

**WOODINVILLE FIRE & RESCUE**  
**Tuesday, January 19, 2021**

**REGULAR JOINT MEETING OF THE BOARD OF FIRE COMMISSIONERS**

Commissioner Collins called the virtual meeting to order at 1700 hours. Roll call was taken and was as follows:

**Roll Call**

Commissioners Derek van Veen, Doug Halbert, Tim Osgood, Mike Millman, and Roger Collins of Woodinville Fire & Rescue; Commissioners Rick Verlinda, Rick Webster, Josh Pratt, and Dave Maehren of Northshore Fire Department. Commissioner Don Ellis of Northshore Fire Department was absent.

Also present were Fire Chief of Woodinville Fire & Rescue and Interim Fire Chief of Northshore Fire Department Greg Ahearn; Deputy Chief Doug McDonald of Northshore Fire Department; Chief Administrative Officer Joan Montegary of Woodinville Fire & Rescue; Legal Counsel Matt Paxton of Northshore Fire Department; Board Secretary Nicole Frisch of Woodinville Fire & Rescue; Interim Board Secretary Dawn Killion of Northshore Fire Department; Liz Loomis of Liz Loomis Public Affairs; and members of the participating fire departments and public.

**Public Comment**

Jeremiah Ingersoll, Vice President IAFF Local 2459, presented to the joint Boards about their proposed Compensation Bridge Agreement.

Commissioner Ellis joined the meeting at 1706 hours.

**Approval of Agenda in Content and Order**

***MOTION:*** *Commissioner Osgood moved to approve the agenda in content and order. The motion was seconded by Commissioner van Veen. The motion passed 5-0 by the Woodinville Board and 5-0 by the Northshore Board.*

**1. Merger Next Steps Discussion**

Liz Loomis of Liz Loomis Public Affairs provided a communication update as attached hereto.

Chief Ahearn presented a draft financial one-sheet as attached hereto.

The joint Boards formed a Public Transparency subcommittee. Members of the subcommittee are Northshore Commissioners Webster and Pratt and Woodinville Commissioners Millman and Osgood.

The next joint Board meeting is scheduled for Tuesday, February 2, 2021 at 1700 hours. The same agenda will be used.

## **2. Executive Session**

At 5:45 p.m., the Boards moved into Executive Session for 30 minutes pursuant to RCW 42.30.140(4)(a), to discuss the strategy or position to be taken by the governing body during the course of collective bargaining.

At 6:15 p.m., the Executive Session was extended for 30 minutes until 6:45 p.m.

At 6:45 p.m., the Executive Session was extended for 10 minutes until 6:55 p.m.

At 6:55 p.m., the Executive Session was extended for 5 minutes until 7:00 p.m.

At 7:00 p.m., the Boards reconvened. No action was taken.

## **3. Adjournment**

The joint meeting adjourned at 1901 hours.

Nicole Frisch  
Nicole Frisch, Board Secretary

Derek van Veen  
Derek van Veen, Commissioner, Position 1

Doug Halbert  
Doug Halbert, Commissioner, Position 2

Tim Osgood  
Tim Osgood, Commissioner, Position 3

*Mike Millman*  
\_\_\_\_\_  
Mike Millman, Commissioner, Position 4

*Roger Collins*  
\_\_\_\_\_  
Roger Collins, Commissioner, Position 5



## Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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### Joint Regular Meeting of the Boards of Fire Commissioners Northshore Fire Department and Woodinville Fire & Rescue and

### Board of Commissioners Regular Meeting Agenda

Tuesday, January 19<sup>th</sup>, 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/89888131283?pwd=K2ttajFXdDZlcnBMT2k0elRaMVpZdz09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 898 8813 1283

Password: 222654

#### **I. Open Joint Northshore Woodinville Fire and Rescue 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 Merger Next Steps Discussion

A. Community Communication – Liz Loomis Public Affairs

B. Financials Discussion

C. Public Transparency Discussion



D. Contract Sub-committee report – No Report

E. Next Joint Meeting Agenda Items

**Executive Session**

To discuss matters related to collective bargaining pursuant to  
RCW 42.30.140 (4)(b)

Adjourn Joint Meeting

**V. Open Regular Northshore Board Meeting**

5.1 Roll Call

**VI. Public Comment**

6.1 Public Comment

**VII. Approval of Agenda**

7.1 Approval of the Meeting Agenda

**Executive Session**

(1) To discuss matters related to collective bargaining pursuant to  
RCW 42.30.140 (4)(b)

**VIII. Board Discussion and Possible Action Items**

None

**IX. Board Resolutions**

None

**X. Consent Agenda**

10.1 Vouchers

**XI. Reports**

11.1 Fire Chief Report

11.2 Commissioner Reports

11.3 Legal Counsel Report

**XII. Upcoming Board Agendas**

12.1 Setting of Future Meeting Agenda(s)

**XIII. Adjournment**

Next Regular Meeting: February 2, 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 [dkillion@northshorefire.com](mailto:dkillion@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 Dawn Killion at [dkillion@northshorefire.com](mailto:dkillion@northshorefire.com)

**Date:** January 14, 2021  
**Memo To:** Chief Greg Ahearn  
**From:** Liz Loomis  
**Re:** Project Update

We wanted to provide you with an update of projects we have completed to share information about the upcoming merger ballot measure. This update covers projects for December and what we anticipate completing for January based on our Strategic Communications Plan.

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|--|---|
| <p><b>December –</b><br/> <ul style="list-style-type: none"> <li>✓ <b>Projects Completed</b></li> </ul> <p><u>General Consulting</u></p> <ul style="list-style-type: none"> <li>✓ Weekly Zoom meetings with project team</li> </ul> <p><u>Paid Communications</u></p> <ul style="list-style-type: none"> <li>✓ Revised key messages</li> <li>✓ Draft text &amp; design for FAQ card</li> </ul> <p><u>Earned Media</u></p> <ul style="list-style-type: none"> <li>✓ Letter to the editor from Chair Maehren (Sent 12/3)</li> <li>✓ News release – Cost savings for taxpayers (Sent 12/15)</li> </ul> <p><u>Social/Owned Media</u></p> <ul style="list-style-type: none"> <li>✓ Edits to website text</li> <li>✓ Draft text for website FAQs</li> <li>✓ Social media updates, including letter to the editor, news release and outreach (text)</li> </ul> <p><u>Public Outreach</u></p> <ul style="list-style-type: none"> <li>✓ Draft outreach message for Chief to Northshore groups</li> </ul> </p> | <p><b>January 2021 –</b><br/> <ul style="list-style-type: none"> <li>○ <b>Projects Underway</b></li> </ul> <p><u>General Consulting</u></p> <ul style="list-style-type: none"> <li>✓ Weekly Zoom meetings with project team</li> <li>✓ Project update with Joint Board</li> </ul> <p><u>Paid Communications</u></p> <ul style="list-style-type: none"> <li>○ Finalize FAQ card</li> <li>✓ E-news article for Woodinville Fire &amp; Rescue – Cost savings (Send 1/15)</li> </ul> <p><u>Earned Media</u></p> <ul style="list-style-type: none"> <li>✓ News Release – Cost savings for taxpayers (Send 1/14)</li> </ul> <p><u>Social/Owned Media</u></p> <ul style="list-style-type: none"> <li>✓ Edits to website text</li> <li>○ Social media updates, including Chief available to present</li> </ul> <p><u>Public Outreach</u></p> <ul style="list-style-type: none"> <li>○ Presentations to community groups</li> </ul> </p> |
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Please feel free to contact me with questions at any time. The best way to reach me is by email [liz@llpa.biz](mailto:liz@llpa.biz) or (425) 308-6236.

## 2021 Combined Agency

|   | 2021 Combined     | Northshore<br>2021 | Woodinville<br>2021 |
|---|-------------------|--------------------|---------------------|
| 2020 Ending Cash Balance                | 11,509,951        | 4,477,357          | 7,032,594           |
| Assessed Valuation                      | 20,386,687,114    | 8,703,816,682      | 11,682,870,432      |
| % Growth in AV from PY                  | -0.36%            | -0.26%             | -0.44%              |
| Levy Rate                               | 0.71              | 0.64               | 0.77                |
| FBC Equivalent Rate                     | 0.48              | 0.66               | 0.49                |
| Effective Tax Rate                      | 1.19              | 1.30               | 1.26                |
| Beginning Cash Balance <sup>1</sup>     | 11,504,777        | 4,476,094          | 7,028,683           |
| Property Tax Levy                       | 14,542,979        | 5,599,961          | 8,943,018           |
| KC EMS Allocation <sup>2</sup>          | 1,028,055         | 423,623            | 604,432             |
| Fire Benefit Charge <sup>3</sup>        | 8,437,627         | 4,413,338          | 5,774,220           |
| <i>FBC as a % of Operating Budget</i>   | 34.13%            | 42.06%             | 38.67%              |
| GO Bond Levy                            | 1,300,000         | 1,300,000          | 0                   |
| Service Contracts                       | 154,719           | 54,719             | 100,000             |
| Projected Carryover                     | 600,000           | 600,000            | 0                   |
| Prog. Operating Revenue                 | 207,400           | 132,400            | 75,000              |
| <b>Total Current Revenues</b>           | <b>26,270,780</b> | <b>12,524,042</b>  | <b>15,496,670</b>   |
| <b>Total Resources Available</b>        | <b>37,775,557</b> | <b>17,000,136</b>  | <b>22,525,353</b>   |
| Amount Trans. To Reserves               | 1,290,500         | 730,500            | 560,000             |
| GO Bond Payment                         | 1,300,000         | 1,300,000          | 0                   |
| <i>Budgeted labor expenses</i>          | 18,940,795        | 8,243,671          | 10,922,885          |
| <i>Budgeted M&amp;O expenses</i>        | 5,781,432         | 2,248,608          | 4,009,874           |
| Amount Spent on Operations              | <b>24,722,227</b> | <b>10,492,279</b>  | <b>14,932,759</b>   |
| <b>Total Expenditures</b>               | <b>27,312,727</b> | <b>12,522,779</b>  | <b>15,492,759</b>   |
| Cash balance target (35%)               | 9,559,454         | 4,382,973          | 5,422,466           |
| <b>General Fund Ending Cash Balance</b> | <b>10,462,830</b> | <b>4,477,357</b>   | <b>7,032,594</b>    |

<sup>1</sup> Beginning cash balance (highlighted in light yellow) is an *estimate* .

<sup>2</sup> For Actual Combined; Woodinville; and Northshore, using only funds that are kept by the District(s) - that is the BLS levy funds. All other EMS levy funds are sent to Shoreline).

<sup>3</sup> The Fire Benefit Charge for the combined agency would be reduced because the combined labor and M&O expenses are reduced.