



MINUTES OF A SPECIAL JOINT MEETING BETWEEN
North City Water District (NCWD) Board of Commissioners,
Northshore Fire Department (NFD) and Shoreline Fire Department (SFD)
Boards of Commissioners

March 27, 2025

The meeting was called to order at 5:03 p.m. by Board President Patricia Hale. All persons attended in person at the North City Water District Administrative office at 1519 NE 177th Street, Shoreline, Washington 98155 except for any who joined remotely as noted (*). Notice of the joint meeting was posted on the NCWD, NFD and SFD websites and *Shoreline Area News*.

NORTH CITY WATER DISTRICT

Patricia Hale, President
Ron Ricker, Vice President
Charlotte Haines, Secretary
Diane Pottinger, District Manager

NORTHSHORE FIRE DEPARTMENT

Tyler Byers, NFD Commissioner
Lisa Wollum, NFD Commissioner
Rick Webster*, NFD Commissioner

SHORELINE FIRE DEPARTMENT

Ken Callahan, SFD Commissioner
Kim Fischer, SFD Commissioner
David Harris, SFD Commissioner
Barb Sullivan, SFD Commissioner
Matt Cowan, SFD Chief

OLD BUSINESS/NEW BUSINESS

SFD Sound Transit – Chief Cowan spoke about:

- a. The Fire Department was wrapping up the Fire Department's construction inspections of the Lynnwood Link project which goes north/south along I5. He was expecting to work on an operational contract with Sound Transit (ST) in the near future.
- b. He was unaware of the Fire Department's status of the NE 145th Street/State Route 522 Bus Rapid Transit project.

NCWD Sound Transit – District Manager Pottinger shared:

- a. The District was getting close to wrapping up their contract with Lynnwood Link as they have received the bills of sale and were waiting on the easements and as-builts.
- b. The District was still working with ST to replace the water main along State Route 522. A portion of the main was already scheduled to be replaced but the entire length of Sheridan Beach

SFD Fircrest Facility Master Plan – Chief Cowan talked about:

During the long-term planning of the Fire District, Chief Cowan had looked at locating an additional station on the campus but then decided against it. Computer simulations for long-

term growth in Shoreline and Lake Forest Park indicate that they did not need a new station there. He and his staff are looking at helping the Water District make sure the new development on the campus meets current fire code.

NCWD Fircrest – District Manager Pottinger shared:

The new 120 bed facility on the campus was under construction. This would be the first of several projects on the campus over the coming years. She hoped the next project would be a new reservoir and pump station either on the campus or across the street on the North City Water District property. Because this project will be funded by a state agency, the District would likely be asking the fire departments to contact their legislators about this project in the next two years.

SFD Misc items – Chief Cowan talked about:

- a. The recent regionalization to form a Regional Fire Authority. The new fire authority will go into effect May 1. The Chief was looking at what was involved with changing organizational information such as IRS and UBI numbers, etc. and how the two existing fire districts would remain after May 1. Likely they would be holding a brief monthly meeting at SFD then hold the Regional Fire Authority (RFA) Board meeting. The second meeting of the month would be held at the NFD prior to the RFA meeting.
- b. Staffing changes. The only staffing changes was a revised job description for a Facilities Manager and the loss of the part-time Board Secretary from NFD. They had been working on changing the job description for the Facilities Manager and expected to start recruiting for this position in the near future. They also have a Medical Services Officer (MSO) that is “on loan” to the Medic One Foundation and Paramedic Training to help with an accelerated Paramedic training program.. King County and Seattle had specific training requirements which made them unique compared to other fire departments across the nation. Because of Seattle’s personnel shortage, other fire departments around the County were being asked to help with large regional events such as the upcoming international soccer events scheduled for 2025 and 2026 as well as regular sporting events. He said that this was good for the community at large.
- c. Capital project updated. The Chief would be looking into having an engineer or architect help with updating current and future capital projects as some of their costs were outdated. Having more accurate costs will help to make sure they have adequate funds for what they need.
- d. There has been quite a bit of training opportunities in the Shoreline area as many smaller homes were being torn down to build large apartment complexes.

NCWD Misc Items – District Manager Pottinger shared:

- a. The District’s 20-year capital improvement map where the District was planning on doing improvements. Things might shift if a developer were to come along and share in some of the projects, such as what happened with Development Services of America who shared in some improvements with the District back in 2013 and 2014. A second developer at the Polaris Apartments also shared some projects with the District at the same time.
- b. The District had been working for some time to make sure the water meters could be read remotely throughout the District. Originally, back in 2014 when the project started, the supplier thought they could read nearly all the District meters but that did not happen. A second meter reading station was added to the District’s 2.0 MG reservoir and a third station

at Fire Station 65. The District was still unable to read all the meters on the east side of the District due to the topography changes in the area. The District was hoping to add a meter to the Maintenance Facility or possibly at Fire Station 61.

- c. She also shared that the District had entered into an agreement with the Highlands Utility District (HUD) to be their on-call back-up water operator. In fact, today was the kick-off meeting where three of the District's employees spent some time learning about HUD's system.
- d. She also wanted to thank both fire departments for the great working relationship the District have had during her 14 years with the District. From her first presentation at the SFD station in February 2012 and NFD in March 2012 to current, the District appreciates the good working relationship.

Commissioner Hale then went around the room to ask the other commissioners if they had anything else they wanted to add. She, herself, hoped more training could be done at the 3.7 MG reservoir site. Favorable comments were made by all about these annual meetings.

Commission Hale concluded the meeting at 6:06 p.m.

The next regular meeting of the Board will be on Tuesday, April 1, 2025, at 3:00 p.m.

Commissioner Patricia M. Hale

Commissioner Ron Ricker

Commissioner Charlotte Haines