

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



January 27, 2020

The regular North Highline Fire District Fire Commissioners' Meeting for January was called to order at 6:00 PM by Commissioner Julie Hiatt with Commissioner Dominic Barrera and Commissioner Liz Giba in attendance. Also in attendance were Alexander Behrndt, Sean Fitzgerald, Ed Marrs, Mike Marrs, Ray Pettigrew, Bob Price, Pat Price, Jennifer Ramos, and Shauna Sheppard.

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 December 23, 2019 regular meeting; Dominic Barrera seconded. Motion carried (3-0).

Washington State Auditor's Office 2018 Annual Report – State Auditors Alexander Behrndt, Jennifer Ramos, and Sean Fitzgerald appeared for the Exit Meeting. The 2018 Annual Audit is complete, and the Management Letter can be signed by a commissioner. Jennifer Ramos, the Auditor in Charge of the audit, reported that there were no findings as the audit reflected that the North Highline Fire District provided adequate controls over the safeguarding of public resources, and complied with applicable laws, regulations and its own policies.

Julie Hiatt moved to have Liz Giba sign the Washington State Auditor's Office Management Letter regarding the 2018 Annual Audit. Dominic Barrera seconded. Motion carried (3-0).

Accounts Payable

Julie Hiatt moved to approve the January accounts payable vouchers as follows:

- 2011001 to 2011003 in the amount of \$8,347.73 (January beginning of the month vouchers)
- 2012001 to 2012010 in the amount of \$374,917.17 (January month-end vouchers)

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

Correspondence

- None

Public Comment

- None

Commissioners' Report

Commissioner Hiatt reported that the King County Fire Commissioners Association's Meeting will be held at Station #28 on the second Wednesday of February. Tomorrow, January 28, is Legislative Day in Olympia. Commissioner Hiatt and Chief Marris will attend the KCFCA's general meetings. They also have meetings scheduled with Rep. Fitzgibbon and the legislative assistants of Rep. Cody and Senator Nguyen. Those meetings will focus on fireworks. Liz Giba said that she'd spoken to Rep. Fitzgibbon, who has sponsored a bill to eliminate the one year waiting period when counties or cities pass a local ordinance changing fireworks regulations. Rep. Fitzgibbon told her that when asked by members of the fireworks industry why he was sponsoring the bill, he had shared the facts of North Highlines' 4th of July tragedy.

Commissioner Hiatt is exploring grants to replace Stations #18 and #19. The process is arduous and challenging, but there are consultants to assist in this endeavor.

AFF Local #1461

- None

Financial Reports

The Board received copies of the December 2019 Treasurer's and Cash Flow Reports. Per Chief Marris, our financials are solid, and our cash carry over is looking reliable and consistent. We continue to try to schedule Hawthorne & Company Accountants to move forward with the financial reviews. Commissioner Giba suggested we look for another accounting firm and Commissioner Julie Hiatt said she had a few accounting contacts. Meanwhile, Chief Marris invited the commissioners to Station #28 to review random sample invoices. Commissioner Hiatt asked about reviewing the costs to evaluate the ILA and determine how accurate NHFD's projected costs were by comparing them with the actual 2019 expenses. Chief Marris believes that the 2nd quarter of 2020 is probably a realistic time frame to pencil in for review.

Chief's Report

Chief Marris reported on the following:

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- Update on Peer Support – Chief Marrs will meet on January 29, 2020 with Dr. Colleen Hilton from Acuity Northwest to establish a tiered training process to provide basic to advanced support consistent with Zone 3 throughout our district.
 - Update on MIH/FD Cares Car – We need to establish best practices in applying our monies towards the needs of low acuity calls in the area. We are talking with Highline Hospital. We will meet with Navos on January 30, 2020. We met with South King Fire and Rescue, but they are experiencing geographical issues. Response times are a challenge because King County EMS requires a 20-minute response time. Skyway and Tukwila reached out to present a different model. Chief Marrs met with the chiefs of those departments and concluded that giving up all our funds and one Full time employee is not financially feasible at this time. It appears that most jurisdictions are finding this to be the biggest challenge. We can carry the funds over into 2021 so we have time to work toward the best option.
 - Battalion Chief Jerry Blaylock's retirement will be effective on January 31, 2020. His retirement party will be held at the Tin Room in Burien on Friday, February 7, 2020.
 - Captain Steve Ott's retirement will also be effective January 31, 2020. Captain Ott did not want a retirement party.
 - Firefighter Wayne Metz is being promoted to Captain. Effective February 01, 2020, he will be going to days in logistics.
 - There will be two additional promotions in the coming months to replace Captain Ott and the upcoming retirement of Captain Kevin Sykes. Fourteen (14) people took the joint captain's test for promotion. Those decisions will be made soon.
 - Firefighter Alan Keyes plans to retire in June 2020. Three (3) recruits will graduate from the academy on January 30, 2020. Three (3) more starting in the new session at the academy on Monday, February 3, 2020. We are approaching regular staffing numbers. We are still working to fill positions as the communities served by North Highline FD #11 and King County FD #2 grow and to ensure we have adequate staffing for Aid 318 up-staffing, sick leave, and overtime. Commissioner Liz Giba asked about our hiring process and how we are reaching out to the community for hiring. Chief Marrs said that the market is very competitive and there are difficulties hiring at this time because of this. We participate in career fairs and are exploring Public Safety Testing to recruit locally. We are looking to improve our hiring practices and increase our workforce. Commissioner Giba suggested reaching out to area high schools.
 - Nurses at Swedish Medical Center Hospital are expected to go on a 3-day strike. We are prepared should it go longer, or other issues arise.
 - Coronavirus Update – We are spending a great deal of time responding to and providing information about this virus and how to best implement protocols based on King County's upgraded standards. We are taking extra precautions as we care for our community.
 - Chief Marrs showed the new patch prototype t-shirt to the commissioners. They liked the classic design. If the King County Fire District #2 board agrees, we'll move forward with the rebranding process.

Attorney's Report

- None

Unfinished Business

- The 2020 Fire Benefit Charge appeals deadline is Friday, February 21, 2020. The Appeal Review will take place at the regular meeting on Monday, February 24, 2020.

New Business

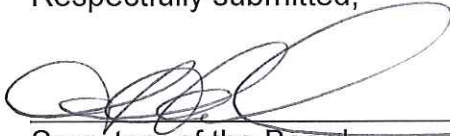
- Resolution No. 506 to change the regular meeting from May 25, 2020 meeting to Wednesday, May 27, 2020 due to the Memorial Day Holiday. Julie Hiatt moved to change regular May meeting to Wednesday, May 27, 2020. Dominic Barrera seconded. Motion carried (3-0).

Good of the Order

- Happy New Year to everyone!

As there was no further business, Julie Hiatt moved to adjourn. Dominic Barrera seconded. Motion carried (3-0), and the meeting adjourned at 7:17 PM.

Respectfully submitted,



Secretary of the Board

Chairman, Commissioner



Commissioner



Commissioner