



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

April 8, 2020

SPECIAL MEETING BOARD OF COMMISSIONERS

Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:02 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was, Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Finance Specialist/Acting Secretary Dawn Killion, Battalion Chief Mike Morris and 1 members of the public.

II. PUBLIC COMMENT

2.1 No public comment was submitted.

III. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 Introduction of Deputy Fire Chief McDonald

Chief Ahearn noted the ILA for DC Services with City of Bothell was approved on March 30th. Currently we are waiting for electronic signatures.

- Commissioner Maehren welcomed DC McDonald to the District
- Chief Ahearn noted the duties of DC McDonald and talked about his background and experience

3.2 Update on COVID-19 Pandemic

- BC Knight gave brief overview of COVID-19 response. Indicated the PPE measures for COVID responses and non-COVID responses and preventive measures of cleaning the station and health check stations before people come in for work
- BC Knight also said that acquiring PPE is becoming difficult, we have orders and back orders in process, but we could have issues if this continues longer term
- BC Knight stated the District has currently spent about \$11,000 on COVID-19 supplies

3.3 Update on District Communications

- Commissioner Maehren attended City of LFP meeting before they closed down but was unable to attend a City of Kenmore meeting prior to the closure
- Chief Ahearn indicated the PIOs are putting out information as updates are received

- Commissioner Maehren commented about looking for a written response for our local partners
- 3.4 Review of “Virtual Agenda Items” Fire Commissioners Meetings
- Commissioner Maehren asked about if the District needed to have a physical meeting during the current time of the Stay at Home order.
 - Legal Counsel Paxton addressed the issue that Governor Inslee issued proclamation regarding physical meetings, excusing public entities from having a physical location while the Stay at Home order is in effect, currently May 4th
 - Legal Counsel Paxton stated that during this time for the meetings actions taken should only be ones necessary and routine, or necessary and routine in response to the COVID-19 virus

IV. CONSENT AGENDA

4.1 Vouchers

- The General Fund Vouchers totaled \$190,424.21 and Reserve Fund Vouchers totaled \$89,399.43

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

V. COMMISSIONER COMPENSATION

5.1 Review of Commissioner Compensation Claims

- Commissioner Maehren requested to hold the review and approval until next week since the compensation claims were not uploaded to AV Capture so we can maintain transparency. There were no objections by the other commissioners.

5.2 Approval of Commissioner Compensation Claims

- N/A

VI. REPORTS

6.1 Fire Chief Report

- The business office is closed to the public through May 4th, essential employees coming in every day, non-essential working remotely and coming in occasionally to get more work and check in
- One of the probationary fire fighters submitted their resignation for personal reasons
- Station 57 remodel is moving forward but had some slight delays with supplies but still continues to complete phase 1 and move into phase 2
- Briefing by BC Tagart, the two new engines are being built with target date for delivery of Fall 2020
- NKCTC up and running, putting together a pump academy for summer and other trainings to make everything consistent between all departments

VII. UPCOMING BOARD AGENDAS

7.1 Next Meeting Date and Agenda Items

- Commissioner Maehren indicated the removal of the special meeting prior to next week's regular board meeting
- Other agenda items to be discussed in meeting with Chief Ahearn and Commissioner Maehren

VIII. ADJOURNMENT

The meeting adjourned at 5:40PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for April 15, 2020

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Acting Secretary

King County Fire Protection District No. 16

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

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08
Date: Friday, April 17, 2020 12:32:36 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 17 day of 2020, 2020, by Commissioner David C. Maehren

- **2020-03-19 NSFD Special Minutes**
- **2020-03-23 NSFD Special Minutes**
- **2020-03-30 NSFD Special Minutes**
- **2020-04-08 NSFD Special 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, April 16, 2020 3:57 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08

Good Afternoon Northshore Fire Commissioners,

Attached please find the Board Meeting Minutes of March 19th, March 23rd, March 30th, and April 8th, which were approved by the board at last night's regular meeting, April 15, 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 _____.

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- **2020-03-23 NSFD Special Minutes**
- **2020-03-30 NSFD Special Minutes**
- **2020-04-08 NSFD Special 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 - Minutes of 3/19, 3/23, 3/30, and 4/08
Date: Thursday, April 16, 2020 8:42:09 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

The following documents are Approved and Electronically Signed this 16th day of April, 2020, by Commissioner Josh Pratt.

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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08
Date: Thursday, April 16, 2020 4:28:13 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

The following documents are Approved and Electronically Signed this 16th day of April, 2020, by Commissioner Rick Webster.

- **2020-03-19 NSFD Special Minutes**
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From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Subject: Re: Electronic Signature - Minutes of 3/19, 3/23, 3/30, and 4/08
Date: Friday, April 17, 2020 3:00:26 PM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

The following documents are Approved and Electronically Signed this 17th day of April, 2020, by Commissioner Rick Verlinda.

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 - **2020-03-30 NSFD Special Minutes**
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-

From: Kate Hansen <khansen@northshorefire.com>
Sent: Thursday, April 16, 2020 3:56 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
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Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Special Meeting Agenda

Wednesday, April 8, 2020

5:00PM

To attend live, click the link below and enter the ID & Password provided.

A recording of this meeting will also be posted in AV Capture.

<https://us04web.zoom.us/j/536006779?pwd=RTINYVNWdWt3VVU3Um5mbmEwZnNaQT09>

Meeting ID: 536 006 779

Password: 983176

I. Open Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Board Discussion and Possible Action Items

3.1 Introduction of Deputy Fire Chief McDonald

3.2 Update on COVID-19 Pandemic

3.3 Update on District Communications

3.4 Review of “Virtual Agenda Items” Fire Commissioners Meetings

IV. Consent Agenda

4.1 Vouchers

V. Commissioner Compensation

5.1 Review of Commissioner Compensation Claims

5.2 Approval of Commissioner Compensation Claims

VI. Reports

6.1 Fire Chief Report

VII. Upcoming Board Agendas

7.1 Next Meeting Date and Agenda Items

VIII. Adjournment

Next Regular Meeting: April 15, 2020 at 5:00 PM



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

NOTICE OF SPECIAL MEETING

Updated April 7, 2020

DATED March 19, 2020

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held at the headquarters station located at 7220 NE 181st Street, Kenmore WA 98028, on Wednesday, the 8th day of April, 2020 at 5:00PM. Meeting agenda posted separately.

Per Governor Inslee's Proclamation 20-28, this meeting is required to be a virtual meeting and will be held via Zoom. Participation information will be published on the meeting agenda. If you would like to make Public Comment for this meeting please follow the instructions below.

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

Time: 12:50:41 Date: 04/03/2020

MCAG #: 2512

04/15/2020 To: 04/15/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
607	04/15/2020	Claims	1	0	ARAMARK UNIFORM SERVICES	22.00	Lobby Mats - St 51
608	04/15/2020	Claims	1	0	CDW GOVERNMENT	237.60	Cisco Subscription
609	04/15/2020	Claims	1	0	CDW GOVERNMENT	2,139.01	Cisco Direct
610	04/15/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	217.00	Legal Fees - Policies
611	04/15/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	4,634.26	Legal Fees - General Business
612	04/15/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	324.00	Legal Fees - Contract Review
613	04/15/2020	Claims	1	0	CHMELIK SITKIN & DAVIS PS	217.50	Legal Fees - Litigation
614	04/15/2020	Claims	1	0	ECMS ENSEMBLE CARE MAINTENANCE SERVICE	63.60	Zipper Replacement - Station Jacket
615	04/15/2020	Claims	1	0	ECMS ENSEMBLE CARE MAINTENANCE SERVICE	283.22	PPE Repairs
616	04/15/2020	Claims	1	0	FINISHING TOUCHES LANDSCAPING	301.95	Landscaping - St 57
617	04/15/2020	Claims	1	0	FRONTIER	215.09	Phones - St 51
618	04/15/2020	Claims	1	0	FROULA ALARM SYSTEMS, INC	148.51	Q2 Alarm Monitoring - St 51
619	04/15/2020	Claims	1	0	GLOBAL EQUIPMENT COMPANY INC	2,400.03	Wardrobe Closet - NKCTC
620	04/15/2020	Claims	1	0	INGLEWOOD GOLF CLUB	3,492.72	Annual Banquet
621	04/15/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,070.08	2019 General Election Voters Pamphlets
622	04/15/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	Feb 2020 I-Net
623	04/15/2020	Claims	1	0	KING COUNTY FINANCE DIVISION	1,867.00	January 2020 I-Net
624	04/15/2020	Claims	1	0	L. N. CURTIS & SONS	51.97	Shield - Ford
625	04/15/2020	Claims	1	0	L. N. CURTIS & SONS	1,003.67	BC Uniform - Hochstein
626	04/15/2020	Claims	1	0	L. N. CURTIS & SONS	325.60	LT Helmet - Ford
627	04/15/2020	Claims	1	0	L. N. CURTIS & SONS	57.47	BC Shirt - Hochstein
628	04/15/2020	Claims	1	0	L. N. CURTIS & SONS	30.06	Sweatshirt Alterations - McInturff
629	04/15/2020	Claims	1	0	L. N. CURTIS & SONS	181.33	BC Shirt - Hochstein
630	04/15/2020	Claims	1	0	L. N. CURTIS & SONS	131.78	Pants - Osgood
631	04/15/2020	Claims	1	0	LIFE ASSIST	459.80	COVID-19 Supplies
632	04/15/2020	Claims	1	0	LIFE ASSIST	242.88	COVID-19 Supplies
633	04/15/2020	Claims	1	0	LIFE ASSIST	209.00	COVID-19 Supplies
634	04/15/2020	Claims	1	0	LIFE ASSIST	536.32	EMS Supplies - COVID-19
635	04/15/2020	Claims	1	0	LIFE ASSIST	31.26	EMS Supplies - St 51
636	04/15/2020	Claims	1	0	MRSC ROSTERS	135.00	2020 Renewal
637	04/15/2020	Claims	1	0	MUNICIPAL EMERGENCY SERVICES	143.00	Quarterly Air Sample
638	04/15/2020	Claims	1	0	N.F.P.A.	1,345.50	2020 Online Subscription Renewal
639	04/15/2020	Claims	1	0	NATURAL CONCEPT LANDSCAPE	529.25	Landscaping - St 51
640	04/15/2020	Claims	1	0	NORCOM	47,710.66	2nd Quarter
641	04/15/2020	Claims	1	0	NORTH CITY WATER DISTRICT	376.39	Acct 011756-000; St 57
642	04/15/2020	Claims	1	0	NORTH CITY WATER DISTRICT	54.58	Acct #022432-000; St 57
643	04/15/2020	Claims	1	0	NORTHSHORE SCHOOL DISTRICT PRINT SHOP	22.00	Business Cards - Burrow
644	04/15/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	145.43	35768370 - Irrigation

WARRANT/CHECK REGISTER

Northshore Fire Department
 MCAG #: 2512

04/15/2020 To: 04/15/2020

Time: 12:50:41 Date: 04/03/2020
 Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
645	04/15/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	884.08	43105121 - Station 51
646	04/15/2020	Claims	1	0	NORTHSHORE UTILITY DISTRICT (NUD)	1,290.45	48702679 - Training
647	04/15/2020	Claims	1	0	PACIFIC OFFICE AUTOMATION	214.51	Copier Lease
648	04/15/2020	Claims	1	0	PIONEER PLUMBING & HEATING	602.20	Repair At Station 51
649	04/15/2020	Claims	1	0	PIONEER PLUMBING & HEATING	462.00	Shower Drain Leak Repair
650	04/15/2020	Claims	1	0	PRAXAIR DISTRIBUTION	47.91	Oxygen - St 51
651	04/15/2020	Claims	1	0	PUGET SOUND ENERGY	5,091.19	Acct #200019536453; St 51
652	04/15/2020	Claims	1	0	PUGET SOUND ENERGY	624.48	Acct #200020658783; St 57
653	04/15/2020	Claims	1	0	STAPLES	250.20	Office Supplies
654	04/15/2020	Claims	1	0	UNITED PARCEL SERVICE	12.75	Shipping
655	04/15/2020	Claims	1	0	UNITED PARCEL SERVICE	12.24	Shipping
656	04/15/2020	Claims	1	0	US BANK	1,098.71	Charges For Cards 5934, 2747
657	04/15/2020	Claims	1	0	VERIZON BUSINESS	719.79	Station 51 VOIP
658	04/15/2020	Claims	1	0	VERIZON WIRELESS	638.92	Smart Phones
659	04/15/2020	Claims	1	0	VERIZON WIRELESS	44.30	Suppression Cell Phones
660	04/15/2020	Claims	1	0	WALTER E NELSON CO OF WESTERN WA	1,562.09	Janitorial Supplies
661	04/15/2020	Claims	1	0	WASHINGTON COUNTIES INSURANCE FUND	6,043.59	April 2020 - Dental/Life/EAP

001 General Fund 10-016-0010

92,822.93

92,822.93 Claims: 92,822.93

92,822.93

WARRANT/CHECK REGISTER

Northshore Fire Department
 MCAG #: 2512

04/15/2020 To: 04/15/2020

Time: 12:50:21 Date: 04/03/2020
 Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
601	04/15/2020	Claims	4	0	GLOBAL EQUIPMENT COMPANY INC	1,200.00	Wardrobe Closet - NKCTC
602	04/15/2020	Claims	4	0	REGENCY NW CONSTRUCTION INC	58,190.00	Construction Costs - St 57 Remodel
603	04/15/2020	Claims	4	0	TCA ARCHITECTURE - PLANNING	18,703.50	Feb 2020 Invoice - St 57 Remodel
604	04/15/2020	Claims	4	0	US BANK	24.96	Charges For Cards 2747
605	04/15/2020	Claims	4	0	US BANK	8,531.55	Charges For Cards 5934 & 9408
606	04/15/2020	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,749.42	LEOFF I
004 Reserve Fund 10-016-6010						89,399.43	
						89,399.43	Claims: 89,399.43