

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



November 19, 2018

The regular North Highline Fire District Fire Commissioners' Meeting for November was called to order at 2:00 PM by Commissioner Liz Giba with Commissioner Dominic Barrera in attendance. Also in attendance were Jamie Cissell, David Dilley, Troy Harris, Matt Lemanu, Mike Marrs, Bob Price, Calen Regnier, Shauna Sheppard, and Brian Snure.

Chief Marrs led the Pledge of Allegiance.

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

Meeting Minutes

Dominic Barrera moved to accept the minutes as presented of the October 22, 2018 regular meeting; November 8, 2018 special meeting; and November 13, 2018 special meeting; Liz Giba seconded. Motion carried (2-0).

Accounts Payable

Dominic Barrera moved to approve the November accounts payable vouchers as follows:

- 180004001 to 180004002 in the amount of \$12,656.92 (October corrected Def Comp)
- 181101001 to 181101034 in the amount of \$49,965.20 (November mid-month)
- 181201001 to 181201023 in the amount of \$69,033.38 (November month-end)
- 181301001 to 181301032 in the amount of \$195,607.57 (November payroll - ACH)
- 181401001 to 181401007 in the amount of \$47,668.03 (November payroll)
- 15054021 to 15054026 in the amount of \$2,615.93 (November volunteer payroll)

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

Correspondence

- None

Public Comment

- None

Commissioners' Report

Commissioner Giba reported that, after many months, she received a response from the King County Department of Permitting and Environmental Review (DPER) about the new Vintage Housing development at Top Hat. It acknowledged discrepancies in the information provided by Vintage Housing, but advised that "...DPER has concluded that while the total number of residents presented in the SEPA checklist may have underestimated the potential number of residents, the likely range would not cause the Department to revise its previous SEPA threshold determination...." A copy of the correspondence from Kevin LeClair of DPER is on file with the minutes.

AFF Local #1461

- None

Financial Reports

The Board received copies of the October 2018 Treasurer's and Cash Flow Reports. Chief Marrs addressed a question from Commissioner Giba about the Fire Benefit Charge line item on the Cash Flow Statement. He explained that it appears we haven't received any Benefit Charge income because King County automatically moves the Fire Benefit Charge fund to the General Fund. Commissioners Giba and Barrera agreed that a statement showing year-to-date collections of the Benefit Charge would be useful. Chief Marrs noted that the current BIAS system does not provide that information, but he will see if there are other report options available.

Chief Marrs also explained that another important, but hidden piece of information is the retro pay which is accumulated into the regular suppression payroll. We are still within budget for regular wages. However, overtime is 137% over budget. He expects that to go down, as the employee with a long-term disability that impacted overtime has retired. Copies of the reports are on file with the minutes.

Chief's Report

Chief Marrs reported on the following:

- Update on Hiring Process - The written test was administered and the test results of the top 30 candidates, who are moving on to the oral board interviews, range from 86%-92%. Captain Boutwell, FF Harris, Captain Zimnisky and Captain Gay

will conduct the interviews next week. After the interviews, recalculations will occur, and the top 20 candidates will move on to the Chief's interview. The candidates will then be scored, recalculated, and stack-ranked accordingly.

- 2017 Annual Audit – The audit has begun and the Washington State Auditor's engagement letter has been received. It needs to be signed by Commissioner Giba and Chief Marrs. See New Business.
- Christmas Outreach – Donations are being accepted through December 13th, 2018. Deliveries to 50 families whose information was provided by DSHS will be made on December 20, 2018.
- The White Center Chamber of Commerce Tree Lighting – The ceremony will be held on Sunday, December 2, 2018 at 4:00 PM at Triangle Park.

Attorney's Report

- Brian Snure reported that, after a discussion with Commissioner Giba, he has drafted a letter to the King County Assessor about Coronado Springs for the Board to send. After reviewing it, Dominic Barrera moved to send the letter. Liz Giba seconded. Motion carried (2-0). A copy of NHFD's letter to John Wilson is on file with the meeting minutes.
- Brian Snure also advised that he will be out of the country from December 8th until the end of the year and back in the office on January 2, 2019.

Unfinished Business

- Public Records Policy. Brian Snure presented an updated policy that reflects the current requirements regarding the Janus court decision. *No action was taken as the board has not had time to review the draft.*

The following Resolutions were presented:

- Resolution No. 494: To increase 2019 Limit Factor. Dominic Barrera moved to increase the 2019 limit factor. Liz Giba seconded. Motion carried (2-0).
- Resolution No. 495: To Levy 2019 Property Taxes. Dominic Barrera moved to levy the 2019 property taxes. Liz Giba seconded. Motion carried (2-0).
- Resolution No. 496: Authorizing an Increase to the 2019 Property Taxes. Dominic Barrera moved to authorize an increase in the 2019 property taxes. Liz Giba seconded. Motion carried (2-0).
- Resolution No. 497: To Impose a 2019 Benefit Charge. Dominic Barrera moved to impose a 2019 Benefit Charge. Liz Giba seconded. Motion carried (2-0).
- Resolution No. 498: 2019 Operating Budgets. Dominic Barrera moved to adopt the 2019 operating budget as presented. Liz Giba seconded. Motion carried (2-0).

New Business

- The State Auditor has requested a 2017 engagement letter signed by the Board Chair. Dominic Barrera moved to authorize Liz Giba to sign the engagement letter. Liz Giba seconded. Motion carried (2-0).

- The January, February, and April 2019 regular meeting dates need to be changed because the January and February meetings fall on the Martin Luther King and Presidents' Day holidays, and the April meeting falls too close to payroll cut off. The Secretary will bring a Resolution to the December regular meeting changing the January, February and April 2019 meetings.
- Benefit Charge Appeals Hearing tentatively scheduled for the February 2019 regular meeting.

Good of the Order

- None

As there was no further business, Dominic Barrera moved to adjourn. Liz Giba seconded. Motion carried (2-0), and the meeting adjourned at 2:38 PM.

Respectfully submitted,


Secretary of the Board


Chairman, Commissioner


Commissioner


Commissioner