

**WOODINVILLE FIRE & RESCUE**  
**Tuesday, November 3, 2020**

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

Commissioner Maehren 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, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren of Northshore Fire Department.

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; Provisional Deputy Chief Peder Davis of Woodinville Fire & Rescue; 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; and members of the participating fire departments and public.

**Approval of Agenda in Content and Order**

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

**Public Comment**

None.

**1. Merger Next Steps Discussion**

Chief Ahearn provided an update on the Community Communication, Merger, and Contract Sub-Committees as attached hereto.

The Boards engaged in discussions about next steps to include Northshore Fire Department soliciting public comment for their November 17 regular meeting, during which they will consider a resolution calling for a special election.

The next joint Board meeting is scheduled for December 1 at 1700 hours.

## 2. Adjournment

The joint meeting adjourned at 1716 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



**Woodinville Fire & Rescue**

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

**Tuesday, November 3, 2020**

**5:00 p.m.**

Meeting will be held virtually, via Zoom. Use the link below to attend live.

<https://us02web.zoom.us/j/82617371438?pwd=V0QyMlZaVURVeXRkSWg4dC90SGZyUT09>

To listen live, call 253-215-8782 and enter the Meeting ID and Password.

Meeting ID: 826 1737 1438

Passcode: 512458

**AGENDA**

Call to Order/Roll Call

Approval of Agenda in Content and Order

Public Comments (Please submit public comment via email to [NFrisch@wf-r.org](mailto:NFrisch@wf-r.org) at least one hour prior to start of meeting. Please limit comments to three minutes.)

**Board Business Items**

1. Merger Next Steps Discussion
  - a. Community Communication Sub-Committee Report
  - b. Merger Sub-Committee Report
  - c. Contract Sub-Committee Report
  - d. Next Joint Meeting Agenda Items
2. Adjournment

**Date:** October 26, 2020

**Memo To:** Chief Greg Ahearn, Northshore Fire Department and Woodinville Fire & Rescue

**From:** Liz Loomis

**Re:** Project Update

I wanted to provide the joint Boards with an update of projects we have completed to educate the public about a possible merger of the Northshore Fire Department to Woodinville Fire & Rescue. It's been a productive month and we appreciate being part of your team.

### Systems

A significant amount of time for a new project in the first few months is spent establishing systems and procedures between staff and our company. For example, we develop processes for how content will be delivered to the public. We also learn about personalities and opinions. In this case, we are genuinely impressed with the level of participation from everyone at both agencies for this project. We admire the staff project team that Chief Ahearn has assembled and appreciate the continued participation by both unions.

### Key Messages and Strategic Communications Plan

At this point, we have a working copy for our key messages. We also have a communications plan in place that outlines how these messages will be shared. Please note that both are working documents that can be tweaked as we move through this project.

### Website Text

We received approval to place content on both websites, and this has been posted. The approval of web text allowed us to move forward with our first news release, as well.

### News Release

We floated our messages to both service areas in a news release and it was a very successful project. We are identifying concerns as well as understanding general questions from the community. Being able to correct misinformation or simply respond to questions is important for future communications with the public.

### Social Media

We created graphics for both agencies to share the news release to their social media platforms.

## Public Outreach

The Chief is scheduling presentations to the three city councils served by both agencies. To this end, we have developed a draft PowerPoint that he can use for these meetings. We also anticipate this communication tool will be used for meetings with the public in November and December as the project moves forward.

## What We Need

We have discussed the need to share projected financial information with the public. This is the last piece of the pie that we're missing and will be compelling for the public when they understand that a cost-savings could be possible in addition to cost-efficiencies. We understand this content will be forthcoming at the end of the month. We look forward to receiving it.

Thank you for your time, and I look forward to addressing you virtually at your meeting in December. Please 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.