



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 1, 2022

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

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

Chair Josh Pratt called the meeting to order at 6:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Mike Morris, Advisory member Phillippa Kassover, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 49 members of the public.

II. PUBLIC COMMENT

2.1 The Board heard public comments from Gabe DeBay, David Maehren, and Doug Loeser.

III. APPROVAL OF THE AGENDA

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

IV. EXECUTIVE SESSION

The Board moved into Executive Session at 5:11PM until 5:26PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board extended the Executive Session by 15 minutes. The Board moved back into open session at 5:45PM.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Conversation with IAFF, Local 2459

- President, Jeremiah Ingersoll addressed the Board with comments related to Contract for Services.

5.2 Discussion of Robert's Rules of Order Training

- The Board discussed contracting with trainer, Anne McFarland for training on Robert's Rules of Order.
- The Board Secretary will follow-up with Commissioners to schedule the training in April 2022.

- 5.3 Report on Presentation with Lake Forest Park City Council
 - Commissioner Byers updated the Board on the January 24th presentation at the Lake Forest Park City Council Committee of the Whole meeting.
 - LFP Councilmember Kassover thanked the Board for their participation.
- 5.4 Formalize Contract for Service Recommendation

Commissioner Byers moved to select the Shoreline Fire Department subject to our ability to bargain an agreement with the Contracting agency and the Union. Commissioner Webster offered a friendly amendment to include the word “bargaining with” Contracting agency. Commissioner Byers accepted the friendly amendment. Commissioner Pratt seconded. The Board discussed. The motion passed unanimously by a roll call vote.
- 5.5 Contract for Services Next Steps
 - The Board established a negotiating team consisting of Commissioner Webster, Legal Counsel Paxton, and Chief Morris.
- 5.6 Discussion of KCFD16 Administrative Activities Not Covered in Contract for Services
 - The Board created a subcommittee consisting of Commissioner Webster and Commissioner Byers to research outstanding administrative items.

VI. BOARD RESOLUTIONS

- 6.1 None

VII. CONSENT AGENDA

- 7.1 Vouchers
 - The General Fund Vouchers totaled \$ 186,751.46
 - The Reserve Fund Vouchers totaled \$ 23,307.29
- 7.2 Commissioner Compensation
- 7.3 Meeting Minutes: 1/18/2022

Commissioner Adman moved to accept the consent agenda as presented. Commissioner Webster seconded. The motion passed unanimously.

VIII. REPORTS

- 8.1 Fire Chief Report
 - Chief Morris updated the Board on COVID cases on the decline in the county.
 - Commissioner Webster thanked Chief Morris for including COVID updates in the report.
 - The Commissioners agreed to move forward with renewals for MRSP and Office 365 subscriptions.
 - Chief Morris provided update on the construction of a 3-bay apparatus building and training academy building.
 - The Board discussed the storage of water rescue craft at Kenmore Air.
- 8.2 Commissioner Reports

- o None

8.3 Legal Counsel Reports

- o New law extended deadline to enroll in long-term care act until July 2023.
- o The Supreme Court has overturned OSHA COVID vaccine/testing mandate.

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the February 15th agenda will include an update on Contract for Services negotiation committee, update on Administrative Activities subcommittee, and follow-up Robert’s Rule training date.

ADJOURNMENT

The meeting adjourned at 6:14PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for February 15, 2022, at 5:00PM.

Attachments: Agenda, KCFD16 Administrative Budget Items, Vouchers, Commissioner Compensation, Minutes 1/18/22, Chiefs Report.

BOARD OF COMMISSIONERS

Electronically signed- Eric Adman
ERIC ADMAN, Member

Electronically signed- Josh Pratt
JOSH PRATT, Member

Electronically signed- Tyler Byers
TYLER BYERS, Member

Electronically signed- Rick Webster
RICK WEBSTER, Member

LISA WOLLUM, Member

ATTEST

Amy Oakley _____

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 15th, 2022

From: [Eric Adman](#)
To: [Board Secretary](#)
Subject: Re: Electronic Signatures - Documents Approved 2/15/22
Date: Wednesday, February 16, 2022 1:23:12 PM
Attachments: AP_NOSHRFIR_APSUPINV_20220214134344 RES Fund.pdf
AP_NOSHRFIR_APSUPINV_20220214134614 GEN Fund.pdf
7.2 DRAFT Minutes RegularMtnq 2022-02-1 with attachments.pdf
7.2 DRAFT Minutes SpecialMtnq 2022-02-9 with attachments.pdf

The following documents are Approved and Electronically Signed this 16th day of February, 2022, by Commissioner Adman.

<!--[if !supportLists]-->• <!--[endif]-->
>AP_NOSHRFIR_APSUPINV_20220214134344 RES Fund

<!--[if !supportLists]-->• <!--[endif]-->
>AP_NOSHRFIR_APSUPINV_20220214134614 GEN Fund

<!--[if !supportLists]-->• <!--[endif]-->Meeting minutes: 2/1/2022 and 2/9/2022

From: [Josh Pratt](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures - Documents Approved 2/15/22
Date: Tuesday, February 15, 2022 7:55:49 PM

The following documents are Approved and Electronically Signed this 15th day of February, 2022, by Commissioner Josh Pratt.

- AP_NOSHRFIR_APSUPINV_20220214134344 RES Fund
- AP_NOSHRFIR_APSUPINV_20220214134614 GEN Fund
- Meeting minutes: 2/1/2022 and 2/9/2022

From: [Tyler Byers](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures - Documents Approved 2/15/22
Date: Tuesday, February 15, 2022 6:35:49 PM

The following documents are Approved and Electronically Signed this 15th day of February, 2022, by Commissioner Tyler Byers.

From: Board Secretary <boardsecretary@northshorefire.com>
Sent: Tuesday, February 15, 2022 6:32 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 2/15/22

Good evening Commissioners,

Attached please find the documents approved at tonight's regular meeting. Please respond with your electronic signature using the following verbiage:

The following documents are Approved and Electronically Signed this _____ day of _____, 2022, by Commissioner _____.

- AP_NOSHRFIR_APSUPINV_20220214134344 RES Fund
- AP_NOSHRFIR_APSUPINV_20220214134614 GEN Fund
- Meeting minutes: 2/1/2022 and 2/9/2022

From: [Richard Webster](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signatures - Documents Approved 2/15/22
Date: Wednesday, February 16, 2022 6:02:36 PM

The following documents are Approved and Electronically Signed this 16th day of February, 2022, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20220214134344 RES Fund
- AP_NOSHRFIR_APSUPINV_20220214134614 GEN Fund
- Meeting minutes: 2/1/2022 and 2/9/2022



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, February 1, 2022

5:00PM

Meeting held virtually, via Zoom

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=dW1uWDFpNldpZl1dSSU1ZYy9LSXVQQT09>

Call in to Zoom Meeting at: (253) 215-8782

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Regular Northshore Board Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Approval of Agenda

3.1 Approval of the Meeting Agenda

IV. Executive Session

To discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i).

V. Board Discussion and Possible Action Items

5.1 Conversation with IAFF, Local 2459

5.2 Discussion of Robert's Rules Training



- 5.3 Report on January 24th Presentation with Lake Forest Park City Council
- 5.4 Formalize Contract for Services Recommendation
- 5.5 Contract for Services Next Steps
- 5.6 Discuss KCFD16 Administrative Activities Not Covered in Contract for Services

VI. Board Resolutions

None

VII. Consent Agenda

- 7.1 Vouchers
- 7.2 Commissioner Compensation
- 7.3 Meeting Minutes: Regular Meeting 1/18/2022

VIII. Reports

- 8.1 Fire Chief Report
- 8.2 Commissioner Reports
- 8.3 Legal Counsel Report

IX. Upcoming Board Agendas

- 9.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, February 15th, 2022 at 5:00 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. 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.

**Northshore Fire Department
KCFD 16 Budget
Post Fire Services Contract- Budget Items**

- Board Secretary Salary
- Legal Services
- Insurance Services
 - Board and Board Secretary Liability Coverage
- Board IT Services
 - Maintenance & Software for 6 Notebook Computers
 - Network Access and Maintenance
 - Website licensing, maintenance and content updates
 - Subscriptions: Zoom, MailChimp
- Board Per Diem Costs
- Board Other Expenses
 - Events i.e. Community Outreach
 - Retreat
 - Travel
 - Audit Costs
 - Facilitators / Training
- Services
 - NEMCO Membership
 - MRSC Membership
 - King County Fire Commissioners Association Membership
 - AV Capture Contract
 - Benefit Charge Calculations & Notification (mailing and King County Assessor data)
- Accounting
 - Payments of Invoices
 - King County Finance – Account Balance Reconciliation
 - Revenue Deposits and Reconciliation
 - Reserve Fund Allocation
- King County Voucher Services
 - Processing and Payment of Vouchers
 - KCFD 16 - Reserve Fund Investment Expenses
- King County Elections
 - Primary and General Elections – Commissioners
 - Benefit Charge Renewal
 - Levy Lid Lift
 - Voter Pamphlet Costs
- Reserve Funds
 - Contributions to the Reserve Funds to assure they meet stated goals
 - Expenditures from Reserve Fund to pay for budgeted expenses
- Quarterly budget reports to Fire Commissioners and Public

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 19:36:39 Date: 01/28/2022

02/09/2022 To: 02/09/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
100	02/09/2022	Claims	1	0	ARAMARK UNIFORM SERVICES	16.52	Lobby Mats
101	02/09/2022	Claims	1	0	CENTURY LINK	63.58	Phones - St 57
102	02/09/2022	Claims	1	0	CHMELIK SITKIN & DAVIS PS	10,011.00	Legal Fees - General Business
103	02/09/2022	Claims	1	0	CHMELIK SITKIN & DAVIS PS	302.50	Legal Fees - Contract Review
104	02/09/2022	Claims	1	0	CHMELIK SITKIN & DAVIS PS	281.50	Legal Fees - Public Records Request
105	02/09/2022	Claims	1	0	CHMELIK SITKIN & DAVIS PS	330.00	Legal Fees - Litigation
106	02/09/2022	Claims	1	0	CHMELIK SITKIN & DAVIS PS	12,197.50	Legal Fees - Employment
107	02/09/2022	Claims	1	0	DATAQUEST	322.00	New Hire Background Check
108	02/09/2022	Claims	1	0	DIMARTINO ASSOCIATES	3,044.72	February 2022 - LTD Premiums
109	02/09/2022	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	1,061.55	Jan 2022 - Radio Access Fees
110	02/09/2022	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Jan 2022 - Maintenance Service Agreement
111	02/09/2022	Claims	1	0	FROULA ALARM SYSTEMS, INC	148.64	Q1 Monitoring - St 51
112	02/09/2022	Claims	1	0	IMS ALLIANCE	79.82	Recruit Name Tags
156	02/09/2022	Claims	1	0	KATHRINE J WALSH	79.20	Reimbursement - Stamps for mailing 2022 benefit resource materials
113	02/09/2022	Claims	1	0	KING COUNTY FINANCE	1,867.00	Dec 2021 - I-Net
164	02/09/2022	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	5,850.80	Pay Cycle(s) 01/31/2022 To 01/31/2022 - LTD; Pay Cycle(s) 01/31/2022 To 01/31/2022 - MEDICAL; Pay Cycle(s) 01/31/2022 To 01/31/2022 - SUPPLIFE; Pay Cycle(s) 01/31/2022 To 01/31/2022 - METLIFE; Pay Cyc
114	02/09/2022	Claims	1	0	KROESEN'S, INC.	881.54	Class B - Abraham
115	02/09/2022	Claims	1	0	KROESEN'S, INC.	367.73	Brackett - Station Boots
116	02/09/2022	Claims	1	0	KROESEN'S, INC.	14.26	Gillis Name Tag
117	02/09/2022	Claims	1	0	KROESEN'S, INC.	465.49	Class A - Hurn
118	02/09/2022	Claims	1	0	KROESEN'S, INC.	21.96	Chaplain - Badge
119	02/09/2022	Claims	1	0	KROESEN'S, INC.	1,355.40	Class B - Devedjian
120	02/09/2022	Claims	1	0	KROESEN'S, INC.	1,328.41	Class B - Rich
121	02/09/2022	Claims	1	0	KROESEN'S, INC.	1,020.35	Class B - Martensen
122	02/09/2022	Claims	1	0	KROESEN'S, INC.	695.49	Class A - Chaplain Koss
123	02/09/2022	Claims	1	0	KROESEN'S, INC.	383.92	Loutsis - Station Boots
124	02/09/2022	Claims	1	0	L. N. CURTIS & SONS	542.43	Class B Coats - New Recruits
125	02/09/2022	Claims	1	0	L. N. CURTIS & SONS	1,812.71	New Hire Bunker Gear
126	02/09/2022	Claims	1	0	LIFE ASSIST	34.95	EMS Supplies
127	02/09/2022	Claims	1	0	LIFE ASSIST	153.46	EMS Supplies
128	02/09/2022	Claims	1	0	LINDE GAS & EQUIPMENT INC.	36.61	Oxygen
129	02/09/2022	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	143.13	Air Sample - Compressor Maintenance
130	02/09/2022	Claims	1	0	NATURAL CONCEPT LANDSCAPE	515.63	Landscaping - Station 51
131	02/09/2022	Claims	1	0	NORCOM	8,935.92	Dec 2021 - IT Services
132	02/09/2022	Claims	1	0	NORTH CITY WATER DISTRICT	385.72	Acct 011756-000; St 57
133	02/09/2022	Claims	1	0	NORTH CITY WATER DISTRICT	54.87	Acct 022432-000; St 57 - Fire Line 4
134	02/09/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	3,375.65	Dec 2021 - Fuel & Maintenance
135	02/09/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	802.37	Meter 316752 - St 51
136	02/09/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	1,150.59	Meter 318016 - Training

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 19:36:39 Date: 01/28/2022

02/09/2022 To: 02/09/2022

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
137	02/09/2022	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	145.43	Meter 318008 - Irrigation
138	02/09/2022	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	71,077.87	Feb 2022 - Medical
139	02/09/2022	Claims	1	0	O'REILLY AUTO PARTS	283.92	Ice Melt & Headlight Bulb
140	02/09/2022	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.70	Copier Lease
141	02/09/2022	Claims	1	0	PETEK & ASSOCIATES	2,310.00	New Hire Psych Evaluations
142	02/09/2022	Claims	1	0	PSR MECHANICAL	2,530.10	Q1 Service Agreement
143	02/09/2022	Claims	1	0	PUGET SOUND ENERGY	6,077.29	Acct #200019536453 - Station 51
144	02/09/2022	Claims	1	0	PUGET SOUND ENERGY	1,016.87	Acct #200020658783
145	02/09/2022	Claims	1	0	REPUBLIC SERVICES #172	389.56	Garbage / Recycle Pickup - St 51
146	02/09/2022	Claims	1	0	REPUBLIC SERVICES #172	155.71	Garbage Pickup - St 57
147	02/09/2022	Claims	1	0	STATE AUDITOR'S OFFICE	3,157.16	2019/2020 Accountability / Financial Audit
148	02/09/2022	Claims	1	0	STERICYCLE	10.36	Bio Hazard Disposal
149	02/09/2022	Claims	1	0	SUMMIT LAW GROUP	1,569.00	Legal Fees - Bargaining
150	02/09/2022	Claims	1	0	SYBATECH INC	3,400.00	2022 Annual Renewal Fee
151	02/09/2022	Claims	1	0	TKE CORP	551.68	Q1 Maintenance Agreement
152	02/09/2022	Claims	1	0	US BANK	12,336.19	Charges for cards ending 4689 & 5507
153	02/09/2022	Claims	1	0	UW VALLEY MEDICAL CENTER	4,300.00	New Hire Medical Exams
154	02/09/2022	Claims	1	0	VERIZON BUSINESS	741.45	Station 51 - VOIP
155	02/09/2022	Claims	1	0	VERIZON WIRELESS	46.55	Suppression Cell Phones
157	02/09/2022	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	1,006.15	Janitorial Supplies
158	02/09/2022	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,328.44	Feb 2022 - Dental / Life / EAP
165	02/09/2022	Payroll	1	0	WASHINGTON NATIONAL INS CO	61.20	Pay Cycle(s) 01/31/2022 To 01/31/2022 - CONSECO
159	02/09/2022	Claims	1	0	WESTLAKE HARDWARE	62.38	Fasteners - Gym Remodel
160	02/09/2022	Claims	1	0	WESTLAKE HARDWARE	73.15	Fasteners - Gym Remodel
161	02/09/2022	Claims	1	0	WESTLAKE HARDWARE	25.62	Fasteners and Jigsaw Blade
166	02/09/2022	Payroll	1	0	WSCFF EMPLOYEE BENEFIT	8,000.00	Pay Cycle(s) 01/31/2022 To 01/31/2022 - MERP1
162	02/09/2022	Claims	1	0	ZIPLY FIBER	900.00	Ethernet Service
163	02/09/2022	Claims	1	0	ZIPLY FIBER	356.32	St 51 - Phones

001 General Fund 10-016-0010

186,751.46

	186,751.46		
		Claims:	172,839.46
		Payroll:	13,912.00

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 19:36:04 Date: 01/28/2022

02/09/2022 To: 02/09/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
97	02/09/2022	Claims	4	0	ALFRED J BAKER	10,724.40	LEOFF I
98	02/09/2022	Claims	4	0	TITAN ELECTRIC	10,194.00	Additional - Training Tower & Drill Grounds Electrical Work
99	02/09/2022	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,388.89	Feb 2022 - LEOFF I
004 Reserve Fund 10-016-6010						23,307.29	
						23,307.29	Claims: 23,307.29

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	Jan	Year:	2022	Name:	Eric Adman
Date	Description of Activity		Hours		
4	FC meeting		2		
18	FC meeting		2		

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.

Signature

1-31-2022
Date

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	Jan	Year:	2022	Name:	Tyler Byers
Date	Description of Activity			Hours	
01/04/2022	Regular BOFC Meeting			2	
01/13/2022	Meet & Greets			6	
1/18/2022	Regular BOFC Meeting			2	
1/24/2022	Prep and LFP City Council Meeting			2	

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.

Tyler Byers

Signature

1/29/2022

Date

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	Jan	Year:	2022	Name:	Pratt
Date	Description of Activity			Hours	
1/3/22	Meeting preparation			2	
1/4/22	Regular meeting			2	
1/10/22	Preparation and Presentation to Kenmore City Council			2	
1/17/22	Meeting Preparation / Consult with chief Morris + Board secretary			2	
1/18/22	Special meeting time at 1800 followed by virtual open house			1.5	
1/24/22	Preparation and Presentation to LFP CC			2	

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.

Joshua M Pratt
Digitally signed by Joshua M Pratt
Date: 2022.01.29 16:10:35 -08'00'

Signature

1/29/2022

Date

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	Jan	Year:	2022	Name:	Lisa Wollum
Date	Description of Activity			Hours	
1/3/22	Meeting Prep			3	
1/4/22	Meeting			2	
1/17/22	Meeting Prep			2	
1/18/22	Meeting			2	
1/15/22	Meet & Greet's			6	

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.

Lisa Wollum

 Signature

1/28/22

 Date



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

January 18, 2022

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

- I. OPEN SPECIAL NORTHSHORE MEETING**
- 1.1 Roll Call
- Chair Josh Pratt called the meeting to order at 6:00 PM.
- Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, and Lisa Wollum. Also present was Chief Mike Morris, Advisory member Phillipa Kassover, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 20 members of the public. Commissioner Rick Webster was absent.
- II. PUBLIC COMMENT**
- 2.1 No public comments.
- III. APPROVAL OF THE AGENDA**
- 3.1 *Commissioner Adman moved to adopt the agenda as presented. Commissioner Byers seconded. The motion passed unanimously.*
- IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**
- 4.1 Conversation with IAFF, Local 2459
- President, Jeremiah Ingersoll welcomed the new Commissioner Lisa Wollum to the Board.
- 4.2 Report from Subcommittee on New Commissioner Training
- The Board discussed the updated New Commissioner Orientation Checklist. (Policy 1114-A2).
 - The Board discussed scheduling Roberts Rule of Order training in the spring.
- Commissioner Byers moved to adopt the updated New Commissioner Training (Policy 1114-A2) as presented. Commissioner Wollum seconded. The motion passed unanimously.*
- 4.3 Report on Presentation with Kenmore City Council
- Commissioner Pratt updated the Board on the January 10th presentation to Kenmore City Council.
 - Commissioner Byers stepped away from the meeting.

- 4.4 Discussion of KCFD16 Administrative Activities Not Covered in Contract for Services
- The Board discussed creating a subcommittee to research outstanding administrative items.
 - The Board will hold this item and identify subcommittee members at the next meeting.
- 4.5 Discussion of January 24th Meeting with Lake Forest Park City Council
- The Board discussed the upcoming Jan. 24th meeting with the Lake Forest Park City Council. Commissioner Pratt will be joined by either Commissioner Byers or Commissioner Webster.

V. BOARD RESOLUTIONS

- 5.1 None

VI. CONSENT AGENDA

- 6.1 Vouchers
- The General Fund Vouchers totaled \$ 39,700.00
 - The Reserve Fund Vouchers totaled \$ 2,897.54

- 6.2 Meeting Minutes: 1/4/2022

Commissioner Adman moved to accept the consent agenda as presented. Commissioner Wollum seconded. The motion passed unanimously.

VII. REPORTS

- 7.1 Fire Chief Report
- Chief Morris updated the Board on the request by Labor to initiate effects bargaining in relation to contract for services.
 - Chief Morris updated the Board that the January 20th Fire Academy graduation will be moved to virtual.
 - Chief Morris updated the Board on workgroup meetings with the North King County Training Consortium.

- 7.2 Commissioner Reports

- None

- 7.3 Legal Counsel Reports

- None

VIII. EXECUTIVE SESSION

Commissioner Byers returned to the meeting. The Board moved into Executive Session at 6:32PM until 6:47PM to discuss collective bargaining, the planning or adopting the strategy or position to be taken during the course of collective bargaining, or reviewing a proposal made in negotiations pursuant to RCW 42.30.140(4), to discuss the performance of an employee pursuant to RCW 42.30.110(1)(g), and to discuss with legal counsel representing the agency matters relating to litigation or potential litigation pursuant to RCW 42.30.110(1)(i). The Board moved back into open session at 6:47PM.

IX. OPEN HOUSE

- 9.1 Provide update on the Contract for Services Process
 - o Commissioner Pratt provided an update on the status of the Contract for Services
 - o Commissioner Adman provided an overview of the Contract for Service website.
- 9.2 Public Comments
 - o The Board heard public comment from Local 2459 President, Jeremiah Ingersoll.

X. UPCOMING BOARD AGENDAS

10.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the February 1st agenda will include a decision on Contract for Services, and discussion of subcommittee to research KCFD16 Administrative Activities Not Covered in Contract for Services.

ADJOURNMENT

The meeting adjourned at 7:12PM

NEXT MEETING DATE

The next Board of Commissioners meeting is scheduled for February 1, 2022, at 5:00PM.

Attachments: Agenda, Policy 1114-A2, KCFD16 Administrative Budget Items, Vouchers, Minutes 1/4/22, Chiefs Report.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, Member

RICK WEBSTER, Member

LISA WOLLUM, Member

ATTEST

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on January 18th, 2022

DRAFT



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

DATE: January 28, 2022

TO: Board of Fire Commissioners

FR: Interim Fire Chief

RE: Chief's Report for 2/1/2022 meeting

Personnel, Operations, Facilities, Community

Personnel

1. Four Probationary Firefighters will complete their 12-month probation on 2/6/2022.
2. Academy #1-2022 begins February 1, 2022. Northshore Acting Lieutenant Ross will be our representative and began preparation work on January 18, 2022. Acting Lieutenant Ross and Interim Fire Chief Morris attended Academy Orientation night on January 26th.
3. PFF Blake worked light-duty for two weeks assisting with maintenance and program work.

Operations

4. Meetings held:
 1. Administrative staff.
 2. Labor/Management.
 3. Battalion Chief briefings on programs and priorities.
 4. King County EMS and Public Health for covid briefing x 2.
 5. NKCTC Chief's to discuss scope of work.
5. Three options for water craft storage obtained by BC Matt Hochstein and LT Ryan Davis. Kenmore Air Harbor was chosen for these reasons:
 1. Security: Stored behind a locked gate next to their main office. On site security cameras as well as staff and public traffic common due to airport proximity.
 2. Accessibility: Boats stored in water (floating dock) less than 150' from apparatus/shore.
 3. Financial impact: \$6000/yr for both vessels. This is equal or less than other options.
 4. Fuel and boat launch are both on-site.
 5. Deep historical ties with Kenmore and beneficial partnership with a long-time community business.

6. Upcoming software renewals:

1. MRSC annual renewal due January 31st and extended through first week of February.
Does the BOC wish to renew this service for \$1000.00?
2. Office 365 w/ Exchange: Will request one year renewal.

Facilities

1. Continuation of the training building: IFC Morris and ABC Hansson met with TCA to discuss and plan the next steps regarding the new training building at Station 51. Assistance from TCA is necessary to proceed with submittals to the City of Kenmore.
2. Review priority list with IT and adjusted according to our needs. Three server replacements on hold (\$20k ea.) until vote on contract for service.

Community

1. Commissioners Pratt, Byers, and Interim Fire Chief Morris met with the City of Lake Forest Park City Council to brief them on our upcoming contract for service.
2. Fire Prevention Specialist Booth provided assistance to City of Kenmore Councilmember Pfeil to set up a city sponsored vaccine clinic.

COVID-19 UPDATE

1/27/2022

1. King County – 330,895 total cases, 10,750 hospitalizations and 2,311 fatalities. 24,253 new cases in the last 7 days, showing a 36% decrease, 54 daily average hospitalizations, showing a 26% decrease, and 6 daily fatalities, a 34% increase over the last 14 days.
2. Kenmore – 2,654 total cases, 84 hospitalization and 21 fatalities. Kenmore has experienced 278 new cases in the previous 7 days equating to an 18% decrease, 3 new hospitalizations and one fatality.
3. LFP – 1,322 total cases, 29 hospitalizations and 5 fatalities. LFP has experienced 128 new cases in the previous 7 days equating to a 7% decrease, 1 new hospitalization and no fatalities.
4. King County residents who have at least one vaccination:
 - a. 95.3% ages 16 and older.
 - b. 94.5% ages 12 and older.
 - c. 91.0% ages 5 and older.
5. Omicron Variant:
 - a. Current High Transmission level.
 - b. Decreasing trend in the number of hospitalizations in the last 14 days.
 - c. Increasing trend in the number of fatalities related to Covid-19 over the last 14 days.

Northshore Fire Department currently has **0** firefighters in quarantine.

TRAINING UPDATE

1. North King County Training Consortium Fire Chief's met to discuss the direction of the current work group meetings. A meeting is planned immediately following the February 8th work group to decide if NKCTC will expand in 2023.

FIRE PREVENTION

- FM issued a single-family residential fire sprinkler permit and assessed several development reviews for the City of Kenmore.
- Inspector Booth conducted 10 code enforcement inspections, 8 sprinkler/fire alarm inspections and issued 2 tank permits.
- Inspector Booth and Jennifer Kunkel attended a TCE (The Compliance Engine) webinar for updates on their new platform for their database.
- Inspector Booth is continuing to work on CodePAL (inspection program) to clear corrected violations from the database.
- Inspector Booth continuing to work in the TCE (The Compliance Engine) database managing deficiencies in fire and life safety systems in the District.
- Inspector Booth (with Jennifer Kunkel) pushed out several posts on Facebook & Instagram about firefighters, retiree's and fire prevention messaging.

Facebook Insights

Post Reach

January 20 - January 26

4,235

People Reached ▲55%



Page Followers

January 20 - January 26

6

Page Followers ▲100%



Page Views

January 20 - January 26

104

Total Page Views ▲206%



Post Engagement

January 20 - January 26

1,631

Post engagement ▲772%



Response Standards

January 1 - 27

Reaction time 51 90% Fractile	Reaction Time 57 90% Fractile	Response Time Avg Call received to O/S	Response Time 90% Call received to O/S
A shift 1:46	A shift 2:06	5:17	7:58
B shift 1:44	B shift 1:52		
C shift 1:41	C shift 1:50		
D shift 2:03	D shift 2:14		

Call Types	Number of Calls
Rescue/Vehicle fire	1
Structure Fire	0
Natural Vegetation	0
EMS	206
Odor Smoke problem	1
Electrical wiring/Combustible Flammable	5
Flammable Liquid spill	0
Public Service	14
Dispatched and cancelled	44
Water problem	1
False alarm/system malfunction	16
Other	1
Total calls	289

Auto Aid IN to Assist NSFD (All Call Types)

Kirkland	5	
Bothell	9	
Shoreline	19	
Eastside Fire	0	

Auto Aid OUT of District (All Call Types)

Kirkland	1	
Bothell	28	
Shoreline	20	
Eastside Fire	1	