



NORTHSHORE FIRE DISTRICT BOARD OF COMMISSIONERS MEETING

AGENDA

June 26, 2025

5:15 p.m.

Meeting held on-site at Station 51 7220 NE 181st Street, Kenmore, WA

Join Zoom Meeting

<https://us02web.zoom.us/j/86267091563?pwd=WTy5xX0bLlTGh0KAPzdbSlo3NtJwd.1>

Meeting ID: 862 6709 1563

Passcode: 637592

Dial by your location: 1 253 215 8782

I. Call to Order

II. Roll Call

III. Public Comment

IV. Consideration of Agenda

V. Agenda

1. **Approval of Past Meeting Minutes** - May 6, 2025 – Regular Meeting Minutes / MOTION

2. **Warrants** – Motion to Approve

VI. Executive Session – (following the Washington State Legislature RCW's)

- ☐ **RCW 42.30.110(1)(i) Litigation**
(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;
- ☐ **RCW 42.30.110(1)(f) Evaluate Complaints / Charges**
(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- ☐ **RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance**
(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- ☐ **RCW 42.30.140(4)(b) Negotiations**
(b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.
- ☐ **RCW 42.30.110(1)(b) Real Estate / Site or Acquisition**
(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 6, 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, Board Secretary Amy Oakley, and 1 member 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 Adam seconded. The motion passed unanimously 4-0.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Discussion of legal counsel participation in future Board meetings

- The Board discussed the continuation of having legal counsel attending Northshore District meetings.
- Chief Cowan asked Matt Paxton to attend the first two RFA meetings.
- Vice Chair Commissioner Pratt and Chair Commissioner Byers will speak with Matt Paxton prior to the next scheduled Northshore meeting.
- Chief Cowan acknowledged the value Matt Paxton has brought to the Northshore District

4.2 Discussion of Northshore Board Meetings website

- Board Secretary Amy Oakley presented the Board with the revised Board Meetings website, YouTube Channel, and Board of Commissioners website.
- The Board and Chief discussed the specific roles of each District Board and the RFA Board. Chief Cowan will provide language to update the website.
- The Board discussed the use of the Northshore MailChimp listserv.

- 4.3 Update on Capital Projects
- The Chief updated the Board that the replacement of a generator at Station 57 is in process.
 - Station 51 fuel tank replacement is on pause.

V. BOARD RESOLUTIONS

- 5.1 Resolution 25-02 – Establishing Regular Meeting Schedule
- Commissioner Webster moved to pass Resolution 2025-02 Establishing Regular Meeting Schedule as stated. Commissioner Adman seconded. The motion passed unanimously 4-0.***
- 5.2 Resolution 25-03 – Appointing Auditing Officers
- Commissioner Adman moved to pass Resolution 2025-03 Appointing Auditing Officers as stated. Commissioner Webster seconded. The motion passed unanimously 4-0.***
- The Board members present signed the Authorization Form
- 5.3 Resolution 25-04 – Authorizing Use of E-Signatures
- Commissioner Webster moved to pass Resolution 2025-04 Authorizing Use of E-Signatures as stated. Commissioner Adman seconded. The motion passed unanimously 4-0.***
- The Board members present signed Electronic Signature Acknowledgement and Consent Form.
- 5.4 Resolution 25-05 – Appointing a District Secretary
- Commissioner Webster moved to pass Resolution 2025-05 Appointing a District Secretary as stated. Commissioner Wollum seconded. The motion passed unanimously 4-0.***
- The Board thanked Board Secretary Amy Oakley for her service to Northshore Fire District.
 - Vice Chair Pratt administered the Oath of Office Pursuant to R.C.W. 52.14.080

VI. CONSENT AGENDA

- 6.1 Vouchers
- The General Fund Vouchers totaled \$ 2,886.79
 - The Benefit Fund Vouchers totaled \$ 28,327.48
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 4/1/2025
- 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
- In addition to the District Activity Report, Chief Cowan provided an update on the Bothell Fire Department.

7.2 Commissioner Reports

- No report.

7.3 Legal Counsel Reports

- No report.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

The next meeting of the Northshore Board of Commissioners will be Thursday, June 26, 2025.

The meeting will include the standard agenda items as well as a discussion of legal counsel participation in Board future meetings, and use of MailChimp or alternative. This meeting will be hybrid, on Zoom and in-person at Station 51.

ADJOURNMENT

Chief Cowan presented outgoing Board Secretary, Amy Oakley, with the 38th Chief Coin Award. The meeting adjourned at 5:57PM.

NEXT MEETING DATE

The next regularly scheduled meeting on Thursday, May 15th, 2025 is canceled. The next meeting of the Northshore District Fire Board of Commissioners will be Thursday, June 26th, 2025 at 5:15PM.

Attachments: Agenda, Resolution 25-02, Resolution 25-03, Resolution 25-04, Resolution 25-05, Vouchers, Commissioner Compensation, Meeting Minutes 4/1/2025.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, Member

RICK WEBSTER, Member

LISA WOLLUM, Member

ATTEST

Boupha K. Siharath, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on June 26, 2025.

NORTHSHORE FIRE DEPARTMENT (FIRE DISTRICT)
VOUCHER COVER SHEET

Board Meeting
JUNE 26, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)		No Activity	
ACH Payment Request - Payroll Direct Deposit	ACH	2,345.69	5/30/25
ACH Payment Request - Payroll Taxes	ACH	686.10	5/30/25

\$ 3,031.79

MOTION

Move to accept disbursements in the amount of :

\$ 3,031.79