



## 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

December 3, 2024

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

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

##### **1.1 Roll Call**

Commissioner Lisa Wollum called the meeting to order at 5:00 PM.

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

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

##### **2.1 No public comments**

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

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

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

##### **4.1 Discussion on updating Financial Policy 6200**

- Chief Cowan updated the Board on the process for updating Financial Policy 6200.

*Commissioner Byers moved to approve Policy 6200 as presented. Commissioner Webster seconded. The motion passed unanimously 5-0.*

##### **4.2 Update on capital projects**

- Chief Cowan provided an update on the generator at Station 54, and will update the Board on testing for the monitoring the use the power.
- Chief Cowan updated the Board on the status of the power outage with the November 5<sup>th</sup> storm.

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

##### **6.1 None**

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

##### **6.1 Vouchers**

- The Benefit Fund Vouchers totaled \$ 7,130.05
- The General Fund Vouchers totaled \$ 3,345.73
- The Capital Fund Vouchers totaled \$ 16,765.80

6.2 Commissioner Compensation

6.3 Meeting Minutes: 11/05/2024 and 11/19/2024

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

## **VII. REPORTS**

### **7.1 Fire Chief Report**

- Chief Cowan updated the Board on the status of the 8 new Shoreline firefighter recruits. The fire academy will begin in January 2025.
- Chief Cowan updated the Board on the status of the 2024 budget.
- Chief Cowan updated the Board on the meetings with Lake Forest Park and City of Kenmore elected officials.
- Chief Cowan updated the Board on the status of the submission of the RFA ballot measure to King County Elections office.

### **7.2 Commissioner Reports**

- Commissioner Adman updated the Board that he attended and spoke at the Kenmore City Council meeting yesterday. The City Council passed a resolution in support of the RFA plan.

### **7.3 Legal Counsel Reports**

- No update.

## **VIII. UPCOMING BOARD AGENDAS**

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

The next regular meeting scheduled for January 7, 2025 will include the standard agenda items as well as the selection of Board Chair and Vice Chair. This meeting will be hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

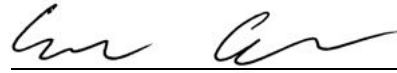
The meeting adjourned at 5:22PM.

## **UPCOMING MEETING DATES**

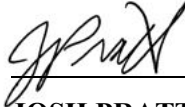
- Regular meeting Tuesday, January 7, 2025 at 5:00PM. Meeting will be hybrid and in-person at Northshore Station 51.

Attachments: Agenda, Financial Policy 6200 and Small Business Utilization Plan, Vouchers, Commissioner Compensation, Meeting Minutes 11/05/2024 and 11/19/2024, Chief's Report.

**BOARD OF COMMISSIONERS**



**ERIC ADMAN**, Member



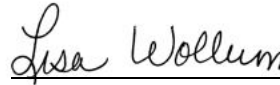
**JOSH PRATT**, Member



**TYLER BYERS**, Member

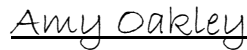


**RICK WEBSTER**, Member



**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 7, 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**

#### **Regular Meeting Agenda**

Tuesday, December 3, 2024

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 Approval of Financial Policy 6200

4.2 Update on capital projects

**V. Board Resolutions**

None

**VI. Consent Agenda**

6.1 Vouchers



6.2 Commissioner Compensation

6.3 Meeting Minutes: Regular Meeting 11/5/2024 and 11/19/2024

## **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, January 7th, 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)

# **NORTHSHORE FIRE DEPARTMENT**

## **ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES**

### **SUBJECT: Purchasing**

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<b>Policy Number:</b>	6200	<b>Approved By:</b>	Board of Commissioners
<b>Effective Date:</b>	Unknown	<b>Revision Date:</b>	November 12, 2024
<b>Pages:</b>	17	<b>Attachments:</b>	0

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1. **As a governmental agency, the Northshore Fire Department (“Department”)** shall adhere to the Revised Code of Washington (RCW) regulations governing Small Works, Consulting Services, and Vendor Rosters and for disposing of surplus Department property.
2. **This policy provides guidelines and procedures** that meet the bid laws, surplus property, and related party transaction requirements of the Revised Code of Washington (RCW).
  - a. Individuals responsible for administering the competitive bid process and surplus property process shall ensure that all appropriate original documentation is forwarded to the Administrative Director (Public Records Officer) to be maintained per the records retention guidelines.
3. **DEFINITIONS**
  - a. **Emergency: RCW 39.04.280(3):** Unforeseen circumstances beyond the control of the municipality that either (1) present a real, immediate danger to the proper performance of essential functions, or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. This includes declared federal, state disaster, and local Department-declared disaster.
  - b. **Competitive Bidding (Formal):** A formal process providing an equal or open opportunity to qualified parties and culminating in a selection of the lowest responsive and responsible bidder based on criteria required by statute and may include supplemental criteria if adopted for the specific project.
  - c. **Evidence of Competition:** Documentation demonstrating that the Department has solicited responses from multiple firms in selecting a consultant.
  - d. **Prevailing Wages:** The hourly wage, usual benefits, and overtime paid to the majority of workers in a particular trade or occupation. Prevailing wages are established and enforced by the Department of Labor and Industries.
  - e. **Small Works Rosters:** List of all qualified contractors who have requested to be on the appropriate small works roster for the applicable type of work or location and who have all applicable licenses and registrations, and who can be called upon to bid for an eligible project below \$350,000.
  - f. **Vendor Lists:** A directory maintained by a local government agency of vendors who are interested in selling equipment, materials, and supplies to that agency.
  - g. **Related Party Transactions:** A purchase or contract between the Department and an employee, a relative of an employee, or business in which the employee has ownership or interest.

- h. **Surplus Property:** Property that is retained by a state government, but is not currently being utilized. A surplus property that may be out of date or no longer working and no longer meets the needs of the Department.
  - i. **A request for proposal (RFP):** A document that announces and provides details about a project, as well as solicits bids from contractors who will help complete the project. The RFP process should be used when a project is complex, and a complicated undertaking where price alone will not determine the best solution.
  - j. **Request for Qualifications and Quotation (RFQQ):** When a department is seeking specific information about the company's track record (i.e. general capabilities, list of principals, previous projects number of employees, license, etc.). The RFQQ process is a way to pre-screen companies before asking for a quote. A request for quotation mostly refers to purchases of goods, equipment, materials, or supplies using an informal, competitive process.
4. **DELEGATION.** The Chief is authorized to manage the necessary expenditures and purchase of supplies and services necessary for the proper operation and maintenance of the equipment and facilities of the District in accordance with the approved budget.
- a. Expenditures shall be initiated and documented through a properly completed and approved purchase order.
  - b. Contracts and expenditures must be related to a legitimate District purpose.
  - c. Board authorization and legal review is required prior to entering into contracts above \$50,000.
  - d. Expenditures within a budget year that are not specifically planned and budgeted should be approved by the Board of Fire Commissioners. The exception would be for an expenditure that needs to occur and the timing is not conducive with waiting for a Board of Commissioner meeting. In this case temporary approval shall be provided by the Board of Commissioner Chairperson.
  - e. Expenditures for equipment, materials and supplies, services and small works shall be procured in accordance with the provisions of state law.
  - f. Records of expenditures shall be documented in a manner that demonstrates compliance with the provisions of this policy.
5. Competitive bidding requirements for purchases, public works projects, architect, and engineering service contracts are outlined in the following Addendums:
- **ADDENDUM A** Architect and Engineering Services Contract
  - **ADDENDUM B** Public Works Projects
  - **ADDENDUM C** Purchases
  - **ADDENDUM D** Competitive Bidding Process (Formal)
  - **ADDENDUM E** Exemptions of the Bid Laws
- The Department has established a small, minority, women, and veteran-owned business utilization plan.**
6. Competitive bidding is not required for professional service contracts; however, evidence of competition is required by the Department:
- **ADDENDUM F** Professional Service Contracts
  - **ADDENDUM G** Related Party Transactions

7. **Surplus property with an estimated value of LESS THAN \$50,000** may be surplus or disposed of as outlined in Addendum H, and **Surplus property with an estimated value or MORE THAN \$50,000 requires** a public hearing (RCW 39.33.020).

- **ADDENDUM H** Disposal of Surplus Property.

8. **Federal Awards:** Procurement Standards under the Uniform Guidance (Part 200-Uniform Administrative Requirements)

- **ADDENDUM I** Federal Awards, Procurement Standards

**REFERENCES:**

- RCW 52.14.120 Purchases and Public Works – Competitive Bidding Procedures
- RCW 52.14.110 Purchases and Public Works–Competitive Bids Required – Exceptions
- RCW 39.04.190 Purchase Contract Process – Other Than Formal Sealed Bidding
- RCW 39.04.155 Small Works Roster Contract Procedures
- RCW 39.12.030 Contract Specifications Must State Minimum Hourly Rate
- RCW 39.12.040 Statement of Intent to Pay Prevailing Wages
- RCW 39.33.020 Disposal of Surplus Property
- RCW 42.23.030 Interest in Contracts Prohibited – Exceptions
- eCFR 200, Part 200-Uniform Administrative Requirements



**ADDENDUM A:**

**ARCHITECT AND ENGINEERING SERVICES CONTRACT**

Competitive negotiation requirements of RCW 39.80 apply when contracting for professional services and engineering, architect or land surveyor services contracts. There is no specified dollar threshold. Prevailing wage is not required for architectural and engineering service contracts.

**NOTE:** If Federal funds are used to pay for architectural and engineering services, Northshore Fire Department must follow Federal procurement requirements.

**ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT PROCEDURES:**

**1. Advertisement:**

- a. Prepare a formal solicitation document, i.e., Request for Proposal (RFP), or Request for Qualifications/Quotations (RFQQ). Include enough information to allow vendors/consultants to understand what the Department needs.
- b. Publish an announcement for each project in at least one newspaper of general circulation within the district, **at least thirteen days before the submittal deadline**. All original affidavits of publications shall be forwarded to the Administrative Director (Public Records Officer).

**2. Negotiations:** RCW 39.80.050 outlines the requirements for procuring architectural and engineering services.

- a. The selection of architectural and engineering firms is based on a determination of the “most qualified firm,” not the lowest responsive and responsible bidder as public works and purchase contracts often are. Once a firm is selected, a price is negotiated between the Department and the firm.
- b. If the Department is unable to negotiate a satisfactory contract with the first firm, negotiations with that firm shall be formally terminated, and the Department shall select other firms in accordance with RCW [39.80.040](#) and continue in accordance with this section until an agreement is reached or the process is terminated.

**ADDENDUM B:**

**PUBLIC WORKS PROJECTS**

*(The bidding dollar threshold includes appropriate sales tax, freight/handling costs, set-up costs, etc.).*

**DEFINITION:** All work, construction, alteration, repair, or improvement other than ordinary maintenance as defined in RCW 39.04.010.

**NOTE:** If Federal funds are used to pay for a Public Works Project, the Department must follow Federal procurement and any specific grant contract requirements.

1. **Prevailing wages** are required for all public works projects (*Exception: Sole Owners*). RCW 39.12.030 requires all public works contracts to include specifications requiring the payment of prevailing wages to all workers employed in any part of the contract.
2. **Sole owners** of a business who perform the actual work themselves on public works projects are not required to pay themselves the prevailing wage rates.
3. **Competitive bidding** requirements for the Public Works Contracts process may be waived in the event of an emergency per RCW 39.04.280, provided the Board of Commissioners takes official action.
4. **Bid Threshold:**

**Single Trade Project**

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<b>\$75,500 or Less</b>	<b>No formal sealed bidding required</b>
<b>\$75,500-\$350,000</b>	<b>Formal Sealed Bid Required</b> (Exception: Small Works Roster <u>or</u> Applying Bidding Exemption)
<b>\$350,000 or More</b>	<b>Formal sealed bid is required</b> (Exception: Emergency declared)

**Multi-Trade Project**

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<b>\$150,000 or Less</b>	<b>No formal sealed bidding required</b>
<b>\$150,000-\$350,000</b>	<b>Formal Sealed Bid Required</b> (Exception: Small Works Roster <u>or</u> Applying Bidding Exemption)
<b>\$350,000 or More</b>	<b>Formal sealed bid is required</b> (Exception: Emergency declared)

***In the event, this policy conflicts with the bidding law thresholds, then the applicable statute will prevail.***

5. **Public Works Projects (Small Works Roster): –Up to \$350,000** - If the Department utilizes the process provided in RCW 39.04.155(1) and (2) related to the Small Works Roster, no formal sealed bidding is required.

## **ADDENDUM B - TO POLICY ADMIN 6200 – *Purchasing***

6. **Small Works Roster Procedures (RCW 57.08.050, Chapter 39.04 RCW):** A contract awarded from a small works roster or vendor list need not be advertised.
- a. The Department shall obtain telephone, written, or electronic quotations from contractors on the appropriate small roster to ensure that competitive price is established and to award contracts to the lowest responsive and responsible bidder, as defined in RCW 39.04.010.
  - b. The employee responsible for preparing invitations for quotations will prepare written details on the specifications, terms, conditions or requirements of the materials, equipment, supplies or services.
  - c. Quotations may be invited from all appropriate contractors on the appropriate small works roster. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. As an alternative, for projects estimated to cost less than \$150,000, Northshore Fire Department may contract directly with contractors (instead of soliciting bids from all contractors) on the small works roster as follows:
    - i. If there are six (6) or more contractors meeting the “small business” definition on the applicable roster interested in performing work in the applicable geographic location, the Department can direct contract with one (1) of those six “small businesses. If the Department utilizes direct contracting under this section, it must rotate through the small business contractors on the appropriate small works roster and must utilize different contractors on different projects when multiple qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals.
    - ii. If there are five (5) or less contractors meeting the definition the “small business” definition on the applicable roster, the Department can direct contract with any contractor (small business or otherwise) on the applicable roster.
    - iii. If the Department utilizes the direct contracting method to award a project, it must notify all small, minority, women, and veteran-owned businesses on the applicable roster of such direct contracting.
    - iv. If the Department elects not to utilize the direct contracting method, then it must electronically solicit bids from all contractors on the applicable small works roster.
  - d. The Department shall not favor certain contractors on an appropriate small works roster by repeatedly awarding contracts to them without documented attempts to direct contract with other contractors on the appropriate roster.
  - e. The employee will secure written quotes from each of the vendors to ensure a competitive price is established. The bid will be awarded to the lowest responsive and responsible bidder as required by RCW 39.04.010 and RCW 39.04.350.
  - f. The employee will notify the successful bidder of the bid award as soon as possible.
  - g. Immediately following the bid award, documentation shall be forwarded to the Administrative Director (Public Records Officer).
  - h. Bid quotes must be recorded and available for public inspection and available by telephone or electronic inquiry. Each year, the Department must publish a list of: (i) small works contracts awarded and (ii) all contractors contacted for direct negotiations.
7. **Public Works Project: \$350,000 or MORE:** Formal sealed bid is required, refer to Addendum D: Competitive Bidding Process (Formal).

**ADDENDUM C:**

**PURCHASES**

*(The bidding dollar threshold includes appropriate sales tax, freight/handling costs, set-up costs, etc.)*

**DESCRIPTION:** Purchases of goods, equipment, supplies, or materials not connected with a public works project.

**1. BID THRESHOLD:**

<b>\$75,500 or Less</b>	<b>No formal sealed bidding required</b>
<b>\$75,500-\$150,000</b>	<b>Formal Sealed Bid Required</b>  (Exception: Use of Vendor's List OR Applying for Bidding Exemption)
<b>\$150,000 or More</b>	<b>Formal Sealed Bid Required</b>  (Exception: Applying for Bidding Exemption (see Addendum E))

***In the event, this policy conflicts with the bidding law thresholds, then the applicable statute will prevail.***

2. **Vendor Rosters (RCW 39.04.190):** Vendor list procedures may be used for a purchase price between \$75,500-\$150,000 in lieu of a formal sealed bidding process.
3. The procedures for securing telephone or written quotes, or both, from at least three (3) vendors from the list as established within the policy are as follows:
  - a. The employee responsible for obtaining bids will prepare written details on the specifications, terms, conditions, or requirements of the materials, equipment, supplies, or services.
  - b. The employee will select three vendors (whenever possible) from the vendor list, providing each with the bid details.
  - c. The employee will secure written quotes from each of the vendors to ensure a competitive price is established. The bid will be awarded to the lowest responsive and responsible bidder as defined in Chapter 39.26 RCW, except that the contract may award to the second lowest responsive and responsible bidder if (a) that bid is within five percent (5%) of the lowest bid; (b) the lowest bidder has delivered a project to the district within the last three (3) years which was late, over budget, or did not meet specifications; and (c) Northshore Fire Department does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications.
  - d. The employee will notify the successful bidder of the bid award as soon as possible.
  - e. Immediately following the bid award, documentation shall be forwarded to the Administrative Director (Public Records Officer).
  - f. Immediately after the award is made, bid quotes must be recorded and available for public inspection and telephone inquiry. There is no need to advertise the contract award.

**ADDENDUM D:**

**COMPETITIVE BIDDING PROCESS (FORMAL) RCW 52.14.120**

1. Once specifications are drawn or approval for the expenditure is obtained, a call for bid (stating the place and time of the bid opening) must go before the Board of Commissioners at an open meeting.
2. The employee responsible for obtaining the bids shall prepare a formal solicitation document, i.e., Request for Proposals (RFP) or Request for Qualifications/Quotations (RFQQ). Prepare written details on the specifications, terms, conditions, or requirements of the materials, equipment, supplies or services. The formal solicitation, or bidding documents shall include any criteria required by statute and any supplemental criteria adopted for the specific project and the basis for evaluation of the supplemental criteria. The bidding documents must also include a deadline for a bidder to appeal a determination that a bidder is not responsive. If the Department determines that a bidder is not responsive or responsible, the Department must provide in writing the reasons for the determination. The bidder may appeal the determination within the period specified in the bidding documents by presenting additional information to the Department. The Department must consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsive or responsible, the Department may not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.
3. The employee responsible for obtaining the bids shall publish the legal notice (call for bid) in at least one (1) newspaper of general circulation within the district **at least thirteen (13) days before the submittal deadline**. All original affidavits of publications shall be forwarded to the Administrative Director (Public Records Officer).
4. The employee responsible for obtaining the bids shall post the solicitation document on the Northshore Fire Department's website.
5. If no bid is received on the first bid call the Board of Commissioners may elect to re-advertise and make a second call, or may enter into a contract without a further call if permitted as a special market condition under Appendix E.
6. Date and time stamp bids received by the due date. Electronic bids will have the date and time automatically noted.
7. Evaluate bids based on criteria outlined in the formal solicitation document, and award the bid to the lowest responsive and responsible bidder or reject all bids, except that the contract may award to the second lowest responsive and responsible bidder if (a) that bid is within five percent (5%) of the lowest bid; (b) the lowest bidder has delivered a project to the district within the last three (3) years which was late, over budget, or did not meet specifications; and (c) Northshore Fire Department does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications.
8. In determining the lowest responsive and responsible bidder purchases the materials, supplies, or equipment, the Department may take the following factors into account, in addition to the purchase price:
  - a. Any preferences provided by law to Washington products and vendors.
  - b. The quality of the materials, supplies, and equipment to the Department's specifications.

#### **ADDENDUM D- TO POLICY ADMIN 6200 – *Purchasing***

- c. The conformity of the materials, supplies, and equipment to the Department's specifications.
  - d. The purposes for which the materials, supplies, or equipment are required.
  - e. The times for delivery of the materials, supplies, or equipment.
  - f. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
  - g. Other information as may have a bearing on the decision to purchase the materials, supplies, or equipment.
9. Through the proper use of supplemental bidder responsibility criteria, in determining the lowest responsive and responsible bidder for the public works projects, the Department may take the following factors into account, in addition to the price:
- a. The ability, capacity, and skills of the bidder to perform the contract.
  - b. Whether the bidder can perform the contract within the time specified by the Department.
  - c. The quality of the bidder's performance of previous contracts or services.
  - d. The previous and existing compliance by the bidder with laws relating to the contract or services.
10. Bids will be opened and then presented to the Board of Commissioners for their review and approval.
11. Once the bid has been awarded by a motion of the Board of Commissioners, the bid quotations obtained shall be recorded, open to public inspection and, available by telephone inquiry.
12. After notice is given to the successful bidder, mail a notice of the decision to all unsuccessful bidders as soon as possible.
13. **Change Orders:** The Department considers any alteration to a project during construction that is not consistent with the original bid specifications a "change order". Change orders shall not cause the project to vary from the scope of the original contract so much that it constitutes a separate project. Change orders falling outside the scope of the original contract are categorized as those that drastically altered the work in such a manner to require the contractor to perform duties materially different from those outlined in the original contract. All change orders should be documented and kept on file with the project documentation.
14. **Documentation:** Forward the appropriate sections from the Board meeting minutes authorizing the process, the RFP or RFQQ, a copy of the legal notice, bids received, the relevant section awarding the bid, and any other pertinent information specific to the process to the Administrative Director (Public Records Officer).
15. **Subcontractor Listing:** On all public works expected to cost \$1,000,000 or more, bidders shall list the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of (a) HVAC (heating, ventilation, and air conditioning); plumbing; and electrical, or to name itself for the work, within one (1) hour after the published bid submittal time; and (b) structural steel installation and rebar installation, within forty-eight (48) hours after the published bid submittal time.
16. **Apprenticeship Requirement:** All public works estimated to cost \$2,000,000 or more (\$1,500,000 or more effective July 1, 2026, and \$1,000,000 or more effective July 1, 2028) shall require no less than fifteen (15) percent of the labor hours be performed by apprentices. Northshore Fire Department may adjust the apprenticeship requirements for the following reasons:
- (a) The demonstrated lack of availability of apprentices in specific geographic areas;

#### **ADDENDUM D- TO POLICY ADMIN 6200 – *Purchasing***

(b) A disproportionately high ratio of material costs to labor hours, which does not make feasible the required minimum levels of apprentice participation;

(c) Participating contractors have demonstrated a good faith effort to comply with the requirements of RCW 39.04.320; or

(d) Other criteria the awarding entity deems appropriate, which are subject to review by the office of the governor or Board of Commissioners.

The Department shall monitor apprenticeship utilization hours by contractors on applicable public works projects. Contracts on applicable public works project should include a line item specifying apprenticeship utilization goals including monetary incentives for meeting goals, monetary penalties for missing the goals, and an expected cost value to be included in the bid associated with meeting the goals. The Department shall report actual apprenticeship utilization to the Department of Labor and Industries (“L&I”) by final project acceptance.

17. **Reciprocal Disadvantage to Non-Resident Contractors.** The Department shall impose a reciprocal disadvantage to “non-resident” contractors from states that provide bid preferences to its resident contractors. A contractor is a “non-resident” contractor if, at the time of the bidding, it does not have a physical office in Washington state. If the non-resident contractor’s home state applies a percentage bidding preference, then a comparable percentage disadvantage applies to that contractor when bidding on Washington public works projects. A non-resident contractor’s home state is the state in which it was incorporated or, if not incorporated, where its business entity was formed.

**ADDENDUM E:**

**EXEMPTIONS OF THE BID LAWS**

*Exemptions of the Bid Laws for purchases, formal Sealed Bid may be waived if the following circumstances apply. Immediately after the award of any contract in which the competitive bidding requirements were waived under this policy, the contract and the factual basis for the exception must be recorded and open to public inspection.*

**1. Emergency Purchases / Public Works (RCW 39.04.280(1)(c) & (e))**

**DEFINITION:** Unforeseen circumstances beyond the control of the Department that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

- a. If an emergency exists, the Fire Chief may declare an emergency, waive competitive bidding requirements, and award all necessary contracts on behalf of the Department to address the emergency situation.
- b. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the Fire Chief and duly entered of record no later than two weeks following the award of the contract.

**2. Sole Source Purchase (RCW 39.04.280(1)(a))**

**DEFINITION:** Professional or technical expertise of such a unique nature that the consultant/vendor is clearly and justifiably the only practicable source of supply.

- a. This includes materials, supplies, or equipment clearly and justifiably available from only one source or consultants providing professional or technical expertise of such a unique nature that the consultant is clearly and justifiably the only practicable source to provide the service.
- b. The Chief or designee, then the Board of Commissioners must approve a Sole Source Bid.
- c. A completed Sole Source form (FIN 306) is required.

**3. Special Facilities or Market Conditions (RCW 39.04.280(1)(b))**

- a. Special facilities or market conditions must be evaluated on a case-by-case basis. These are generally limited to good deals that are available for a short time, such as a very good price on an exceptional piece of used equipment, or the chance to buy supplies at a going-out-of-business sale or similar event.
- b. The Chief or designee, then the Board of Commissioners must approve a special facilities or market conditions.
- c. The Board shall adopt a resolution to waive competitive bidding requirements under for a special facilities or market conditions. The resolution must recite the factual basis for the exception.

**4. Insurance or Bonds (RCW 39.04.280(1)(d)).** The Department may purchase insurance or bonds without following public bidding requirements.



## **ADDENDUM E- TO POLICY ADMIN 6200 – Purchasing**

5. **Auctions (RCW 39.30.045).** The Department may purchase any supplies, equipment, or materials at auctions without following public bidding requirements if the items can be obtained at a competitive price.
6. **State Purchasing Cooperative (Department of General Administration):** Purchases made from State Bid must be verified by obtaining the active State Contract Number. This number shall be maintained with the purchase document. To access, visit <http://des.wa.gov>.
7. **Piggybacking on Purchases Bid by Other Entities:** RCW 39.34.030 allows Northshore Fire Department to “piggyback” on one entity making purchases from a contract awarded by other entities via an interlocal agreement or contract.
  - a. The lead government agency must advertise for bids in compliance with its own statutory requirements. The Department may rely on the advertisement of the lead government agency, as long as that lead government agency met its own advertising requirements, even if they are different from the two local governments involved.
  - b. The Department must enter into an interlocal agreement to use another jurisdiction’s bid. Further, the lead government agency should ensure its request for bids allows for the eventual contract to be used by more than one local government agency. This is to ensure the vendor is obligated to provide their product or service to all involved parties, at the same price and terms agreed to with the lead government agency.
  - c. The lead government shall have posted the bid on a website or provided a link on the state’s web portal.
  - d. It is the responsibility of each local government agency to ensure they have met all applicable bid requirements, both in state law and local policy. The local government agency should be able to provide documentation showing how both the web-posting requirement was met, and the other bid award requirements were met.
  - e. The vendor must agree to the arrangement through the initial solicitation documents.

## ADDENDUM F:

### PROFESSIONAL SERVICE CONTRACTS

**DEFINITION:** **Professional Service:** Professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statements, including but not limited to, attorneys, accountants, appraisers, building maintenance contractors, consultants, trainers, physicians, etc.

1. **Competitive Bidding** is not required for professional service contracts; however, evidence of competition is required by the Department.
2. **Except as otherwise required by law, the Fire Chief** has the discretion to award professional service contracts under the amount of \$25,000 without the approval by the Board of Commissioners if the contract meets the needs of the Department. Professional service contracts over \$25,000 shall be approved by the Board of Commissioners.
3. **Evidence of Competition Procedure:**
  - a. Prepare written documentation/letter including a description of services required, project schedule, request for vendor/consultant's qualifications, request for costs or fees, and the due date for responses.
  - b. Send to a minimum of three firms/individuals, which can be faxed or e-mailed, and responses should be returned via fax or e-mail to expedite processing. Obtain copies of standard marketing materials, if available.
  - c. Evaluate responses and prepare award recommendations to be submitted for approval by the Board of Commissioners at the next regular Board meeting.
  - d. After notice is given to the successful bidder, mail a notice of the decision to all unsuccessful bidders as soon as possible.
  - e. Enter into a contract and begin work.
  - f. **Documentation:** Forward the names of the firms solicited, a copy of solicitation document, bids received, the basis for an award decision, original contract, and any other information specific to the process to the Administrative Director (Public Records Officer).

**ADDENDUM G:**

**RELATED PARTY TRANSACTIONS:**

**DEFINITION:** A purchase or contract between the Department and an employee, relative of an employee, or business in which the employee has ownership or interest not to exceed \$1,500 in any calendar month.

Any related party transactions must have documentation of price comparisons and shall be forwarded to the Administrative Director (Public Records Officer). Phone quotes are acceptable.

**ADDENDUM H:**

**DISPOSAL OF SURPLUS PROPERTY**

Individuals responsible for administering the surplus property process shall forward all appropriate documentation to the Administrative Director (Public Records Officer). Individuals responsible for the surplus property process shall follow the procedures listed below:

1. **Surplus property** with an estimated value of **LESS THAN \$50,000** may be surplusd or disposed of per the following procedures:
  - a. A list of equipment to be surplusd or disposed of shall be compiled and submitted for review by the Deputy Chief of Support Services or designee. The list shall include the year, make, model, inventory ID number, and any other identifying information.
  - b. The list will be presented to the Board of Commissioners at a regular Board meeting for the Board to declare the equipment surplus to be sold or declare the equipment valueless to be destroyed.
  - c. Equipment to be sold as surplus may be sold on a “first-come, first sold” garage sale (for items of minimal value) or may be sold by sealed bid.
  - d. Notice of sales will be placed in at least one newspaper of general circulation within the District, plus three public posting locations within the district. Notices should be placed at least two weeks prior to sale.
  - e. The Department may use auctioneer services for the sales of surplus property in this category.
  - f. Receipts will be provided for all purchases over \$5.00.
2. **Surplus property** with an estimated value of **MORE THAN \$50,000** requires a public hearing (RCW 39.33.020).
  - a. **At least ten (10) days, but not more than twenty-five (25) days** prior to the public hearing, the notice of public hearing shall be posted on the Department’s website, portal, and sent to the local area newspaper.
  - b. Bids will be opened and presented to the Board of Commissioners for their review and approval.
  - c. Once the bid has been awarded by a motion from the Board of Commissioners, the successful bidder, and all unsuccessful bidders will be notified as soon as possible.
3. **Intergovernmental Disposition of Property:** Upon Board approval, the surplus property may be sold/transferred to other public agencies.

**ADDENDUM I:**

**PROCUREMENT USING FEDERAL FUNDS:** [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

1. **Whenever federal funds are used for purchases of goods, equipment, supplies, or materials not connected with a public works project. The following purchase thresholds shall apply:**
2. **Thresholds for procuring goods and services using Federal funds:**
  - a. **Goods and Services \$10,000 or less:** Do not require quotes however; the Department shall consider price to be reasonable, to the extent practical, and distribute purchases equitably among suppliers.
  - b. **Goods and Services Between \$10,000 - \$250,000:** Must be procured using price or rate quotations from three or more qualified sources.
  - c. **Goods and Services of \$250,000 or More:** Must use formal competitive bids (see Addendum D Competitive Bidding Process for the complete procedure).
3. **Procurement by a noncompetitive proposal may only be used when one of the following applies:**
  - a. The item is only available from a single source.
  - b. The public emergency for the requirement will not permit a delay resulting from the competitive solicitation.
  - c. The award agency authorizes a noncompetitive proposal in response to a written request from the District.
  - d. After solicitation of a number of sources, competition is determined inadequate.
4. **Suspension and Debarment:**
  - a. Before entering into the federally funded vendor contracts for goods or services that are equal or exceed \$25,000 and any subcontract award, the Department will ensure that vendor is not suspended or debarred from participating in federal assistance programs.
5. **Conflict of Interest:**
  - a. No employee may participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered a contract.
6. **Equipment:**
  - a. Equipment purchased with Federal funds should comply with their specific guidelines in maintaining, safeguarding, and tagging of equipment purchased.

## **ADDENDUM I - TO POLICY ADMIN 6200 – *Purchasing***

### **7. Disposal of Surplus Property:**

- a. The Department must follow Federal specific grant contract guidelines for disposal of surplus property purchased with Federal grants.

### **8. Cash Management:**

- a. When the Department receives cash advances for allowable program costs, the Department shall minimize the time between the receipt of federal funds from the grantor and the disbursement of funds to the vendor providing goods and services. The Department shall expend any cash advance from the federal fund within 30 days of receiving the fund.
- b. The Department will track interest earned on cash advances and remit interest earnings exceeding \$500 back to the grantor.
- c. For all other federal fund receipts, the Department must follow the specific grant contract guidelines.

## **Small Works Roster Direct Contracting Small Business Utilization Plan**

### **Purpose**

The Northshore Fire Department (NSFD) is authorized to use Direct Contracting for public works projects under \$150,000.00 in conjunction with its adopted Small Works Roster. NSFD is establishing this small, minority, women, and veteran-owned business utilization plan to comply with RCW 39.04.152(4)(b)(iv).

### **Plan**

NSFD shall use MRSC Rosters as its small works roster to identify certified small, minority, women, and veteran-owned business.

NSFD shall use the Direct Contracting procedures authorized under the law and under the NSFD's Procurement Policy to solicit direct contracts with certified small, minority, women, and veteran-owned business whenever feasible for at least 50% for all NSFD projects. NSFD shall use best efforts to rotate contracts among eligible small, minority, women, and veteran-owned businesses even when rotation is not required.

### **Reporting and Documentation**

The Chief or designee shall document on an annual basis the number of public works projects awarded through direct contract during the calendar year and shall document whether the awarded contracts were awarded to certified small, minority, women, and veteran-owned business. In the event less than 50% of the awarded contracts went to certified small, minority, women, and veteran-owned business, the Chief shall reevaluate this Plan to identify strategies to encourage greater participation of certified small, minority, women, and veteran-owned businesses.

### **Related Documents**

Procurement Policy.

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:49:11 Date: 11/26/2024

12/11/2024 To: 12/11/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
550	12/11/2024	Claims	5	0	ALFRED J BAKER	4,164.34	LEOFF I
551	12/11/2024	Claims	5	0	TOM TAYLOR	561.86	LEOFF I
552	12/11/2024	Claims	5	0	WASHINGTON COUNTIES INSURANCE FUND	2,403.85	LEOFF I Medical Premiums - Dec 2024
005 Benefit Fund 10-016-6090						7,130.05	
						<hr/> 7,130.05	Claims: 7,130.05



# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:49:27 Date: 11/26/2024

12/11/2024 To: 12/11/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
558	12/11/2024	Claims	301	0	L. N. CURTIS & SONS	405.89	Convex Multi Base
559	12/11/2024	Claims	301	0	L. N. CURTIS & SONS	2,520.61	PAC Mount - R151 Compartment Update
560	12/11/2024	Claims	301	0	L. N. CURTIS & SONS	1,810.32	Reserve Apparatus Equipment
561	12/11/2024	Claims	301	0	WEST COAST FIRE & RESCUE	1,441.62	Poly Tool Mounts & Hardware
562	12/11/2024	Claims	301	0	WEST COAST FIRE & RESCUE	10,587.36	Poly Tool Mounts & Hardware
301 Capital Fund 10-016-3010						16,765.80	
						16,765.80	Claims: 16,765.80

# WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 17:48:29 Date: 11/26/2024

12/11/2024 To: 12/11/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
553	12/11/2024	Claims	1	0	CSD ATTORNEYS AT LAW	416.00	Legal Fees - Consolidation
554	12/11/2024	Claims	1	0	CSD ATTORNEYS AT LAW	832.00	Legal Fees - General Business
555	12/11/2024	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	512.94	Petty Cash Checking Reimbursement - Nov 2024
556	12/11/2024	Claims	1	0	SNURE LAW OFFICE PSC	1,080.00	Legal Fees - RFA - Split from Shoreline total invoice
557	12/11/2024	Claims	1	0	US BANK	504.79	Credit Card Reconciliation - Oct 2024
001 General Fund 10-016-0010						3,345.73	
						<hr/> 3,345.73	Claims: 3,345.73

Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]

*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

Date \_\_\_\_\_

Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]

*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

Date \_\_\_\_\_

Northshore Fire Department  
Fire Commissioner Request for Compensation

Month: Nov	Year: 2024	Name: Pratt
Date	Description of Activity	
11/4	Meeting Prep / review of meeting packet	
11/5	Regular meeting	
11/19	Special meeting to confirm budget and RFA plan	
<p><i>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.</i></p> <p><b>Josh Pratt (digitally signed) 12/1/2024</b></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 60%;"><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/><p style="text-align: center; margin: 0;"><i>Signature</i></p></div><div style="width: 35%;"><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/><p style="text-align: center; margin: 0;"><i>Date</i></p></div></div>		

Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]

Northshore Fire Department  
Fire Commissioner Request for Compensation

[illegible]



# NORTHSHORE FIRE DEPARTMENT

## FIN 312-A - Commissioner's RFA Committee Payroll Accounting Form

NAME: Josh Pratt

RFA PLANNING COMMITTEE MEETINGS - \$70.00 per day not to exceed \$700.00 per year		
DATE	DESCRIPTION / LOCATION	ACTUAL HOURS
11/12/2024	Finalize RFA Proposal, St. 51	1.50
TOTAL		1.50

I CERTIFY BY SIGNING THIS PAYROLL FORM THAT I HAVE ACTED ON BEHALF OF THE SHORELINE FIRE DEPARTMENT IN THE FULFILLMENT OF MY DUTIES AS AN ELECTED FIRE COMMISSIONER AS NOTED UNDER STATE LAW AS A DAY OF SERVICE. I ALSO CERTIFY THAT I AM ELIGIBLE TO RECEIVE THIS PAYMENT UNDER THE REGULATIONS STATED BY THE KING COUNTY ELECTIONS BOARD UNDER WHICH I WAS ELECTED .

RCW 52.26.030:(2) Each governing body of the fire protection jurisdictions participating in planning under this chapter shall appoint three elected officials to the authority planning committee. Members of the planning committee **may receive compensation of seventy dollars per day**, or portion thereof, **not to exceed seven hundred dollars per year**, for attendance at planning committee meetings and for performance of other services in behalf of the authority, and may be reimbursed for travel and incidental expenses at the discretion of their respective governing body.

Josh Pratt

5/27/2024

Commissioner Signature

Date





# NORTHSHORE FIRE DEPARTMENT

## FIN 312-A - Commissioner's RFA Committee Payroll Accounting Form

NAME: Josh Pratt

RFA PLANNING COMMITTEE MEETINGS - \$70.00 per day not to exceed \$700.00 per year		
DATE	DESCRIPTION / LOCATION	ACTUAL HOURS
10/21/2024	y rate / input from Brian Snure on flexibility of levy r	1.50
10/28/2024	Public presentation and questions st 51s	1.50
TOTAL		3.00

I CERTIFY BY SIGNING THIS PAYROLL FORM THAT I HAVE ACTED ON BEHALF OF THE SHORELINE FIRE DEPARTMENT IN THE FULFILLMENT OF MY DUTIES AS AN ELECTED FIRE COMMISSIONER AS NOTED UNDER STATE LAW AS A DAY OF SERVICE. I ALSO CERTIFY THAT I AM ELIGIBLE TO RECEIVE THIS PAYMENT UNDER THE REGULATIONS STATED BY THE KING COUNTY ELECTIONS BOARD UNDER WHICH I WAS ELECTED .

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Josh Pratt

5/27/2024

Commissioner Signature

Date



# NORTHSHORE FIRE DEPARTMENT

## FIN 312-A - Commissioner's RFA Committee Payroll Accounting Form

NAME: Josh Pratt

RFA PLANNING COMMITTEE MEETINGS - \$70.00 per day not to exceed \$700.00 per year		
DATE	DESCRIPTION / LOCATION	ACTUAL HOURS
9/9/2024	Discussion on FBC, Levy rate starting point	1.50
9/23/2024	Continued discussion on FBC, Levy-Preparing for public input	1.50
TOTAL		3.00

I CERTIFY BY SIGNING THIS PAYROLL FORM THAT I HAVE ACTED ON BEHALF OF THE SHORELINE FIRE DEPARTMENT IN THE FULFILLMENT OF MY DUTIES AS AN ELECTED FIRE COMMISSIONER AS NOTED UNDER STATE LAW AS A DAY OF SERVICE. I ALSO CERTIFY THAT I AM ELIGIBLE TO RECEIVE THIS PAYMENT UNDER THE REGULATIONS STATED BY THE KING COUNTY ELECTIONS BOARD UNDER WHICH I WAS ELECTED .

RCW 52.26.030:(2) Each governing body of the fire protection jurisdictions participating in planning under this chapter shall appoint three elected officials to the authority planning committee. Members of the planning committee **may receive compensation of seventy dollars per day, or portion thereof, not to exceed seven hundred dollars per year, for attendance at planning committee meetings and for performance of other services in behalf of the authority, and may be reimbursed for travel and incidental expenses at the discretion of their respective governing body.**

Josh Pratt

5/27/2024

Commissioner Signature

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

November 5, 2024

### REGULAR MEETING AND PUBLIC HEARING 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 Lisa Wollum called the meeting to order at 5:00 PM.

Persons in attendance for NSFD Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Aaron Haynes, Board Secretary Amy Oakley, and 3 members of the public.

#### II. PUBLIC COMMENT

##### 2.1 The Board heard a public comment from David Maehren.

#### III. APPROVAL OF THE AGENDA

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

#### IV. PUBLIC HEARING- BUDGET, BENEFIT CHARGE, AND OTHER REVENUE SOURCES

##### 4.1 Open Public Hearing

- Commissioner Wollum opened the public hearing regarding the 2025 budget.

##### 4.2 Financial Overview of the Fire District

- Chief Cowan provided an overview of the 2025 Budget Summary.

##### 4.3 Presentation of the 2025 Draft Budget

- Chief Cowan provided an overview of the 2025 Draft Budget including Fund Balances, BOC Expenses and Capital Budget.
- Chief Cowan provided an overview of the Financial Outlook for 2025 and Fund Balances (Reserve, Benefits, and Capital).

##### 4.4 Staff Recommendations for 2025 Tax Levy and Benefit Charge Assessments

- The Chief will revise the budget materials for the Board to review based on the discussion above.

4.5 Public Comment

- The Board heard a public comment from David Maehren.

4.6 Board Discussion and Review of the Budget Proposal.

- Each Commissioner provided input based on the Chief's presentation.
- The Board discussed allocation of reserve funding in anticipation of capital purchases and possible RFA.
- The Board discussed ambulance transfer fees and income.
- The Board agreed with the Chief's recommendation to move carryover funds into the capital fund.

4.7 Conclude or Continue Public Hearing

- The Board agreed to conclude the Public Hearing.

**V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

5.1 Subcommittee report on Station 54

- Chief Cowan provided an update that the hydroseeding is complete.

5.2 Report from RFA Planning Committee

- Commissioner Pratt updated the Board on the October 28<sup>th</sup> Public Open House Information Session.
- There will be a final RFA Planning Committee meeting on Tuesday, November 12<sup>th</sup> to recommend moving the final plan forward to each Board. Northshore Board will meet on November 19<sup>th</sup> and Shoreline Board will meet on November 21<sup>st</sup>, respectively.

5.3 Discussion of Financial Policy 6200

- A final policy will be presented at the next regular Board meeting.

5.4 Approval to update Policy 1450 – Commissioner Meeting Minutes

- Commissioner Adman presented an amended version of Policy 1450.

***Commissioner Webster moved to adopt Policy 1450 as presented. Commissioner Pratt seconded. The motion passed unanimously 5-0.***

5.5 Update on capital projects

- Chief Cowan updated the Board on the status of bids electrical work and generator replacement at Station 54.

5.6 2025 Fire Benefit Charge (FBC) Letter to Tax Payers

- Chief Cowan presented the Board with a draft 2025 FBC letter.

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

**VI. BOARD RESOLUTIONS**

None

**VII. CONSENT AGENDA**

- 7.1 Vouchers
- The Benefit Fund Vouchers totaled \$ 10,168.25
  - The General Fund Vouchers totaled \$ 1,006.59
  - The Capital Fund Vouchers totaled \$ 81,642.13
- 7.2 Commissioner Compensation
- 7.3 Meeting Minutes: 10/1/2024 and 10/29/2024

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

## **VIII. REPORTS**

- 8.1 Fire Chief Report
- None
- 8.2 Commissioner Reports
- None
- 8.3 Legal Counsel Reports
- Matt Paxton provided his input on the RFA Plan to Brian Snure.

## **IX. UPCOMING BOARD AGENDAS**

9.1 Setting of Future Meeting Agenda(s)

Special meeting of the RFA Planning Committee on Tuesday, November 12th, 2024 at 5:00 PM at Station 51.

Special meeting November 19, 2024 at 5:00PM to pass Board Resolutions related to Fire Benefit Charge, 2025 Budget, RFA Plan.

The next regular meeting on December 3, 2024 meeting will include the standard agenda items as well a discussion of Policy 6200, update on capital projects.

Meetings will be hybrid, on Zoom and in-person at Station 51.

## **ADJOURNMENT**

The meeting adjourned at 6:40 PM.

## **NEXT MEETING DATE**

- Special Meeting: Tuesday, November 12th, 2024 at 5:00 PM – RFA Planning Committee
- Special Meeting: Tuesday, November 19th, 2024 at 5:00 PM – Northshore Board Meeting
- Next Regular Meeting: Tuesday, December 3<sup>rd</sup>, 2024 at 5:00 PM

Attachments: Agenda, Public Notice, 2025 Draft NFD Budget, Revised Policy 1450, 2025 Taxpayer letter, Vouchers, Commissioner Compensation, Meeting Minutes 10/01/2024 and 10/29/2024, 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 December 3, 2024.



# 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

November 19, 2024

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

#### **I. OPEN SPECIAL NORTHSHORE MEETING**

##### **1.1 Roll Call**

Chair Lisa Wollum 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 Chief Matt Cowan, 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 Adman moved to adopt the agenda as presented. Commissioner Pratt seconded. The motion passed unanimously 5-0.*

#### **IV. RESOLUTION**

##### **4.1 Resolution 24-03, Certification of Imposition of the 2025 Fire Benefit Charge**

*Commissioner Webster moved to pass Resolution 2024-03 as stated. Commissioner Pratt seconded. The motion passed unanimously 5-0.*

##### **4.2 Resolution 24-04, Certification of Regular Property Tax Levy and GO Bond Levy**

*Commissioner Webster moved to pass Resolution 2024-04 as stated. Commissioner Pratt seconded. The motion passed unanimously 5-0.*

##### **4.3 Resolution 24-05, A Resolution adopting the 2025 General Expense, Capital, and Benefits budgets.**

*Commissioner Pratt moved to pass Resolution 2024-05 as stated. Commissioner Adman seconded. The motion passed unanimously 5-0.*

##### **4.4 Resolution 24-06, A Resolution approving a plan to form a regional fire protection service authority within the boundaries of the fire districts, effective May 1, 2025, and providing for other matters properly related thereto.**

*Commissioner Pratt moved to pass Resolution 2024-06 as stated. Commissioner Byers seconded. The motion passed unanimously 5-0.*

## **ADJOURNMENT**

The meeting adjourned at 5:09PM.

Attachments: Agenda, Public Notice, Resolution 2024-03, Resolution 2024-04, Resolution 2024-05, Resolution 2024-06, Tax Levy Exhibit A, Final 2025 Budget, Final RFA Plan, Ballot Explanatory Statement, Ballot Measure Title.

## **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 December 3, 2024.



**Shoreline Fire Department**  
**BOARD MEETING DATE: December 3<sup>rd</sup>, 2024**  
**Chief Cowan**

---

## **District Activity Highlights**

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

### **Hiring/Succession development**

- In the process for finding a new DivC of EMS as DivC Wollum is retiring December 31, 2024.
- Have made a conditional offer for a new mechanic, with a planned start on January 1<sup>st</sup>, 2025.

### **Strategic Planning**

- RFA plan has been approved. Working now to get the information out to the public and market the reasons for the RFA.
- The Department will be 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**

- Held orientation night for new Firefighters. They will be starting EMT class first, then Firefighter academy will follow.
- PFML still continues to cause staffing level issues.
- We have many vacant positions due to injuries.

### **Negotiations**

- CBA negotiations have been paused until after the February.

### **Contracts**

- Kenmore has indicated an interest in withdrawing from NEMCO at end of 2025. Still waiting for a final decision by Spring of 2025 if they will be separating from NEMCO at the end of 2025.

### **North King County Training Consortium**

- Working on transition of BC Joel Secan back to operations at Bothell. BC Russ Petrick will be his replacement to the Consortium.

### **Budget**

- We are .7% under budget through end of October and we appear to be maintaining that level.

### **Capital Projects**

- Station 57 – Generator replacement is a challenge. Separating project out to two different phases; electrical work including load assessment, and actual generator replacement.
- Trying to finish up 2024 projects, but some will roll into 2025.

### **Public Records Requests**

- Significant requests at this time.

### **Noteworthy Meetings**

- November 25 – Auditor Meeting
  - Met with auditor to discuss risk analysis for audit.
- November 25 – Meeting with Rep Kloba
  - Met to discuss RFA and impacts.
- November 25 – City of Kenmore City Council Meeting
  - Presented and to discussed RFA and impacts.
- November 26 – LMC Meeting
  - Met to discuss ongoing issues and concerns.
- December 2 – Meeting with Sen Salomon
  - Met to discuss RFA and impacts.
- December 2 – Academy Orientation Night
  - Spoke and met with new Firefighter candidates and significant others to discuss upcoming academy and expectations.
- December 2 – City of Kenmore City Council Meeting
  - Spoke and answered questions on RFA and impacts.
  - City passed a resolution supporting the RFA.

Incorporated into the above Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan