



## ***NORTHSHORE FIRE DISTRICT SPECIAL BOARD OF COMMISSIONERS MEETING***

### **AGENDA**

**October 15, 2026**

**5:00 p.m.**

Special Meeting held via Zoom conferencing and  
on-site at Station 61 17525 Aurora Avenue North

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/86267091563?pwd=WTy5xX0bLLiTGh0KAPzdbSlo3NtJwd.1>

Meeting ID: 862 6709 1563

Passcode: 637592

Dial by your location: 1 253 215 8782

- I. **Call to Order**
- II. **Public Comment**
- III. **Agenda**
  - 1. September 17, 2026, Special Meeting Minutes / APPROVAL
  - 2. Commissioner Position No. 5 Vacancy Appointment Process, Nomination of Candidate(s) / DISCUSSION AND ACTION.
- IV. **Adjournment**



## NORTHSHORE FIRE DISTRICT BOARD OF COMMISSIONERS MEETING

### SPECIAL MEETING MINUTES September 17, 2026

Chair Webster called the regular meeting of the Northshore Fire District Board of Commissioners to order at 5:00 p.m. on September 17, 2026, at Station 51, 7220 NE 181st Street, Kenmore, WA 98028.

#### PRESENT:

**Rick Webster**, Chair

**Eric Adman**, Vice-Chair

**Tyler Byers**, Commissioner (attended via Zoom at 5:02)

**Josh Pratt**, Commissioner (attended via Zoom)

**Matt Cowan**, Fire Chief

**Andres Orams**, Deputy Chief

**Matt Hochstein**, Deputy Chief

#### ABSENT:

##### I. CALL TO ORDER

##### II. PUBLIC COMMENT

- None.

##### III. CONSIDERATION OF AGENDA

- None.

##### IV. AGENDA

###### 1. APPROVAL OF PAST MEETING MINUTES:

- The Chair asked if there were any corrections or amendments to the August 20, 2026, Regular Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.

###### 2. Resolution 26-02 Amending NSFD Regular Meeting Schedule:

- The Board considered Resolution 26-02 to temporarily change the location of the NSFD regular meetings held on the third Thursday of each month from January through May 2027. The meetings will be held at Headquarters/Station 61, 17525 Aurora Ave. N., Shoreline, WA 98133, beginning at 5:15 p.m. The temporary location change is necessary to accommodate Fire Academy operations at Station 51.

**MOTION:** Commissioner Adman moved, and Commissioner Byers seconded a motion to authorize the Board of Commissioners of the Northshore Fire District to approve and sign Resolution 26-02 amending the NSFD meeting location for the third Thursday of each month, January through May 2027 to be held at Headquarters/Station 61. The motion passed; four ayes.

###### 3. Commissioner Position No. 5 Vacancy:

- Commissioner Webster reported that the subcommittee consisting of Commissioners Webster and Adman had begun discussing the process for filling the vacant Commissioner Position No. 5 and requested additional Board discussion regarding the process and next steps.
  - The Board discussed whether to proceed with filling the vacancy or consider reducing the Northshore Fire District Board from five commissioners to three. Chief Cowan

noted that the Board has 90 days from the date of the vacancy to make an appointment, after which the authority to fill the vacancy would pass to the County. He also discussed considerations associated with reducing the size of the Board, including the process, timing, and potential costs of placing such a measure before the voters.

- Commissioners discussed that reducing the NSFD Board from five commissioners to three would be premature pending the outcome of the proposed Bothell integration and should be considered in conjunction with the Shoreline Fire District Board.
- The Board reached consensus to proceed with filling Commissioner Position No. 5 at this time and consider any future changes to the size of the Board separately as the RFA governance structure develops.
- Commissioner Adman summarized information provided in a memorandum from the District's legal counsel Brian Snure regarding the statutory requirements and process for filling a commissioner vacancy. The summary included commissioner eligibility requirements; the 90-day timeframe for filling the vacancy; nomination and public notice requirements; and requirements for candidate interviews and final appointment to occur at an open public meeting.
- The Board discussed the application, nomination, and interview process and agreed that the subcommittee would meet before the end of September to develop a proposed process and potential interview questions for consideration by the full Board. The proposed process will be brought back to the Board for consideration, with the vacancy notice anticipated to be issued in early October.
- The Board also discussed potentially holding a special meeting on November 17 to conduct candidate interviews and complete the nomination and appointment process, with the newly appointed commissioner anticipated to take the Oath of Office at the November 19 meeting.
- Chief Cowan discussed the RFA budget public hearing scheduled for October 15 and requested that the October 15 NSFD meeting be relocated to Headquarters/Station 61 to facilitate the public hearing and presentation. The Board agreed to relocate the meeting and provide the required meeting notice.

**V. ADJOURNMENT:**

- The Northshore District Board of Commissioners adjourned the regular meeting at 5:29 p.m.

Minutes prepared by: Beatriz Goldsmith

Beatriz Goldsmith  
Secretary to the Board

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Rick Webster, Chair

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Eric Adman, Vice–Chair

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Josh Pratt, Commissioner

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Tyler Byers Commissioner

DRAFT



**KING COUNTY FIRE PROTECTION DISTRICT  
NO.16  
7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028**

**FIRE CHIEF**  
Matt Cowan

**COMMISSIONERS**  
Tyler Byers  
Josh Pratt  
Eric Adman  
Rick Webster

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**NSFD DISTRICT  
BOARD OF COMMISSIONERS MEETING**

☐ Informational Only

☒ Approval by Motion

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | October 15, 2026                                                                                          |
| <b>Agenda Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Commissioner Position No. 5 Vacancy – Nomination of Candidate                                             |
| <b>Background Information:</b><br>Commissioner Position No. 5 on the Northshore Fire District Board of Commissioners is vacant. Pursuant to RCW 42.12.080, the Board is proceeding with the process to fill the vacancy. As part of that process, the Board must nominate at least one candidate at a Board meeting before posting the required public notice identifying the Board-nominated candidate(s).<br><br>Following the Board's nomination, the District will post the required notice and provide an opportunity for additional nominations to be submitted during the statutory notice period. |                                                                                                           |
| <b>Recommendation:</b><br>Nominate Livia Ziebarth as a candidate for consideration for appointment to Northshore Fire District Commissioner Position No. 5.                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                           |
| <b>Financial Impact:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral |
| <i>Cost Impact:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | None                                                                                                      |
| <b>Other Options:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                                                                                                       |
| <b>Attachments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                           |

**BOARD OF COMMISSIONERS MOTION**

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|------------------------------------------------------------------------------------------------------------------------------------------------|
| I move to nominate <b>[NAME(S)]</b> as candidate(s) for consideration for appointment to Northshore Fire District Commissioner Position No. 5. |
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|-----------------------------|------------------------------------|
| <b>Follow Up Action(s):</b> |                                    |
| <b>Follow up Person(s):</b> | Beatriz Goldsmith, Board Secretary |
| <b>Follow up Date(s):</b>   |                                    |

# NORTHSHORE FIRE DISTRICT

## Commissioner Position No. 5 Vacancy

### PROPOSED PROCESS AND TIMELINE

| Date                                                      | Step                                                 | Process / Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>October 15, 2026<br/>Special Meeting<br/>5:00 p.m.</b> | Board establishes process and nominates candidate(s) | <ul style="list-style-type: none"> <li>The subcommittee presents the proposed vacancy process and timeline for Board consideration.</li> <li>The Board determines the process and nominates at least one candidate, as required by RCW 42.12.080.</li> <li><b>The Board determines time and location for the November 17 Special Meeting</b> for candidate interviews, evaluation, and potential appointment. An executive session may be included on the agenda if needed.</li> </ul>                                                                                                                                     |
| <b>October 16, 2026</b>                                   | Vacancy notice posted                                | <ul style="list-style-type: none"> <li>Following the Board's nomination, the District posts the vacancy notice identifying the Board-nominated candidate(s) in three public places within the District, including on the District's website. The vacancy may also be communicated through the Department's social media.</li> </ul>                                                                                                                                                                                                                                                                                        |
| <b>October 17 through<br/>November 2, 2026</b>            | 15-day statutory notice period                       | <ul style="list-style-type: none"> <li>The statutory notice period runs for a minimum of 15 days. Using the general Washington computation-of-time rule, October 16 is excluded so October 17 is Day 1.</li> <li>Day 15 falls on Saturday, October 31; therefore, the deadline is carried to Monday, November 2.</li> </ul>                                                                                                                                                                                                                                                                                                |
| <b>November 2, 2026<br/>4:30 p.m.</b>                     | Candidate materials due                              | <ul style="list-style-type: none"> <li>Candidate materials due:               <ol style="list-style-type: none"> <li>(1) letter or statement of interest;</li> <li>(2) resume; and</li> <li>(3) written responses to the Candidate Interview Questions.</li> </ol> </li> <li>Candidate materials received by the District may be subject to disclosure under the Washington Public Records Act.</li> <li>Board Secretary to provide received materials in advance of the Special meeting agenda packet.</li> <li><b>NOTE: Agenda/packet will need to be completed and posted for Special meeting on Nov. 10</b></li> </ul> |
| <b>November 17, 2026<br/>Special Meeting</b>              | Interviews, evaluation, and appointment              | <ul style="list-style-type: none"> <li>The Board conducts candidate interviews in open session. Following interviews, the Board may convene an executive session under RCW 42.30.110(1)(h) to evaluate candidate qualifications.</li> <li>The Board returns to open session for any further discussion, deliberation, and final action appointing a Commissioner.</li> </ul>                                                                                                                                                                                                                                               |
| <b>November 19, 2026<br/>Regular Meeting</b>              | Oath of Office                                       | <ul style="list-style-type: none"> <li>The newly appointed Commissioner takes the Oath of Office. If additional time is desired for the oath/recognition, the Board may consider adjusting the meeting start time through the appropriate meeting notice process.</li> </ul>                                                                                                                                                                                                                                                                                                                                               |

# NORTHSHORE FIRE DISTRICT

## Commissioner Position No. 5 Vacancy

### ADMINISTRATIVE FOLLOW-UP:

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- October 16 - Finalize and post the vacancy notice at three locations following the Board's nomination.
- October 16 - Post the Candidate Interview Questions on the website and provide the website link for social media communication.
- October 26 - Prepare the initial November 17 Special Meeting notice and tentative agenda.
- November 10 – Finalize the November 17 Special Meeting agenda and packet, including candidate materials, executive session if needed, and potential appointment, provide to Commissioners
- Receive and compile candidate materials through November 2 at 4:30 p.m.
- November 10, prepare the November 17 Special Meeting agenda and packet for candidate interviews, executive session, and potential appointment. Provide all received materials to Commissioners.
- Prepare the Oath of Office for administration at the November 19 meeting.

### STATUTORY FRAMEWORK:

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**RCW 42.12.080.** Following a vacancy on the elected governing body of a special purpose district, the remaining Board members must nominate at least one candidate at a Board meeting. The District must then post notice of the vacancy and the name of the Board-nominated candidate(s) in three public places within the District, including on the District's website if it has one, for a minimum of 15 days. During the notice period, registered voters residing within the District may submit additional nominations. After the notice period, the Board may appoint a qualified person from among the candidates nominated by the Board or the public.

**RCW 42.30.110(1)(h).** The Board may meet in executive session to evaluate the qualifications of candidates for appointment to elective office. Candidate interviews and the final appointment must occur in open session.



## **DRAFT - PUBLIC NOTICE OF FIRE COMMISSIONER VACANCY**

**Northshore Fire District – Commissioner Position No. 5**

### **Board Nominated Candidate(s): [NAME(S)]**

The Northshore Fire District Board of Commissioners is providing notice of a vacancy in **Commissioner Position No. 5**.

At its October 15, 2026, Special Meeting, the Board nominated the individual identified above for consideration for appointment to the vacancy. The appointed individual will serve until a qualified successor is elected and takes office following the November 2027 general election. The current term expires December 31, 2027.

#### **Minimum Qualifications:**

1. U.S. Citizen.
2. 18 years old or older.
3. Registered voter residing in the District for at least 30 days.
4. No felony convictions unless civil rights have been restored subsequent to the conviction. Conviction of anything less than a felony does not preclude an individual from holding public office.
5. No contractual conflict of interest with the District, i.e., a contractual relationship with the District that exceeds \$3,000 per month in compensation.

Pursuant to RCW 42.12.080, registered voters residing within the Northshore Fire District may submit additional nominations for consideration by the Board during the notice period. **The notice period will remain open through November 2, 2026, at 4:30 p.m.**

**Individuals interested in being considered for appointment are requested to submit the following candidate materials no later than November 2, 2026, at 4:30 p.m.:** *Candidate materials received by the District may be subject to disclosure under the Washington Public Records Act.*

1. Letter or statement of interest;
2. Resume; and
3. Written responses to the Candidate Interview Questions.

**Candidate Interview Questions are available on the District's website <https://shorelinefire.com/news/>**

#### **Materials may be submitted by mail or electronically to:**

Beatriz Goldsmith, Board Secretary  
Shoreline Fire Department  
17525 Aurora Avenue North  
Shoreline, WA 98133  
[bgoldsmith@shorelinefire.com](mailto:bgoldsmith@shorelinefire.com) / 206-533-6529

***The Board anticipates conducting candidate interviews and considering an appointment at a Special Meeting on November 17, 2026. The Oath of Office will be conducted at the November 19, 2026, Regular Meeting.***

Notice posted by: Beatriz Goldsmith  
Secretary to the Board  
Friday, October 16, 2026

## **COMMISSIONER CANDIDATE INTERVIEW QUESTIONS**

**Two minutes allowed for each answer**

1. Briefly tell us about yourself – education, work experience, hobbies, etc.
2. Why are you interested in serving on the Board of Commissioners of the Northshore Fire Department?
3. What experience, if any, have you had in dealing with budgets, policy, and personnel issues?
4. What experience have you had in a leadership role working with employees, union and non-union?
5. What do you know about the Northshore Fire Department and the responsibilities of its Board of Commissioners?
6. Are you now or have you ever been part of any service club, non-profit or community organization, what was your role and what were your accomplishments?
7. Do you have any specific goals or objectives for the Northshore Fire Department that you would pursue if you are appointed as a Fire Commissioner?
8. What obligations do you have that might interfere with the regular and/or special Board of Commissioners meetings?
9. Do you have any questions for us?