

# NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



**October 26, 2020**

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Due to the COVID-19 pandemic, the regular North Highline Fire District Fire Commissioners' Meeting for October was called to order by Commissioner Liz Giba order via GoToMeeting (virtual online meeting) at 6:00 PM on October 26, 2020 with Commissioner Dominic Barrera participating. Also attending via GoToMeeting were Chief Mike Marrs, Captain Wayne Metz, Assistant Chief Ray Pettigrew, and Shauna Sheppard.

Chief Marrs led the Pledge of Allegiance.

Commissioner Barrera moved to accept the meeting agenda as presented. Commissioner Giba seconded. Motion carried (2-0).

## Meeting Minutes

Commissioner Barrera moved to accept the minutes of the September 28, 2020 regular meeting. Commissioner Giba seconded. Motion carried (2-0).

Commissioner Barrera moved to excuse Commissioner Hiatt from the October 26, 2020 regular meeting. Commissioner Giba seconded. Motion carried (2-0).

## Accounts Payable

Commissioner Barrera moved to approve the September accounts payable vouchers as follows:

- 2010101 to 2010109 in the amount of \$286,352.69 (October month-end vouchers)

Commissioner Giba seconded. Motion carried (2-0).

## Correspondence

- None

## Public Comment

- None

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Commissioners' Report

- Commissioner Giba's report covered several events. (1) First, she thanked Assistant Chief Ray Pettigrew for his informational presentation at the North Highline Unincorporated Area Council's October 8, 2020 Zoom Meeting. White Center Now Blog filed its report on October 11. (2) King County held its annual Town Hall Meeting in North Highline on October 15. The White Center Now Blog posted its report on October 18. (3) Commissioner Giba highly recommends reading both reports as they are full of information. (4) The monthly meeting with King County and Sheriff's Office regarding the COVID-19 pandemic and the Isolation and Quarantine facility in the Top Hat area is normally held on the fourth Thursday of the month. Due to the Thanksgiving holiday, the next meeting will be held on November 19 at 4:00 pm. (5) Finally, Brad Evan, former Sounders soccer player, will be at the White Center Starbucks to promote voter turnout tomorrow, October 27, between 8:30 and 9:30 am. He will be taking socially distant selfies with fans. He will then visit King County Election drop boxes and distribute "I VOTED" stickers.

IAFF Local #1461

- None

Financial Reports

- The Board received copies of the September 2020 Treasurer's and Cash Flow Reports. Everything is tracking well. Commissioner Hiatt and Chief Marrs have been comparing the actual to expected expenses and finding that, so far, the projections are accurate. They will meet again to compare billing and future projections, evaluate if the division of percentages across the different expenses remains equitable, and ensure that our baseline formulas are accurate.
- Commissioner Giba asked about Hawthorne Accounting's findings. Chief Marrs responded that they have not found any discrepancies or shortfalls. We will receive a monthly report.

Chief's Report

Chief Marrs reported on the following:

- COVID-19 Update – (1) There have not been any new positive test results in our stations. (2) Thanks to Captain Wayne Metz for sustaining our supply of PPE despite the recall of masks due to certification issues. (3) We are providing one tester a day, 6 days a week at the COVID-19 testing site at Tukwila. We get reimbursed for all overtime costs from King County. (4) The testing sites will likely also be used as vaccination sites once vaccines are available. (5) Cases are continuing to rise and expected to be higher during the winter season. (6) The governor's stay at home order is set to expire on the 9<sup>th</sup> of November. However, it is likely to be extended through the end of the year, if not longer. (7) Commissioner Barrera asked about the EMT/Firefighters certification process for administering the COVID-19 vaccines once they are available. Chief Marrs believes it will be similar to epinephrine training.
- Hawthorne & Co, LLC Accounting – This service costs about \$1,000 a month. We will likely have a future discussion that evaluates the cost versus need.
- Update on Washington State Annual Audit for 2019 – The audit is continuing.

- Collective Bargaining Agreement Negotiations – Negotiations continue and are likely to be completed by the end of the year.
- 2021 Budget – We will need a special meeting to address budget planning and projections and the, hopefully, the Benefit Charge after the election and completion of District 2’s budget.
- Possible Mask Giveaway on Thursday, October 29<sup>t</sup> 2020 – The date is tentative pending approval from the King County Library System (KCLS).
- Station #19’s roof work is done. The inspection will be tomorrow, October 27.
- Thanks to Assistant Chief Pettigrew for his NHUAC presentation and Captain Metz for managing logistics and planning.

Attorney’s Report

- None

Unfinished Business

- Special Meeting – Chief Marrs suggested tentatively scheduling the Special Meeting for Thursday, November 12, 2020 at 5:00 pm. Commissioners Barrera and Giba said that works for them. Commissioner Hiatt will be consulted, and the date will be finalized after the election and completion of the District 2 budget.
- The Benefit Charge Flyer was discussed. Commissioner Giba said that a community member who the flyer on October 25<sup>th</sup> and staid it was informative and well done.

New Business

- Resolution 507 would establish a plan for continuation of North Highline Fire District’s government in the event of a disaster. Commissioner Barrera suggested delaying the discussion until all commissioners can participate. Both commissioners agreed to include Resolution 507 in the upcoming Special Meeting.

Good of the Order

- None

As there was no further business, Commissioner Barrera moved to adjourn. Commissioner Giba seconded. Motion carried (2-0), and the meeting adjourned at 6:33 PM.

Respectfully submitted,



Secretary of the Board



Chairman, Commissioner



Commissioner



Commissioner