



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

June 17, 2020

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

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:08 PM.

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

1.2 Adoption of Minutes of June 3rd

Board Secretary Hansen noted that there was a typo on the agenda. The minutes up for approval are June 3rd, not May 20th.

Commissioner Webster moved to approve the minutes of June 3rd. Commissioner Verlinda seconded. The motion passed unanimously.

II. PUBLIC COMMENT

2.1 None

III. APPROVAL OF THE AGENDA

3.1 Commissioner Maehren requested that the Consolidation Discussion be completed as the first topic of business to accommodate the inclusion of District Accounting Consultant Tom Broetje.

Commissioner Webster moved to approve the agenda. Commissioner Verlinda seconded. The motion passed unanimously.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Status of Stay Home Stay Healthy Order

- o Legal Counsel Paxton and the board discussed the format of future meeting attendance and the need for continued virtual attendance options.

B. COVID-19 Update

- DC McDonald reported on the most recent COVID-19 statistics for King County. There has been a downward trend in COVID-related EMS calls for the district and adequate levels of PPE stock have been maintained.
- C. Review of State of Emergency Resolution
 - The State of Emergency will be left in place.
- D. Deputy Chief Hiring Process
 - Chief Ahearn reported that Deputy Chief interviews will be conducted next week.
- E. Firefighter Hiring Process Update and Goals Discussion
 - Chief Ahearn reported that interviews will be completed the first week in July, with a September start date for Academy.
 - The number of new hires that are selected will be partially based on how many lateral applications are received.
- F. Fire Marshall Office—Transition Update
 - Chief Ahearn reported that Fire Marshal LaFlam’s last day with the district was June 11th. Deputy Chief Butch Noble of Bothell Fire has begun interim Fire Marshal duties for Northshore Fire.

4.2 Budget Process and Timeline Discussion

Chief Ahearn reviewed the budget timeline and answered questions.

4.3 2020 Pancake Breakfast Decision

The Commissioners were in consensus to cancel the Pancake Breakfast for 2020.

4.4 Policy 1630 Clarification

The Board discussed verbiage in Policy 1630—Commissioner Compensation.

4.5 Consolidation Sub-Committee Report and Discussion

Accounting Consultant Tom Broetje presented the financial analysis of a potential consolidation with Shoreline Fire. Mr. Broetje expressed his appreciation for the assistance provided by Chief Cowan in the process.

The board and staff discussed.

Commissioner Webster moved to schedule a Special Meeting for June 24th at 5:00PM. Commissioner Pratt seconded. The motion passed unanimously.

Commissioner Maehren reported that the sub-committee is dedicated to meeting the goal of making a decision on consolidation at the first meeting in July.

V. BOARD RESOLUTIONS

5.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$34,960.19 and Reserve Fund Vouchers totaled \$14,625.30

Commissioner Pratt moved to approve the consent agenda. Commissioner Webster seconded. The board discussed. A friendly amendment was made and accepted to approve the Consent Agenda minus the voucher for Keating, Bucklin, and McCormick, Inc. The motion passed unanimously.

VII. REPORTS

7.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Ahearn reported:

- The department will be moving to a new IT provider
- Chief Ahearn complimented the A-Shift quick reaction force crew for their assistance at a multi-family fire in Eastside Fire & Rescue's district.
- Chief Ahearn answered questions on the written report.

7.2 Commissioner Reports

- Commissioner Maehren offered congratulations to Fire Marshal LaFlam on his retirement.

7.3 Legal Counsel Reports

- Legal Counsel Paxton reported that legal counsel continued to work on a large public records request that requires legal counsel review.
- Legal Counsel Paxton suggested that since meeting agenda restrictions have been lifted, the board may consider putting postponed trainings back on a future agenda.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

IX. ADJOURNMENT

The meeting adjourned at 6:49PM

X. CLOSED SESSION

9.1 The Board moved into Closed Session at 6:53PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).

Commissioner Ellis was not present for the Closed Session.

NEXT MEETING DATE

The next special Commissioners meeting is for June 24, 2020

The next regularly scheduled Commissioners meeting is for July 1, 2020

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on July 15, 2020

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signatures - Documents Approved 7/09 & 7/15
Date: Monday, July 20, 2020 7:59:08 PM
Attachments: [image009.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 20th day of July, by Commissioner David C. Maehren.

- **AP_NOSHRFIR_APSUPINV_20200714154631 - RES Fund**
- **AP_NOSHRFIR_APSUPINV_20200714154835 - GEN Fund**
- **June Commissioner Payroll Approval Document**
- **June Commissioner Payroll Taxes Approval Document**
- **2020-07-09 NSFD Minutes**
- **2020-06-24 NSFD Minutes**
- **2020-06-17 NSFD Minutes**

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



Proudly Serving the Citizens of Kenmore and Lake Forest Park

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From: Kate Hansen
Sent: Wednesday, July 15, 2020 6:55 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 7/09 & 7/15

Good Evening Northshore Fire Commissioners,

Attached please find the vouchers and minutes that were approved at tonight's regular meeting on July 15, 2020, and also the Commissioner Compensation Claims that were approved at the July 9th Special Meeting.

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

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

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Thank you,

Kate Hansen

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



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From: [Josh Pratt](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signatures - Documents Approved 7/09 & 7/15
Date: Saturday, July 18, 2020 11:12:02 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 18th day of July, 2020, by Commissioner Josh Pratt.

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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signatures - Documents Approved 7/09 & 7/15
Date: Friday, July 17, 2020 2:57:05 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 17day of July, 2020, by Commissioner Rick Webster.

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Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Wednesday, June 17th, 2020

5:00PM

Meeting held virtually, via Zoom

Public Comment must be submitted electronically prior to the meeting.
To submit public comment, please see instructions at the end of the agenda.

To attend this meeting live, click the link below and enter the ID & Password provided.
A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/81523382957?pwd=akRhekg0aHFMTGpkMlV2UERiY0Radz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 815 2338 2957

Password: 225825

I. Open Meeting

1.1 Roll Call

1.2 Adoption of Meeting Minutes of May 20th

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 District Operations

A. Status of Stay Home Stay Healthy Order

B. COVID-19 Update

C. Review of State of Emergency Resolution

D. Deputy Chief Hiring Process Update

E. Firefighter Hiring Process Update and Goals Discussion



- F. Fire Marshall Office – Transition update
 - 4.2 Budget Process and Timeline Discussion
 - 4.3 2020 Pancake Breakfast Decision
 - 4.4 Policy 1630 Clarification
 - 4.5 Consolidation Sub-Committee Report and Discussion
- V. **Board Resolutions**
 - 5.1 None
- VI. **Consent Agenda**
 - 6.1 Vouchers
- 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)
- IX. **Executive Session**
- X. To discuss matters related to collective bargaining pursuant to RCW 42.30.140 (4)(b).
- XI. **Adjournment**

Next Regular Meeting: July 1st, 2020 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

If you wish to provide public comment virtually, you may do so by submitting a written statement to khansen@northshorefire.com. Any comments received up to one hour before the posted meeting time, will be read during the public comment period.

To ensure your comments are received and read at the proper meeting, your email must include:

- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to



Emails without this information may not be read at the meeting. Three minutes are allowed for comment. And, in accordance with normal procedure, messages of an overly repetitive or inappropriate (vulgarity) nature may be declined to be read at the discretion of the meeting Chair.

Please check the District's [AV Capture](#) for the most up-to-date information about individual meetings. Questions? Email Board Secretary Kate Hansen at khansen@northshorefire.com

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

06/24/2020 To: 06/24/2020

Time: 11:00:13 Date: 06/14/2020
Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1114	06/24/2020	Claims	1	0	CDW GOVERNMENT	1,994.30	Smartnet CISCO Renewal
1115	06/24/2020	Claims	1	0	CENTURY LINK	58.63	Phones - St 57
1116	06/24/2020	Claims	1	0	CFO SELECTIONS LLC	495.00	Review Annual Report & Shoreline Project
1117	06/24/2020	Claims	1	0	CITY OF LAKE FOREST PARK	693.83	Acct #005377-000; St 57 - Sewer
1118	06/24/2020	Claims	1	0	CONTERRA DESIGN CONSULTING AND MANUFACTU	84.28	EMS Supplies
1119	06/24/2020	Claims	1	0	DELL COMPUTER	2,533.82	Warranty Extension For Servers
1120	06/24/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	937.80	June 2020 - Radio Access Fees
1121	06/24/2020	Claims	1	0	JAYMARC - AV	536.25	Service On Alert Speaker Volumes
1122	06/24/2020	Claims	1	0	KEATING, BUCKLIN & MCCORMACK INC PS	793.00	Legal Fees - Ellis PRA
1123	06/24/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	May 2020 -I NET
1124	06/24/2020	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	121.76	Petty Cash Box Reimbursement
1125	06/24/2020	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	108.95	Petty Cash Checking Reimbursement
1126	06/24/2020	Claims	1	0	KROESEN'S, INC.	206.24	Boots - Kuykendall
1127	06/24/2020	Claims	1	0	L. N. CURTIS & SONS	409.75	Boots - Stephens; Pullover - Ahearn; Credit From INV360166 - FF Pants
1128	06/24/2020	Claims	1	0	LIFE ASSIST	521.40	COVID-19 Supplies
1129	06/24/2020	Claims	1	0	LIFE ASSIST	197.15	EMS Supplies - 57
1130	06/24/2020	Claims	1	0	LIFE ASSIST	414.48	EMS Supplies
1131	06/24/2020	Claims	1	0	LIFE ASSIST	521.76	EMS Supplies
1132	06/24/2020	Claims	1	0	NATIONAL TESTING NETWORK	50.00	FireFighter Testing Voucher - Scholarship From Job Fair 2020 Funds
1133	06/24/2020	Claims	1	0	NATURAL CONCEPT LANDSCAPE	529.25	Landscaping - St 51
1134	06/24/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	3,458.72	May - Fuel & Maintenance
1135	06/24/2020	Claims	1	0	O'REILLY AUTO PARTS	36.27	Oil Absorbant
1136	06/24/2020	Claims	1	0	PLYWOOD SUPPLY	114.79	Lumber Pickup
1137	06/24/2020	Claims	1	0	PRAXAIR DISTRIBUTION	21.84	Oxygen - St 51
1138	06/24/2020	Claims	1	0	RAPCO INDUSTRIES, INC	127.49	Chainsaw Chain Refurbish
1139	06/24/2020	Claims	1	0	REPUBLIC SERVICES #172	332.94	Garbage & Recycle - St 51
1140	06/24/2020	Claims	1	0	REPUBLIC SERVICES #172	149.74	Garbage Pick Up - St 57
1141	06/24/2020	Claims	1	0	SEATTLE CITY LIGHT	2,190.22	Acct #9969310000 - St 57
1142	06/24/2020	Claims	1	0	UNITED PARCEL SERVICE	85.76	Shipping
1143	06/24/2020	Claims	1	0	US BANK	4,494.16	Charges For Card Ending 5934; Charges For Card Ending 9408
1144	06/24/2020	Claims	1	0	VERIZON BUSINESS	734.90	St 51 VOIP
1145	06/24/2020	Claims	1	0	VERIZON BUSINESS	731.71	St 51 VOIP
1146	06/24/2020	Claims	1	0	WOODINVILLE FIRE & RESCUE	10,200.00	May Chief Services

001 General Fund 10-016-0010

35,753.19

Claims: 35,753.19
 35,753.19

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

Time: 10:59:55 Date: 06/14/2020
Page: 1

06/24/2020 To: 06/24/2020

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1107	06/24/2020	Claims	4	0	ALFRED J BAKER	1,264.31	LEOFF I
1108	06/24/2020	Claims	4	0	KING COUNTY FIRE PROTECTION DISTRICT 16	336.15	Petty Cash Reimbursement
1109	06/24/2020	Claims	4	0	LIFE ASSIST	414.36	Additional Equipment - Ballistic Vests
1110	06/24/2020	Claims	4	0	ONSITE TEMP HOUSING INC	2,895.00	Housing Trailer - St 57 Remodel
1113	06/24/2020	Claims	4	0	RAM AIR GEAR DRYER	9,002.91	New Gear Dryer - St 57
1111	06/24/2020	Claims	4	0	TOM TAYLOR	467.07	LEOFF I
1112	06/24/2020	Claims	4	0	US BANK	245.50	Charges For Card Ending 9408 - RES Fund
004 Reserve Fund 10-016-6010						14,625.30	
						<u>14,625.30</u>	Claims: 14,625.30
						14,625.30	

Fire Chief's Report
Submitted by Chief Ahearn
June 17, 2020

Administration/Financial:

- During the Fire Prevention transition since FM LaFlam's retirement, AS Walsh will provide administrative support in efforts to help FI Booth and DC Noble with the workload.

Human Resources:

- Lateral Firefighter job opening has been posted to the District's website and advertised to various locations. Applications are due by July 5.
- Review of Entry Level Firefighter applications have begun, with plans to begin interviewing top candidates soon.
- Oral board panel interviews and Fire Chief interviews for the Deputy Chief opening will be conducted with week of June 22.
- Working with IT Manager Dave Beverly to support administrative transition of IT services from Kirkland IT to Woodinville Fire & Rescue to June 23.

Training:

- Captain Burrow worked with the North King County Training Consortium (NKCTC) to go live with the new training Fire Trex system. Northshore Fire will serve as the beta test for the other agencies for the remainder of the second quarter. The system is scheduled to go live for all four agencies beginning in the third quarter. An evaluation is underway to merge all department functions into one Trex calendar.
- Captain Burrow completed the mid-term practical evaluations of the two Probationary Firefighters. Both met expectations at this point of the probationary process.
- Captain Burrow completed the Company Based Tactical Training (CBTT) for all four shifts. The class consisted of updated information to our updated Best Practices and provided Company Officers and Acting Officers an opportunity to deliver short reports based on static pictures and run fire scenarios based on multiple view photos of different structures in our district.
- There is a zone-wide effort to hose a make-up Technical Rescue Rope drill for the drills that were cancelled due to COVID-19. Kirkland Fire Department will provide the lead instructor for June 22, 25, and 26 to be hosted at Station 51. Northshore Fire will provide the lead instructor on July 1, 6, and 7.

East Metro Training Group (EMTG) Activities

- The Zone 1 Deputy Chiefs proposed to approve updates to the Best Practices document. This recommendation was moved to the Zone 1 Chiefs who met and approved of the changes. Consensus was reached to acknowledge that there will be two documents within the Zone, and that regional drills will continue to be collaborative.

North King County Training Consortium (NKCTC) Activities

- The Training Officers are currently collaborating to create standardized manuals for the participating agencies to include a basic fundamentals manual,

Probationary Firefighter Taskbook, Hose Manual, Ladder Manual, and skill sheets that support each document. The Training Officers are meeting with Subject Matter Experts (SMEs) from each agency to maximize the collaboration.

- NKCTC has created a Fire Trex that will be piloted in Northshore Fire Department for the remainder of the second quarter. Currently each agency is using Fire Trex to assign and record completed training; each quarter is being entered into each agency's system a total of four times. In the new NKCTC Fire Trex, the training is entered once for all agencies. A complete switch to the new system is anticipated for third quarter 2020.
- Captain Burrow is part of a workgroup responsible to create a NKCTC Firefighter Fundamentals manual using the Zone 1 Task Manual as the template. Currently this document closely aligns with the Zone 3 Firefighter Fundamentals; this has been identified as an important step to create regionalized consistency as we collaborate on joint fire academies. Other workgroups are underway developing the Pump Academy curriculum, and a Hose Manual. Each workgroup includes a Training Officer and Subject Matter Experts (SMEs) from Bothell, Northshore, Shoreline, and Woodinville Fire Departments.
- NKCTC has spent time developing a curriculum for the updates to the EMTG Best Practices for 2020. All shifts have completed the class.

Operations:

- Reaction time (Average) Month of June to date:
 - 51 1:27 based on 58 incidents and includes putting on full PPE prior to responding
 - 57 1:38 based on 37 incidents and includes putting on full PPE prior to responding
- Response times Department for Month of May
 - 4:56 Avg
 - 07:58 90% Fractal all calls
- During the month of May, Northshore Fire saw 38 possible COVID-19 patients based on symptoms.
 - 5% of patient encounters ended up with the patient being transported.
 - Snapshot of COVID Cases in King County on May 27, 36 new cases and 5 deaths.
 - Beginning Feb 29, 2020, the City of Kenmore has had 72 confirmed COVID and 7 deaths.
 - Beginning Feb 29, 2020, the City of LFP has had 33 confirmed cases and 0 deaths.
 - Both of these stats can be found on the King County COVID Dashboard.
- We have secured Ron Hiraki for the 2nd week in November to conduct the upcoming Lieutenants test and Assessment Center. In addition, we have reached out to the group that performed the BC Tactical and will be utilizing their services again.
- Engine 157 deployed as part of a Zone 1 Quick Reaction Force to assist Eastside due to a large protest. While deployed they were first in on a Residential

Working fire in North Bend and conducted fire attack. The fire was quickly brought under control in large part to our crew. In addition, Engine 151, E251, and A251 were placed in service due to high probability of protests in the greater Eastside area over the last two weeks.

- DC McDonald activated as Zone 1 coordinator. Assisted at NORCOM and deployed strike team to Seattle and Bellevue (QRF)
- We are still waiting on the delivery of the UV light decon boxes from the UW. In final testing phase.
- Run card updates have been submitted to NORCOM.
- Ladder 142 will be added to Commercial AFA and water flow alarms in 51's area and Ladder 161 will be added to the same in 57's area. This will help in managing possible large-scale water reclamation and accessing roofs for investigation. This also provides our members opportunity to work alongside truck companies and better understanding the tactical advantages of their use.
- Northshore Fire is sending up to 8 members through the Fire Department Incident Safety Officer program in conjunction with the NKCTC. This is a certified class and will allow our members to officially serve as a safety officer both on fire scenes, MVC and tech rescue calls. This is very exciting and a big step in FF safety and health.
- (A)BC Pete Van Dusen has announced his retirement effective July 1, 2020. He has done an outstanding job filling in for BC Knight.
- FF Pritchett has been selected to serve as the 2020 September Academy Cadre for our recruit FFs. He will be assigned to days on August 1, 2020 in order to perform on boarding training.
- Captain Burrow and FF Pritchett both received live fire instructor certification.
- R151 and E157 participated in a Shoreline sponsored tech rescue vehicle over the embankment drill over a 4-day period. Excellent drill.
- Two of our members graduated from the Shoreline Truck Academy. This involved ventilation principals, use of tools, forceable entry, vehicle extrication and much more.

Fire Prevention:

- FM LaFlam performed a plan review of the building plans for a new concert hall at Inglemoor High School. The hall will have seating for 768 persons and will include additional music rooms and spaces for student use.
- FM LaFlam performed the final inspection for the Fly Way building in Kenmore. The building is located across 68th Avenue NE from City Hall. Fly Way will contain residential units and retail/commercial space.
- FM LaFlam met with FM Noble three times to help coordinate the transition of fire prevention responsibilities to FM Noble.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak completed a final draft of NUD's Hazard Mitigation Plan to satisfy a request from FEMA.
- NEMCo RACES had 19 volunteers participate in our May 30th communications exercise. They succeeded in passing simulated emergency messages between home locations and made contact with other participating jurisdictions.

- EM lunak completed a recorded Defense Driving class for the NEMCo partners field employees.