

# NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



**March 28, 2011**

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A special meeting of the North Highline Fire District Board of Fire Commissioners was called to order at 12:35 p.m. by Chairman Wayne Alishokis with Commissioners Ray Austin and Rob Spreier present. Others in attendance were Steve Marstrom, Brian Snure, and Charlotte Ryan. The purpose of the meeting was to meet with legal counsel regarding asset transfer negotiations, consideration of an interlocal agreement and portable radio purchase, and review Commissioner Policies and employee manual status.

## Asset Transfer Negotiations

A 30-minute executive session was called at 12:35 p.m. per RCW 42.30.110(1)(i) to meet with District legal counsel to discuss legal risks of a proposed action relating to the asset transfer negotiations where public discussion of the legal risks is likely to result in adverse legal or financial consequences. The session was to last until 1:05 p.m.

The session was extended until 1:35 p.m.

The meeting reconvened at 1:35 p.m.

## Portable Radios

Chief Marstrom reported that because we have been awarded the Assistance to Firefighters Grant for portable radios, we have started the purchase process. Motorola brand radios best meet the District's needs and are compatible with existing equipment and neighboring jurisdictions. Motorola is on the State Purchasing Contract, and has a price promotion good through March 30, 2011, which would allow us to save a

substantial amount on each radio. However, in order to take advantage of this offer, we must have an interlocal agreement to purchase off the State Contract. Chief Marstrom requested authorization to sign the document on behalf of the District.

He said that we have a quotation from Motorola for 22 single-band and 8 dual-band radios (a total of 30). However, King County Radio Shop believes there may be a problem on this particular model in that it may accidentally change frequency. A discussion was held regarding the possible safety issue with the radios.

The Chief proposed the Board authorize placement of the order if the safety issue is satisfied.

The District Attorney, Brian Snure, added that he will be providing language for a Resolution at the next regular meeting to formally state North Highline Fire District is purchasing radios off the State Bid with Federal money.

Rob Spreier moved to authorize Chief Marstrom sign the Interlocal Agreement with the State Office of Procurement. Ray Austin seconded. Motion carried (3 – 0).

Ray Austin moved to place the order for the 30 portable radios as reflected in the quote and State Contract #02702, subject to the discussed safety issue. Rob Spreier seconded. Motion carried (3 – 0).

### Employment Contracts and Series 1000 Policies

Chief Marstrom suggested the Board rescind the Employee Manual adopted in 1997.

He identified two signed employment contracts for the two remaining, non-represented employees. He explained that our Attorney has reviewed the documents and has stated they are legally contractual documents. The 1997 document doesn't apply to them or any other current employee. He believes there are some good content in it, but much of it should be moved into policy form.

Chief Marstrom said he would like to clear up any confusion to avoid the situation identified by the State Auditor in our last review. He also said he would like employee contracts, as opposed to this employee handbook approach. Employee contracts then can refer to District policies.

After a short discussion, Rob Spreier moved to rescind the 1997 version of the employee manual. Ray Austin seconded. Motion carried (3 – 0).

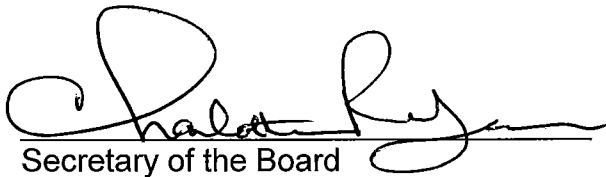
Next the Commissioners Policies (Series 1000) were addressed. The Chief explained that he has made suggestions to some of the policies (mostly housekeeping in nature) to keep them current. The following policies were reviewed:

1111	Elections	1120	Annual Organizational Meeting
1210	Officers of the Board – Chair	1211	Officers of the Board – Vice Chair
1310	Adoption and Amendment of Policies	1312	Administrative Procedures
1330	Audit of Expenditures	1340	Use of District Resources
1400	Meetings	1410	Executive or Closed Sessions
1420	Meeting Agenda	1440	Conduct and Order of Business
1440P	Parliamentary Procedures	1441	Audience Participation
1512	Conflicts of Interest	1630	Fire Commissioner Compensation
1630P	Fire Commissioner Compensation Procedure		

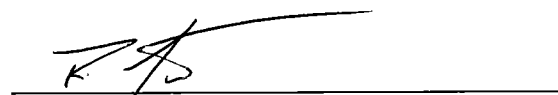
After the discussion, the Chief was instructed to make the agreed-to changes in the policies and bring them to the next regular meeting.


As there was no further business, the meeting adjourned at 2:50 p.m.

Respectfully submitted,

  
Secretary of the Board

  
Chairman, Commissioner

  
Commissioner

  
Commissioner