



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

June 3, 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 5:13 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Legal Counsel Matt Paxton, Finance Specialist Dawn Killion acting as Board Secretary, Fire Prevention Inspector Wendy Booth, Deputy Chief Doug McDonald, Shoreline Fire Chief Matt Cowan, and 3 members of the public. Absent was Board Secretary Kate Hansen.

1.2 Adoption of Minutes of May 20, 2020

Commissioner Verlinda moved to approve the minutes of May 20, 2020 as presented. Commissioner Webster seconded. The motion passed 5-0.

II. PUBLIC COMMENT

- o No Public Comment

III. APPROVAL OF THE AGENDA

- ##### 3.1 *Commissioner Ellis moved to approve the agenda as presented. Commissioner Webster seconded. The motion passed 5-0*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Status of Stay Home Stay Healthy Order

- o Legal Counsel Paxton commented on the upcoming changing of remote meetings to in person meetings

B. COVID-19 Update

- o Deputy Chief McDonald shared the current update on COVID-19
- o Commissioner Verlinda had a question about the mask failing notation that showed up on the Fire Chief Report
- o Deputy Chief McDonald responded and discussed the failed masks that we purchased and that we are not using those masks for our personnel but for patients, and that we have a cache of acceptable N95 masks for our staff

C. Review of State of Emergency

- Chief Ahearn recommends that the State of Emergency stay in place

D. Deputy Chief Hiring Process Update

- Chief Ahearn made comments on the progress on the DC hiring. We have 4 candidates currently, highly qualified, 2 from in state, 2 from out of state

E. Firefighter Hiring Process

- Chief Ahearn indicated that the 20 week academy for new recruits starts in September
- Chief Ahearn discussed lateral hiring
- Commissioner Verlinda asked if Woodinville is hiring and if we would get candidates that applied to both our agency and theirs

F. Fire Marshal Office – Planning to Return to Provide Inspections

- Chief Ahearn commented regarding Inspector Booth and Fire Marshal LaFlam on the inspection process

4.2 Fire Marshall Interlocal Agreement – Review and Possible Approval

- Chief Ahearn talked briefly about the interlocal agreement and the duties for the Fire Marshal, 60/40 split with Bothell for the body of work that works out to about 16 hours a week for Northshore that works out to about \$6,800 a month.
- ILA was drafted by Legal Counsel Paxton, will start effective June 8, 2020

Commissioner Pratt moved to accept and sign the Interlocal Agreement. Commissioner Verlinda seconded. The motion passed 5-0.

4.3 Consolidation Discussion

- Commissioner Maehren made comments regarding the status of financial information from Tom Broetje, and the Cushman model and the financial comparison between the agencies
- Commissioner Pratt asked when they would receive the comparison figures. Commissioner Maehren said it should be by the next meeting and a decision made by June 30 (next meeting July 1).
- Commissioner Maehren wants to discuss the process and the deadline date on the meeting for June 17
- Commissioner Verlinda thinks the decision should be in a full open public meeting

V. BOARD RESOLUTIONS

5.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$113,102.23 and Reserve Fund Vouchers totaled \$216,134.70

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Webster seconded. The motion passed 5-0.

VII. COMMISSIONER COMPENSATION

7.1 Review of Commissioner Compensation Claims

- Commissioner Maehren asked Commissioner Ellis about some of his claims
- Commissioner Verlinda also had concerns about 3 of Commissioner Ellis's claims
- Commissioner Verlinda recommends removal of 3/29, 4/16, 5/7 & 5/21 from Commissioner Ellis's claims
- Commissioner Maehren asked about 4/14 since no time was included. Commissioner Ellis said to remove it also.

7.2 Approval of Commissioner Compensation Claims

Commissioner Pratt moved to approve the compensation claim as amended with the removal of the claims from Commissioner Ellis's submission. Commissioner Webster seconded. The motion passed 4-0 with Commissioner Ellis abstaining.

VIII. REPORTS

8.1 Fire Chief Report

In addition to the written report provided in the meeting materials by Chief Ahearn, Deputy Chief McDonald reported on the recent civil unrest and activities that the department has been assisting with.

- Commissioner Maehren asked Legal Counsel Paxton if emergency declaration needed to be made due to the current civil unrest like they did with the COVID-19 pandemic
- Chief Ahearn felt we are operating within the system that we are working in and the interagency cooperation we normally would have with a mutual aid between other departments

There were no further additions or questions regarding the written Fire Chief's report.

8.2 Commissioner Reports

- None

8.3 Legal Counsel Reports

- None

IX. UPCOMING BOARD AGENDAS

9.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

- Talk about pancake breakfast at next meeting
- Chief to talk about budget process
- Policy 16-30 – definition of significant

X. EXECUTIVE SESSION

- 9.1 The Board moved into Executive Session at 6:25 PM until 7:35PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). Chief Ahearn moved back to open session at 7:35PM.

XI. ADJOURNMENT

The meeting adjourned at 7:35PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for June 17, 2020.

Attachments: Agenda; Fire Chief's Report; ILA for Fire Marshall Services

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

Dawn Killion

DAWN KILLION, Finance Specialist

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on June 17, 2020

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Vouchers & Minutes approved 6-17-20
Date: Thursday, June 18, 2020 10:45:27 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

The following documents are Approved and Electronically Signed this 18th day of June, 2020, by Commissioner David C. Maehren.

- **AP_NOSHRFIR_APSUPINV_20200617150310 - RES Fund**
- **AP_NOSHRFIR_APSUPINV_20200618080831 - GEN Fund**
- **2020-06-03 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: Thursday, June 18, 2020 10:41 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signature - Vouchers & Minutes approved 6-17-20

Good Morning Northshore Fire Commissioners,

Attached please find the vouchers and meeting minutes which were approved at last night's regular meeting, June 17, 2020.

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 _____.

AP_NOSHRFIR_APSUPINV_20200617150310 - RES Fund

- **AP_NOSHRFIR_APSUPINV_20200618080831 - GEN Fund**
- **2020-06-03 NSFD Minutes**

Thank you,

Kate Hansen

Administrative Specialist
Northshore Fire Department

7220 NE 181st St., Kenmore, WA 98028

Office: 425-354-1780

Direct: 425.354.1779

khansen@northshorefire.com



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From: [Josh Pratt](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Vouchers & Minutes approved 6-17-20
Date: Thursday, June 18, 2020 3:46:39 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

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

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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Vouchers & Minutes approved 6-17-20
Date: Friday, June 19, 2020 8:38:25 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 19th day of June, 2020, by Commissioner Rick Webster.

- **AP_NOSHRFIR_APSUPINV_20200617150310 - RES Fund**
- **AP_NOSHRFIR_APSUPINV_20200618080831 - GEN Fund**
- **2020-06-03 NSFD Minutes**

Electronic Signature - Vouchers & Minutes approved 6-17-20

From: Kate Hansen <khansen@northshorefire.com>
Sent: Thursday, June 18, 2020 10:41 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
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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 3, 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/82506434716?pwd=cFlYaXl1bDI1d2hQNmNnRXg1bUQ5QT09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 825 0643 4716

Password: 362243

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

D. Deputy Chief Hiring Process Update



- E. Firefighter Hiring Process Update
- F. Fire Marshall Office – Planning to Return to Provide Inspections
- 4.2 Fire Marshall Interlocal Agreement – Review and Possible Approval
- 4.3 Consolidation Discussion
- V. Board Resolutions**
 - 5.1 None
- VI. Consent Agenda**
 - 6.1 Vouchers
- VII. Commissioner Compensation**
 - 7.1 Review of Commissioner Compensation Claims
 - 7.2 Approval of Commissioner Compensation Claims
- VIII. Reports**
 - 8.1 Fire Chief Report
 - 8.2 Commissioner Reports
 - 8.3 Legal Counsel Report
- IX. Upcoming Board Agendas**
 - 9.1 Setting of Future Meeting Agenda(s)
- X. Executive Session**
 - 10.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b)
- XI. Adjournment**

Next Regular Meeting: June 17th, 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

Time: 12:47:15 Date: 05/30/2020

06/10/2020 To: 06/10/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1035	06/10/2020	Claims	1	0	ACE TANK & FUELING EQUIPMENT	1,843.84	Repair - Fuel Transfer System
1036	06/10/2020	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	Lobby Mats - St 51
1037	06/10/2020	Claims	1	0	BOTHELL FIRE & EMS	8,912.13	DC Services - May 2020
1038	06/10/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	1,523.75	Legal Fees - General Business
1039	06/10/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Maintenance Agreement - May 2020
1040	06/10/2020	Claims	1	0	FINISHING TOUCHES LANDSCAPING	293.15	Landscaping - St 57
1041	06/10/2020	Claims	1	0	FROULA ALARM SYSTEMS, INC	452.10	Alarm Service Call - St 51
1064	06/10/2020	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	2,946.87	Pay Cycle(s) 05/29/2020 To 05/29/2020 - ADDLIFE; Pay Cycle(s) 05/29/2020 To 05/29/2020 - MEDICAL; Pay Cycle(s) 05/29/2020 To 05/29/2020 - METLIFE; Pay Cycle(s) 05/29/2020 To 05/29/2020 - METLIFE2
1042	06/10/2020	Claims	1	0	L. N. CURTIS & SONS	263.56	Hochstein - Class B Pants
1043	06/10/2020	Claims	1	0	L. N. CURTIS & SONS	527.86	Nozzel Repair
1044	06/10/2020	Claims	1	0	LIFE ASSIST	130.35	Infrared Thermometer - COVID 19
1045	06/10/2020	Claims	1	0	LIFE ASSIST	255.29	COVID-19 Supplies
1046	06/10/2020	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	202.41	Particulate Filters
1047	06/10/2020	Claims	1	0	NORTH CITY WATER DISTRICT	323.66	Acct #011756-000; St 57
1048	06/10/2020	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct #022432-000; St 57
1049	06/10/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	884.08	43105121 - St 51
1050	06/10/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	149.31	35768370 - Irrigation
1051	06/10/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	1,127.28	48702679 - Training
1052	06/10/2020	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	71,941.70	June 2020 - Medical
1053	06/10/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	139.62	Copies
1054	06/10/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Lease
1055	06/10/2020	Claims	1	0	PUGET SOUND ENERGY	3,144.16	Acct #200019536453; St 51
1056	06/10/2020	Claims	1	0	PUGET SOUND ENERGY	285.23	Acct #200020658783; St 57
1057	06/10/2020	Claims	1	0	STAPLES	145.88	White Board - St 57; Office Supplies
1058	06/10/2020	Claims	1	0	STERICYCLE	102.83	Bio Hazard Disposal
1059	06/10/2020	Claims	1	0	SUMMIT LAW GROUP	1,155.00	Legal Fees
1060	06/10/2020	Claims	1	0	VERIZON WIRELESS	44.15	Suppression Cell Phones
1061	06/10/2020	Claims	1	0	VERIZON WIRELESS	612.36	Smart Phones
1062	06/10/2020	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	5,872.30	June 2020 - Dental/Life/EAP
1065	06/10/2020	Payroll	1	0	WASHINGTON NATIONAL INS CO	188.40	Pay Cycle(s) 05/29/2020 To 05/29/2020 - CONSECO
1066	06/10/2020	Payroll	1	0	WENDY BOOTH	40.00	Pay Cycle(s) 05/29/2020 To 05/29/2020 - COFFEE

WARRANT/CHECK REGISTER

Northshore Fire Department
 MCAG #: 2512

06/10/2020 To: 06/10/2020

Time: 12:47:15 Date: 05/30/2020

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1067	06/10/2020	Payroll	1	0	WSCFF EMPLOYEE BENEFIT TRUST	8,600.00	Pay Cycle(s) 05/29/2020 To 05/29/2020 - MERP1
1063	06/10/2020	Claims	1	0	ZIPLY FIBER	214.43	Phones - St 51 (Formerly Frontier)
001 General Fund 10-016-0010						113,102.23	
						113,102.23	Claims: 101,326.96 Payroll: 11,775.27

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

06/10/2020 To: 06/10/2020

Time: 12:46:55 Date: 05/30/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1031	06/10/2020	Claims	4	0	GARY PEDERSEN	110.00	LEOFF I
1032	06/10/2020	Claims	4	0	REGENCY NW CONSTRUCTION INC	202,452.25	Construction Costs - St 57 Remodel
1033	06/10/2020	Claims	4	0	TCA ARCHITECTURE - PLANNING	10,823.03	April 2020 Invoice - St 57 Remodel
1034	06/10/2020	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,749.42	LEOFF I
004 Reserve Fund 10-016-6010						216,134.70	
						<u>216,134.70</u>	Claims: 216,134.70

Northshore Fire Department
 Fire Commissioner Request for Compensation

Month:	<u>MAR</u> <u>APRIL</u>	Year:	<u>2020</u>	Name:	<u>DON ELLIS</u>
Date		Description of Activity			Hours
<u>March</u> <u>29</u>		<u>Dead Internet - Spent 2 days</u>			
		<u>trying to get tech support from</u>			
		<u>20 Unity - finally got through meeting</u>			<u>2.</u>
	<u>30</u>	<u>Special Meeting</u>			
<u>April</u> <u>7</u>		<u>Special meeting prep.</u>			<u>1.5</u>
<u>April</u> <u>8</u>		<u>Special meeting</u>			<u>1.5</u>
<u>April</u> <u>14</u>		<u>Reg Mtg prep.</u>			
<u>April</u> <u>15</u>		<u>Reg Mtg</u>			<u>1.5</u>
<u>April</u> <u>16</u>		<u>Email on flooding 11 months</u>			<u>1.1</u>

7

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]

 Signature

5/23/2020

 Date

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	MAY	Year:	2020	Name:	DAVID C. MAETHREN
Date	Description of Activity				Hours
05/01/2020	Meeting preparation for regular Fire Commissioner 5/6 Meeting. Review e-mails, Meeting documents and prepare for meetings + finance discussions				2
05/06/2020	Additional meeting preparation. 1000-1300 hrs. PC w/ Commissioner Veronica re: Vouchers. Attend regular meeting 1700-1905				5 1/2
05/15/2020	Phone conference w/ Chief Ahearn + Commissioner Webster. Preparation for Fire Commissioners regular meeting on 5/20				2 1/4
05/19/2020	Meeting preparation for Consolidation sub-committee meeting. Attend sub-committee consolidation meeting 1800-1745 Reg. Mtg prep 2 hr.				5 1/4
05/26/2020	Additional meeting preparation (1.5 hrs) Attend regular Fire Commissioners meeting 1700-1830				3
05/28/2020	Meeting preparation for consolidation sub-committee meeting (1.5 hr) Attend consolidation sub committee meeting 1500-1722 hrs.				3 3/4



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.

David C Maethren
Signature

05/29/2020
Date

**Northshore Fire Department
Fire Commissioner Request for Compensation**

Month: 5	Year: 2020	Name: Rick Webster	
Date	Description of Activity		Hours
5/5/20	Prep for Board of Commission Mtg		2.5
5/6/20	Board of Commissioners Mtg		2
5/12/20	Construction Mtg at Station 57		2.5
5/19/20	Prep for Board of Commissioners Mtg		2
5/20/20	Board of Commissioners Mtg		2

5

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.

Rick Webster

Signature

5-28-20
Date

Fire Chief's Report

Submitted by Chief Ahearn
June 3, 2020

Administration/Financial:

- Administrative staff returned to working at Station 51. Both stations remain closed to the public as we continue to adhere to COVID-19 safety guidelines.
- The 2019 Financial Report has been filed with the State Auditor's Office. The filing date has been extended to June 17, but everything was submitted May 30.

Human Resources:

- DC hiring update: Reviewed applications and conducted phone interviews with top selected candidates. Four candidates will move on to panel and Fire Chief interviews. There will be one panel made up of District employees and a second panel of external stakeholders.
- Firefighter hiring update: Recruit applications have been received and a review process will begin to identify candidates to move forward to next stage of the hiring process. A new Lateral Firefighter posting will be created and posted in the upcoming week.
- A number of District employees have fallen victim to the recent region-wide fraudulent unemployment claims scam. Communication was sent out to all employees and Commissioners updating them about the issue. The District is communicating directly with any individual for which the District receives communication from the State regarding the filing of an unemployment claim.
- An updated Lieutenant Promotional Resource List has been posted for employees to study from in anticipation of the upcoming exam. A planning committee of selected employees met with consultant Ron Hiraki to begin the planning of the assessment portion of the exam.

Training:

- Captain Burrow worked with the North King County Training Consortium (NKCTC) to go live with the new training Fire Trex system. Northshore Fire Department 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.
- Captain Burrow mask fit tested a sample of KN95s; all masks failed. It was also observed that the masks received were listed on the CDC's website as no longer in compliance with the fit test standard.
- Captain Burrow delivered Company Based Tactical Training (CBTT) to three of the four shifts.

North King County Training Consortium (NKCTC) Activities:

- The Training Officers developed a training schedule for the remainder of 2020 and are currently in the process of updating the new web calendar for the third quarter.
- 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, and Ladder Manual, as well as 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 the system a total of four times. In the new NKCTC Fire Trex, the training is entered one time for all agencies. The anticipated roll out is a complete switch to the new system for third quarter 2020.
- Captains Burrow and Eason delivered the new Probationary Firefighter Taskbook to the assigned Lieutenant at Woodinville Fire & Rescue. The process is new and now standardized, with positive feedback thus far.
- Captain Burrow is part of a work group 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 towards regional consistency as we collaborate on joint fire academies. Other work groups are underway developing the Pump Academy curriculum and a Hose Manual. Each work group includes a Training Officer and SMEs from Bothell, Northshore, Shoreline, and Woodinville.
- NKCTC has spent time developing a curriculum for the updates to the EMTG Best Practices for 2020. This class was delivered in the month of May to B, C, and D shifts. A Shift will receive the training the first week of June.

Operations:

- Reaction time (average) month of May:
 - 51 – 1:46 based on 157 incidents and includes putting on full PPE prior to responding.
 - 57 – 1:38 based on 75 incidents and includes putting on full PPE prior to responding.
- Response times:
 - 4:56 average
 - 7:58 90% fractal all calls
- During the month of May, Northshore Fire has seen 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 February 29, 2020, the city of Kenmore has had 72 confirmed COVID cases and 7 deaths.
 - Beginning February 29, 2020, the city of Lake Forest Park has had 200 confirmed cases and 20 deaths.
 - Both of these statistics can be found on the King County COVID Dashboard.
- We have secured Ron Hiraki for the second week in November to conduct the upcoming Lieutenants Assessment Center.
- Tech Rescue multi-company operations will re-engage on June 1 Zone wide.
- Our attempt to find products that can be re-used for PPE have been effective. Our new gowns are holding up well and are functioning as anticipated.

- We are still waiting on the delivery of the UV light decon boxes from the UW. We are still possibly two to three weeks out for mask decon.
- Run card updates: Northshore will be adding an additional engine, ladder, and medic to reports of an “unconfirmed structure fire”. This will ensure the needed Effective Response Force is en route and respond effectively if the fire is confirmed and not delaying our response effectiveness.
- Ladder 142 will be added to Commercial AFA and water flow alarms in Station 51’s area and Ladder 161 will be added to the same in Station 57’s area. This will help in managing possible large-scale water reclamation and accessing roofs for investigation. This also provides our employees opportunity to work alongside truck companies and better understanding the tactical advantages of their use.
- Northshore Fire is sending up to eight employees through the Fire Department Incident Safety Officer program in conjunction with the NKCTC. This is a certified class and will allow our employees 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 firefighter safety and health.

Fire Prevention:

- FI Booth is working on a video-based story time for first grade students in Kenmore and Lake Forest Park
- Northshore Fire received approval from the Red Cross to implement an online class to demonstrate CPR skills virtually and receive a Red Cross Certification Card. More information can be found on the website.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak updated Lake Forest Park’s Hazard Mitigation Plan as requested by FEMA and is waiting for feedback from FEMA before finalizing the changes.
- NEMCo radio volunteers participated in the Saturday, May 30th communications exercise. Our RACES group practiced passing emergency messages between NEMCo and our neighboring jurisdictions. A complete exercise summary will be completed in the next week.
- EM Lunak assisted NUD with distributing cases of hand sanitizer to the school districts, local food banks, Bastyr University, and other community agencies.