



KING COUNTY FIRE PROTECTION DISTRICT NO.16

○ 7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 10, 2021

SPECIAL MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

Chair Rick Webster called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Josh Pratt, Rick Webster, and Dave Maehren. Also present was Deputy Chief McDonald, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 21 members of the public. Fire Chief Ahearn and CAO Joan Montegary joined the meeting at 6:00PM.

II. PUBLIC COMMENT

2.1 Lake Forest Park resident, Carolyn Armanini, addressed the Board with written comments related to the commissioner appointment process.

III. APPROVAL OF THE AGENDA.

3.1 *Commissioner Maehren moved to approve the agenda as presented. Commissioner Pratt seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Commissioner Interviews

- The Board interviewed four candidates for two Board vacancy positions.
- Candidates were provided the interview questions in advance. Interviews were conducted in an open public session.

4.2 Executive Session

The Board moved into Executive Session at 5:46PM until 6:01PM to evaluate the qualifications of a candidate for appointment to elective office pursuant to RCW 42.30.110(1)(h). The Board moved back into open session at 6:01PM.

4.3 Commissioner Position #3 Appointment and Oath of Office

Commissioner Maehren moved to appoint Milton Curtis to Interim Position 3. Commissioner Webster seconded. The Board discussed. The motion passed 2-1. Commissioner Maehren and Webster voted in support of the appointment. Commissioner Pratt voted to oppose the appointment.

- Legal Counsel Paxton read the oath of office for Mr. Curtis.
- 4.4 Additional Q&A with remaining candidates
 - No additional questions for the candidates.
- 4.5 Executive Session

The Board moved into Executive Session at 6:10PM until 6:25PM to evaluate the qualifications of a candidate for appointment to elective office pursuant to RCW 42.30.110(1)(h). The Board moved back into open session at 6:25PM.

- 4.6 Commissioner Position #3 Appointment and Oath of Office

Commissioner Pratt moved to appoint Eric Adman to Interim Position 1. Commissioner Milton seconded. The Board discussed. The motion passed unanimously.

- Legal Counsel Paxton read the oath of office for Mr. Adman.
- 4.7 Discussion of onboarding new Commissioners
 - Commissioner Webster and Board Secretary Oakley will connect with newly appointed commissioners to onboard.

V. BOARD RESOLUTIONS

- 5.1 None

VI. CONSENT AGENDA

- 6.1 None

VII. REPORTS

- None

VIII. UPCOMING BOARD AGENDAS

- 8.1 Setting of Future Meeting Agenda(s)
 - In addition to the standard agenda items, the next regular meeting on August 17th will include discussion of Board retreat.

ADJOURNMENT

The meeting adjourned at 6:30PM

NEXT MEETING DATE

The next regularly scheduled Board of Commissioners meeting is scheduled for August 17, 2021.

Attachments: Agenda, Public Notice, Interview Order & Questions, Commissioner Vacancy Announcement, Applications for Eric Adman, John Peeples, Milton Curtis, Tyler Byers, Policy 1114, Policy 1114-A1, Policy 1114-A2, signed Oath of Office Commissioner Curtis, signed Oath of Office Commissioner Adman.

BOARD OF COMMISSIONERS

Electronically Signed- Eric Adman

ERIC ADMAN, Member

Electronically Signed- Josh Pratt

JOSH PRATT, Member

Electronically Signed- Milton Curtis

MILTON CURTIS M.D., Member

Electronically Signed- Rick Webster

RICK WEBSTER, Member

Electronically Signed- David C. Maehren

DAVID MAEHREN, Member

ATTEST

Amy Oakley

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on September 7th, 2021.

From: [Eric Adman](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 9:34:54 AM

The following documents are Approved and Electronically Signed this 8th day of September, 2021, by Commissioner Adman.

From: Board Secretary <boardsecretary@northshorefire.com>
Sent: Tuesday, September 7, 2021 8:24 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signature Documents Approved 9/7/2021

Good evening Commissioners,

Attached please find the documents approved at tonight's regular meeting. At your earliest availability, please respond with your electronic signature using the following verbiage:

The following documents are Approved and Electronically Signed this _____ day of _____, 2021, by Commissioner _____.

- AP_NOSHRFIR_APSUPINV_20210907125814 RES Fund
- AP_NOSHRFIR_APSUPINV_20210907130113 GEN Fund
- August DRS Approval Document
- August Payroll Approval Document
- August Payroll Taxes Approval Document
- Special Meeting Minutes 8/10/2021
- Regular Meeting Minutes 8/17/2021
- Board Retreat Minutes 8/25/2021

From: [Milton Curtis](#)
To: [Board Secretary](#); [Commissioners](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 9:07:48 AM

The following documents are Approved and Electronically Signed this 8 day of September , 2021, by Commissioner Milton Curtis .

From: Board Secretary
Sent: Tuesday, September 7, 2021 8:24 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signature Documents Approved 9/7/2021

Good evening Commissioners,

Attached please find the documents approved at tonight's regular meeting. At your earliest availability, please respond with your electronic signature using the following verbiage:

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From: [Josh Pratt](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 4:06:49 PM

The following documents are Approved and Electronically Signed this 8th day of September, 2021, by Commissioner Josh Pratt.

- AP_NOSHRFIR_APSUPINV_20210907125814 RES Fund
- AP_NOSHRFIR_APSUPINV_20210907130113 GEN Fund
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From: [Dave Maehren](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 1:45:46 AM
Attachments: [image001.png](#)

The following documents are Approved and Electronically Signed this 8th day of September, 2021, by Commissioner David C. Maehren.

- AP_NOSHRFIR_APSUPINV_20210907125814 RES Fund
- AP_NOSHRFIR_APSUPINV_20210907130113 GEN Fund
- August DRS Approval Document
- August Payroll Approval Document
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- Regular Meeting Minutes 8/17/2021
- Board Retreat Minutes 8/25/2021

From: [Richard Webster](#)
To: [Board Secretary](#)
Subject: RE: Electronic Signature Documents Approved 9/7/2021
Date: Wednesday, September 8, 2021 7:31:13 AM

The following documents are Approved and Electronically Signed this 8th day of September, 2021, by Commissioner Rick Webster.

- AP_NOSHRFIR_APSUPINV_20210907125814 RES Fund
- AP_NOSHRFIR_APSUPINV_20210907130113 GEN Fund
- August DRS Approval Document
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- Special Meeting Minutes 8/10/2021
- Regular Meeting Minutes 8/17/2021
- Board Retreat Minutes 8/25/2021



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Special Meeting Agenda

Tuesday, August 10, 2021

5:00PM

Meeting held virtually, via Zoom

Public Comment must be submitted electronically prior to the meeting.

To submit public comment, please see instructions at the end of the agenda.

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

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

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldpZl1dSSU1ZYy9LSXVQQT09>

Call in to Zoom Meeting at: (253) 215-8782

Meeting ID: 850 4471 3997

Passcode: 743608

I. Open Regular Northshore Board Meeting

1.1 Roll Call

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 Commissioner Interviews

4.2 Executive Session

To evaluate the qualifications of a candidate for appointment to elective office pursuant to RCW 42.30.110(1)(h).

4.3 Commissioner Position #3 Appointment and Oath of Office

4.4 Additional Q&A with remaining candidates

4.5 Executive Session



To evaluate the qualifications of a candidate for appointment to elective office pursuant to RCW 42.30.110(1)(h).

4.6 Commissioner Position #1 Appointment and Oath of Office

4.7 Discussion of onboarding new Commissioners

V. Board Resolutions

None

VI. Consent Agenda

6.1 None

VII. Reports

7.1 None

VIII. Upcoming Board Agendas

8.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: August 17th, 2021 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

If you wish to provide public comment virtually, you may do so by submitting a written statement to boardsecretary@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 Amy Oakley at boardsecretary@northshorefire.com.



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

DATED August 4, 2021

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held via Zoom on Tuesday, the 10th day of August 2021, at 5:00PM. Meeting agenda posted separately.

INTERVIEW ORDER

Each interview will take no longer than 30 minutes

1. Eric Adman
2. Tyler Byers
3. Milton Curtis
4. John Peebles

INTERVIEW QUESTIONS

Two minutes allowed for each answer

1. Briefly tell us about yourself – education, work experience, hobbies, etc.
2. Why are you interested in serving on the Board of Commissioners of the Northshore Fire Department?
3. What experience, if any, have you had in dealing with budgets, policy, and personnel issues?
4. What experience have you had in a leadership role working with employees, union and non-union?
5. What do you know about the Northshore Fire Department and the responsibilities of its Board of Commissioners?
6. Are you now or have you ever been part of any service club, non-profit or community organization, what was your role and what were your accomplishments?
7. Do you have any specific goals or objectives for the Northshore Fire Department that you would pursue if you are appointed as a Fire Commissioner?
8. What obligations do you have that might interfere with the regular and/or special Board of Commissioners meetings?
9. Do you have any questions of us?

Fire Commissioners Needed

The Northshore Fire Department, serving the cities of Lake Forest Park and Kenmore, has two vacant Fire Commissioner Positions: Position 1 and Position 3. Fire Commissioners act as the board of directors for the Department.

If you are interested in serving your community as a Fire Commissioner, please submit a letter of interest and statement of qualifications to the District Board Secretary. Letters must be received at the email or address below no later than 5:00 pm on Thursday, July 29th, 2021.

District Board Secretary Amy Oakley: Boardsecretary@northshorefire.com

7220 NE 181st Street

Kenmore, WA 98258

Phone: 425-354-1780

- Candidates selected for follow-up interviews will be notified by Wednesday, August 4th, 2021.
- Interviews by the Board of Fire Commissioners will be conducted August 9th through 13th, 2021.
- Appointments will be made no later than August 17th, 2021.

Requirements: All those who apply must reside and be registered to vote within the Fire District. The Fire District boundary is consistent with the city boundaries of Lake Forest Park and Kenmore. The term for Fire Commissioner Position 1 runs through December 2022. Position 3 runs through December 2021.

Additional information about the role of a Fire Commissioner can be found in the Washington State Fire Commissioners 'Commissioner Handbook' [WFCA. Commissioner Handbook](#) or by contacting one of the current Northshore Fire Commissioners: <https://www.northshorefire.com/about/board-of-commissioners/>.

Letter of Interest and Statement of Qualifications for Interim Fire Commissioner

July 7, 2021

Dear Commissioners Maehren, Webster, and Pratt,

I would like to express my condolences at the recent loss of Commissioners Ellis and Verlinda, and offer my service as an interim fire commissioner for either of the vacant positions until they are able to be permanently filled.

My qualifications are that I have previously served on the Northshore Fire Department Board of Commissioners, for the years of 2012-2017, and was the Board Chair for the entire period. In addition, I still live in the district as required for the position.

I would be able to be up to speed almost immediately, as I am still quite familiar with the district operations, budgets, and operations. In addition I have good communication channels at all levels (labor and management) with neighboring departments.

I think Commissioner Maehren can attest that when I was previously on the board, I represented the citizens of the district in a balanced manner. My personal goal is for the department to be run as well as possible, with supportive leadership and high morale employees, and provide the best possible service to those who live and work in the fire district.

Thank you for your consideration.

Eric L Adman

Letter of interest in Northshore Fire District Commission, Position #3

Dear Northshore Fire District Commissioners,

The purpose of this letter is to express my interest in serving the people of Lake Forest Park and Kenmore on the Northshore Fire Department Board of Commissioners. I bring to the board a citizen's desire to serve his neighbors and an engineer's ability to examine policy decision thoroughly.

My intent is to do everything possible as a member of the board of commissioners to maintain or improve training and equipment in order to put fire fighting personnel and emergency medical technicians to any community emergency as quickly as possible.

My work in export integration and compliance, flight test operations, and personal flight operations experience at Boeing and Cessna has fostered in me an appreciation for rules, regulations, procedures, and checklists to ensure safe and efficient mission completion. In addition, my personal flying experience and professional flight test operations experience has made me sympathetic and acutely aware of emergency planning, especially fire prevention and extinguishing.

As a commissioner, I intend to collaborate openly and honestly with my fellow commissioners and fire department personnel. As a Boeing engineer, I am a SPEEA member. As such, I am familiar with the interactions between leadership and union interests.

When I get the opportunity, I like to volunteer in the community. Earlier this month, I organized a public reading of the Declaration of Independence at Kenmore City Hall on the Fourth of July.

Thank you very much for this opportunity. It would be a real honor to serve my neighbors in the capacity of Northshore Fire Department fire commissioner, Position 3.

Sincerely,
John C. H. Peeples

Application for the Northshore Fire Commissioner Position 1

I have been a resident of Kenmore for 30 years, and have personally experienced the skills that the Northshore Fire Department provides since I had a major house fire in 1995.

I believe I have the knowledge and background to serve the remainder of the vacant Position 1 term.

- I was on the Kenmore City Council for 13 years, so I have extensive knowledge of long-range planning, policy setting, budgeting, staffing and delegation of operations.
- As a Family Medicine Doctor for 35 years, I have knowledge of the health conditions that trigger 911 calls.
- For the last 5 ½ years of practice, I was the Medical Director for Evergreen Hospital's Primary Care division. I have experience working in communities and working with the Emergency Department.
- Since retiring, I formed the Senior Fall Prevention Initiative which is a 501(c)(3) to help prevent falls and injuries in seniors. We have an online questionnaire to evaluate risk factors, and then we immediately download recommendations to reduce each relevant risk factor.

My style is one of collaboration to find the best compromise positions on issues. Rarely is one view totally correct and another view totally wrong. If a policy works for 80 to 90 percent of people, I consider that a success. No policy setting body will please everyone all the time.

I am easy going but not afraid to express my opinions. I will be an involved Commissioner, not just a fill-in for a few months. I study the issues, ask questions, then develop my recommendations. I listen to others and am able to change my opinions when I get more information from those who have more experience.

Thank you for the opportunity to serve our community.

Milton Curtis MD

District Board Secretary
Amy Oakley

Dear Amy Oakley,

This Letter is to express my interest in the position of Fire Commissioner Position 3 with the Northshore Fire Department. I am a long time resident of Kenmore and have 20 years of fire service experience. I am currently on the Ballot with King County Elections for this position.

I received my primary education from the Northshore School District and graduated from Inglemoor High School in 2001. I since attended Olympic College (fire science), Cascadia Community College, and Central Washington University (Paramedic). I have worked for Lacey Fire District 3 as a Paramedic/Firefighter for the past 10 years.

I have a deep interest in ensuring our fire department response is the best it can be. Not only for my wife and three small children, but also for my aging parents whom also reside in Kenmore. We have called Kenmore home since 1987 and have no plans to leave. I have followed the events of the Northshore Fire Department and the Board of Commissioners over the past few years. With all the current changes and future opportunities I feel this Board is in need of Commissioners that understand the impacts and challenges of these big decisions on the horizon.

Thank you for your consideration,

Tyler Byers

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Oath of Office / New Commissioner Orientation

Policy Number:	1114	Approved By:	Board of Commissioners
Effective Date:	Unknown	Revision Date:	May 15, 2018
Pages:	1	Attachments:	2

1 PURPOSE

- 1.1 To ensure a new or newly reelected Commissioner has taken the required oath of office.
- 1.2 To provide an introduction to the District and present resources and required training to assist a new commissioner in their role as fire commissioner.

2 REFERENCES

- 2.1 RCW 52.14.070 *Oath of Office*
- 2.2 RCW 29A.04.133 *Qualified*
- 2.3 1114-A1 *Oath of Office*
- 2.4 1114-A2 *New Commissioner Orientation Checklist*

3 POLICY

- 3.1 Before beginning the duties of office, each Commissioner shall take and subscribe the official oath or affirmation for the faithful discharge of the duties of office as required by state law.
 - 3.1.1 The oath of office may be taken:
 - At the last regular Board meeting prior to the beginning of the term of office.
 - Anytime within ten calendar days prior to the beginning of the term of office.
 - As the first item of business at the first regular or special meeting after the term begins.
- 3.2 The executed oath shall be filed in the office of the King County Recorder's Office with the following items.
 - 3.2.1 Cover Sheet (http://www.kingcounty.gov/~media/depts/records-licensing/Recorders-office/Documents/CoverSheet_WAState.ashx?la=en)
 - 3.2.2 An original signed and notarized Oath of Office.
 - 3.2.3 PaymentNote: Paperwork may be submitted via mail or in person. For additional information visit <http://www.kingcounty.gov/depts/records-licensing/recorders-office.aspx>
- 3.3 Prior to taking the oath of office, each commissioner shall be provided the new commissioner orientation checklist (1114-A2) which contains information regarding initial onboarding, required training and useful information.



Fire Commissioner Orientation Checklist

HR/FINANCE/PAYROLL SETUP

- Set up payroll/direct deposit
- Receive direction for submitting meeting activity
- Exchange contact information
- Complete W4
- Complete I9
- Receive door access card/pin

OATH OF OFFICE

- May be taken up to ten days prior to the first day of the term (January 1), but no later than the first item of business at the first regular meeting

MEET WITH FIRE CHIEF

- Meet with the fire chief to receive an overview of the state of the district in terms of finances, operations, labor relations, etc.
- Optional meetings with Fire Marshal, Deputy Chief, and/or Emergency Manager

MEET WITH LEGAL COUNSEL

- Meet with legal counsel to discuss legal aspects related to fire districts and any pending legal issues related to the District
- Overview of Public Disclosure Commission (PDC) filing requirements
- Overview of municipal ethics as they pertain to fire commissioners

REQUIRED TRAINING

- Kirkland IT New User Orientation (Email and SharePoint)
- Anti-harassment Training (received within 90 Days of being Sworn into office)
- Open Government Training (completed within 90 Days of being Sworn into office and then every four years thereafter)
 - [Link to: Elected Officials' Open Government Trainings Act](#)
 - [Link to: On-line Open Government Training](#)

HELPFUL RESOURCES

- [Link to: Fire Commissioner Handbook](#)
- [Link to: Municipal Research Service Center \(MRSC\)](#)
- [Link to: Title 52 RCW Fire Protection Districts](#)

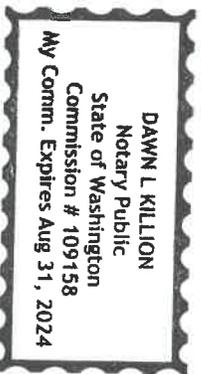


Oath of Office

I, Milton Curtis, having been duly appointed to the office of King County Fire Protection District No. 16, Commissioner Position No. 3, do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America.

Milton J. Curtis

Signature



SUBSCRIBED AND SWORN before me this 11 day of August, 2021
Dawn L Killion Notary Public in and for the State of Washington, residing at Kenmore, Washington.



Oath of Office

I, Eric Adman, having been duly appointed to the office of King County Fire Protection District No. 16, Commissioner Position No. 1, do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America.




Signature

SUBSCRIBED AND SWORN before me this 11 day of August, 2021
 Notary Public in and for the State of Washington, residing at Kenmore, Washington.