



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 20, 2020

REGULAR MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:02 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Interim Fire Chief Greg Ahearn, Interim Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Board Secretary Kate Hansen, staff members, and three members of the public..

II. PUBLIC COMMENT

- No public comment was submitted

III. APPROVAL OF MEETING MINUTES

3.1 Adoption of Minutes of April 15th and May 6th

Commissioner Verlinda moved to approve the minutes of April 15th and May 6th.

Commissioner Webster seconded. The motion passed unanimously.

Commissioner Ellis moved to adopt the Agenda as presented. Commissioner Webster seconded. The motion passed unanimously.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Status of Stay Home Stay Healthy Order

- Legal Counsel Paxton reported that King County is still in Phase 1, and will be for the immediate future. Impacts of the Stay Home Order on the first meeting in June are still to be determined.

B. Review of State of Emergency

- The board agreed to continue to leave the State of Emergency in place.

C. COVID-19 Update

- Deputy Chief McDonald reported that cases and fatalities have decreased in the last two weeks but the County does not yet meet the requirements to transition into Phase 2.

- Crews are still being cautious with use of PPE in order to maintain adequate supply stocks.
 - The COVID Task Force is reviewing current procedures and determining what should be adopted permanently as the new standard.
 - No Northshore crews are in isolation or quarantine and no current exposures.
- D. Station 57 Remodel Update
- Chief Ahearn reported that final inspection for multiple rooms may be completed next week. Additional electrical work will be started next week.
 - Project completion is estimated to occur on schedule at the end of June.
 - The board and staff discussed progress and cost.
- E. Consolidation Update
- Commissioner Maehren reported that there was a Consolidation Sub-Committee meeting yesterday. The Committee has collected data for a Northshore/Woodinville cost model. A Northshore/Shoreline cost model is in the works.
 - Chief Ahearn reported that the next Joint Labor Management Meeting is scheduled for June 1st.
 - The board and staff discussed consolidation.
- F. Fire Marshall Hiring Process Update
- Chief Ahearn reported that per Board desire, the current plan is to temporarily fill the Fire Marshall position until a decision is made regarding consolidation.
 - Chief Ahearn reported that efforts are in the works to contract with the City of Bothell Fire for Interim Fire Marshall services.
 - The board agreed to move forward with pursuing a contract with the City of Bothell for Interim Fire Marshall services. Chief Ahearn will bring forward a proposal for approval at the first meeting in June.
- G. Firefighter Hiring Process Update
- Chief Ahearn reported that staff would like to run a lateral entry Firefighter hiring process in conjunction with the Entry-Level Firefighter hiring process.
 - Chief Ahearn answered questions from the board.
- H. Deputy Chief Hiring Process Update
- Chief Ahearn reported that 35 candidates applied for the Deputy Chief position. A maximum of 8 will move on to panel interviews.
 - Chief Ahearn answered questions from the board.
- I. 2019 Annual Financial Report
- Chief Ahearn answered questions regarding the 2019 Annual Financial Report.
 - Consensus was reached by the board to submit the 2019 Annual Financial Report to the state as presented.

V. CONSENT AGENDA

5.1 Vouchers

- The General Fund Vouchers totaled \$41,486.06 and Reserve Fund Vouchers totaled \$161,227.83

Commissioner Ellis moved to approve the vouchers. Commissioner Pratt seconded. The motion passed unanimously.

VI. COMMISSIONER COMPENSATION

6.1 Review of Commissioner Compensation Claims

- Commissioners discussed Commissioner Compensation submissions.

6.2 Approval of Commissioner Compensation Claims

Commissioner Maehren moved to approve the Commissioner Compensation requests with the exception of the submission of Commissioner Ellis. Commissioner Webster seconded. The motion passed unanimously.

VII. REPORTS

7.1 Fire Chief Report

There were no additions or questions regarding the written Fire Chief's report.

7.2 Commissioner Reports

- None

7.3 Legal Counsel Reports

- Legal Counsel continues to respond to questions from the Chair and other Commissioners.
- The Governor has signed a new bill that will allow for Fire Benefit Charges to be permanent instead of renewed every six year. The topic will be discussed at a later meeting.

VIII. UPCOMING BOARD AGENDAS

8.1 Next Meeting Date/Time/Format and Location

Legal Counsel reported that the OPMA order has not been extended beyond June 1st at this time, but may be extended between now and the next regular meeting. Format for the June 3rd meeting is to be determined.

Legal Counsel answered questions related to OPMA and the Stay Home Order.

8.2 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

IX. ADJOURNMENT

The meeting adjourned at 6:20PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for June 3rd

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on June 3, 2020

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Vouchers & Minutes approved 6-3-20
Date: Thursday, June 4, 2020 10:13:22 AM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 4th day of June, 2020, by Commissioner David C. Maehren.

- **AP_NOSHRFIR_APSUPINV_20200603112458 - RES Fund**
- **AP_NOSHRFIR_APSUPINV_20200603112810 - GEN Fund**
- **April Commissioner Payroll Taxes Voucher Approval Document**
- **April Commissioner Payroll Voucher Approval Document**
- **5-13-20 General Fund to HRA Account Transfer Voucher Approval Document**
- **6-3-20 General Fund to HRA Account Transfer Voucher Approval Document**
- **2020-05-20 NSFD Minutes**

David Maehren
Fire Commissioer – Board Chair
Northshore Fire Department
Business Office 425.354.1780
Cell 206 604-3683



Proudly Serving the Citizens of Kenmore and Lake Forest Park

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•

From: Kate Hansen
Sent: Thursday, June 4, 2020 8:21 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signature - Vouchers & Minutes approved 6-3-20

Good Morning Northshore Fire Commissioners,

Attached please find the vouchers and meeting minutes which were approved at last night's regular meeting, June 3, 2020.

At your earliest availability, please respond with your electronic signature using the following

verbiage:

The following documents are Approved and Electronically Signed this __ day of ____, 2020, by Commissioner _____.

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- 2020-05-20 NSFD Minutes

Kate Hansen

Administrative Specialist
Northshore Fire Department
7220 NE 181st St., Kenmore, WA 98028
Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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From: [Josh Pratt](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Vouchers & Minutes approved 6-3-20
Date: Thursday, June 4, 2020 10:03:25 AM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

The following documents are Approved and Electronically Signed this 4th day of June, 2020, by Commissioner Josh Pratt.

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From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Subject: Re: Electronic Signature - Vouchers & Minutes approved 6-3-20
Date: Thursday, June 4, 2020 1:42:03 PM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

The following documents are Approved and Electronically Signed this 4th day of June, 2020, by Commissioner Rick Verlinda.

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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: Voucher and Minutes approval from Commissioner Rick Webster
Date: Thursday, June 4, 2020 12:08:19 PM

The following documents are Approved and Electronically Signed this 4th Day of June, 2020, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20200603112458 - RES Fund
- AP_NOSHRFIR_APSUPINV_20200603112810 - GEN Fund
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Rick Webster
Commissioner - Northshore Fire

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Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Wednesday, May 20, 2020

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/87968340015?pwd=ZlItWlBpQ2lCN3hhMzcycW9PTXFwdz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 879 6834 0015

Password: 232538

I. Open Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Meeting Minutes

3.1 Adoption of Meeting Minutes of April 15th and May 6th

IV. Board Discussion and Possible Action Items

4.1 District Operations

A. Status of Stay Home Stay Healthy Order

B. Review of State of Emergency

C. COVID-19 Update

D. Station 57 Remodel Update

E. Consolidation Update

F. Fire Marshall Hiring Process Update



G. Firefighter Hiring Process Update

H. Deputy Chief Hiring Process Update

I. 2019 Annual Financial Report

V. Consent Agenda

5.1 Vouchers

VI. Commissioner Compensation

6.1 Review of Commissioner Compensation Claims

6.2 Approval of Commissioner Compensation Claims

VII. Reports

7.1 Fire Chief Report

7.2 Commissioner Reports

7.3 Legal Counsel Report

VIII. Upcoming Board Agendas

8.1 Next Meeting Date/Time/Format and Location

8.2 Setting of Future Meeting Agenda(s)

IX. Adjournment

Next Regular Meeting: June 3, 2020 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 khansen@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 Kate Hansen at khansen@northshorefire.com



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATION 20-05**

20-25

STAY HOME – STAY HEALTHY

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06, 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, and 20-24, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State, significantly increasing the threat of serious associated health risks statewide; and

WHEREAS, there are currently at least 2,221 cases of COVID-19 in Washington State and, tragically, 110 deaths of Washingtonians associated with COVID-19; and

WHEREAS, models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state; and

WHEREAS, hospitalizations for COVID-19 like illnesses are significantly elevated in all adults, and a sharply increasing trend in COVID-19 like illness hospitalizations has been observed for the past three (3) weeks; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim: that a State of Emergency continues to exist in all counties of Washington State; that Proclamation 20-05 and all amendments thereto remain in effect as otherwise amended; and that Proclamations 20-05, 20-07, 20-11, 20-13, and 20-14 are amended and superseded by this Proclamation to impose a Stay Home – Stay Healthy Order throughout Washington State by prohibiting all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business, within the limitations provided herein.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), to help preserve and maintain life, health, property or the public peace, and to implement the Stay Home—Stay Healthy Order described above, I hereby impose the following necessary restrictions on participation by all people in Washington State by prohibiting each of the following activities by all people and businesses throughout

Washington State, which prohibitions shall remain in effect until midnight on April 6, 2020, unless extended beyond that date:

1. **All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services.** This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from leaving their home or place of residence except to conduct or participate in (1) essential activities, and/or (2) employment in providing essential business services:

- a. **Essential activities** permitted under this Proclamation are limited to the following:
 - 1) **Obtaining necessary supplies and services** for family or household members and pets, such as groceries, food and supplies for household consumption and use, supplies and equipment needed to work from home, and products necessary to maintain safety, sanitation and essential maintenance of the home or residence.
 - 2) **Engaging in activities essential for the health and safety** of family, household members and pets, including things such as seeking medical or behavioral health or emergency services and obtaining medical supplies or medication.
 - 3) **Caring for** a family member, friend, or pet in another household or residence, and to transport a family member, friend or their pet for essential health and safety activities, and to obtain necessary supplies and services.
 - 4) **Engaging in outdoor exercise activities**, such as walking, hiking, running or biking, but only if appropriate social distancing practices are used.
- b. **Employment in essential business services** means an essential employee performing work for an essential business as identified in the “[Essential Critical Infrastructure Workers](#)” list, or carrying out minimum basic operations (as defined in Section 3(d) of this Order) for a non-essential business.
- c. **This prohibition shall not apply to** individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence. These individuals are permitted and urged to leave their homes or residences and stay at a safe alternate location.
- d. **This prohibition also shall not apply to** individuals experiencing homelessness, but they are urged to obtain shelter, and governmental and other entities are strongly encouraged to make such shelter available as soon as possible and to the maximum extent practicable.

- e. For purposes of this Proclamation, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.
- 2. **All people in Washington State shall immediately cease participating in all public and private gatherings and multi-person activities for social, spiritual and recreational purposes, regardless of the number of people involved, except as specifically identified herein.** Such activity includes, but is not limited to, community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition also applies to planned wedding and funeral events. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from participating in public and private gatherings of any number of people for social, spiritual and recreational purposes. **This prohibition shall not apply to** activities and gatherings solely including those people who are part of a single household or residential living unit.

- 3. **Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines.** This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that, effective midnight on March 25, 2020, all non-essential businesses in Washington State are prohibited from conducting all activities and operations except minimum basic operations.

- a. **Non-essential businesses** are strongly encouraged to immediately cease operations other than performance of basic minimum operations, but must do so no later than midnight on March 25, 2020.
- b. **Essential businesses** are prohibited from operating under this Proclamation unless they establish and implement social distancing and sanitation measures established by the United States Department of Labor's Guidance on Preparing Workplaces for COVID-19 at <https://www.osha.gov/Publications/OSHA3990.pdf> and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.
- c. **This prohibition does not apply to** businesses consisting exclusively of employees or contractors performing business activities at their home or residence, and who do not engage in in-person contact with clients.

- d. For purposes of this Proclamation, minimum basic operations are the minimum activities necessary to maintain the value of the business' inventory, preserve the condition of the business' physical plant and equipment, ensure security, process payroll and employee benefits, facilitate employees of the business being able to continue to work remotely from their residences, and related functions.

This Proclamation shall not be construed to prohibit working from home, operating a single owner business with no in-person, on-site public interaction, or restaurants and food services providing delivery or take-away services, so long as proper social distancing and sanitation measures are established and implemented.

No business pass or credentialing program applies to any activities or operations under this Proclamation.

Violators of this of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 23rd day of March, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State

King County Fire Protection District No. 16
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		Total for All Funds (Memo Only)	001 General	100 Donation	200 G O Bond
Beginning Cash and Investments					
30810	Reserved	7,554,867	7,370,590	64,890	119,387
30880	Unreserved	5,407,833	5,407,833	-	-
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	6,731,094	5,383,516	-	1,347,578
320	Licenses and Permits	40,592	40,592	-	-
330	Intergovernmental Revenues	475,343	475,342	-	1
340	Charges for Goods and Services	3,205,407	3,205,407	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	323,077	308,711	2,761	11,605
Total Revenues:		10,775,513	9,413,568	2,761	1,359,184
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	9,290,555	9,289,994	29	532
Total Expenditures:		9,290,555	9,289,994	29	532
Excess (Deficiency) Revenues over Expenditures:		1,484,958	123,574	2,732	1,358,652
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	11,893,117	-	-	11,893,117
397	Transfers-In	528,946	528,746	200	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 382, 395, 398	Other Resources	13,478	13,478	-	-
Total Other Increases in Fund Resources:		12,435,541	542,224	200	11,893,117
Other Decreases in Fund Resources					
594-595	Capital Expenditures	1,518,628	1,518,628	-	-
591-593, 599	Debt Service	13,243,604	-	-	13,243,604
597	Transfers-Out	528,946	528,946	-	-
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	3,540	2,945	-	595
581, 582	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		15,294,718	2,050,519	-	13,244,199
Increase (Decrease) in Cash and Investments:		(1,374,219)	(1,384,721)	2,932	7,570
Ending Cash and Investments					
5081000	Reserved	6,640,409	6,445,629	67,822	126,958
5088000	Unreserved	4,948,077	4,948,077	-	-
Total Ending Cash and Investments		11,588,486	11,393,706	67,822	126,958

The accompanying notes are an integral part of this statement.

King County Fire Protection District No. 16
Schedule of Liabilities
For the Year Ended December 31, 2019

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
251.12	GO Bonds	12/1/2027	11,785,000	-	11,785,000	-
251.12	GO Bonds	12/1/2027	-	10,305,000	870,000	9,435,000
Total General Obligation Debt/Liabilities:			11,785,000	10,305,000	12,655,000	9,435,000
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		1,064,083	-	16,067	1,048,016
264.30	Net Pension Liability		157,451	-	35,138	122,313
Total Revenue and Other (non G.O.) Debt/Liabilities:			1,221,534	-	51,205	1,170,329
Total Liabilities:			13,006,534	10,305,000	12,706,205	10,605,329

Northshore Fire Department
SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)
For Fiscal Year ended December 31, 2019

Grantor	Program Title	Identificaton Number	Amount
State Grant from Department of Health			
	Dept of Health EMS Grant	2019-01	1,266
			Sub-total: 1,266
			Grand total: 1,266

**Labor Relations Consultant(s)
For the Year Ended December 31, 2019**

Has your government engaged labor relations consultants? ☒ Yes ☐ No

If yes, please provide the following information for each consultant:

Name of firm: Summit Law Group PLLC
Name of consultant: Peter Altman
Business address: 315 Fifth Avenue South, Suite 100 Seattle, WA 98104-2682
Amount paid to consultant during fiscal year: \$14,214.50
Rates (e.g., hourly, etc.) \$275.00 per hour Duration of services 1/2019 – 11/2019 Services provided CBA review, file grievance response letter, revise and update CBA and policy, review and edit Shoreline MOU for sick leave transfer, review FLSA regulations

Name of firm: Summit Law Group PLLC
Name of consultant: Kristin Anger
Business address: 315 Fifth Avenue South, Suite 100 Seattle, WA 98104-2682
Amount paid to consultant during fiscal year: \$693.00
Rates (e.g., hourly, etc.) \$315 per hour Duration of services 8/2019 Services provided Legal research on PFML developments, review union bargaining proposal regarding PFML

Name of firm: Summit Law Group PLLC
Name of consultant: Donna Murbach
Business address: 315 Fifth Avenue South, Suite 100 Seattle, WA 98104-2682
Amount paid to consultant during fiscal year: \$1224.00
Rates (e.g., hourly, etc.) \$170 per hour Duration of services 5/2019 – 7/2019 Services provided Research and prepare FF wage analysis

King County Fire Protection District No. 16

**Local Government Risk Assumption
For the Year Ended December 31, 2019**

1. Self-Insurance Program Manager: Dawn Killion
2. Manager Phone: (425) 354-1778
3. Manager Email: dkillion@northshorefire.com
4. How do you insure property and liability risks, if at all?
 - a. Formal or informal self-insurance program/activity for some or all perils/risks
 - b. Belong to a public entity risk pool
 - c. Purchase private insurance
 - d. Retain risk internally without formal or informal self-insurance program/activity
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
 - a. Self-insure some or all benefits
 - b. Belong to a public entity risk pool
 - c. All benefits provided by health insurance company or HMO
 - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay taxes to the Department of Employment Security (“Taxable”)
 - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?

- a. Self-insured (“Reimbursable”)
- b. Belong to a public entity risk pool
- c. Pay premiums to the Department of Labor and Industries
- d. Not applicable – no employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government’s self-insured risks and copy the table below as needed. Please use a separate column for each peril/risk.

	<u>Self-insurance program title or type of risk or peril covered by formal self-insurance:</u>				
	<i>Program/Risk 1</i>	<i>Program/Risk 2</i>	<i>Program/Risk 3</i>	<i>Program/Risk 4</i>	<i>Program/Risk 5</i>
Self-Insurance as a <i>formal</i> program?	<u>Yes</u>				
If yes, do other governments participate?	<u>No</u>				
If yes, please list participating governments.					
Self-Insure as part of a joint program?	<u>No</u>				
Does a Third-Party Administer manage claims?	<u>Yes</u>				
If no, does somebody reconcile claims payments to the information in the claims management software? (Not applicable for self-insured unemployment compensation.)					
Has program had a claims audit in last three years?	<u>No</u>				
Are program resources sufficient to cover expenses?	<u>Yes</u>				
Does an actuary estimate program liability?	<u>No</u>				
Number of claims paid during the period?	<u>None</u>				
Total amount of paid claims during the period?	<u>None</u>				
Total amount of recoveries during the period?	<u>None</u>				

Provide any other information necessary to explain answers to the Schedule 21 questions above.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

King County Fire Protection District No. 16 (The District) is a Special Purpose District that provides fire protection and emergency medical services to the general public and is supported through property taxes and a benefit charge as provided by RCW 52.18. The District was incorporated on October 15, 1942 and operates under Chapter 52 RCW and other laws of the state of Washington applicable to fire districts.

The District reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the District. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

B. Basis of Accounting and Measurement Focus

The District reports financial activity using the revenue and expenditure classifications, statements and schedules contained in the Cash Basis Budgeting Accounting and Reporting System (BARS) manual. The cash basis of accounting and reporting is another comprehensive basis of accounting (OCBOA) that is prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received and expenditures are recognized when paid.

C. Cash and Investments

Cash

It is the District's policy to invest all temporary cash surpluses. The amount is included on the statement of resources and uses arising from cash transactions as cash and investments.

Investments

See note 3

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 3 years. Capital assets are recorded as capital expenditures when purchased.

E. Compensated Absences

Union Employees

Vacation pay may be accumulated up to 288 hours and is payable upon separation or retirement. Sick leave may accumulate indefinitely. Upon retirement or permanent disability employees receive payment for 50% of unused sick leave up to an equivalent of 400 hours. For line of duty death 100% of sick leave hours are paid to the designated beneficiary. The District's estimated liability for sick leave and vacation termination benefits on December 31, 2019 was \$537,790 and \$321,767 respectively. The total compensated leave liability for union employees decreased by \$28,089 from the 2018 calculated liability.

Non-Union Employees

Vacation pay may be accumulated up to 480 hours and is payable upon separation or retirement. Sick leave may accumulate indefinitely. Upon retirement or permanent disability employees receive payment for 50% of unused sick leave up to an equivalent of 400 hours. The District's estimated liability for sick leave and vacation termination benefits on December 31, 2019 was \$87,243 and \$101,216 respectively. The total compensated leave liability for non-union employees increased by \$12,022 from the 2018 calculated liability.

The total liability for compensated absences was \$1,048,016 that represents an decrease of \$16,067 over the prior year's liability.

F. Long-Term Debt

See note 5

G. Reserved Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as reserved when it is subject to restrictions on use imposed by external parties or due to internal commitments established by Resolution or requiring Board approval.

Listed below are the funds, year-end balances and restrictions for the District funds that have a beginning and end cash balance that are designated as reserved.

General Fund

\$6,445,629 of the year-end fund balance has been reserved by Board resolution for capital acquisition, employee benefits, loss of revenues, natural disaster, losses not reimbursed by insurance and facility upgrades and major repairs.

Donation Fund

The fund balance of \$67,822 represents funds donated by members of the community and can only be expended for purposes approved by the Board of Commissioners.

GO Bond Fund

The fund balance of \$126,958 represents funds collected from a general obligation bond levy that can only be used to pay principal and interest on the outstanding bond debt (see note 5).

H. Other Financing Sources or Uses

The District did not have any other financing sources or uses in 2019.

NOTE 2 – BUDGET COMPLIANCE

A. Budget

The District adopts annual appropriated budgets for the general and reserve funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted 2019 budget were as follows:

Fund Name	Appropriated Amounts	Actual Expenditures	Variance
General Fund	\$9,145,326	\$9,751,118	(\$605,792)
Reserve Fund	\$703,000	\$1,627,814	(\$924,814)
Totals	\$9,848,326	\$11,378,932	(\$1,530,606)

Any revisions that alter the total authorized expenditure of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the District's legislative body.

NOTE 3 – INVESTMENTS

It is the District's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

All deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission. All investments are insured, registered or held by the District or its agent in the government's name.

Investments are reported at the fair value. Investments by type at December 31, 2019, are as follows:

<u>Type of Investment</u>	<u>District's own investments</u>	<u>Investments Held by District as an agent for other local governments, individuals, or private organizations</u>	<u>Total</u>
<u>U.S. Treasury</u>	\$4,291,216	\$0	\$4,291,216
<u>Supranational Agencies</u>	\$2,365,210	\$0	\$2,365,210
<u>Corporate Bank Notes</u>	\$1,355,853	\$0	\$1,355,853
<u>Federal Agency</u>	\$1,339,629	\$0	\$1,339,629
<u>Washington State LGIP</u>	\$968,797	\$0	\$968,797
<u>Repurchase Agreements</u>	\$375,467	\$0	\$375,467
<u>Commercial Paper</u>	\$844,801	\$0	\$844,801
<u>Cash and Equivalents</u>	\$40,560	\$0	\$40,560
<u>Agency Mortgages</u>	\$5,794	\$0	\$5,794
<u>Total</u>	\$11,588,486	\$0	\$11,588,486

As of December 31, 2019 the district did not have any funds invested as an agent for other local governments, individuals, or private organizations.

NOTE 4 - PROPERTY TAXES

The county treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Collections are distributed as they are received.

Property tax revenues are recognized when cash is received by the District. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes are levied.

The District's regular levy for the year 2019 was \$0.66906 per \$1,000 on an assessed valuation of \$8,068,671,437 for a total regular levy of \$5,398,451.

In 2019, the District also levied \$0.16731 per \$1,000 for general obligation bond debt service requirements for a total additional levy of \$1,350,000.

In 2019, the District also assessed a benefit charge of \$3,200,000 which is identified in this report as a charge for goods and services in BARS revenue account number 340.

NOTE 5 – DEBT SERVICE REQUIREMENTS

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the District and summarizes the District's debt transactions for year ended December 31, 2019.

On June 4, 2019, the District refinanced its General Obligation Bond for a lower rate. The schedule below is the amortization of that refinanced debt:

General Obligation Debt Schedule

Year	Principal	Interest	Total
2020	\$785,000	\$455,050	\$1,240,050
2021	\$885,000	\$423,650	\$1,308,650
2022	\$980,000	\$388,250	\$1,368,250
2023	\$1,095,000	\$339,250	\$1,434,250
2024	\$1,215,000	\$284,500	\$1,499,500
2025- 2027	\$4,475,000	\$462,250	\$4,937,250
Totals	\$9,435,000	\$2,352,950	\$11,787,950

NOTE 6 - PENSION PLANS

Substantially all of the District's full-time and qualifying part-time employees participate in the PERS and LEOFF II plans administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit retirement systems. Actuarial information is on a system-wide basis and is not considered pertinent to the District's financial statements. Contributions to the systems by both employee and employer are based upon gross wages covered by plan benefits.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
PO Box 48380
Olympia WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2019, the District's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	EMPLOYER CONTRIBUTIONS	ALLOCATION %	NET PENSION LIABILITY
PERS 1 UAAL	\$ 17,202	.002399%	\$ 92,250
PERS 2 AND 3	\$ 25,277	.003095%	\$ 30,063
TOTAL LIABILITIES			\$ 122,313

	EMPLOYER CONTRIBUTIONS	ALLOCATION %	NET PENSION ASSETS
LEOFF 1		.017175%	(\$ 339,483)
LEOFF 2	\$ 284,481	.154298%	(\$ 3,574,611)
TOTAL ASSETS			(\$ 3,914,094)

LEOFF Plan 2

The District also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

NOTE 7 – RISK MANAGEMENT

The District manages its risk by maintaining insurance coverage for damages and losses to property, apparatus, portable equipment or criminal acts. Coverage for general, management, automotive related liability is included. The insurance coverage is purchased through Volunteer Firemen's Insurance Services, Inc. (VFIS). The District's local broker for VFIS is MacIlvennie Associates, Inc.

VFIS
183 Leader Heights Road
York, PA 17402

MacIvennie Associates, Inc.
P.O. Box 8629
Covington, WA 98042

NOTE 8 - OTHER DISCLOSURES

LEOFF 1 LIABILITY

The District is obligated to pay for post-employment benefits for former employees that belong to the LEOFF1 retirement system. These benefits include medical, dental, vision, and long term care. Six retirees received benefits during the year. The total paid out was \$68,036.35 for those benefits during the year.

NORCOM

In November of 2007, Northshore Fire Department, with the cities of Bellevue, Bothell, Clyde Hill, Kirkland, Medina, Mercer Island, and Snoqualmie, along with Eastside Fire and Rescue, King County Fire Protection Districts 27 and 45, King and Kittitas County Fire Protection District 51, Woodinville Fire & Rescue and Shoreline Fire Department entered into an interlocal agreement to establish and maintain a consolidated emergency service communications center. In 2008, the City of Redmond joined as a subscriber. Prior to the interlocal agreement, the formation efforts were carried out under a Joint Powers Agreement originally approved in 2005 and amended in 2006 and 2007. On July 1, 2009, the separate dispatch operations of the cities of Bellevue and Kirkland were combined and began operating as the North East King County Regional Public Safety Communications Agency (or NORCOM). NORCOM includes 911 telephone answering, computer aided dispatch of fire, police and EMS resources, public safety field technology and a records management system. Operating revenues are provided by user fees charged to each member based on average call volume. For 2019, Northshore Fire Department's share of these fees was \$189,159. Additional financial information may be obtained from NORCOM, c/o Marianne Ryerson, Finance Manager, P.O. Box 50911, Bellevue, WA 98015-0911.

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 18:02:55 Date: 05/15/2020

MCAG #: 2512

05/27/2020 To: 05/27/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
928	05/27/2020	Claims	1	0	343 MANAGEMENT LLC	444.84	COVID-19 Supplies
929	05/27/2020	Claims	1	0	BOTHELL FIRE & EMS	8,912.13	DC Services Per ILA
930	05/27/2020	Claims	1	0	CENTURY LINK	58.63	Phones - St 57
931	05/27/2020	Claims	1	0	CFO SELECTIONS LLC	3,588.75	Quarterly Reconciliation / Financial Modeling
932	05/27/2020	Claims	1	0	DAVIS DOOR SERIVCE, INC.	742.66	Door Repair - St 51
933	05/27/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	937.80	May 2020 - Radio Access Fees
934	05/27/2020	Claims	1	0	FIRE TECH ACADEMY	350.00	Fire Service Instructor 1 Class - Petro
935	05/27/2020	Claims	1	0	KEATING, BUCKLIN & MCCORMACK INC PS	427.00	Legal Fees - Ellis PRA
936	05/27/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	April 2020 - INet
937	05/27/2020	Claims	1	0	KROESEN'S, INC.	206.26	Boots - Seefeld
938	05/27/2020	Claims	1	0	L. N. CURTIS & SONS	463.10	Boots - Wilkinson
939	05/27/2020	Claims	1	0	L. N. CURTIS & SONS	8.80	Alterations
940	05/27/2020	Claims	1	0	L. N. CURTIS & SONS	181.33	Knight - Class B Shirts
941	05/27/2020	Claims	1	0	L. N. CURTIS & SONS	131.74	New Employee Badges
942	05/27/2020	Claims	1	0	L. N. CURTIS & SONS	280.27	Recruit Class Bs & McDonald Pullover; Credit - Shirt On INV360166
943	05/27/2020	Claims	1	0	LIFE ASSIST	23.76	EMS Supplies
944	05/27/2020	Claims	1	0	LIFE ASSIST	491.74	EMS Supplies
945	05/27/2020	Claims	1	0	LIFE ASSIST	20.90	Tax On Invoice 985470
946	05/27/2020	Claims	1	0	NATURAL CONCEPT LANDSCAPE	529.25	Landscaping - St 51
947	05/27/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	6,795.75	April - Fuel & Maintenance
948	05/27/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	129.95	Copies
949	05/27/2020	Claims	1	0	PRAXAIR DISTRIBUTION	21.84	Oxygen - St 51
950	05/27/2020	Claims	1	0	REPUBLIC SERVICES #172	332.94	Garbage / Recycle - St 51
951	05/27/2020	Claims	1	0	REPUBLIC SERVICES #172	149.74	Garbage - St 57
952	05/27/2020	Claims	1	0	STERICYCLE	132.25	Bio Hazard Disposal
953	05/27/2020	Claims	1	0	TOWN CENTER HARDWARE	68.56	Drywall Screws, Velcro And Ties; Pipe Repair; COVID-19 Supplies; Fasteners
954	05/27/2020	Claims	1	0	UNITED PARCEL SERVICE	12.66	Shipping
955	05/27/2020	Claims	1	0	UNITED PARCEL SERVICE	22.44	Shipping
956	05/27/2020	Claims	1	0	UNITED PARCEL SERVICE	59.67	Shipping - LN Curtis
957	05/27/2020	Claims	1	0	US BANK	2,744.87	Charges For Card Ending 9408; Charges On Card Ending 2747; Charges For Card Ending 5934
958	05/27/2020	Claims	1	0	VERIZON BUSINESS	723.11	St 51 VOIP
959	05/27/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	224.40	Janitorial Supplies
960	05/27/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	138.60	Janitorial Supplies
961	05/27/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	10,200.00	Fire Chief Services - April 2020
001 General Fund 10-016-0010						41,422.74	
						<u>41,422.74</u>	Claims:
						41,422.74	41,422.74

WARRANT/CHECK REGISTER

Northshore Fire Department

MCAG #: 2512

Time: 18:02:36 Date: 05/15/2020

05/27/2020 To: 05/27/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
918	05/27/2020	Claims	4	0	CASE ENGINEERING PS	860.00	Meters - St 57 Remodel
919	05/27/2020	Claims	4	0	GARY PEDERSEN	271.80	LEOFF I
920	05/27/2020	Claims	4	0	KING COUNTY FIRE PROTECTION DISTRICT 16	1,525.45	Petty Cash Checking Reimbursement
921	05/27/2020	Claims	4	0	MOTOROLA	97.17	Ext Speaker - Apparatus
922	05/27/2020	Claims	4	0	MUNICIPAL EMERGENCY SERVICES	25,666.21	Tactical Armor Vests
923	05/27/2020	Claims	4	0	ONSITE TEMP HOUSING INC	2,895.00	Housing Trailer For St 57 Remodel
924	05/27/2020	Claims	4	0	REGENCY NW CONSTRUCTION INC	122,083.50	St 57 Remodel
925	05/27/2020	Claims	4	0	ROYAL RESTROOMS OF WA	1,625.00	Shower Trailer - Station 57 Remodel
926	05/27/2020	Claims	4	0	ROYAL RESTROOMS OF WA	4,750.00	Shower Trailer - St 57 Remodel
953	05/27/2020	Claims	1	0	TOWN CENTER HARDWARE	63.32	Drywall Screws, Velcro And Ties; Pipe Repair; COVID-19 Supplies; Fasteners
927	05/27/2020	Claims	4	0	US BANK	1,453.70	Charges For Card Ending 5934
004 Reserve Fund 10-016-6010						161,291.15	
						<u>161,291.15</u>	Claims: 161,291.15

Northshore Fire Department
Fire Commissioner Request for Compensation

Don Ellis

7

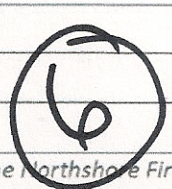
[Signature]

Signature

April 16, 2020
Date

Northshore Fire Department
Fire Commissioner Request for Compensation

Month	Year	Name
Date	Description of Activity	
		Time
04/07/20	Regular Meeting preparation. Review materials including vouchers commissioner compensation claims current governors order. Review of NFD website.	2 hrs
04/08/20	Attend Regular Fire Commissioners meeting via Web. Follow-up re: district communications	1.5 hrs
04/13/20	Zoom meeting w/ Chief Ahearn, Comm- issioner Webster and Staff regarding transparency, district website update and internal/external communica- tions. (1 hr 40 min) + mtg prep 1.25 hrs. and regular meeting prep 1 hr.	4 hrs
04/15/20	Additional meeting prep (30 min) Attend regular meeting (1.25 hr)	1.75 hrs
04/23/20	Meeting prep for consolidation meeting 1 hr, Meeting 1300-1437	2.5 hrs
04/30/20	Attend Consolidation meeting at Sta 51 (1400-1730) plus 30 min meeting preparation.	4 hrs



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.

Claude Machree

Signature

05/06/2020

Date

[illegible]

[illegible]


Signature

1945-1946

Northshore Fire Department

[illegible]

Fire Chief's Report

Submitted by Chief Ahearn
May 20, 2020

Administration/Financial:

- Chief Ahearn introduced Tom Broetje to Chief Cowan. Mr. Broetje has sent Chief Cowan a list of information that is needed to start working on the financial model for Shoreline Fire.

Human Resources:

- Firefighter hiring update: Selected candidates from National Testing Network's list were invited to continue in our hiring process by completing an application
- Deputy Chief hiring update: We had 35 applicants in total and are currently reviewing the submitted materials. Selected candidates will move forward in the process. Up-to-date information will be provided at the Board meeting. The job opening will remain posted until the position is filled.
- FS Killion and HRM Moore met with a WCIP representative for an annual spring meeting to review current benefit offerings and updates.
- Reviewed and provided feedback for a drafted performance evaluation form for the training division.
- HRM Moore is working with L&I's "Stay At Work" representative regarding the District's request for partial reimbursement for prior light duty assignments.
- Reviewed Northshore Fire's website for any outdated information, broken links, etc. and made updates where applicable.
- Preparation for a Lieutenant promotional process for fall of 2020 has begun. The District will again be working with consultant Ron Hiraki to conduct the assessment center.

Training:

- Captain Burrow worked with the North King County Training Consortium (NKCTC) to go live with the new training Fire Trex system. Northshore Fire Department will serve as the beta test for the other agencies for the remainder of the second quarter. The system is scheduled to go live for all four agencies beginning in the third quarter.
- The Training Division replaced the exterior wood door on the drill tower at Station 51.

East Metro Training Group (EMTG) Activities:

- Captain Burrow continues to collaborate with the Training Officers of the NKCTC for the development of the May Multi-Company Drill (MCOs). The drill as outlined will support the recent Natural Gas Emergency Response policy developed by the King County Fire Chiefs. All MCOs have been cancelled for May due to COVID-19 and will be completed at a later time.

North King County Training Consortium (NKCTC) Activities:

- The Training Officers developed a training schedule for the remainder of 2020.
- The Training Officers are currently collaborating to create standardized manuals for the participating agencies to include a Basic Fundamentals Manual,

Probationary Firefighter Taskbook, Hose Manual, and Ladder Manual, as well as skill sheets to support each document. The Training Officers are meeting with subject matter experts (SMEs) from each agency to maximize the collaboration.

- Captains Burrow and Eason delivered the new Probationary Firefighter Taskbook to the assigned Lieutenants at Woodinville Fire & Rescue. The process is new and now standardized. All feedback thus far has been positive.
- Captain Burrow is part of a workgroup responsible for creating NKCTC Firefighter Fundamentals Manual using the Zone 1 Task Manual as the template. This document closely aligns with the Zone 3 Firefighter Fundamentals; this has been identified as an important step to create consistency across the region as we collaborate on joint fire academies. Other workgroups are underway to develop the Pump Academy curriculum and a hose manual. Each workgroup includes a Training Officer and SME from Bothell, Northshore, Shoreline, and Woodinville.
- NKCTC has spent time developing a curriculum for the updates to the EMTG Best Practices for 2020. This class will be delivered in the month of May to all crews.

Operations:

- Ops continues to see approximately 25% call reduction across King County.
- Crews are continuing to train to maintain readiness.
- New reusable gowns are in service
- NKCTC's Company Officer Tactical Training has begun
- D-Shift responded to a working residential fire with Bothell. Fire damage was contained to the garage. No injuries.
- Battalion Chief Tactical Worksheet training to begin in the next two weeks.
- New Engines are progressing with a possible late-September arrival.

Fire Prevention:

- Fire Marshal LaFlam performed 12 inspections at new construction projects, reviewed five project submittals for Kenmore and Lake Forest Park, and provided comments for proposed revisions to three projects in Kenmore.
- Fire Marshal LaFlam participated in an online meeting of Zone 1 fire marshals. The agenda included the expanded development of regional informational flyers, coordination with the new King County Fire Marshal's Association, setting guidelines for fire protection system testing companies, and discussions on the performance of safety inspections during the current shutdown.
- FI Booth is working on a video-based story time for 1st grade students in Kenmore and Lake Forest Park
- Northshore Fire received approval from the Red Cross to implement an online class to demonstrate CPR skills virtually and receive a Red Cross Certification Card. More information can be found on the website.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak submitted the Emergency Management Program Grant Supplemental request to the state and is waiting for feedback. NEMCo available funds from this grant total \$6,870.

- EM Lunak updated Lake Forest Park's Hazard Mitigation Plan as requested by FEMA and shared that language with Kenmore. EM Lunak is waiting for feedback from King County before finalizing the changes.
- NEMCo radio volunteers met via Zoom to lay out plans for a communications exercise on Saturday, May 30. This is normally a State of Washington 5th Saturday Communications Exercise, but the event has been revised due to COVID-19.
- EM Lunak completed a recorded regularly scheduled NEMCo safety meeting on Confined Spaces. NEMCo field staff will watch the video and complete a required test when their schedule allows.
- Police Lieutenant Lehman of Lake Forest Park and EM Lunak are developing "return to work" video segments to include the use of masks in the workplace. These will be available for NEMCo staff as they transition from working from home back to at-work assignments.