

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



March 18, 2019

The regular North Highline Fire District Fire Commissioners' Meeting for March was called to order at 6:00 PM by Commissioner Liz Giba with Commissioners Julie Hiatt and Dominic Barrera in attendance. Also, in attendance were Barbara Dobkin, Mike Marrs, Ray Pettigrew, Bob Price, Pat Price, Shauna Sheppard, and Brian Snure.

Chief Marrs led the Pledge of Allegiance.

Julie Hiatt moved to accept the meeting agenda as presented. Dominic Barrera seconded. Motion carried (3-0).

Meeting Minutes

Julie Hiatt moved to accept the minutes of the February 25th regular meeting as presented. Dominic Barrera seconded. Motion carried (3-0).

Fire Benefit Charge Appeals Review

The list of seven 2019 Fire Benefit Charge Appeals was reviewed by the board. Julie Hiatt moved to adjust the fire benefit charge for Appeal 6 and to deny Appeals 1, 2, 3, 4, 5, and 7. Dominic Barrera seconded. Motion carried (3-0). The list of 2019 Fire Benefit Charge Appeals is on file with the meeting minutes.

Accounts Payable

Julie Hiatt moved to approve the month-end March 2019 accounts payable vouchers as follows:

- 190002001 to 190002011 in the amount of \$135,774.00 (March month-end vouchers)
- 190003001 to 190003002 in the amount of \$890.93 (payroll taxes)
- 190003003 to 190003004 in the amount of \$222.88 (March Commissioner payroll)

Dominic Barrera seconded. Motion carried (3-0).

Correspondence

- None

Public Comment

- None

Commissioners' Reports

Commissioner Hiatt reported that she will be testifying at the sales tax hearing in Olympia on Tuesday, March 19th, 2019. She also reported on the March meeting of the Washington Fire Commissioners. Brian Carson spoke about training in Zone 3, working with neighboring zones, training academy funding and other aspects of training. Eastside Fire and Rescue Chief Jeff Clark (Zone 1) spoke about the need to share best practices in training. He also talked about how the cities in Zone 1 work together, their mutual aid, history and strong leadership. It was interesting to learn about how other departments work and train.

Commissioner Barrera reported that SB 5337 passed out of the Senate and is in the Local Government Committee of the House. The public hearing is tomorrow, March 19th. As Commissioner Hiatt reported, she will be attending. Commissioner Barrera can't attend but will submit written testimony. He attended the WFC Legislative Committee meeting and learned that its top 5 legislative bills, including the one dealing with volunteer firefighter pensions, are progressing through the legislature.

Commissioner Giba – None

IAFF Local #1461

- None

Financial Reports

The Board received copies of the February 2019 Treasurer's and Cash Flow Reports.

Chief Marrs reported that the expenses for 2019 are tracking to date. He noted that this month's packet of payables includes an approval for SCBA bottles, masks, regulator, RIT kits, and accessories. He was happy to report that purchasing the gently used items from Maple Valley Fire and Rescue resulted in a 50% cost savings. He is hopeful that Tacoma Fire will buy the MSA packs we currently use. If so, that sale will help offset the cost of updating our equipment.

Chief Marrs will follow up with Hawthorne Accounting but wanted to clarify what the board wanted the review process for District #2 shared invoices to look like. Our understanding is that Hawthorne Accounting will not review each individual voucher, but will sample, identify risk and test to ensure appropriate processes are being used so NHFD has minimal exposure. Chief Marrs will also ask for a cost proposal and an agreement giving Hawthorne Accounting access to our financial records.

We have not yet received the January, February, or March 2019 bills for our shared expenses from King County District #2.

Chief's Report

Chief Marrs reported on the following:

- Update on Interlocal Agreement – We are working on comingling the districts' overtime policies and are still targeting April 1st, 2019 to utilize the entire labor group across all four stations. We have been conducting airpack training and cross training on engines and reserve engines, so crews are familiar with the equipment and prepared to serve the community. The training consortium has been recording and tracking the training and is providing substantial support through this training effort.
- Airpacks – Chief Marrs reported that the process is moving quickly, and crews will be ready by the goal of April 1st, 2019.
- Update on New Engines – We've only made one change order and all manufacturing and fabrication is tracking, thanks to concise and clear specifications. Steve Ott did an excellent job reviewing the design specifications. The process took around 1,000-man hours. Scheduling the final build inspection is next. We do not expect that Steve Ott will be able to make this trip and have not yet determined who will complete this final stage.
- Defibrillators – Still working on this. We thought the FDA had released its hold on FR3's from Phillips and found used ones. However, the hold was not released, and we cannot get the accessories that go with them. We are using the Life pack 12's until we can acquire the needed equipment.
- FD Cares and Community Medical Technician Program – Mobile Integrated Health will be partially funded once the next Medic-1 levy is approved. The program focuses on low acuity calls and follow up. It is possible we will work with the Kent RFA program. We are continuing to research current models so we can utilize the best practices to provide the best care to our community. Commissioner Hiatt mentioned that some programs have opted for either a nurse or social worker due to the nature of these calls. Chief Marrs responded that Colleen Schluter is the Community Services Director for the City of Burien. She manages a program with similar focus as these FD programs. Chief Marrs will consult with her. Coordination with existing programs is important. It is also important to design the program around the specific community's needs. Seattle utilizes social workers in its Navigation Team. However, the Navigation Team works with homeless individuals and Seattle Fire Department does not actively participate on the front end of the program.
- Patch Committee – Designs are being reviewed to incorporate both districts' design ideas into our new patch.
- Commissioner Payroll – NHFD's commissioners are currently paid monthly. Logistically, switching to quarterly would be better. Commissioner Giba commented that it would save time and supplies and makes sense.

Attorney's Report

Brian Snure reported that the letters he had drafted to the King County Assessor and Treasurer will have to be amended to reflect significant changes on the county's website, which Commissioner Giba brought to his attention. Apparently, tax exempt account 345100-0050-98 "has been killed" and taxable account 345100-0050-07 now includes the property in the "killed" account. The website also reflects that substantial taxes remain unpaid from at least 2016. He will change the letters accordingly. The board gave Liz Giba authority to approve and sign so they can go out as soon as possible. Brian Snure's attendance at board meetings will now be on a requested basis. He will not attend unless requested by a commissioner or Chief Marrs.

Unfinished Business

- Monthly Meetings – Moving commissioner meetings from the 3rd to the 4th Monday of each month would allow the billing and payroll processes for both districts to be streamlined and more efficient. Resolution 500, changing the board's regular monthly meetings to the 4th Monday of each month starting April 22nd, 2019, as well as moving the May 2019 regular meeting to May 29th, 2019 due to the Memorial Day holiday was presented. Julie Hiatt moved to adopt Resolution 500 to change the regular meeting dates to the 4th Monday of each month and the May regular meeting to May 29th, 2019. Dominic Barrera seconded. Motion carried (3-0). A copy of the resolution is on file with the meeting minutes

New Business

- None

Good of the Order

- The Firefighter Stair Climb in Seattle at the Columbia Center event was held on Sunday, March 10th, 2019. Seventeen (17) of our firefighters participated and completed the 69 flights. They raised \$20,415 for the Leukemia & Lymphoma Society.

As there was no further business, Julie Hiatt moved to adjourn. Dominic Barrera seconded. Motion carried (3-0), and the meeting adjourned at 6:31 PM.

Respectfully submitted,


Secretary of the Board


Chairman/Commissioner


Commissioner


Commissioner