



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 19, 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; Captain John Burrow; Battalion Chief Doug Knight; Firefighter Joe Heilman; Firefighter Todd McInturff; Firefighter Tim Osgood; and two members of the public.

1.2 Adoption of Minutes of November 20, 2019; January 22, 2020; and February 5, 2020

Commissioner Ellis moved to approve the minutes of November 20th, January 22nd, and February 5th as presented. Commissioner Pratt seconded. The motion passed unanimously.

II. PUBLIC COMMENT

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

Commissioner Ellis complimented the Chair on the February 5th meeting.

III. APPROVAL OF THE AGENDA

3.1 Commissioner Maehren requested to incorporate the Regionalization topic, Section 4.4, into Section 4.2.

Commissioner Ellis moved to approve the agenda as amended. Commissioner Webster seconded. The motion passed unanimously.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Joint Meeting with North City Water District Board of Commissioners

Additional persons in attendance were Commissioner Patricia Hale, Ronald Ricker and Charlotte Haines; District Manager Diane Pottinger; Operations Manager Denny Clouse

- o Emergency Filling Stations for drinking water have been installed within North City Water District and are available for emergency use by all area residents.
- o A new Maintenance facility for the North City Water District is under construction.

- Shoreline School District is installing a fire loop at the new middle school which is currently under construction.
- North City Water District, in cooperation with the King County Hazard Mitigation effort, has applied for a grant to install an additional water main crossing to the Sheridan Beach area and replace current pipes in the neighborhood.
- Hydraulic improvements are in the works which will maintain water levels at the high point of the district when low elevation water supplies are under heavy use.
- An integrated training division for the Northshore, Shoreline, Bothell, and Woodinville fire departments will go into effect next month. Northshore Fire has entered into an agreement for Fire Chief services with Woodinville Fire & Rescue.

4.2 Joint Meeting with Woodinville Fire & Rescue Board of Commissioners

Additional persons in attendance were Commissioners Tim Osgood, Doug Halbert, Mike Millman, Roger Collins, and Derek van Veen

- Commissioner Roger Collins reported that the Woodinville Fire & Rescue Board of Commissioners has voted in favor of exploring further consolidation with Northshore Fire. The boards and Chiefs discussed consolidation.

Commissioner Webster moved that we have Chief Ahearn and Acting Chief Magnuson put together a proposal for consolidation. Commissioner Ellis seconded. The motion passed unanimously.

- A. Chief Ahearn reported that he and Acting Chief Magnuson met with Local 2459 and the Chiefs are working to address concerns raised by the union. The Chiefs will present proposed solutions to the board at the March 4th meeting.
- B. Chief Ahearn presented a press release on the retirement of Chief Magnuson. Chief Ahearn reviewed plans for internal communication.
- C. Commissioner Maehren reported that he will give a fire department update to the City of Lake Forest Park on February 27th and the City of Kenmore on March 9th.

4.3 Board Procedures and Organization

A. Schedule Mandatory Board Training

- The board will complete Harassment & Discrimination Training at the March 18th board meeting.

B. Policy 1630 Review and Possible Adoption

- The board reviewed the current draft of Policy 1630 and discussed changes.

Commissioner Ellis moved to approve Policy 1630 as amended. Commissioner Webster seconded. The motion passed unanimously.

C. Independent Board Secretary

- Further discussion postponed

V. **FIRE BENEFIT CHARGE APPEALS**

5.1 Liedle Appeal

- Mr. Paxton reviewed Legal Counsel recommendations regarding the Liedle Fire Benefit Charge Appeal.

VI. BOARD RESOLUTIONS

6.1 None

VII. CONSENT AGENDA

7.1 Vouchers

- o The General Fund Vouchers totaled \$29,514.69 and Reserve Fund Vouchers totaled \$5,404.39

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

VIII. COMMISSIONER COMPENSATION

8.1 Review of Commissioner Compensation Claims

- o None

8.2 Approval of Commissioner Compensation Claims

- o None

IX. REPORTS

9.1 Fire Chief Report

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

- o The scope of the Station 57 remodel continues to be assessed and further finalized. A full scope recommendation will be given at the March 4th meeting.
- o Acting Chief Magnuson presented fire engine color options to the board.

Commissioner Pratt moved to go with the recommendation of the Apparatus Committee. Commissioner Maehren seconded. The board discussed. The motion passed 4-1 with Commissioner Webster opposing.

- o Acting Chief Magnuson answered questions on body armor.

9.2 Commissioner Reports

- o None

9.3 Legal Counsel Reports

- o Mr. Paxton discussed billing and work completed in the last couple of weeks.
- o A temporary portable unit for remote attendance will be in place for the March 4th meeting.

X. UPCOMING BOARD AGENDAS

10.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

XI. EXECUTIVE SESSION

11.1 None

XII. ADJOURNMENT

The meeting adjourned at 7:02PM

NEXT MEETING DATE

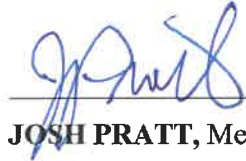
The next regularly scheduled Commissioners meeting is for March 4, 2020.

Attachments: Agenda; Fire Chief's Report; Special Meeting Minutes of the North City Water District February 19, 2020

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 March 4, 2020



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Wednesday, February 19, 2020

5:00PM

I. Open Meeting

- 1.1 Roll Call
- 1.2 Adoption of Meeting Minutes of November 20, 2019; January 22, 2020; and February 5, 2020

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 Joint Meeting with North City Water District Board of Commissioners to discuss topics of mutual interest.
- 4.2 Joint Meeting with Woodinville Fire & Rescue Board of Commissioners to discuss implementation of the Fire Chief Services ILA.
 - A. Communication from Local 2459
 - B. Communication Plan- External/Internal
 - C. Kenmore City Council Update – March 9th Meeting
- 4.3 Board Procedures and Organization
 - A. Schedule Mandatory Board Training
 - B. Policy 1630 Review and Possible Adoption
 - C. Independent Board Secretary

V. Fire Benefit Charge Appeals

- 5.1 Liedle Appeal

VI. Board Resolutions

- 5.1 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
- 9.2 Commissioner Reports
- 9.3 Legal Counsel Report

X. Upcoming Board Agendas

- 10.1 Setting of Future Meeting Agenda(s)

XI. Executive Session

- 11.1 None

XII. Adjournment

Next Regular Meeting: March 4, 2020 at 5:00 PM



Local 2459
Northshore Professional Firefighters
7220 NE 181st St. • Kenmore, WA 98028
425-354-1780

February 11, 2020

Board of Commissioners
Fire District 16
7220 NE 181st Street
Kenmore, WA 98028

Dear Commissioners,

I write to follow up on my recent comments at the February 5, 2020 Board of Commissioners meeting. At that meeting, I asked the Commissioners to reconsider the Inter local agreement (ILA) for chief services with Woodinville Fire & Rescue. As stated in that meeting, the Local does not feel the ILA with Woodinville is a viable option due to the recent events including Acting Chief Magnuson's announcement of his retirement, and Woodinville's Deputy Chief Wallgren being appointed as Training Director of the North King County Training Consortium. In the Local's opinion, the loss of Woodinville and Northshore's Deputy Chiefs render the option of a ten hour part-time chief totally nonviable. Immediate and more drastic steps must be taken at once to avoid putting the Northshore Fire Department in significant jeopardy.

When Acting Chief Magnuson retires in less than two months, there will be no administrative Chiefs within the Northshore Fire Department with any institutional knowledge or history with the organization. There will be no individuals with executive authority. There will be no one to oversee and direct the day-to-day operations. This vacuum in leadership within the organization is deeply concerning and calls for a more immediate and more radical response.

Furthermore, this vacuum in leadership cannot be filled by shifting the additional workload to Woodinville or Northshore's Battalion Chiefs, as such a shift would clearly constitute a change in working conditions subject to mandatory bargaining. Accordingly, shifting work onto the Battalion Chiefs is not a possible solution to the sudden vacancy of administrative leadership within the Northshore Fire Department.

At the February 5 meeting, the majority of the Commissioners appeared reason that "something was better than nothing," and that signing the ILA would at least provide *some* level of support to Acting Chief Magnuson while he continues to serve for the next two months. In fact, relying on the ILA as a stop gap is actually counterproductive, since the Commissioners appear to be relying on the modest support provided by the ILA *instead of* urgently acting to find a more comprehensive solution. Respectfully, Local 2459 believes this strategy to be a mistake, and encourages the Commission to revisit solutions that would more robustly address the lack of administrative leadership within the Northshore Fire Department, such as the proposal by Shoreline Fire Department for comprehensive administrative



Local 2459
Northshore Professional Firefighters
7220 NE 181st St. • Kenmore, WA 98028
425-354-1780

support. The Commissioners suggested at the recent meeting that if the arrangement set forth under the ILA became untenable, Northshore could take advantage of the 30-day termination provision in the ILA. The simple fact is that it is already clear that the arrangement is untenable.

The Local requests a sit down meeting with the chair and vice chair [on Friday February 14 at 0830](#) at Station 51 to discuss the current and future needs of the organization. As stated, the Local has grave concerns about the current plan for Chief services, and feel it is vital to meet to discuss alternatives.

Respectfully,

Anders Hansson
President Local 2459
Northshore Firefighters



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.

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INTENT

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

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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 two hours or more.

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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:

a. Actual attendance at regular or special meetings of the board of fire commissioners.

b. Up to two days of service shall be allowed for commissioners to prepare 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 other district related events and activities as a district representative when such are approved by the board e.g.: community meetings, events or presentations, annual fire station pancake breakfast or awards banquet.

Commented [D1]: Deleted 'Pre' from the text. Pre-approval is always the best course but is not always possible.

e. Completing required training.

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f. Special project work as assigned by the board e.g.: policy development, topic research or project oversight activities.

Deleted: 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.

g. Attendance at seminars, conferences and training related to fire district activities or commissioner development and.

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h. 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.

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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.

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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.

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PROCEDURES / GUIDELINES

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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 the Compensable Activity.

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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.

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

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DATE UPDATED:	June 2019
JOB TITLE:	Executive Assistant Board of Commissioners
REPORTS TO:	Board Chair
SERVICE RANK:	Civilian
CLASSIFICATION:	Administrative
FLSA STATUS:	Exempt – Non-union

Core Values: All employees of South County Fire are expected to hold themselves accountable for upholding and demonstrating our core values at all times: Integrity, Humility, Compassion, Family and Trust.

Summary: The Executive Assistant to the Board of Commissioners for South Snohomish County Fire & Rescue RFA performs public and confidential support services to the Board of Commissioners (seven elected local officials) including but not limited to performing statutory duties as Board Secretary (RCW 52.14.080) and agency Public Records Officer (RCW 52.14.580).

Supervisory Responsibilities: None.

Essential Job Duties and Responsibilities:

- Arranges and attends all Regular and special meetings of the Board, as well as Board Committee meetings, many of which may occur in the evening and or weekends; prepares agendas, packet materials, action items; coordinates events involving Commissioners; takes meeting minutes, drafts official policy documents; oversees correspondence to and from agency governance.
- Makes presentations to the Board, internal and external groups, and the public. Assists in handling the Board's official and informal communications with the public and news media.
- Serves as representative of the Board at intergovernmental meetings and functions with elected and appointed officials in other public agencies and governances, and various internal and external committees and organizations in matters relating to the RFA.
- Oversees the maintenance and citizen access to public records of the Board and agency.
- Handles confidential and politically sensitive information and materials.
- Manages research projects and completes information and data requests from Commissioners.
- Coordinates responses to information requests and public records requests related to RFA official business as proscribed by state law.
- Develops, writes, edits, and maintains RFA policies and procedures for management approval; may participate in the implementation or communication of approved policies and procedures.
- Monitors and analyzes federal, state and local legislation that has an impact on the RFA.
- Performs all duties of an RFA Secretary listed in the Revised Code of Washington.
- Reviews vouchers/warrants prior to Board Meetings and monitors Commissioner compensation and expense reimbursements for budget compliance.
- Works with county and state elections supervising agencies to coordinate agency's participation in local elections so as to comply with state and local election laws.
- Oversees operation of meeting recording equipment and public access to tapes of meetings on agency website.
- Updates Commissioners on news reports related to the RFA or that may impact RFA policy making.

- Perform other duties as required.
- May perform other duties as requested by the Fire Chief and approved by Board Chair.
- Regular attendance required.

Qualifications:

Knowledge Of:

- The principles and practices of public agency administration and management.
- Theories, practices and procedures related to the duties to be performed.
- Various computer software programs such as Word, Excel, Access, PowerPoint and the monitoring and maintaining internet communications for governance.
- Basic public record management procedure.

Skills and Ability To:

- Ability to attend all evening meeting as required by the Board which may include several meetings a week.
- Interpret and apply oral and written instructions;
- Gather, analyze, evaluate and synthesize a variety of data;
- Maintaining and using agency recording system for Board public meetings
- Prepare clear concise analytic, descriptive reports, and written documentation including findings and recommendations;
- Prepare a variety of correspondence, charts, graphs, memoranda and other written materials;
- Establish and maintain effective work relationships with elected officials, management staff, employees and the general public;
- Communicate effectively, orally, in writing, and at public speaking events;
- Edit and proofread documents;
- Maintain and project a calm, informational, and persuasive demeanor in stressful situations;
- Work under pressure with frequent interruptions to meet deadlines;
- Relate to and gain the cooperation of people of diverse ages and from a variety of cultural, economic and ethnic background;
- Plan, organize and work with minimal or no supervision;
- Maintain accurate records;
- Maintain confidential information.

Education and Experience: A college or university degree in liberal arts, business, finance, account, public administration or closely related field, Bachelor's degree preferred; AND 5 years of administrative experience, preferably in the public sector; with fire or police department, or emergency service agency within the local, state, or federal governments desired; OR working as an executive/administrative assistant or public policy research analyst to an elected official or comparable command staff support experience working for leaders of a U.S. military organization preferred; OR any combination of training and/or experience that provides the required knowledge and abilities.

Special Requirements:

- Must have and maintain a valid Washington State Driver's License with acceptable driving record.
- Must obtain notary public certification within six (6) months of hire.
- Must pass a formal criminal background check as required by RCW 43.43.830.

Physical Demands: Office activities require ability to sit for long periods of time and move

throughout the office; ability to perform manipulative skills required for word processing; ability to lift and carry various office supplies and equipment (up to 20 pounds); ability to stoop, kneel and bend; ability to read computer screen, various documents and forms; hearing and speech abilities to effectively communicate and perform duties.

Working Conditions: While a large percentage of time is spent in an office setting, the incumbent may need to travel within local area for meetings and public events and outside local area to attend training/conferences. Occasional out of area overnight travel may be required. Employee will be required to work evenings and weekends as needed. Incumbent must be able to effectively operate computers, related software, printers, fax machine, laminator, telephone, and copiers.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

WARRANT/CHECK REGISTER

Northshore Fire Department
MCAG #: 2512

02/24/2020 To: 02/24/2020

Time: 15:38:59 Date: 02/13/2020
Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
278	02/24/2020	Claims	1	0	BOUND TREE MEDICAL, LLC	39.14	Respirator Masks
279	02/24/2020	Claims	1	0	CENTURY LINK	58.83	St 57 Phones
280	02/24/2020	Claims	1	0	CFO SELECTIONS LLC	330.00	Tom B - 4th Qtr Reconciliation & Norcom Meeting
281	02/24/2020	Claims	1	0	CHAPLAIN SUE TIMPE	87.50	Chaplain Services
282	02/24/2020	Claims	1	0	CITY OF LAKE FOREST PARK	693.83	Acct #005377-000; St 57 - Sewer
283	02/24/2020	Claims	1	0	DRUG FREE BUSINESS	100.00	2020 Membership
284	02/24/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	937.80	Feb 2020 Radio Access Fee
285	02/24/2020	Claims	1	0	EASTSIDE PUBLIC SAFETY COMM. AGENCY	489.44	Feb 2020 - Maintenance Service Agreement
286	02/24/2020	Claims	1	0	ENERSPECT MEDICAL SOLUTIONS	879.48	Defib Batteries And Pads
287	02/24/2020	Claims	1	0	EVERGREEN FIRE & SAFETY, INC.	74.80	Extinguisher Recharge
288	02/24/2020	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	66.79	Petty Cash Box Reimbursement
289	02/24/2020	Claims	1	0	KING COUNTY FIRE PROTECTION DISTRICT 16	1,684.37	Petty Cash Checking Reimbursement
290	02/24/2020	Claims	1	0	L. N. CURTIS & SONS	294.80	Boots - Langbehn
291	02/24/2020	Claims	1	0	L. N. CURTIS & SONS	4,553.24	GX2 Docking Station
292	02/24/2020	Claims	1	0	L. N. CURTIS & SONS	77.58	New Hire Pullover
293	02/24/2020	Claims	1	0	L. N. CURTIS & SONS	66.00	Nametags - Burrow
294	02/24/2020	Claims	1	0	L. N. CURTIS & SONS	220.57	New Hire Class B's
295	02/24/2020	Claims	1	0	L. N. CURTIS & SONS	1,263.04	New Hire PPE - Wilkinson
296	02/24/2020	Claims	1	0	LIFE ASSIST	349.03	EMS Supplies
297	02/24/2020	Claims	1	0	LIFE ASSIST	556.98	EMS Supplies
298	02/24/2020	Claims	1	0	MRSC OF WASHINGTON	1,000.00	Membership - Legal And Policy Matters
299	02/24/2020	Claims	1	0	NATURAL CONCEPT LANDSCAPE	529.25	Landscaping - Station 51
300	02/24/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	5,507.20	Jan 2020 - Fuel & Maintenance
301	02/24/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	84.85	Copies
302	02/24/2020	Claims	1	0	PROGRESSIVE BUSINESS COMPLIANCE	89.90	Compliance Posters
303	02/24/2020	Claims	1	0	REPUBLIC SERVICES #172	334.45	Garbage / Recy - St 51
304	02/24/2020	Claims	1	0	REPUBLIC SERVICES #172	151.21	Garbage - St 57
305	02/24/2020	Claims	1	0	SEATTLE CITY LIGHT	1,530.76	Acct #9969310000; Station 57
306	02/24/2020	Claims	1	0	SHI	6,556.10	Office 365 License Renewals
307	02/24/2020	Claims	1	0	SHIRTWORKS	41.15	Embroidery - Booth & Moore
308	02/24/2020	Claims	1	0	SHIRTWORKS	97.47	Hats With Embroidery
309	02/24/2020	Claims	1	0	TOWNE CENTER HARDWARE	10.99	Cable Ties
310	02/24/2020	Claims	1	0	UNITED PARCEL SERVICE	13.15	Shipping
311	02/24/2020	Claims	1	0	UNITED PARCEL SERVICE	19.30	Shipping
312	02/24/2020	Claims	1	0	VERIZON BUSINESS	725.69	Station 51 - VOIP

001 General Fund 10-016-0010

29,514.69

Claims: 29,514.69
 29,514.69

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 15:38:40 Date: 02/13/2020

MCAG #: 2512

02/24/2020 To: 02/24/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
276	02/24/2020	Claims	4	0	ROYAL RESTROOMS OF WA	5,400.00	Shower/Restroom Rental - Station 57 Remodel
277	02/24/2020	Claims	4	0	TOWNE CENTER HARDWARE	4.39	RV Antifreeze - St 57 Trailier For Remodel
004 Reserve Fund 10-016-6010						5,404.39	
						<u>5,404.39</u>	Claims: 5,404.39

Acting Fire Chief's Report
Submitted by Acting Fire Chief Magnuson
February 19, 2020

Administration/Financial:

- AFC Magnuson continues to meet weekly with TCA consultant Paul Whitehill and Christine Wentworth, BC Morris, and Regency NW representatives David Swenson and Arthur Alper.
- FS Killion has been completed the quarterly financial report for Q4 2019 to be presented at the first Board of Commissioner meeting in March.
- AFC Magnuson attended monthly Zone 1 Chiefs Meeting.
- AFC Magnuson met with Fire Chief Ahearn to start Transitional planning and discussion.
- AFC Magnuson met with Jack Greaves, director of the Washington Network for Innovative Careers (WANIC) program, to discuss Northshore's commitment to the program and areas of support for 2020. WANIC students will continue to train at Station 51 drill ground. Additionally, the program is expanding with a 5-week mini-academy culminating in IFSAC FF 1 certification to be conducted at Station 51 in late June and early July.
- AFC Magnuson met with Commissioner Webster to review additional scope of work at station 57 including the kitchen, dining, and day room areas.

Human Resources:

- No Report

Training:

- AFC Magnuson participated as interviewer in North King County Training Consortium (NKCTC) Battalion Chief recruitment along with representatives from Shoreline, Bothell, Woodinville, NKCTC Director Erik Wallgren, and Labor representative. Three candidates were interviewed, BC Jim Vandertoorn from Bothell, BC Peder Davis from Woodinville, and Captain John Burrow from Northshore. All three were outstanding interviews with BC Jim Vandertoorn being selected.
- Captain Burrow attended the Zone 1 Battalion Chief luncheon hosted by Mercer Island Fire Department. Guest speakers included supervisors from NORCOM, AMR, and PSE with topics ranging from Resource Emergency responses and expectations to Mass Casualty Incidents.
- Station 51 hosted a Confined Space Rescue drill for Technical Rescue Technicians from Bothell, Northshore, Shoreline, and Woodinville.
- Captain Burrow interviewed for the position of Battalion Chief of Training for the newly formed North King County Training Consortium (NKCTC).
- The newly appointed North King County Training Consortium (NKCTC) Director, Erik Wallgren, has walked through the training office to provide input to the layout

of the workspace. NKCTC is expected to have all assigned Training Officers and Administrative personnel operating out of Station 51 on March 2, 2020.

- Captain Burrow facilitated the February Officer's Meeting.

EAST METRO TRAINING GROUP (EMTG) Activities:

- Captain Burrow attended the first Comprehensive Evaluation at Bellevue Training Center for our three firefighter recruits participating in the East Metro Training Group Academy Class 11. All recruits are doing well.
- AFC Magnuson attended the second Bi-Weekly Comprehensive Recruit Evaluation and Combat Challenge at the Bellevue Training Center.
- Captain Burrow continues to collaborate with the Training Officers of the North King County Training Consortium (NKCTC) for the development of the May EMTG, Multi-Company Drill. The drill as outlined will support the recent Natural Gas emergency response policy developed by the King County Fire Chiefs.
- Lieutenant Ford traveled to Wisconsin for a pre-construction meeting at the manufacturing plant for the new fire engines and was not present to instruct at the Fire Academy the week of February 10th. In his absence, Captain Burrow was able to assist at the Bellevue Training Center to assist in instruction and supervision of the recruits during "Truck Week". This is the week dedicated to teach the recruits the basics of; Forcible Entry, Auto Extrication, and Ventilation.
- 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.
- Fire Chief Ahearn and AFC Magnuson attended bi-monthly Officer Meeting and BC Staff Day.
- DC Knight ordered grant funded body armor.
- AFC Magnuson provided Fire Chief Nick Swinhart of Camas-Washougal Fire Department comparable contract data.
- BC Tagart and Lieutenant's Hansson and Ford traveled to Wisconsin for a pre-construction meeting at Pierce Manufacturing for the new fire engines.

Fire Prevention:

- FI Booth taught two First Aid/CPR classes. One class was for daycare workers and the other was for staff from Lake Forest Park Elementary School.
- FM LaFlam and FF Holmes attended a forum sponsored by the Washington Fire Sprinkler Coalition. Fire prevention staff and fire sprinkler contractors from around

the northwest attended the forum. The purpose of the forum was to continue developing a best practices guide for the installation of residential sprinkler systems.

- FM LaFlam and FF Holmes participated in a Fire Code adoption meeting of the Zone 1 fire marshals. The meeting focused on finalizing the amendments to the 2018 edition of the International Fire Code.
- FM LaFlam investigated a fire at a single-family residence in Kenmore. The accidental fire was caused by the improper installation of an in-wall electric fireplace. The fire caused an estimated \$15,000 of damage.
- Annual inspections: 13
- Plan reviews: 4
- Construction inspections: 2
- Construction Permits issued: 2

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak and NUD staff installed the NEMCo amateur radio repeater at the Inglemoor Tank site near Moorlands Elementary School.
- NEMCo RACES group conducted a training for members on using the FEMA form 213 for messages between NEMCo partner agencies.
- EM Lunak facilitated a training for Lake Forest Park staff on the use of the Alert Northshore notification system.

Incident Responses in Fire District 16				Automatic Aid		
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given
Fire	51	0	0.00%	Bothell	2	19
	57	0	0.00%	Kirkland	4	1
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	1	0
	57	0	0.00%	Shoreline	9	14
Rescue & Emergency Medical Service Incidents	51	136	49.82%	Woodinville	0	0
	57	74	27.11%	Other	0	0
Hazardous Condition (No Fire)	51	3	1.10%	TOTAL	16	34
	57	3	1.10%	Response Turnout Time		
Service Call	51	11	4.03%	EMS	Avg = 1:04	90% = 1:45
	57	12	4.40%	Fire Suppression	Avg = 1:17	90% = 1:50
Good Intent	51	13	4.76%	Response Travel Time		
	57	6	2.20%	51	Avg = 3:20	90% = 5:36
False Alarm or False Call	51	10	3.66%	57	Avg = 4:04	90% = 6:01
	57	5	1.83%	Average Reaction Time Summary		
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:04
	57	0	0.00%		B-shift	1:10
Special Incident Type, other	51	0	0.00%		C-shift	1:06
	57	0	0.00%		D-shift	0:58
Grand Total		273	100.00%		AVG	1:05
					AVG	1:14

January 2019



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS FROM NORTH CITY WATER DISTRICT AND NORTHSHORE FIRE DEPARTMENT

February 19, 2020

The special meeting was called to order at 5:05 p.m. on February 19, 2020 at the Northshore Fire Department, located at 7220 NE 181st Street, Kenmore, WA 98028 as part of the Northshore Fire Department's regularly scheduled board meeting.

Commissioners Present

NFD Chair Dave Maehren
NFD Vice-Chair Rick Webster
NFD Commissioner Rick Verlinda
NFD Commissioner Josh Pratt
NFD Commissioner Don Ellis
NCWD President Ron Ricker
NCWD Vice-President Patty Hale
NCWD Secretary Charlotte Haines

Staff Present

Greg Ahearn, Incoming NFD Fire Chief
Eric Magnuson, Acting NFD Fire Chief
Matt Paxton, NFD Legal council
Kate Hansen, Board Secretary
Diane Pottinger, NCWD District Manager
Denny Clouse, NCWD Operations Manager

Many members of the public were present in the audience.

NEW/OLD BUSINESS

Commission Ricker opened the joint meeting.

NORTH CITY WATER DISTRICT:

- Operations Manager Denny Clouse discussed the two new emergency filling stations that are located at both of the District's reservoirs and are available by all area residents.
- Mr. Clouse discussed the status of the new maintenance facility and that the District expects to move into the new facility later this year.
- Mr. Clouse updated the Fire Department on the status of the Shoreline School District Kellogg Middle School project which is expected to be completed next fall.
- Ms. Pottinger discussed that the District's participation in the King County Regional Hazard Mitigation Plan and that the District had recently applied for a PreDisaster Hazard Mitigation grant from FEMA to provide a secondary water supply to the Sheraton Beach neighborhood and replacement of mains in that neighborhood.
- Ms. Pottinger shared the status of the District's water system plan and how the future capital improvement plan which will improve the water pressures in a portion of the system in Lake Forest Park.

NORTHSHORE FIRE DEPARTMENT:

- Northshore Fire Commissioner Dave Maehren spoke about the Regionalization project had been an ongoing effort for the past six or seven years, have similar Best Practices and training efforts. Fire Departments from Woodinville, Bothell and Shoreline Fire Department will work together. Just recently, NFD signed in Interlocal Agreement with Woodinville Fire & Rescue for Fire Chief Services.

Ms. Pottinger asked if Woodinville Fire also has a Fire Benefit charge similar to NFD and Shoreline Fire. Chief Ahearn shared that the Woodinville has had it for many years and recently the City of Duvall's Fire Department had voted in one also.

Commissioner Hale asked about how the regionalization project would impact commissioners in the long term. Commissioner Maehren spoke it would depend on what the form of the regionalization effort went. Ms. Pottinger asked if this effort will impact customer response times and Commissioner Maehren shared that they thought it would improve it.

Everyone agreed it would be good to meet again in the future to keep everyone informed as to each other's activities. Commissioner Ricker will invite the Board next year this time for a joint meeting at the Water District's office.

Northshore Fire Commissioner Maehren closed this portion of the meeting with North City Water District at 5:25 pm.

Ronald Ricker

Charlotte Haines

Patricia M. Hale



Future Agenda Items

Board of Commissioners

JANUARY

- To Be Determined

Deleted: <#>SPECIAL MEETING 1/22: Administrative Consolidation Options¶
<#>SPECIAL MEETING 1/22: Station 57 Kitchen Impacts

FEBRUARY

- North City Water District Joint Meeting
- Woodinville Fire & Rescue Board of Commissioner Joint Meeting
- Liedle Appeal
- Draft Policy 1630 – Commissioner Compensation

Moved down [1]: <#>Discussion of Patient Fee for Transport Program¶

Deleted: <#>Discussion of Hiring Independent Board Secretary¶

Deleted: <#>Draft Policy for Access to Legal Services¶
<#>Regionalization¶

MARCH

- Commissioner Training: Harassment in the Work Place

APRIL

Deleted: <#>To Be Determined¶

- To Be Determined

MAY

- To Be Determined

JUNE

- To Be Determined

JULY

- To Be Determined

AUGUST

- To Be Determined

SEPTEMBER

- Discussion of Patient Fee for Transport Program

Moved (insertion) [1]

OCTOBER

Deleted: <#>To Be Determined¶

- To Be Determined

NOVEMBER

- To Be Determined

DECEMBER

Deleted: January 1

- To Be Determined

OTHERS:

- MRSC Membership – DM
- Transparency and Accountability – DM
- Project Management Policy and Practice – DM
- Public Facing Department Policies – DM
 - The board is not restricted to 1000 series
- Policy updates 1200 ... - DM
- Public facing department policy implementation
 - Available in Word format single document - DM
- Community Outreach, Involvement – DM
- Community Satisfaction Survey – DM
- Commissioner Transition – DM
- CMT / MIH Goals and Performance Measures – DM
- CMT / MIH integration w/police radar – DM
- Department Goals and Performance Measures – DM

Deleted: January

Deleted: 1