st day of April, 2025 the following Commissioners being present and voting:

**NORTHSHORE FIRE DEPARTMENT**

King County, Washington

Attest:

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LISA WOLLUM, Chair

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Amy Oakley  
Secretary to the Board

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ERIC ADMAN, Commissioner

---

TYLER BYERS, Commissioner

---

RICK WEBSTER, Commissioner

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JOSH PRATT, Commissioner



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. 25-02**  
**RESOLUTION ESTABLISHING REGULAR MEETING SCHEDULE**

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A RESOLUTION of the Board of Commissioners of Northshore Fire Department, a fire protection district, establishing regular meeting schedule.

**WHEREAS**, RCW 42.30.070 requires that each fire protection district establish, by resolution, the date for holding their regular meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Northshore Fire Department hereby adopts the following schedule for its regular meeting:

The third Thursday of each month at 4:45 pm, 7220 NE 181st St, Kenmore, WA 98028

**ADOPTED** by the Board of Commissioners of Northshore Fire Department, a fire protection district, at an open public meeting of such Board on the 1st day of April, 2025 the following Commissioners being present and voting:

**NORTHSHORE FIRE DEPARTMENT**

King County, Washington

Attest:

\_\_\_\_\_  
Amy Oakley  
Secretary to the Board

\_\_\_\_\_  
LISA WOLLUM, Chair

\_\_\_\_\_  
ERIC ADMAN, Commissioner

\_\_\_\_\_  
TYLER BYERS, Commissioner

\_\_\_\_\_  
RICK WEBSTER, Commissioner

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

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:34:41 Date: 03/28/2025

04/09/2025 To: 04/09/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
126	04/09/2025	Claims	5	0	GARY PEDERSEN	203.50	LEOFF I
005 Benefit Fund 10-016-6090						203.50	
						<hr/> 203.50	Claims: 203.50

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:34:56 Date: 03/28/2025

04/09/2025 To: 04/09/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
127	04/09/2025	Claims	301	0	FIRST ARRIVING IO INC	3,261.00	DASHBOARD SUBSCRIPTION WITH HARDWARE
128	04/09/2025	Claims	301	0	IML SECURITY SUPPLY	1,721.67	ELECTRONIC DOOR LOCKS
129	04/09/2025	Claims	301	0	IML SECURITY SUPPLY	1,375.82	WIRELESS ACESSORIES
130	04/09/2025	Claims	301	0	MACDONALD-MILLER SERVICE INC	105,412.96	ST 57 GENERATOR REPLACEMENT
301 Capital Fund 10-016-3010						111,771.45	
						111,771.45	Claims: 111,771.45

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:34:13 Date: 03/28/2025


04/09/2025 To: 04/09/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
117	04/09/2025	Claims	1	0	CSD ATTORNEYS AT LAW	252.00	LEGAL FEES - GENERAL BUSINESS
118	04/09/2025	Claims	1	0	CSD ATTORNEYS AT LAW	828.00	LEGAL FEES - CONSOLIDATION
123	04/09/2025	Payroll	1	0	EMPLOYMENT SECURITY DEPT	20.62	Pay Cycle(s) 01/30/2025 To 01/30/2025 - PFML; Pay Cycle(s) 02/27/2025 To 02/27/2025 - PFML; Pay Cycle(s) 03/27/2025 To 03/27/2025 - PFML
124	04/09/2025	Payroll	1	0	EMPLOYMENT SECURITY DEPT	6.83	Pay Cycle(s) 01/30/2025 To 01/30/2025 - LTC; Pay Cycle(s) 03/27/2025 To 03/27/2025 - LTC
119	04/09/2025	Claims	1	0	KING COUNTY TREASURY	1,171.33	2025 PROPERTY TAXES
120	04/09/2025	Claims	1	0	KING COUNTY TREASURY	854.89	2025 PROPERTY TAXES
121	04/09/2025	Claims	1	0	KING COUNTY TREASURY	14,427.73	2025 PROPERTY TAXES
125	04/09/2025	Payroll	1	0	LABOR & INDUSTRIES	9.67	1ST Quarter L&I: 01/01/2025 - 03/31/2025
122	04/09/2025	Claims	1	0	STATE AUDITOR'S OFFICE	4,309.00	2023 AUDIT
001 General Fund 10-016-0010						21,880.07	
						<hr/>	Claims: 21,842.95
						21,880.07	Payroll: 37.12



Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 3	Year: 2025	Name: Rick Webster	
Date	Description of Activity	Hours	
3/4/2025	Review Station 57 Generator Project	2	
3/7/2025	Completed review of Station 57 Generator Project	1.5	
3/11/2025	Commissioners Mtg	2	
3/27/2025	Special Joint Meeting with North City Water	2	
<p><i>I certify by signing this request for compensation that I have acted on behalf of the Northshore Fire Department in the fulfillment of my duties as an elected Fire Commissioner and that this request for compensation is in compliance with the Northshore Fire Department policy and State Law.</i></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/><div style="display: flex; justify-content: space-between;"><span>Signature</span><span> </span></div></div><div style="width: 35%; text-align: right;"><b>3-30-2025</b> <div style="display: flex; justify-content: space-between;"><span> </span><span>Date</span></div></div></div>			

Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]

*I certify by signing this request for compensation that I have acted on behalf of the Northshore Fire Department in the fulfillment of my duties as an elected Fire Commissioner and that this request for compensation is in compliance with the Northshore Fire Department policy and State Law.*

3/31/25

Signature

Date \_\_\_\_\_



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

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

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

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### MINUTES

March 11, 2025

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

#### **I. OPEN REGULAR NORTHSHORE MEETING**

##### **1.1 Roll Call**

Vice Chair Josh Pratts 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 Deputy Chief Matt Hochstein, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 2 members of the public.

#### **II. PUBLIC COMMENT**

##### **2.1 The Board heard public comment from David Maehren.**

#### **III. APPROVAL OF THE AGENDA**

*Commissioner Webster moved to adopt the agenda as presented. Commissioner Byers seconded. The motion passed unanimously 5-0.*

#### **IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

##### **4.1 Update on Regional Fire Authority (RFA)**

- Chief Hochstein updated the Board that the first official meeting of the RFA will be on May 1, 2025 at 5:00pm at Station 61.
- Legal Counsel Paxton updated the Board that policy work is ongoing.

##### **4.2 Fire Benefit Charge Appeals Hearing**

- Chief Hochstein did not have an update to provide.

##### **4.3 Station 57 Generator Purchase Discussion and Approval**

- Chief Hochstein updated the Board on a quote in hand. Commissioner Webster and several staff have reviewed the bid, including the electrical analysis of Station 57 to right size the generator. The bid built in extra capacity.
- Chief Hochstein estimates it will be six months to install the generator. The generator will be able to power the station and equipment for up to 48 hours. The generator will be converted from propane to diesel.
- Chief Hochstein updated the Board on the documentation of solicitation of multiple bids.

***Commissioner Webster moved to approve the purchase and installation of a new diesel generator at Station 57. Commissioner Wollum seconded. The motion passed unanimously 5-0.***

4.4 Update on Capital Projects

- Chief Hochstein updated the Board on LED lighting conversation at Station 51 Bay. The electrician will begin this work and complete by April 2025. This will improve energy usage at Station 51
- Chief Hochstein updated the Board on the server room fire suppression system at Station 51 and is awaiting bids.
- Chief Hochstein updated the Board on the carport at Station 51.
- Chief Hochstein updated the Board that a 2<sup>nd</sup> refrigerator at Station 57 is budgeted for purchase. They are reviewing areas to place the new refrigerator.
- Chief Hochstein updated the Board on the sole source project to replace the compressor at Station 51. The existing compressor is functional, but has failed on several occasions.
- Chief Hochstein updated the Board on the status of the SCBA decontamination washer to find best location at Station 51. Chief Hochstein provided an overview of the SCBA equipment cleaning process as an improvement to health and safety.
- Chief Hochstein updated the Board upgrade to locker room for day staff at Station 51.
- Chief Hochstein updated the Board on the purchase of replacement of Trailblazer vehicles with Ford Escape hybrid vehicles through the Washington State auction.

**V. BOARD RESOLUTIONS**

- 6.1 None

**VI. CONSENT AGENDA**

6.1 Vouchers

- The General Fund Vouchers totaled \$ 18,007.94
- The Capital Fund Vouchers totaled \$ 26,533.99
- The Benefit Fund Vouchers totaled \$ 3,772.91

6.2 Commissioner Compensation

6.3 Meeting Minutes: 2/4/2025

***Commissioner Webster moved to accept the consent agenda as presented. Commissioner Wollum seconded. The motion passed unanimously 5-0.***

**VII. REPORTS**

7.1 Fire Chief Report

- Chief Hochstein updated the Board on status of contract negotiations.
- Chief Hochstein updated the Board that June 7<sup>th</sup>, 2025 will be the Open House and Pancake breakfast at Station 51.

- Chief Hochstein updated the Board on the status of Bothell Fire Department. Chief Cowan meets frequently with Bothell city representatives. Chief Hochstein coordinates with Chief Ormes to provide oversight.

#### 7.2 Commissioner Reports

- Commissioner Adman announced his retirement from the Shoreline Fire Department.
- Commissioner Pratt thanked the administration, fire fighters, city council members, and citizens who supported the RFA.

#### 7.3 Legal Counsel Reports

- Legal Counsel Paxton congratulated the Board on the success of the RFA and compliance of legal requirements regarding the measure.
- Legal Counsel Paxton updated the Board on upcoming transition decisions for the Board related the termination of the contract for services between Northshore and Shoreline.
- Legal Counsel Paxton updated the Board on the need to reconcile of funds with the establishment of the RFA.

### **VIII. UPCOMING BOARD AGENDAS**

#### 8.1 Setting of Future Meeting Agenda(s)

The next regular meeting will be Tuesday, April 1, 2025. The meeting will include the standard agenda items as well as update on the RFA transition, payment of the general obligation bond, fire benefit charge appeals hearing, discussion of Northshore meeting policies for future RFA meetings, capital projects update. This meeting will be hybrid, on Zoom and in-person at Station 51.

### **ADJOURNMENT**

The meeting adjourned at 5:38PM.

### **NEXT MEETING DATE**

The next scheduled meeting will be Tuesday, April 1st, 2025 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 2/4/25, and Chief's Report.

### **BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

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**RICK WEBSTER**, Member

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**LISA WOLLUM**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on April 1, 2025.

# Shoreline Fire Department

**BOARD MEETING DATE: April 1<sup>st</sup>, 2025**

**Chief Cowan**

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## District Activity Highlights

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The following District activities and/or meetings of note were completed during the report period:

### **Hiring/Succession development**

- Working on finalizing new Facilities Manager job description. This position will replace a lost facilities position last fall and elevate accountability.

### **Strategic Planning**

- Working on a RFA implementation checklist including changes to organizational numbers, funds, and resolutions to be considered at first meeting, May 1.
- Will be focusing on submitting a Request for Qualifications (RFQ) to Architectural firms for general consulting work such as; feasibility evaluation for Station 62, Station 57 generator, and Station 51 carport projects.

### **Staffing**

- Our new Firefighters are doing well in the fire academy, graduation is May 23rd

### **Negotiations**

- CBA negotiations resumed March 27<sup>th</sup>.

### **Contracts**

- Still waiting for a final decision by Kenmore if they will be separating from NEMCO at the end of 2025.

### **North King County Training Consortium**

- Nothing new to report.

### **Budget**

- Will be modifying the budget to reflect the combined organizations under a RFA.

### **Capital Projects**

- Station 57 – Generator Replacement. We have the bid, which will be about \$420k with tax.

### **Public Records Requests**

- Significant requests at this time by Eric Tronsen. In 2024 there were 132 information requests and 18 records requests.
- In January of 2025 there were 39 information requests and 12 records requests.
- In February of 2025 there were 13 information requests and 13 records requests.

### **Noteworthy Meetings**

- March 12 – Management Team Meeting
  - Discussed ongoing Departmental issues and concerns.
  - Updated on RFA transition process.
- March 12 – BFD Officers Meeting

- Attended meeting and provided updates.
- Discussion on pressing Department issues, especially on facility related problems.
- March 13 – Connections Health Meeting
  - Met with operations President of Crisis Center in Kirkland to discuss usage and any barriers to taking patients there.
  - Will forward concerns to MIH for addressing better utilization.
- March 14 – NORCOM Governing Board Meeting
  - Discussed new administrative staffing structure.
  - There were unanticipated savings from 2024, discussion on how to re-invest.
- March 20 – City of Shoreline Council Meeting
  - Attended and supported KCEMS is presenting on the upcoming KCEMS levy that will be on the ballot this November.
  - It was discussion only, Council will take action in the future on whether to support the ballot measure.
  - Requires 75% of the cities over 50k people to support being on the ballot.
- March 25 – Legislative Committee
  - Represented KC Chiefs on State legislative committee.
  - Lots of discussion on bills progressing or not, but large focus on how is the budget going to be addressed.
- March 26 – City Manager Meeting
  - Monthly meeting with Bothell City Manager Kyle Stannert.
  - Discussed upcoming ladder refurbishment, purchase, upcoming review after a year under contract.
- March 27 – Uniform CBA negotiations
  - Started back up with negotiations.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan