NORTH HIGHLINE FIRE DISTRICT
COMMISSIONERS' MEETING

MINUTES OF THE NOVEMBER 24, 2025 REGULAR MEETING

A regular meeting of the Board of Commissioners of the North Highline Fire District (NHFD) was held in person and remotely on November 24, 2025, pursuant to proper notice. Attending virtually via the GoTo Meeting software was Chief Gay. In person were, Commissioner Julie Hiatt, Commissioner Dominic Barrera, Commissioner Terri Robison, Assistant Chief Wayne Metz, Assistant Chief Ray Desmarais, and District Secretary Christina Parker.

Call to Order.

The meeting was called to order at 5:03 p.m. by Commissioner Hiatt.

Flag Salute.

Chief Jason Gay led the Pledge of Allegiance.

Agenda Approval.

Commissioner Robison moved to accept the meeting agenda as presented. Commissioner Barrera seconded. Motion carried (3-0).

Presentations / Announcements.

Presentation

- Assistant Chief Metz presented the Call Summary Reports which included 511 a decrease in calls compared to 2024. Among the most notable incidents reported were a shooting, a residential fire, and a commercial fire.

  Commissioner Hiatt raised an inquiry regarding options available for displaced citizens. Chief Metz responded that the Red Cross typically provides resources for temporary housing and noted that there have been no complaints reported regarding these services.

Announcements

- None

Public Comment.

- None

Correspondence.

- None

IAFF Local #1461

- None

Commissioners' Reports.

Commissioner Robison expressed that the WFCA conference was informative and engaging.

Commissioner Hiatt inquired about the availability of volunteers for this year's Holiday Outreach. Assistant Chief Desmarais indicated that he would verify this information and provide her with an update.

Financial Reports.

The Board received copies of the Accounts Payable Report for November 2025, as well as the revised Budget Proposal Report for 2026, which was discussed in the previous meeting. This report includes the Fund Summary and Revenue projections, reflecting the updated Preliminary Levy Worksheet dated November 13, 2025.

Chief's Report.

Operations

- Training / Testing – The district sent a couple of firefighters to the Pump Academy. Additionally, Assistant Chief Desmarais and Battalion Chief Anderson participated in the ESO Regional Users Group, with one firefighter attending the Firefighter II evaluator testing at the academy.

Fire Prevention

Assistant Chief Desmarais reported on the following:

- Assistant Chief Desmarais presented an update regarding Fire Prevention initiatives, with a report on the completion of the October and November school visits in

observance of Fire Prevention Month. Three elementary schools in White Center participated, engaging approximately 150 students. Captain Stoess is currently in the process of procuring a new Fire House to replace the existing one, which has been in use for approximately 30 years. The objective is to implement a more modern design and enhanced fire props. Chief Gay further remarked that the funding for this initiative will be allocated as a capital update to the Fire Marshals' office and will be sourced from the King 2 budget.

Chief Gay reported on the following:

- Facilities – We have received the final quote for the installation of Plymovent exhaust capture systems at Stations 28 and 29, as well as for the enhancements to the systems at Stations 18 and 19. Funding has already been allocated in the budget to cover the stated costs and any potential additional expenses related to electrical and mechanical contractors through Air Exchange Inc. We are optimistic about initiating the project promptly after the beginning of the year. An additional site visit for measurements was conducted on November 20. Once the drawings are finalized and the necessary permits are obtained, we will commence installation. We anticipate that the project will be initiated during the first quarter of 2026.

- Equipment – None

- Personnel – The five candidates selected for the Recruit Academy 22 (RA22) position are progressing through the hiring process as scheduled. We are currently awaiting the completion of a few remaining items before we can formally extend the offer of employment.

- Events – **December 22, 2025** – (Holiday Outreach) Delivery arrangements have been successfully coordinated for twenty-five (25) families. Trimed has purchased all gifts, taking into account the varying ages of the children, while the Department has utilized donations to cover food expenses.

Other – Labor Management Meeting - The district has provided Local 1461 with two policies pertaining to the annual and semi-annual inspection of bunker gear and the procedures presented by the Labor representatives regarding the cleaning procedures for SCBAs.

In addition, the implementation of the Provident Employee Assistance Program (EAP) has been initiated. The District's Social Worker, Lindsey Mueller, along with Firefighter Tony Rosenthal, has conducted informational meetings with each shift to provide a thorough overview of the services offered through the EAP and to offer guidance on its effective utilization.

Consent Agenda Approval.

Commissioner Robison moved to approve the Consent Agenda as presented. Commissioner Barrera seconded. Motion carried (3-0).

Meeting Minutes.

- Commissioner Hiatt moved to accept the minutes of the October 27, 2025, Regular Board Meeting.

Voucher Approval for October 2024.

Commissioner Hiatt moved to approve the November 2025 accounts payable vouchers as follows:

251101001 to 251101005 in the amount of $540,415.65 for payment on November 24, 2025. Commissioner Barrera seconded. Motion carried (3-0)

Unfinished Business.

- None

New Business.

Motion: Resolution 542 to Authorize 2026 Property Tax Increase
Commissioner Robison moved to adopt and sign Resolution 542. Commissioner Barrera seconded. Motion carried, 3-0. A copy of Resolution 542 is on file with the meeting minutes.

Motion: Resolution 543 to Levy 2026 Property Taxes
Commissioner Robison moved to approve Resolution 543 and authorize Commissioner Hiatt to sign the Levy Request Certificate for 2026. Commissioner Barrera seconded. Motion carried (3-0). A copy of Resolution 543 is on file with the meeting minutes.

Motion: Resolution 544 to Impose a 2026 Fire Benefit Charge
Commissioner Hiatt moved to approve and sign Resolution 544 to Impose a 2026 Fire Benefit Charge of $2,250,000. Commissioner Barrera seconded. Motion carried (3-0). A copy of Resolution 544 is on file with the meeting minutes.

Motion: Resolution 545 Operating Budget
Commissioner Robison moved to approve and sign Resolution 545 adopting an Operating Budget for the 2026 year based on the levy figures received from King County. Commissioner Barrera seconded. Motion carried (3-0). A copy of Resolution 545 is on file with the meeting minutes.

Good of the Order.

Motion: Resolution 546 Change of Regular Meeting Schedule
Commissioner Robison moved to approve and sign Resolution 546 to change the regular meeting time of December 22, 2025, from 5 PM to 2:00 PM. Commissioner Robison seconded. Motion carried (3-0). A copy of Resolution 546 is on file with the meeting minutes.

Commissioner Barrera initiated a discussion regarding the adjustment of the regular meeting time from 5:00 PM to 5:15 PM. This change would afford him additional time to commute from his professional obligations to the monthly meetings. The proposal garnered unanimous agreement among the attendees. A resolution will be presented at the upcoming meeting to formalize the change in the scheduled meeting time as discussed.

As there was no further business, Commissioner Hiatt moved to adjourn. Commissioner Barrera seconded. Motion carried (3-0). The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Secretary of the Board

Julie Hiatt
Chairperson, Commissioner

Dominic Barrera
Commissioner

Terri Robison
Commissioner