

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



February 25, 2019

The regular North Highline Fire District Fire Commissioners Meeting for February was called to order at 6:00 PM by Commissioner Liz Giba with Commissioner Julie Hiatt in attendance and Commissioner Dominic Barrera via conference call. Also, in attendance were, Bob Lawson, Mike Marrs, Ray Pettigrew, Bob Price, Pat Price, Russ Pritchard, 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).

Presentation by Russ Pritchard, Representing Water District #20- Commissioner Pritchard advised the board that Water District #45 contacted District #20 about a merger about a year ago. The people of District #45 approved the merger in the latest election. The vote was certified on Friday, February 22, 2019, and Water District #45 has officially merged with Water District #20. He read a statement outlining the benefits and impacts of the merger. They include: (a) Water Districts' office at SW 102nd and 8th SW is now closed, and the property will be sold as District 20's office on 1st Ave S will serve the larger Water District #20. There will be no impact on North Highline Fire District. Two capital projects will be started in District #45's old territory at the end of 2019, first part of 2020. They will replace piping and update maintenance. A copy of the statement is on file with the meeting minutes.

Meeting Minutes

Julie Hiatt moved to accept the minutes as presented of the January 28th, 2019 regular meeting. Dominic Barrera seconded. Motion carried (3-0).

Fire Benefit Charge Appeals Review The filed appeals were reviewed by the board. It decided to wait until the March 18th regular meeting to act on the appeals.

Accounts Payable

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

- 190001000 to 190001007 in the amount of \$28,555.48 (February month-end vouchers)
- 190222001 in the amount of \$98.76 (February Commissioner payroll taxes)
- 190222002 to 190222003 in the amount of \$450.98 (February Commissioner payroll)

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

Correspondence

- None

Public Comment

- None

Commissioners' Reports

Commissioner Hiatt – Went to Olympia Thursday and testified in support of the sales tax exemption legislation at the Ways and Means hearing. The entire committee was in attendance and all the important points were addressed.

Commissioner Barrera – Spoke with Senator Kaiser and received a firm commitment based on Commissioner Hiatt's testimony. The bill seems to be heading in the right direction. The other bills sponsored by the Washington Fire Commissioners Association, such as the pensions for volunteer firefighters, continue to gain momentum and the outlook is promising.

Commissioner Giba – Fundraiser for White Center Kiwanis will be held at the White Center Eagles on Friday, March 1st, 2019 from 5:00 - 7:00 pm. A steak or portobello dinner will be \$20.00. Tickets can be purchased from Bill Tracy, any member of the White Center Kiwanis or at the door. Proceeds go to help young people of the White Center community.

IAFF Local #1461

- None

Financial Reports

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

Chief Marrs noted that the expenses for 2019 are tracking to date. We have not yet received the January and February 2019 bills for our shared expenses from King County District #2. Some of NHPD's December bills fell into January 2019. They have been paid and most expenses going forward will be paid through King County District #2.

Chief's Report

Chief Marrs reported on the following:

- Update on Interlocal Agreement (with District 2 – Work is continuing to establish best practices and procedures on billing with the staff and accounting firm. We will continue to work on onboarding, financial advisement, retirement, and accrual balances. We are close to an agreement about melding seniority and a new overtime policy.
- Air Packs – Chief Marrs reported that the process is going faster than expected.
- Update on New Engines – The Engine Committee consisting of David Dilley, Scott Thorsteinson, and Jason Theuret (a mechanic from Puget Sound Regional Fire Authority) went to Wisconsin on February 19th, 2019 to review progress.
- Defibrillators – We are working to standardize our defibrillators. District 2 has used Life Pack 12's. Burien had grant funding for the purchase and was waiting for the FDA to release the Phillips FR3's. Finally, some FDA approved used FR3's have come on the market. We are training all of the District 2 employees on the FR3's and NHFD employees on the Scott air packs. Union and management have come to a tentative understanding to implementing this as well. Checklists are being created to establish who can drive certain engines or act as an officer. 80% of the overtime will be at a firefighting level. The process is moving smoothly. The union has made a commitment to resolving these issues and added great input to the discussions. Until these issues are resolved, we are running dual overtime, but we have a tentative deadline of April 1, 2019 to obtain union agreement.
- Retirement Incentive Program - Pre-notification of retirement enables the District to plan hiring and minimize overtime. Rather than a new hire, we may explore hiring laterally to minimize the impact of unanticipated retirements on staffing and scheduling. The academy is managing a large group of recruit candidates in an effort to meet the demanding needs of training staff and to fill open positions in the future.
- FD Cares and Community Medical Technician Program – Mobile Integrated Health will be partially funded once the next Medic-1 levy is approved. The primary focuses of the program are low acuity calls and follow up. There is a possibility we may work with the Kent RFA program in the North Highline/Burien/Normandy Park areas. We are continuing to research current models so we can utilize the best practices to provide the best community care. Commissioner Hiatt mentioned that some programs have opted for either a nurse or social worker due to the nature of these calls. Colleen Schluter is the Community Services Director for the City of Burien who currently 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 predominantly in its Navigation Team. However, Seattle's Navigation Team works with homeless individuals, and Seattle Fire Department is not actively participating on the front end of the program or services.
- Monthly Vouchers – Accounts payable can now be paid once per month.
- Commissioner Payroll – NHFD Commissioners are currently paid monthly; switching to quarterly might be better logistically. Commissioner Giba commented that it would save time, supplies, and makes sense.
- Monthly Meetings – Moving NHFD's meetings from the 3rd to the 4th Monday of the month would align better with billing and payroll for both districts, allowing them to streamline their processes and become more efficient.

Attorney's Report

- Brian Snure discussed Coronado Springs, our letter to the King County Assessor John Wilson, and the response of November 2018 that failed to answer our questions sufficiently. He noted that even though the letter is generally non-responsive, it answers one question. Coronado Springs has one master parcel with two separate tax parcel numbers assigned to it. One is taxable; the other is not. In 2017, the county assessed our Fire Benefit Charge to the tax-exempt parcel number instead of the taxable parcel number. As a result, the 2017 benefit charge was not paid. The county correctly assessed the Fire Benefit Charge to the taxable portion in 2016 and 2018. Brian Snure recommended contacting Treasurer's office to ask for assistance in collecting the Coronado Springs 2017 Fire Benefit Charge. Commissioner Giba stated that we also need to get clarification on the actual tax status of Coronado Springs. Commissioners Barrera and Hiatt agreed. Mr. Snure will write letters to both the King County Assessor and the King County Treasurer to establish the tax status of Coronado Springs and collect the 2017 Fire Benefit Charge. He will bring the letters to the March 2019 regular meeting for Board review.
- Mr. Snure's attendance at meetings will be reviewed.

Unfinished Business

- None

New Business


- None

Good of the Order

- None

As there was no further business, Julie Hiatt moved to adjourn. Dominic Barrera seconded. Motion carried (3-0), and the meeting adjourned at 7:06 PM.

Respectfully submitted,


Secretary of the Board


Chairman, Commissioner


Commissioner


Commissioner