



# 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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## MINUTES

March 11, 2025

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

#### **I. OPEN REGULAR NORTHSHORE MEETING**

##### 1.1 Roll Call

Vice Chair Josh Pratts called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster, and Lisa Wollum. Also present was Deputy Chief Matt Hochstein, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 2 members of the public.

#### **II. PUBLIC COMMENT**

2.1 The Board heard public comment from David Maehren.

#### **III. APPROVAL OF THE AGENDA**

*Commissioner Webster moved to adopt the agenda as presented. Commissioner Byers seconded. The motion passed unanimously 5-0.*

#### **IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

##### 4.1 Update on Regional Fire Authority (RFA)

- Chief Hochstein updated the Board that the first official meeting of the RFA will be on May 1, 2025 at 5:00pm at Station 61.
- Legal Counsel Paxton updated the Board that policy work is ongoing.

##### 4.2 Fire Benefit Charge Appeals Hearing

- Chief Hochstein did not have an update to provide.

##### 4.3 Station 57 Generator Purchase Discussion and Approval

- Chief Hochstein updated the Board on a quote in hand. Commissioner Webster and several staff have reviewed the bid, including the electrical analysis of Station 57 to right size the generator. The bid built in extra capacity.
- Chief Hochstein estimates it will be six months to install the generator. The generator will be able to power the station and equipment for up to 48 hours. The generator will be converted from propane to diesel.
- Chief Hochstein updated the Board on the documentation of solicitation of multiple bids.

***Commissioner Webster moved to approve the purchase and installation of a new diesel generator at Station 57. Commissioner Wollum seconded. The motion passed unanimously 5-0.***

4.4 Update on Capital Projects

- Chief Hochstein updated the Board on LED lighting conversation at Station 51 Bay. The electrician will begin this work and complete by April 2025. This will improve energy usage at Station 51
- Chief Hochstein updated the Board on the server room fire suppression system at Station 51 and is awaiting bids.
- Chief Hochstein updated the Board on the carport at Station 51.
- Chief Hochstein updated the Board that a 2<sup>nd</sup> refrigerator at Station 57 is budgeted for purchase. They are reviewing areas to place the new refrigerator.
- Chief Hochstein updated the Board on the sole source project to replace the compressor at Station 51. The existing compressor is functional, but has failed on several occasions.
- Chief Hochstein updated the Board on the status of the SCBA decontamination washer to find best location at Station 51. Chief Hochstein provided an overview of the SCBA equipment cleaning process as an improvement to health and safety.
- Chief Hochstein updated the Board upgrade to locker room for day staff at Station 51.
- Chief Hochstein updated the Board on the purchase of replacement of Trailblazer vehicles with Ford Escape hybrid vehicles through the Washington State auction.

**V. BOARD RESOLUTIONS**

6.1 None

**VI. CONSENT AGENDA**

6.1 Vouchers

- The General Fund Vouchers totaled \$ 18,007.94
- The Capital Fund Vouchers totaled \$ 26,533.99
- The Benefit Fund Vouchers totaled \$ 3,772.91

6.2 Commissioner Compensation

6.3 Meeting Minutes: 2/4/2025

***Commissioner Webster moved to accept the consent agenda as presented. Commissioner Wollum seconded. The motion passed unanimously 5-0.***

**VII. REPORTS**

7.1 Fire Chief Report

- Chief Hochstein updated the Board on status of contract negotiations.
- Chief Hochstein updated the Board that June 7<sup>th</sup>, 2025 will be the Open House and Pancake breakfast at Station 51.

- Chief Hochstein updated the Board on the status of Bothell Fire Department. Chief Cowan meets frequently with Bothell city representatives. Chief Hochstein coordinates with Chief Ormes to provide oversight.

7.2 Commissioner Reports

- Commissioner Adman announced his retirement from the Shoreline Fire Department.
- Commissioner Pratt thanked the administration, fire fighters, city council members, and citizens who supported the RFA.

7.3 Legal Counsel Reports

- Legal Counsel Paxton congratulated the Board on the success of the RFA and compliance of legal requirements regarding the measure.
- Legal Counsel Paxton updated the Board on upcoming transition decisions for the Board related the termination of the contract for services between Northshore and Shoreline.
- Legal Counsel Paxton updated the Board on the need to reconcile of funds with the establishment of the RFA.

**VIII. UPCOMING BOARD AGENDAS**

8.1 Setting of Future Meeting Agenda(s)

The next regular meeting will be Tuesday, April 1, 2025. The meeting will include the standard agenda items as well as update on the RFA transition, payment of the general obligation bond, fire benefit charge appeals hearing, discussion of Northshore meeting policies for future RFA meetings, capital projects update. This meeting will be hybrid, on Zoom and in-person at Station 51.

**ADJOURNMENT**

The meeting adjourned at 5:38PM.

**NEXT MEETING DATE**

The next scheduled meeting will be Tuesday, April 1st, 2025 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 2/4/25, and Chief's Report.

**BOARD OF COMMISSIONERS**



**ERIC ADMAN, Member**

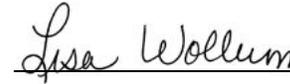


**JOSH PRATT**, Member

**TYLER BYERS**, Member



**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 April 1, 2025.



## Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### Northshore Fire Department Board of Commissioners

#### Special Meeting Agenda

Tuesday, March 11, 2025

5:00PM

Meeting held virtually, via Zoom, and in-person at: Station #51, 7220 NE 181st Street, Kenmore, WA 98028

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=dW1uWDFpNldlPZ1dSSU1ZYy9LSXVQQT09>

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. **Board Discussion and Possible Action Items**
  - 4.1 Update on Regional Fire Authority (RFA)
  - 4.2 Fire Benefit Charge Appeals Hearing
  - 4.3 Station 57 Generator Purchase Discussion and Approval
  - 4.4 Update on Capital Projects
- V. **Board Resolutions**

None



**VI. Consent Agenda**

- 6.1 Vouchers
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: Regular Meeting 2/4/2025

**VII. Reports**

- 7.1 Fire Chief Report
- 7.2 Commissioner Reports
- 7.3 Legal Counsel Report

**VIII. Upcoming Board Agendas**

- 8.1 Setting of Future Meeting Agenda(s)

**Adjournment**

Next Regular Meeting: Tuesday, April 1<sup>st</sup>, 2025 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](mailto: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](mailto:boardsecretary@northshorefire.com)

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:51:29 Date: 03/02/2025

03/12/2025 To: 03/12/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
43	03/12/2025	Claims	5	0	GARY PEDERSEN	203.50	LEOFF I
44	03/12/2025	Claims	5	0	TOM TAYLOR	888.44	LEOFF I
45	03/12/2025	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,680.97	LEOFF I Medical Premiums - March 2025
005 Benefit Fund 10-016-6090						3,772.91	
						<u>3,772.91</u>	Claims: 3,772.91

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 16:17:54 Date: 03/06/2025

03/12/2025 To: 03/19/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
46	03/12/2025	Claims	301	0	L. N. CURTIS & SONS	783.55	Ventilation Pole
47	03/12/2025	Claims	301	0	L. N. CURTIS & SONS	416.97	Vent Hook
56	03/19/2025	Claims	301	0	MACDONALD-MILLER SERVICE INC	18,868.46	St 57 Electrical for Generator Project
48	03/12/2025	Claims	301	0	ROCK-N-RESCUE	3,481.16	Harnesses
49	03/12/2025	Claims	301	0	ROCK-N-RESCUE	2,983.85	Harnesses
301 Capital Fund 10-016-3010						26,533.99	
						<hr/>	Claims: 26,533.99
						26,533.99	

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 12:50:25 Date: 03/02/2025

03/12/2025 To: 03/12/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
50	03/12/2025	Claims	1	0	CSD ATTORNEYS AT LAW	1,368.00	Legal Fees - General
51	03/12/2025	Claims	1	0	INTERFACE SYSTEMS LLC	13,399.40	FBC Billing 2025
52	03/12/2025	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	656.54	Petty Cash Checking Reimbursement
53	03/12/2025	Claims	1	0	SNURE LAW OFFICE PSC	192.00	Legal Fees - RFA
54	03/12/2025	Claims	1	0	SNURE LAW OFFICE PSC	585.00	Legal Fees - RFA
55	03/12/2025	Claims	1	0	STATE AUDITOR'S OFFICE	1,807.00	2023 Audit Fees
001 General Fund 10-016-0010						18,007.94	
						<hr/>	Claims: 18,007.94
						18,007.94	







Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: 2	Year: 2025	Name: Rick Webster	
Date	Description of Activity		Hours
2/4/2025	Commissioners Mtg		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

**2-27-2025**

Date





# 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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## MINUTES

February 4, 2025

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

#### **I. OPEN REGULAR NORTHSHORE MEETING**

##### 1.1 Roll Call

Chair Tyler Byers called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Tyler Byers, Rick Webster, Josh Pratt and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 7 members of the public. Commissioner Eric Adman was absent.

#### **II. PUBLIC COMMENT**

##### 2.1 No public comments

#### **III. APPROVAL OF THE AGENDA**

*Commissioner Webster moved to adopt the agenda as presented. Commissioner Wollum seconded. The motion passed unanimously 4-0.*

#### **IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

##### 4.1 Update on RFA ballot measure

- Chief Cowan updated the Board on the status of the ballot measure including letter to the editor and constituent inquires and discussions around property taxes and fire benefit charge.
- Chief Cowan has communicated with administrative staff on workload should the ballot measure pass related to creating new funds.

##### 4.2 Update on capital projects

- Chief Cowan updated the Board on the status of the Station 57 generator is awaiting an updated bid.
- Chief Cowan updated the Board on status of architectural & engineering RFP and part-time facilities project manager. Commissioner Webster will participate in the review of proposals.

#### **V. BOARD RESOLUTIONS**

##### 6.1 None

#### **VI. CONSENT AGENDA**

- 6.1 Vouchers
  - The General Fund Vouchers totaled \$ 15,616.71
  - The Capital Fund Vouchers totaled \$ 769.17
  - The Benefit Fund Vouchers totaled \$ 56,125.72
- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 1/7/2025

*Commissioner Webster moved to accept the consent agenda as presented.  
Commissioner Pratt seconded. The motion passed unanimously 4-0.*

## **VII. REPORTS**

### **7.1 Fire Chief Report**

- Chief Cowan updated the Board on items in the Fire Chief's report including recruitment of a facilities manager.
- Chief Cowan updated the Board that the department came in 2.1% under budget in 2024. Chief will work on reconciliation and processing a refund to Northshore Fire Department.
- Chief Cowan updated the Board that MSO DeBay will be stationed to Medic One Paramedic Training for 18 months as an instructor to address paramedic shortages in the region.
- Chief Cowan updated the Board on the ILA with Seattle Fire Department for medic coverage at special events. There is an agreement amongst the unions. This agreement will be sent back to the City of Seattle for next steps. This agreement will not impact paramedic staffing at Shoreline.
- Chief Cowan updated the status of NEMCO participation by Kenmore. Lake Forest Park and Shoreline will have a discussion regarding ACS.

### **7.2 Commissioner Reports**

- No report.

### **7.3 Legal Counsel Reports**

- No report.

## **VIII. UPCOMING BOARD AGENDAS**

### **8.1 Setting of Future Meeting Agenda(s)**

Due to scheduling conflicts, the next regular meeting on March 4<sup>th</sup> will be canceled.

There will be a special meeting on March 11, 2025 meeting will include the standard agenda items as well as update on the RFA ballot results and next steps, fire benefit charge appeals hearing, capital projects update. This meeting will be hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

The meeting adjourned at 5:33PM.

**NEXT MEETING DATE**

The next scheduled meeting will be Tuesday, March 11<sup>th</sup>, 2025 at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes 1/7/25, and Chief’s Report.

**BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Member

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**JOSH PRATT**, Member

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**TYLER BYERS**, Member

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**RICK WEBSTER**, Member

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**LISA WOLLUM**, Member

**ATTEST**

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**Amy Oakley**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on March 11, 2025.

# Shoreline Fire Department

BOARD MEETING DATE: March 11<sup>th</sup>, 2025

Chief Cowan

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## District Activity Highlights

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The following District activities and/or meetings of note were completed during the report period:

### Hiring/Succession development

- Working on finalizing new Facilities Manager job description. This position will replace a lost facilities position last fall and elevate accountability.

### Strategic Planning

- Working on a RFA implementation checklist including changes to organizational numbers, funds, and resolutions to be considered at first meeting, May 1.
- Will be focusing on submitting a Request for Qualifications (RFQ) to Architectural firms for general consulting work such as; feasibility evaluation for Station 62, Station 57 generator, and Station 51 carport projects.

### Staffing

- Our new Firefighters are doing well in the fire academy, graduation is May 23rd

### Negotiations

- CBA negotiations have been paused until March 11<sup>th</sup>.

### Contracts

- Still waiting for a final decision by spring if Kenmore will be separating from NEMCO at the end of 2025.

### North King County Training Consortium

- Nothing new to report.

### Budget

- With the RFA passing the reconciliation with NFD is not necessary.
- Will be modifying the budget to reflect the combined organizations under a RFA.

### Capital Projects

- Station 57 – Generator Replacement. We have the bid, which will be about \$420k with tax.

### Public Records Requests

- Significant requests at this time by Eric Tronsen. In 2024 there were 132 information requests and 18 records requests. In January of 2025 there were 39 information requests and 12 records requests.

### Noteworthy Meetings

- February 6 – Medic One Foundation Annual Meeting
  - Discusses challenges to our system including wall times, peer support, Federal changes, funding, etc.

- Discussed the lateral accelerated Paramedic training program.
- February 10-13 – Ignite Leadership Symposium
  - Attended leadership conference focusing on health and well-being, technology, and wildland fire challenges.
- February 19 – KCFCA Meeting
  - Committee updates.
  - Much discussion on current legislative issues.
- February 25 – LMC
  - Discussion of ongoing concerns and issues.
- February 25 – Legislative Committee
  - Representing King County Fire Chiefs.
  - Getting an update and discussing legislative measures in current session.
- February 26 – Green Acres Fundraiser
  - Attended annual meeting after their fundraiser to receive check, this year for \$7k
- March 5-7 – NW Leadership Seminar
  - Attended annual conference.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan