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MINUTES

June 17, 2024

**JOINT SPECIAL MEETING OF THE SHORELINE FIRE DEPARTMENT AND  
NORTHSHORE FIRE DEPARTMENT BOARD OF COMMISSIONERS RFA PLANNING  
COMMITTEES**

**at Shoreline Fire Department's Headquarters Station 61  
and Virtual Meeting via Zoom**

**I. CALL TO ORDER**

1.1 Chair Fischer called the meeting to order at 5:00 PM.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Persons in attendance were Shoreline Fire Commissioners Kim Fischer, Rod Heivilin, and Ken Callahan, Northshore Commissioners Rick Webster, Josh Pratt, and Tyler Byers. Also present was Chief Matt Cowan, Legal Counsel Brian Snure, Northshore Board Secretary Amy Oakley, and 0 members of the public.

**IV. PUBLIC COMMENT**

2.1 No public comments.

**V. APPROVAL OF MEETING MINUTES**

***MOTION: Commissioner Webster moved to approve the minutes as presented. Commissioner Pratt seconded. The motion passed unanimously 6-0.***

**VI. BOARD DISCUSSION**

6.1 Planning meeting for establishing a RFA between Shoreline and Northshore Fire Departments / DISCUSSION

- Chief Cowan presented a draft cost analysis of RFA Merging of Accounts. The Planning Committee discussed and will revisit the draft budget at the July meeting.
- The Planning Committee discussed names for the RFA. The Planning Committee agreed to move forward with Shoreline Fire Department as the name of the RFA.
- The Planning Committee discussed planning for soliciting public comment, including meeting with city councils, sharing information on the website and with local newspapers.
- The Planning Committee discussed the timeline for the February ballot.

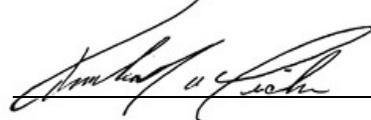
**ADJOURNMENT**

The meeting adjourned at 6:09PM.

Upcoming RFA Planning meetings: Monday at 5pm, July 15<sup>th</sup> (@Northshore 51), August 19<sup>th</sup> (@Shoreline 61).

Attachments: Agenda, Public Notice, Meeting Minutes 5/20/24, Draft Cost Analysis

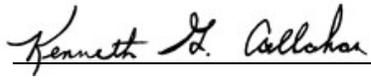
**RFA PLANNING COMMITTEE**

  
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**KIM FISCHER**, Chair

  
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**ROD HEIVILIN**, Member

  
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**KEN CALLAHAN**, Member

  
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**RICK WEBSTER**, Member

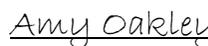
  
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**JOSH PRATT**, Member

  
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**TYLER BYERS**, Member

**ATTEST**

  
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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Special Meeting of the Joint RFA Planning Committee on July 15, 2024.



## **SPECIAL MEETING AGENDA**

**Joint Special Meeting with  
The Shoreline Fire Department and Northshore Fire Department Board of Commissioners  
RFA Planning Committees**

**June 17, 2024  
5:00 p.m.**

**Meeting will be held via Zoom conferencing and  
on-site at: Station #61, 17525 Aurora Ave N., Shoreline, WA 98133,  
Monday the 17th day of June 2024, at 5:00PM.**

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/82682950797?pwd=MFVub0ZXMjJRY0xMRDRSM2hsMC9VZz09>

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

**Meeting ID: 826 8295 0797**

**Passcode: 492609**

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Public Comment** (please see public comment procedures)
- V. **Approval of Meeting Minutes**
- VI. **Planning meeting for establishing a RFA between Shoreline and Northshore Fire Departments / DISCUSSION**
- VII. **Adjourn**

### **Public Comment Procedures:**

Individuals wishing to comment must do so by signing the Public Comment Sign-In Sheet or if appearing virtually by "raising their hand" or the equivalent. Each individual must state their name, the organization they are affiliated with if applicable, and their city of residence. The chair shall recognize those persons and provide them the opportunity to comment. Individuals may speak for two minutes and those representing recognized organizations may speak for four minutes.



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

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

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

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### NOTICE OF SPECIAL MEETING

DATED May 20, 2024

NOTICE IS HEREBY GIVEN that a special joint meeting of the Board of Commissioners of King County Fire Protection District No. 16 and Shoreline Fire Department RFA Planning Committee, will be held via **Zoom**, and in-person at: **Station #61, 17525 Aurora Ave N. Shoreline, WA 98133, Monday the 17<sup>th</sup> day of June 2024, at 5:00PM.** Meeting agenda posted separately.



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MINUTES

May 20, 2024

**JOINT SPECIAL MEETING OF THE SHORELINE FIRE DEPARTMENT AND  
NORTHSHORE FIRE DEPARTMENT BOARD OF COMMISSIONERS RFA PLANNING  
COMMITTEES**

**at Northshore Fire Department's Headquarters Station 51  
and Virtual Meeting via Zoom**

**I. CALL TO ORDER**

1.1 Chair Fischer called the meeting to order at 5:00 PM.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Persons in attendance were Shoreline Fire Commissioners Kim Fischer, Rod Heivilin, and Ken Callahan, Northshore Commissioners Rick Webster, Josh Pratt, and Tyler Byers. Also present was Chief Matt Cowan, Legal Counsel Brian Snure, Northshore Board Secretary Amy Oakley, and 1 members of the public.

**IV. PUBLIC COMMENT**

2.1 No public comments.

**V. APPROVAL OF MEETING MINUTES**

***MOTION: Commissioner Webster moved to approve the minutes as presented. Commissioner Pratt seconded. The motion passed unanimously 6-0.***

**VI. BOARD DISCUSSION**

6.1 Planning meeting for establishing a RFA between Shoreline and Northshore Fire Departments / DISCUSSION

- The Planning Committee discussed ideas for Governance and the number of board members to be on the RFA.
- The Planning Committee agreed to move forward with a ten-member RFA Board consisting of the 5 seated members from Northshore and the 5 seated member from Shoreline.
- The Planning Committee discussed ideas to encourage the City Council members from the RFA district to participate in meetings and to provide input.
- The Planning Committee discussed the draft Background and Needs Statement. The Planning Committee discussed posting this document to the website and send to the local newspapers.

- The Planning Committee discussed Revenue Sources and Funding Plan. Chief Cowan will prepare a draft budget to review at the next meeting.
- The Planning Committee discussed timing for participation in the February special election. The RFA Plan will need to be adopted by both Boards and sent to King County by mid-December.
- The Planning Committee discussed ideas to solicit names for the RFA. Chief Cowan will send an email to department employees for ideas in preparation for the June meeting.

**ADJOURNMENT**

The meeting adjourned at 6:05PM.

Upcoming RFA Planning meetings:

- Monday at 5pm, June 17<sup>th</sup> at Shoreline Station 61
- July 15<sup>th</sup> at Northshore Station 51
- August 19<sup>th</sup> at Shoreline Station 61

Attachments: Agenda, Public Notice, Meeting Minutes 5/6/2024, Draft Background and Needs Statement

**RFA PLANNING COMMITTEE**

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**KIM FISCHER**, Chair

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**ROD HEIVILIN**, Member

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**KEN CALLAHAN**, Member

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**RICK WEBSTER**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Special Meeting of the Joint RFA Planning Committee on June 17, 2024.

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## Cost Analysis of RFA and Merging of Accounts

Description	Current	RFA	Notes
<b>Expenses (no transfers to reserves or bonds)</b>			
SFD Budget	\$ 36,957,403	\$ 37,260,664	Savings of about \$172,470 from NFD Budget (Additional MIH savings of \$112,053 in 2026)
NFD Budget (separated)	\$ 475,731		
<b>Assessed Valuation</b>			
SFD	\$ 14,617,412,281	\$ 26,492,937,941	Combined AV
NFD	\$ 11,875,525,660		
<b>Equivalent Levy Rate</b>			
SFD	\$ 1.271	\$ 1.116	Combined levy rate (less than current NFD rate due to NFD reserve fund transfers for 2024)
NFD	\$ 1.130		
<b>Revenues</b>			
SFD Levy/FBC	\$ 18,692,899	\$ 29,566,119	Combined revenues
NFD Payment	\$ 13,651,070	\$ -	No payment as both Departments are one
Appeals/Fees	\$ (108,979)	\$ (185,000)	King County costs and deductions for appeals
SFD Contracts/Transports/Allocation	\$ 6,272,696	\$ 7,882,586	Combined revenues from other sources (NFD contract is shown as a negative in "Current" as it is an offset from the annual payment)
NFD Contracts/Transports/Allocation	\$ (1,609,890)		
<b>Total Expenses</b>	\$ 36,957,403	\$ 37,260,664	
<b>Total Revenues</b>	\$ 36,897,796	\$ 37,263,705	
<b>Difference</b>	\$ (59,607)	\$ 3,041	

### Analysis with Reserve Fund Savings

<b>Reserve Options</b>			
Savings from Loss of Revenue		\$ 160,956	Maintain total of 15% of Operating budget.
Decrease carryover to 25% plus \$700k		\$ 340,502	Currently carrying over 25% of annual expenses plus \$700k(SFD) and \$300k(NFD).
Savings in LEOFF1 Liabilities		\$ 1,085,742	Est. for fully funding LEOFF1 retirees liabilities for 3 years (NFD/SFD have different approaches and we will need Board input on model moving forward). Initial evaluation shows a need for \$2,102,868 total in reserve. \$2,554,476 for 4 years.
<b>Total Expenses</b>	\$ 36,957,403	\$ 37,260,664	
<b>Total Revenues</b>	\$ 36,897,796	\$ 38,850,905	

<b>Difference</b>	\$	<b>(59,607)</b>	\$	<b>1,590,241</b>	Potential savings in reserve funds from combining
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<b>RFA Reserve Fund Totals</b>					
<b>Reserve Funds</b>					
Reserve Fund		\$	5,678,088		Maintain at least 15% of Operating budget.
Benefits Fund		\$	2,102,868		Maintain 3 years of all LEOFF1 retiree liabilities. (11.5 retirees, 2 without LTC ins.)
Capital		\$	3,337,090		For capital projects.
Cash on Hand		\$	14,341,326		Maintain at least 25% of annual operating expenses plus \$700k buffer.
<b>Total Reserve Funds</b>		\$	<b>25,459,372</b>		

