



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 5, 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 5:00 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Acting Fire Chief Eric Magnuson; Fire Chief Greg Ahearn; Legal Counsel Matt Paxton; Board Secretary Kate Hansen; Firefighter Hans Hurn; Lieutenant Steve Loutsis; BC Doug Knight; Lieutenant Jeremiah Ingersoll; Lieutenant/Union President Anders Hansson; Union President Gabe DeBay, Shoreline Fire; Fire Chief Matt Cowan, Shoreline Fire; Deputy Chief Eric Wallgren, Woodinville Fire & Rescue; Commissioner Mike Millman, Woodinville Fire & Rescue; and two members of the public.

1.2 Adoption of Minutes of January 15th and January 22nd

Commissioner Webster moved to approve the minutes of January 15th as presented.

Commissioner Verlinda seconded. The motion passed unanimously.

Approval of the January 22nd Meeting Minutes was postponed until the next regular meeting.

II. PUBLIC COMMENT

2.1 Lake Forest Park resident Mike Dee addressed the Commissioners with miscellaneous comments.

Local 2459 President Anders Hansson addressed the Commissioners regarding consolidation, and thanked Acting Fire Chief Magnuson for his service to the department and wished him well in his retirement.

III. APPROVAL OF THE AGENDA

3.1 Commissioner Ellis asked questions regarding the agenda. The board discussed.

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Implementation of ILA for Chief Services

- The board discussed new developments in staffing in light of Acting Chief Magnuson's notification of intent to retire at the end of March 2020.

Commissioner Ellis moved to sign the ILA for Chief Services. Commissioner Webster seconded. The board discussed. The motion passed unanimously.

- The board and staff discussed the best way to implement the new ILA in light of current circumstances.
- B. Discussion of Hiring Independent Board Secretary
- Legal Counsel has reached out to South County to get a job description for an independent Board Secretary.
- C. Discussion of Patient Fee for Transportation Program
- The board determined to postpone the topic until September.

4.2 Board Procedures and Organization

A. Draft Policy 1630—Commissioner Compensation

- The board reviewed the draft Policy 1630 and discussed revisions. Commissioner Maehren will incorporate discussions into a revised draft to be reviewed by legal counsel and approved by the board.

B. Draft Policy for Access to Legal Services

- The board discussed access to legal services. Commissioner Maehren will compile a draft policy for distribution and review.

C. Community Communication

- The board discussed ways to keep the community informed of developments in the department.
- Acting Chief Magnuson reported that the NEMCo coalition is already a regular opportunity for Northshore to communicate department updates to the cities.
- The board discussed dissemination of Acting Chief Magnuson's retirement to partner agencies.

4.3 Regionalization and Merger Discussion

- No Discussion

V. **FIRE BENEFIT CHARGE APPEALS**

5.1 Liedle Appeal

- The board discussed a Fire Benefit Charge Appeal.

VI. **BOARD RESOLUTIONS**

6.1 None

VII. **CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$210,181.72 and Reserve Fund Vouchers totaled \$134,579.18

Commissioner Webster moved to approve the consent calendar. Commissioner Ellis seconded. The motion passed unanimously.

VIII. COMMISSIONER COMPENSATION

8.1 Review of Commissioner Compensation Claims

- Commissioner Verlinda asked questions regarding Commissioner Ellis' claims. The board discussed.

8.2 Approval of Commissioner Compensation Claims

Commissioner Pratt moved to approve the Commissioner Compensation Claims. Commissioner Verlinda seconded. The motion passed 4-0 with Commissioner Ellis abstaining.

IX. REPORTS

9.1 Fire Chief Report

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

- Per Substitute House Bill 1467, King County Housing Authority property is now exempt from the Fire Benefit Charge. Due to this exemption, approximately \$25,000 in revenue will not be collected from the Housing Authority in 2020.

A. Station 57 Update

- Acting Chief Magnuson reviewed proposed changes to the Station 57 Remodel scope and plans.

Chief Ahearn reported that the Woodinville Fire & Rescue Board of Commissioners is available for a Joint Meeting with the Northshore Fire Board of Commissioners on February 19th.

9.2 Commissioner Reports

- Commissioner Maehren made one report.

9.3 Legal Counsel Reports

- Legal Counsel provided updates on legal work and a temporary A/V system for remote meeting attendance starting in March.

X. UPCOMING BOARD AGENDAS

10.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

XI. EXECUTIVE SESSION

9.1 None

XII. ADJOURNMENT

The meeting adjourned at 6:28PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 19, 2020

Attachments: Agenda; Fire Chief's Report; Magnuson Resignation Letter

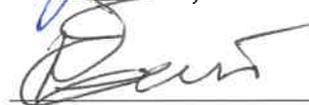
BOARD OF COMMISSIONERS



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 February 18, 2020



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Wednesday, February 5, 2020

5:00PM

I. Open Meeting

1.1 Roll Call

1.2 Adoption of Meeting Minutes of January 15th and January 22nd

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. Implementation of ILA for Chief Services

B. Discussion of Hiring Independent Board Secretary

C. Discussion of Patient Fee for Transport Program

4.2 Board Procedures and Organization

A. Draft Policy 1630—Commissioner Compensation

B. Draft Policy for Access to Legal Services

C. Community Communication

4.3 Regionalization

V. Fire Benefit Charge Appeals

5.1 Liedle Appeal

VI. Board Resolutions

6.1 None

VII. Consent Agenda

7.1 Vouchers

VIII. Commissioner Compensation

8.1 Review of Commissioner Compensation Claims



8.2 Approval of Commissioner Compensation Claims

IX. Reports

9.1 Fire Chief Report

A. Station 57 Update

9.2 Commissioner Reports

9.3 Legal Counsel Report

X. Upcoming Board Agendas

10.1 Setting of Future Meeting Agenda(s)

A. Joint Meeting with North City Water on February 19th

XI. Executive Session

11.1 None

XII. Adjournment

Next Regular Meeting: February 19, 2019 at 5:00 PM

Commissioner Sample Compensation Policies 2019

KCFD 20

1630 – Fire Commissioner Per Diem Compensation

RCW 52.14.010 Commissioners are entitled to \$114.00 (as adjusted by inflation every five years with the next adjustment occurring July 1, 2018) per meeting “or in performance of other services or duties on behalf of the district.” The determination of what constitutes “other services or duties” should be determined by policy of the board of commissioners. The statute places an annual cap of \$10,994.00 on the amount of per diem that a commissioner may receive. A commissioner may waive all or a part of his or her right to receive the per diem provided that the waiver is made in writing, in advance of earning the per diem.

“Other services or duties” shall mean:

Conducting legitimate District business such as fulfilling normal job functions, assigned committee meetings, special projects, training, negotiating agreements, inspecting or purchasing equipment and coordinating with other governmental agencies directly related to a person’s official job function or position or any such meetings that a commissioner would reasonably be expected to attend, such as trade shows or conventions with prior approval and work performed on behalf of the District exceeding one hour in length All other compensation requests shall have prior Board approval before being processed.

KCFD 10

BOARD MEMBER COMPENSATION PER DIEM.

RCW 52.14.010. Commissioners are entitled to \$114.00 (as adjusted by inflation every five years with the next adjustment occurring July 1, 2018) per meeting “or in performance of other services or duties on behalf of the district.” The determination of what constitutes district business and “other services or duties” should be determined by policy of the board of commissioners. The statute places an annual cap of \$10,944.00 on the amount of per diem that a commissioner may receive. A commissioner may waive all or a part of his or her right to receive the per diem provided that the waiver is made in writing, in advance of earning the per diem.

EXPENSE REIMBURSEMENTS.

Commissioners are entitled to be reimbursed for necessary expenses incurred in attending meetings of the board or when otherwise engaged in district business. The board should adopt clear policies regarding the types of expenses and method for reimbursement of expenses.

Shoreline Fire Department

Section 10: Commissioner Compensation

A. It is the desire of the Fire Commissioners of the Shoreline Fire Department to encourage the involvement and participation in fire service professional organizations, and to compensate Commissioners for administrative duties performed on behalf of the department.

B. Compensation limits for Commissioners are set in statute. RCW 52.14.010 provides for the payment of compensation for each Board member. RCW 52.14.010 also provides for the Office of Financial Management to adjust this dollar threshold for inflation every five years.

C. The annual "Payroll Processing Dates" and "Commission Meetings, Warrants, Cut Dates, Holiday Observed" schedules are provided to each Commissioner in January of each year. Each Commissioner is responsible for processing his/her Commissioners Payroll form and forwarding to Payroll by the payroll deadline.

D. Commissioners may receive compensation per meeting, with no restriction on the number of meetings per month, but with a yearly restriction as outlined in RCW 52.14.010.

E. Commissioners cannot "bank" attendance at meetings in one year and make a monetary claim for those meetings in the next fiscal year. RCW 52.14.010 anticipates that compensation is paid monthly as it is earned.

F. All compensation received as a result of RCW 52.14.010 must be requested by completing and signing the Shoreline Fire Department's Commissioners Payroll form. This request must occur within sixty (60) days of the performance of services on behalf of the department.

G. It is necessary for Commissioners to leave the district for periods of time while conducting department business, attending meetings and/or conferences. During such out of district travel, Fire Commissioners will incur expenses for transportation, meals and lodging. The department has an obligation to pay reasonable expenses for travel, meals and lodging for the Fire Commissioner engaged in department business.

Section 11: Service Days

A. It is a function of the Board to establish what services a Commissioner may perform on behalf of the Shoreline Fire Department (SFD) for compensation. Compensation may be rendered for the following services listed below.

1. Attendance at all regular and special SFD Board meetings.
2. Participation in SFD committee functions (meetings, related projects) where assigned by the Board or requested by the Fire Chief or his/her designee.
3. Attendance at SFD open house functions.
4. Attendance at meetings as requested by the Fire Chief or his/her designee for the purpose of conducting Department business.
5. Each day of attendance at Board approved seminars and conferences. The travel time when a separate day of travel is required due to the location and scheduling of the event.

6. Attendance at the monthly King County Fire Commissioner's Association Executive Board meeting per month for any Commissioner assigned to the Board. Attendance at the monthly meeting is authorized for all Commissioners.

7. Attendance at the Washington Fire Commissioners Association's June seminar and October conference.

8. Two days of service per month shall be allowed for Commissioners to prepare for meetings and sign regular meeting vouchers. Final voucher batches are typically available at 1:00 p.m. on the Wednesday before each regular Board meeting. If an emergency voucher signing required, then it qualifies as a day of service.

9. Attendance at new employee and recruit graduation ceremonies.

10. Attendance at public meetings as a representative of the SFD as appointed by the Board or invited by the Chief or his/her designee.

Compensation for meetings and events not listed above:

If a Commissioner would like to attend meetings or events not listed as approved services day per above, they shall complete the FIN 316 Commissioners Day of Service Request Form for approval. Services not listed above will not be processed through payroll without majority Board approval.

South Snohomish County RFA

SECTION 12. COMMISSIONER COMPENSATION

12.1 RCW 52.26.080 and 52.14.010 authorize compensation to each Commissioner for each day or portion of a day in attendance at a Board meeting, or when performing other services or duties on behalf of the RFA. Attending a meeting or performing other services or duties includes:

12.1.1 Attending regular, special or emergency meetings of the RFA board;

12.1.2 Serving as a designated representative of the board, including but not limited to, such activities as: RFA committees, community development and/or betterment committees, joint labor management committee meetings, meetings on community business, or representing the RFA at a meeting, etc.;

12.1.3 Attending training and/or development activities, including, but not limited to: regional, state, or national fire service conferences, board in-service education and training, etc. This also includes time involved traveling to and from the activity;

12.1.4 Attending special board-related activities including, but not limited to: building dedications, staff retirements, and other such public ceremonies when the Board member is representing the RFA on RFA business serving a public purpose.

12.2 Any Commissioner may waive all or any portion of his/her compensation.

12.3 A Commissioner shall prepare, sign, and submit all monthly compensation claim form(s) to the Executive Assistant to the Board (or the Payroll Manager in the absence of the Executive Assistant to the Board), no later than the 20th of the following month, which verifies the nature and amount of approved activities for which compensation is claimed during the month.

12.3.1 A Commissioner is only eligible to make one compensation claim for a given day regardless of the number of meetings or service performed that day.

12.3.2 Compensation claims should be submitted by the 20th of the month following the month in which they were earned.

12.4 Any disputes related to Commissioner compensation shall be resolved by the Chair, or by the Board if so requested by the affected Commissioner.

Washington State Fire Commissioners Association – Sample Policy

Sample Commissioner Compensation Policy

PURPOSE: To establish the guidelines under which compensation for services will occur.

RCW 52.14.010 authorizes payment to each Commissioner for each day or portion of a day in attendance at a Board meeting, or when performing other services for the District.

It is the function of the Board to identify and approve services that Commissioners are authorized to perform on behalf of the District and receive compensation.

Commissioners of the District shall be entitled to receive the per diem compensation as outlined in RCW 52.14.010 for the following activities:

A. Attendance at all regular and special meetings of the Board of Fire Commissioners.

B. Attendance at regular local County Fire Commissioners' Association meetings.

C. Attendance at meetings for which you've been appointed as the representative for and by the District or a County, State or National Fire Commissioner organization.

D. Attendance at the Washington Fire Commissioners' Association annual conference and seminars.

E. Attendance at other Fire District-related activities pre-approved by the Board of Fire Commissioners.

F. Attendance at other County, State or National Fire Commissioner activities pre-approved by the Board of Fire Commissioners.

G. Travel time when a separate day of travel is required because of the location and scheduling of the activity.

H. Compensation for attendance at other meetings or functions not specifically addressed above shall be pre-approved by the Board of Fire Commissioners. Where pre-approval is not possible due to time constraints, the chair may give tentative approval pending final approval by the full Board at its next regular meeting.

Commissioner Expense Reimbursement

In addition to the allowance provided above, Commissioners shall receive reimbursement of reasonable and necessary expenses incurred in attending activities, meetings and events as outlined in State of Washington per diem rates for meals and lodging; travel reimbursement will be based on current Internal Revenue Service rate.

THE BOARD OF FIRE COMMISSIONERS

PURPOSE

To provide direction for Fire Commissioner Compensation

REFERENCES

RCW 52.14.010

RESPONSIBILITY

The Board of Commissioners shall establish policy to define the services a Fire Commissioner may perform that meet the requirements for compensation and provide a process for submission review and approval of compensation claims.

INTENT

The intent of this policy is to ensure that fire commissioner compensation requests provide a value to the fire department and the fire district community commensurate to the compensation received.

DEFINITIONS

SIGNIFICANT – A body of work such as reading, research, analysis or communications on behalf of the district where the accumulation of time spent is approximately one hour or more.

Fire Commissioner Compensation

A commissioner is only eligible to make one compensation claim for a given day.
A fire commissioner is eligible to receive compensation for the following activities:

1. Attendance at regular or special meetings of the board of fire commissioners.
2. One additional day of service shall be allowed for commissioners to prepare for each regular or special meeting when significant preparation is needed. Where extensive preparation is required additional days may be approved.
3. Serving as a designated representative of the board, including but not limited to, such activities as: fire district committees, community meetings, events or presentations, district sponsored events such as the annual fire station pancake breakfast or awards banquet.
3. Attending or completing required training or with the approval of the board: development activities including, but not limited to: local, regional, state, or national fire district association meetings or conferences, training directly related

to the duties of a fire commissioner and leadership roles for fire commissioner related organizations. These activities may include time involved in traveling to and from the activity.

4. Engaging in any other activity not listed above, as a member of the board, shall be allowed only upon specific approval in advance by a majority of the members of the board.

Total compensation for a calendar year shall not exceed the amount specified in RCW Title 52, plus reasonable expenses incurred for travel, meals, and lodging, when approved in advance by the board.

Any fire commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office by a written waiver filed with the fire district. The waiver may be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

A commissioner holding office for two or more special purpose districts shall receive only that per diem compensation authorized for one of his or her official positions as compensation for attending an official meeting or conducting official services or duties while representing more than one district.

PROCEDURES / GUIDELINES

All compensation must be requested by completing the Northshore Fire Commissioners Request for Compensation form 1630 A1 and delivering the completed form to the payroll department by the last day of the month.

A Request for Compensation Form must be completed within 60 days of a day of actual attendance at official meetings of the board or the performance of other services or duties on behalf of the district.

A submitted Request for Compensation form must include the date of service and a specific description of each service(s) provided for each day where compensation is requested, and the time spent on each activity. The form must be signed and dated by the Fire Commissioner. Electronic submissions in a PDF format are acceptable.

Commissioners individual compensation requests will be presented to the Fire Commissioners at the first regular or special meeting of the month for review, approval or denial.

THE BOARD OF FIRE COMMISSIONERS

PURPOSE

To provide direction for Fire Commissioner Compensation

REFERENCES

RCW 52.14.010

RESPONSIBILITY

RCW 52.14.010 The Board of Commissioners hereby establish this policy to define those services a Fire Commissioner may perform that entitle such Fire Commissioner to compensation as provided in RCW 52.14.010 and to provide a process for submission, review and approval of compensation claims.

INTENT

The intent of this policy is to ensure compliance with applicable legal requirements and to ensure that fire commissioner compensation requests provide value to the fire department and the fire district community commensurate to the compensation received.

DEFINITIONS

SIGNIFICANT – A body of work such as reading, research, analysis or communications on behalf of the district where the accumulation of time spent is approximately one hour or more.

FIRE COMMISSIONER COMPENSATION

1. A commissioner is only entitled to one compensation claim for a given day.
2. A fire commissioner is eligible to receive compensation for the following activities (“Compensable Activities”):
 - a. Actual attendance at all regular or special meetings of the board of fire commissioners;
 - b. Preparation for a regular or special meeting of the board when the board determines that significant preparation is required;
 - c. Attendance at meetings for which the commissioner has been appointed as a designated representative of the board;
 - d. Attendance at a fire district committee where the commissioner has been appointed as a member of such committee;

- e. Attendance at other district related events and activities as a district representative when such are pre-approved by the Board, e.g.: community meetings, events or presentations, annual fire station pancake breakfast or awards banquet;
 - f. Attendance at seminars, conferences and training related to fire district activities or commissioner development; and
 - g. Attendance at other activities that are pre-approved by the Board.
3. Total compensation for a calendar year shall not exceed the amount specified in RCW Title 52.14, plus reasonable expenses incurred for travel, meals, and lodging, when approved in advance by the board.
 4. Any fire commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office by a written waiver filed with the fire district. The waiver may be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.
 5. A commissioner holding office for two or more special purpose districts shall receive only that per diem compensation authorized for one of his or her official positions as compensation for attending an official meeting or conducting official services or duties while representing more than one district.

PROCEDURES / GUIDELINES

All compensation must be requested by completing the Northshore Fire Commissioners Request for Compensation form 1630 A1 and delivering the completed form to the payroll department by the last day of the month.

A Request for Compensation Form must be completed within 60 days of the Compensable Activity.

A submitted Request for Compensation form must include the date of service and a specific description of each service(s) provided for each day where compensation is requested, and the time spent on each activity. The form must be signed and dated by the Fire Commissioner. Electronic submissions in a PDF format are acceptable.

Commissioners' individual compensation requests will be presented to the Fire Commissioners at the first regular or special meeting of the month for approval or denial.

Northshore Fire Department Board Discussion

I have attempted to locate a sample policy for this topic. I contacted MRSC, the Washington State Fire Commissioners Association and searched the internet without much success. I discussed this issue with the City of Kenmore's Assistant City Manager Nancy Ousley. She advised me that their primary control process was to have each manager review the legal services invoice line item where there section initiated a request or consultation. These reviews were used to validate the invoice requests.

Additionally, individual managers typically report access to legal counsel to the city manager or assistant city manager and in special instances where budget dollars have not been allocated specific permission is sought before accessing legal services.

I believe that it would be a good practice for our board to:

First, ask questions of legal counsel in open meeting sessions so the entire board can benefit from the resulting advice.

Second, when a board member does make an inquiry to legal services that the board member or legal counsel report back to the whole board regarding the question and answer. There may be exceptions where confidentiality would limit this reporting.

I believe it is important for the fire chief to regularly report to the board regarding access to legal counsel by the department administration. Where possible the purpose and result should be reported as well as the anticipated cost. For instances or issues where the consultation may be on-going I believe it is important to set a budget or not to exceed amount for the work (collaboratively with legal counsel) so that cost can be controlled. We can also have discussion with legal counsel before a significant body of work is authorized where we examine our options, the associated costs. This cost benefit analysis should be a standard practice where reasonable.

Finally, we should work with our legal counsel to assure that the invoices we receive meet the department and boards needs for review of the topics and associated billing.

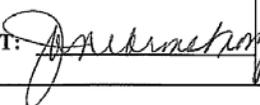
Accessing Legal Services Policy

[http://gardencityfire.us/wp-content/uploads/2013/10/Policies and Procedures Manual.pdf](http://gardencityfire.us/wp-content/uploads/2013/10/Policies_and_Procedures_Manual.pdf)

ARTICLE IV – CONSULTANTS

1. *Legal Counsel* - The Board shall retain an attorney, who shall be Legal Counsel of the District. Such attorney shall be retained for such period of time, and on such basis of compensation, as may be provided by resolution of the Board and consented to by said attorney. Said attorney shall act as legal advisor to the Board on all matters of the District, shall draft all ordinances which may be presented to the Board for their consideration, shall represent said District in all lawsuits, proceedings and actions wherein said District may be involved in any Court, or before any public officer, body or board of agency, may be present at all meetings of the Board, and shall draft all contracts, documents, agreements or other papers which may be necessary or appropriate to the business, properties and affairs of the District.

Policy Research – Accessing Legal Services Policy Example

Scotts Valley Fire Protection District	
POLICY: 2107	SUBJECT: Board Access to the Attorney
DATE APPROVED: 9/12/2012	
BOARD PRESIDENT: 	FIRE CHIEF: 

Policy 2107: Board Access to the Attorney

Purpose:

The District retains legal services from a law firm for general counsel. The purpose of this policy is to delineate the general topics for legal advice and the authority for accessing legal services.

Scope:

The President of the Board of Directors and the Fire Chief may authorize access to the attorney for legal advice and actions necessary regarding legal review of documents and legal exposure of the District. The general counsel provides legal advice and representation to the Board of Directors and Fire Chief.

Policy:

The District desires to have cost effective legal services of the highest quality provided to its public officials and employees. The independently contracted attorney for the District will act as general counsel for purposes of legal advice and representation as determined by the Board of Directors and the Fire Chief. The general counsel represents the District, its officials and employees in litigation filed by or against them in their official capacities.

Fundamentally, the philosophy of the District is to appropriately manage risk by seeking sound legal advice during the decision making process to avoid litigation.

Typical legal services would include:

- Review and edit of contracts, leases, deeds, and other legal documents to which the District is a party prior to execution by the Board of Directors.
- Negotiating real estate transactions and preparation of documents.
- Review of Board packet.
- Representation of the Board of Directors during personnel disciplinary hearings and other personnel related matters.

Scotts Valley Fire Protection District	
POLICY: 2107	SUBJECT: Board Access to the Attorney

- Representation of the District regarding pending or threatened litigation against the District.
- Advice relative to the open meeting act, fire district law and other laws, regulations, codes and ordinances that affect the District.
- Drafting or review of ordinances and resolutions prior to adoption by the Board of Directors.

Attendance at Meetings

The District's general counsel will attend meetings of the Board of Directors as required based on items to be considered on the official agenda.

Special Counsel

From time to time, a firm and/or attorney that specializes in a particular area of expertise may be retained by the Board of Directors for a particular purpose. Examples include labor relations, employment law, financial transactions (bond counsel) or specialized governance matters. The authority for selection of Special Counsel rests with the Board of Directors.

Attorney/Firm Selection

The Board of Directors, at their discretion, may put out a request for proposal for legal services. The request for proposal would typically include the resume' of the principal attorney, references, rate and other terms and conditions of the agreement. The selection of the attorney as general counsel is subject to the responses and is at the sole discretion of the Board of Directors.

THE BOARD OF FIRE COMMISSIONERS

PURPOSE

To provide direction for Fire Commissioner Compensation

REFERENCES

RCW 52.14.010

RESPONSIBILITY

RCW 52.14.010 The Board of Commissioners ~~shall~~ hereby establish this policy to define ~~the~~ those services a Fire Commissioner may perform that ~~meet the requirements~~ for entitle such Fire Commissioner to compensation as provided in RCW 52.14.010 and to provide a process for submission, review and approval of compensation claims.

INTENT

The intent of this policy is to ensure compliance with applicable legal requirements and to ensure that fire commissioner compensation requests provide ~~a~~ value to the fire department and the fire district community commensurate to the compensation received.

DEFINITIONS

SIGNIFICANT – A body of work such as reading, research, analysis or communications on behalf of the district where the accumulation of time spent is approximately one hour or more.

Fire Commissioner Compensation

FIRE COMMISSIONER COMPENSATION

1. A commissioner is only ~~eligible~~ entitled to ~~make~~ one compensation claim for a given day.
2. A fire commissioner is eligible to receive compensation for the following activities: ("Compensable Activities"):
 - a. ~~1. Attendance~~ Actual attendance at all regular or special meetings of the board of fire commissioners.;
 - b. ~~2. One additional day of service shall be allowed~~ Preparation for commissioners to prepare for each a regular ~~or~~ or special meeting of the board when the board determines that significant preparation is needed. ~~Where extensive preparation is required additional days may be approved.~~;

- ~~c. 3. — Serving Attendance at meetings for which the commissioner has been appointed as a designated representative of the board, including but not limited to, such activities as:—;~~
- ~~d. Attendance at a fire district committees, committee where the commissioner has been appointed as a member of such committee;~~
- ~~e. Attendance at other district related events and activities as a district representative when such are pre-approved by the Board, e.g.: community meetings, events or presentations, district sponsored events such as the annual fire station pancake breakfast or awards banquet.;~~
- ~~3. — Attending or completing required training or with the approval of the board: development activities including, but not limited to: local, regional, state, or national fire district association meetings or conferences, training directly related to the duties of a fire commissioner and leadership roles for fire commissioner related organizations. These activities may include time involved in traveling to and from the activity.~~
- ~~4. — Engaging in any other activity not listed above, as a member of the board, shall be allowed only upon specific approval in advance by a majority of the members of the board.~~
- ~~f. Attendance at seminars, conferences and training related to fire district activities or commissioner development; and~~
- ~~g. Attendance at other activities that are pre-approved by the Board.~~
- 3. Total compensation for a calendar year shall not exceed the amount specified in RCW Title 52.14, plus reasonable expenses incurred for travel, meals, and lodging, when approved in advance by the board.
- 4. Any fire commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office by a written waiver filed with the fire district. The waiver may be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.
- 5. A commissioner holding office for two or more special purpose districts shall receive only that per diem compensation authorized for one of his or her official positions as compensation for attending an official meeting or conducting official services or duties while representing more than one district.

PROCEDURES / GUIDELINES

All compensation must be requested by completing the Northshore Fire Commissioners Request for Compensation form 1630 A1 and delivering the completed form to the payroll department by the last day of the month.

A Request for Compensation Form must be completed within 60 days of ~~a day of actual attendance at official meetings of the board or the performance of other services or duties on behalf of the district~~the Compensable Activity.

A submitted Request for Compensation form must include the date of service and a specific description of each service(s) provided for each day where compensation is requested, and the time spent on each activity. The form must be signed and dated by the Fire Commissioner. Electronic submissions in a PDF format are acceptable.

~~Commissioners~~Commissioners' individual compensation requests will be presented to the Fire Commissioners at the first regular or special meeting of the month for ~~review~~, approval or denial.

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
159	02/10/2020	Claims	1	0	CABOT DOW ASSOCIATES INC	165.00	Salary Survey - December Hours
160	02/10/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	468.00	Legal Fees - New Legal Counsel
161	02/10/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	937.80	January 2020 - Radio Access Fees
162	02/10/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	January 2020 - Maintenance Agreement
163	02/10/2020	Claims	1	0	FRONTIER	215.09	St 51 Phones
164	02/10/2020	Claims	1	0	FROULA ALARM SYSTEMS, INC	841.51	St 51 - Alarm Service Call
165	02/10/2020	Claims	1	0	GALLS, LLC - DBA BLUMENTHAL UNIFORM	17.60	Maltese Cross - Ford
166	02/10/2020	Claims	1	0	GALLS, LLC - DBA BLUMENTHAL UNIFORM	30.25	Three Crossed Bugle - Hochstein
167	02/10/2020	Claims	1	0	KEATING, BUCKLIN & MCCORMACK INC PS	2,257.00	Legal Fees - Ellis PRA
168	02/10/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	I-Net
216	02/10/2020	Payroll	1	0	KING COUNTY FIRE DISTRICT #16	3,007.04	Pay Cycle(s) 01/31/2020 To 01/31/2020 - ADDLIFE; Pay Cycle(s) 01/31/2020 To 01/31/2020 - MEDICAL; Pay Cycle(s) 01/31/2020 To 01/31/2020 - METLIFE
169	02/10/2020	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	974.61	Petty Cash Checking Reimbursement
170	02/10/2020	Claims	1	0	L. N. CURTIS & SONS	88.00	Name Tag - LT Ford
171	02/10/2020	Claims	1	0	L. N. CURTIS & SONS	77.58	Pullover - Ford
172	02/10/2020	Claims	1	0	L. N. CURTIS & SONS	90.20	Polo - Hochstein
173	02/10/2020	Claims	1	0	L. N. CURTIS & SONS	220.57	New Hire Class Bs
174	02/10/2020	Claims	1	0	L. N. CURTIS & SONS	6,087.29	Multigas Detector, Cylinders & Holder
175	02/10/2020	Claims	1	0	L. N. CURTIS & SONS	140.78	New Hire Shields; Return - Handle 500 Series Cutter; Front Handle 5XX Cutter Kit
176	02/10/2020	Claims	1	0	LIFE ASSIST	872.38	EMS Supplies
177	02/10/2020	Claims	1	0	NORCOM	47,710.66	1st Quarter
178	02/10/2020	Claims	1	0	NORTH CITY WATER DISTRICT	464.80	Acct #011756-000; St 57
179	02/10/2020	Claims	1	0	NORTH CITY WATER DISTRICT	88.89	Acct #022432-000; St 57
180	02/10/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	1,418.22	48702679 - Training
181	02/10/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	129.17	35768370 - Irrigation
182	02/10/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	775.18	43105121 - St 51
183	02/10/2020	Claims	1	0	NORTHWEST FIRE FIGHTERS TRUST	78,851.18	February 2020 - Medical
184	02/10/2020	Claims	1	0	OGDEN MURPHY WALLACE PLLC	9,672.00	Legal Fees - Final Invoice Dec 2019 Services
185	02/10/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Lease
186	02/10/2020	Claims	1	0	PIONEER PLUMBING & HEATING	537.13	Replace Solenoid Valve On Kitchen Gas Line
187	02/10/2020	Claims	1	0	PLATT ELECTRIC SUPPLY	1,389.49	Wall Lights

WARRANT/CHECK REGISTER

Northshore Fire Department
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188	02/10/2020	Claims	1	0	PRAXAIR DISTRIBUTION	49.67	Oxygen - St 51
189	02/10/2020	Claims	1	0	PUGET SOUND ENERGY	5,136.55	Acct #200019536453; St 51
190	02/10/2020	Claims	1	0	PUGET SOUND ENERGY	666.05	Acct #200020658783; St 57
191	02/10/2020	Claims	1	0	REPUBLIC SERVICES #172	320.26	Garbage/Rec - St 51
192	02/10/2020	Claims	1	0	REPUBLIC SERVICES #172	146.94	Garbage - St 57
193	02/10/2020	Claims	1	0	SHIRTWORKS	783.92	Hats & Shorts
194	02/10/2020	Claims	1	0	SHORELINE FIRE DEPARTMENT	16,724.00	Sick Leave Payout - D. Thornburg
195	02/10/2020	Claims	1	0	SOUND PUBLISHING, INC	58.83	Legal Notice - Legal Counsel RFP
196	02/10/2020	Claims	1	0	STAPLES	250.06	Office Supplies
197	02/10/2020	Claims	1	0	STATE AUDITOR'S OFFICE	821.72	2018 Financial Audit / 2016-2018 Accountability Audit
198	02/10/2020	Claims	1	0	STERICYCLE	132.25	Bio Hazard Disposal
199	02/10/2020	Claims	1	0	STERICYCLE	20.72	Bio Hazard Disposal
200	02/10/2020	Claims	1	0	SUMMIT LAW GROUP	577.50	Legal Fees
201	02/10/2020	Claims	1	0	SYBATECH INC	3,400.00	CodePal Renewal
202	02/10/2020	Claims	1	0	THE FIRE STORE	65.58	Lion Classic Black Helmet Headband
203	02/10/2020	Claims	1	0	THOMAS C PETEK, PH. D	1,200.00	New Hire Psych Evals
204	02/10/2020	Claims	1	0	TOWNE CENTER HARDWARE	18.22	Spray Paint
205	02/10/2020	Claims	1	0	UNITED PARCEL SERVICE	12.24	Shipping
206	02/10/2020	Claims	1	0	UNITED PARCEL SERVICE	51.37	Shipping
207	02/10/2020	Claims	1	0	UNITED PARCEL SERVICE	36.37	Shipping
208	02/10/2020	Claims	1	0	US BANK	27.01	Charges For Card Ending 2747
209	02/10/2020	Claims	1	0	US BANK	1,295.90	Charges For Card Ending 5934
210	02/10/2020	Claims	1	0	UW VALLEY MEDICAL CENTER	1,050.00	New Hire Medical Exams
211	02/10/2020	Claims	1	0	VERIZON WIRELESS	45.18	Suppression Cell Phones
212	02/10/2020	Claims	1	0	VERIZON WIRELESS	652.12	Smart Phones
213	02/10/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	675.25	Janitorial Supplies
214	02/10/2020	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	6,371.24	Feb 2020 - Dental/Life/EAP
217	02/10/2020	Payroll	1	0	WASHINGTON NATIONAL INS CO	188.40	Pay Cycle(s) 01/31/2020 To 01/31/2020 - CONSECO
215	02/10/2020	Claims	1	0	WASHINGTON STATE PATROL	36.00	Live Fire Instructor - 1/7/20 - B. Ford
218	02/10/2020	Payroll	1	0	WENDY BOOTH	70.00	Pay Cycle(s) 01/31/2020 To 01/31/2020 - COFFEE
219	02/10/2020	Payroll	1	0	WSCFF EMPLOYEE BENEFIT TRUST	9,200.00	Pay Cycle(s) 01/31/2020 To 01/31/2020 - MERP1

001 General Fund 10-016-0010

210,181.72

	210,181.72		
		Claims:	197,716.28
		Payroll:	12,465.44

WARRANT/CHECK REGISTER

Northshore Fire Department

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150	02/10/2020	Claims	4	0	CDW GOVERNMENT	2,572.21	New APCs; APC Rack
151	02/10/2020	Claims	4	0	JOHN HANCOCK	2,263.70	LTC Insurance
152	02/10/2020	Claims	4	0	REGENCY NW CONSTRUCTION INC	121,268.16	Construction Costs - ST 57 Remodel
153	02/10/2020	Claims	4	0	SIGN UP SIGN CO., INC.	132.00	Renumbering A151 And A157
154	02/10/2020	Claims	4	0	TCA ARCHITECTURE - PLANNING	1,304.29	October 2019 Invoice - St 57 Remodel
155	02/10/2020	Claims	4	0	US BANK	4,205.75	Charges For Card Ending 2747
156	02/10/2020	Claims	4	0	US BANK	22.65	Charges For Card Ending 5934
157	02/10/2020	Claims	4	0	VFIS	61.00	Additional Insurance -
158	02/10/2020	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,749.42	LEOFF I
004 Reserve Fund 10-016-6010						134,579.18	
						134,579.18	Claims: 134,579.18

Acting Fire Chief's Report
Submitted by Acting Fire Chief Magnuson
February 5, 2020

Administration/Financial:

- AFC Magnuson continues to meet weekly with TCA consultant Paul Whitehill, BC Morris, and Regency NW representatives David Swenson and Arthur Alper.
- AFC Magnuson attended Special Board of Fire Commissioners meeting on January 22nd with representatives from Woodinville and Shoreline Commissioners and Fire Chiefs.
- HRM Moore and AFC Magnuson attended conference call with representatives of PHS medical to discuss 2020 Department Medical exams.
- FS Killion has been working on quarterly financial report for Q4 2019.
- Annual Awards Banquet occurred on Friday, January 31st at Inglewood Golf and Country Club.
- AFC Magnuson and FS Killion updated our Federal System for Awards Management (SAM) registration. This allows Northshore Fire to accept Federal Grants.
- Fire Benefit Charge questions and appeals have been addressed and responded to. AS Hanson has been instrumental in processing FBC issues.
- AFC Magnuson submitted Medical Integrated Health (MIH) Program Registration to King County EMS. This is in support of the Shoreline Community Medicine Team (CMT).

Human Resources:

- HRM Moore and AS Kunkel facilitated a Job and Resource Fair at Station 51. Participation included cities of Kenmore and Lake Forest Park as well as North Shore Utility District, American Red Cross, Bothell PD, City of Bellevue, City of Everett, Lake Forest Park Police Department, Kenmore Police Department (King County Sheriffs), King County EMS, King County Library System, Monroe Correctional Complex, NORCOM, Snohomish County Sheriffs, Trilogy at Redmond Ridge, TSA, U.S. Census Bureau, U.S. Post Office, United Way of King County, Washington State Patrol, Woodinville Fire Department, Worksource, and YMCA - Northshore

Training:

- AFC Magnuson participated in the interview process for the North King County Training Consortium Director with other representatives of Shoreline, Northshore, Bothell, Woodinville, and the Labor Groups.

- Captain Burrow and AFC Magnuson retrieved apparatus 1700 (E257) from the Bellevue Training Center ahead of the anticipated snowfall as a chained reserve fire engine to serve Kenmore and Lake Forest Park.
- Captain Burrow and FF Petro returned the reserve engine to Bellevue Training Center for academy use.
- Station 51 hosted a regional Hazardous Materials (HazMat) Operations class presented by a HazMat technician Matt Plush from Woodinville Fire Department. Curriculum introduced the new King County Model Procedures for Natural Gas Emergencies. Agencies present were PSE, Woodinville, Bothell, Kirkland, Shoreline, NORCOM, and Northshore.
- Station 51 hosted a Competency Based Training (CBT) Instructor workshop.
- Captain Burrow was an assessor for the paramedic test in Shoreline; there are four Northshore Firefighters in the testing process.
- Captain Burrow and AS Hansen participated in a meeting with the Training Officer's and Administrative support personnel from the Fire Departments of Bothell, Woodinville, Northshore, and Shoreline to discuss first Quarter North-End Drills (NED's), continue to develop second Quarter training.
- Captain Burrow requested that Dave Monahan upload training into the Northshore FireTrex Training database for quarters two, three, and four of 2019 to allow the Training Division to transfer our paper records into the FireTrex Training Management system.
- Captain Burrow inquired the potential student numbers from the Fire Departments of Northshore, Bothell, Woodinville, and Shoreline to host a Pump Academy. The former class known as the "Pump Academy" through King County Training Officers Association is no longer available. The North King County Training Consortium is evaluating a Washington State IFSAC accredited program versus utilizing the most current curriculum from the previous Pump Academy.
- Captain Burrow completed the first month of North-End Drills (NED's) in Shoreline at an abandoned commercial structure. The topic of the drill was; rapid large-area search of a known victim in a commercial structure using the Rope Assisted Search Procedures (R.A.S.P) technique, Size-Up of a commercial structure, and Forcible Entry of a commercial structure.
- Captain Burrow facilitated Mask Fit testing for a new N95 mask.

EAST METRO TRAINING GROUP (EMTG) Activities:

- The first Bi-Weekly Comprehensive Recruit Evaluation was presented Friday 1/31.
- Captain Burrow and AS Hansen attended an EMTG training officers meeting. All agencies are participating in a Hazardous Materials (HazMat) operations drill with the new King County model procedures for Natural Gas Emergency responses for first quarter 2020. The May Multi-Company Operations (MCO) drill will be built to support this new policy.

- Discussion at the EMTG meeting also included the restructuring of the Officer Development Academy (ODA) program. For 2020, there will not be any ODA courses offered, King County Fire Training Officer's Association (KCFTOA) was not able to sustain the regional demands and returned all training related decisions to the King County Fire Chiefs Association and discontinued its website. The ODA program is expected to be offered in 2021.
- Lieutenant Ford provides weekly updates on the progress of the three Northshore recruit firefighters in EMTG Academy Class 11. All three are doing well and meeting expectations at this phase of the academy.
- Captain Burrow has put a timeline of dates together for the Fall Academy, EMTG Academy Class 12. Dates include tentative start date, graduation date, academy critical dates for live fire, HazMat, and IFSAC testing.

Operations:

- AFC Magnuson attended the Monthly Zone 1 Operations meeting in Kirkland.
- Northshore Battalion Chiefs provided coverage for Woodinville January 27-29 during their annual senior leadership retreat.
- New battery UPS (Uninterruptible Power Supply) and switch was ordered for IT servers.
- New Gas Detectors were ordered to replace outdated units no longer supported by manufacturer. Borrowed unit from Woodinville Fire placed on B151 until new units are placed into service.
- AFC Magnuson provided letter of support to North City Water District in support of their application for FEMA Pre-Disaster Mitigation (PDM) Grant.
- 2020 EMT recertification's have been processed and sent to King County EMS.
- DC Knight prepared and submitted documentation to receive grant award for new body armor.
- Swedish Nurses Strike has been monitored and evaluated for operational impacts.

Fire Prevention:

- FI Booth presented fire safety lesson plans to students in three kindergarten classes.
- FM LaFlam and FF Holmes completed the plan review and issued the permit for the installation of an emergency responder radio system in the Fly Way building in Kenmore.
- FI Booth attended a meeting of the Zone 1 fire investigators.
- FM LaFlam and FF Holmes completed plan reviews for a new townhome project, 2 single-family homes and 3 residential plats.

- Annual inspections: 13
- Plan reviews: 7
- Construction inspections: 3
- Construction Permits issued: 3

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak presented a 2019 year end summary presentation to the City of Lake Forest Park City Council.
- NEMCo volunteers (28 total) attended a presentation by the King County Medical Examiner Dr. Nicole Yarid.
- NEMCo participated in the Northshore Fire job fair presenting volunteer opportunities in the community.
- EM Lunak presented a safety training to NEMCo agency staff on the required elements needed to keep in compliance with Washington Dept. of Occupation Safety and Health core rules.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

**7220 NE 181st Street
KENMORE, WA 98028**

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

February 5, 2020

To: Board of Fire Commissioners

From: Eric A. Magnuson, Acting Fire Chief

Subject: Retirement

Members of the Northshore Fire Department Board of Fire Commissioners, I am writing to formally notify you of my intent to retire effective April 1, 2020. My planned last day of employment with the Northshore Fire Department will be Tuesday, March 31, 2020.

I have been truly blessed to work with the very best and brightest in the fire service. My time with Northshore Fire has been exceptional and I will look back upon it with great reverence.

Thank you for believing in me and allowing me to grow through the departure of Fire Chief Torpin. I wish the very best for the Personnel and Citizens of King County Fire Protection District no. 16.

Sincerely,

Eric A. Magnuson