

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS' MEETING



MINUTES OF THE FEBRUARY 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 February 24, 2025, pursuant to proper notice. In person were Commissioner Julie Hiatt, Commissioner Terri Robison, Chief Gay, Assistant Chief Ray Desmarais, and District Secretary Christina Parker.

Call to Order.

The meeting was called to order at 5:02 p.m. by Commissioner Hiatt.

Flag Salute.

Chief Jason Gay led the Pledge of Allegiance.

Agenda Approval.

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

Presentations / Announcements.

Presentation

- None

Announcements

- None

Public Comment.

- None

Correspondence.

- King County Department of Assessments - 2025 North Highline Fire 11 Certified Assessed Valuation letter.

IAFF Local #1461

- None

Commissioners' Reports.

- Commissioner Hiatt announced her plans to focus on the upcoming Spring Addition Newsletter.

Financial Reports.

The Board received copies of the **February 2025** Accounts Payable Report. Chief Gay highlighted the portion pertaining to overtime charges and indicated that this would be the final month in which upstaffing overtime charges would be incurred.

Chief's Report.

Operations

Chief Gay provided the Call Report numbers in the absence of Assistant Chief Metz:

- For the period from February 1 to February 24, 2025. During this time, Station 18 recorded a total of 183 calls, Station 19 responded to 166 calls, Station 28 had 294 calls, and Station 29 recorded 77 calls. Chief Gay clarified that the overtime associated with these calls is related to instances of sick leave.

Fire Prevention

Assistant Chief Desmarais reported on the following:

- Assistant Chief Desmarais provided an update on prevention efforts regarding apartment inspections, emphasizing the high volume of inspections scheduled for the first two months of the year, to complete all three apartment inspections. Beginning in March, the focus will shift to commercial inspections for the year. It was noted that Station 18 has fewer inspections compared to other stations. The department will also resume Tactical Surveys for the unincorporated areas this year. These site survey inspections aim to identify fire code violations, which will be documented and communicated to the King County Fire Marshal's Office for enforcement actions.

Commissioner Hiatt inquired whether King County conducts inspections in unincorporated areas, to which Chief Desmarais indicated that inspections are performed as needed. He highlighted the responsiveness of the King County Fire Marshal's Office but noted that regular inspections are not conducted, underscoring the

importance of tactical surveys. Additionally, Commissioner Hiatt initiated a discussion regarding the new apartment developments in the White Center area. Assistant Chief Desmarais confirmed that these developments have undergone the full review process, with their systems designed following standard sprinkler alarm protocols. The King County Fire Marshal's Office actively collaborates with the fire department during this review process.

Chief Gay reported on the following:

- Equipment – The District will be replacing its outdated defibrillators utilizing funds from the King County Emergency Medical Services (EMS) Levy Core Services. As previously communicated, the FR3 defibrillators will no longer receive support. We have contacted King County to discuss a regional approach to this transition. It is our intention to procure the Lifepak 15 version 4 model, which is consistent with the equipment used by our neighboring districts. This choice offers the advantage of standardization with regional medic units, and the availability of unspent funds from the King County EMS Levy for Core Services will cover the costs of this transition. This fiscal year represents the final opportunity to claim these funds.

Commissioner Hiatt posed a question regarding the distinctions between the Lifepaks utilized by other companies. Chief Gay provided clarification, noting that one of the primary benefits of the Lifepak 15 version 4 compared to other defibs is its capability to record events of each incident for King County EMS for tracking of CPR data, and these records can be subsequently downloaded.

The South King County Training Consortium is organizing an Aerial Dynamics course that focuses on various scenarios for effective utilization of the ladder truck. Due to unexpected circumstances, there arose a necessity for a ladder truck for training purposes. The District has five personnel signed up for this Ladder Operator course, allowing the South King County Training Consortium to utilize our ladder truck. This arrangement provides an excellent training opportunity for our crews to practice on their own equipment.

- Facilities – We are collaborating with the City of Burien to coordinate the logistics for the placement of ecology blocks at Station 19, specifically around the front of the crew quarters. This action is being undertaken as a safety measure in response to the recent accident that occurred outside the station.
- Personnel – The District is currently seeking candidates to fill the position of Administrative Assistant. Initial interviews were conducted last week, and the five top candidates will be selected for in-person interviews during the upcoming week. Prior to extending an offer, the district will seek approval from the KCFD2 Board at its second meeting in March. Should the North Highline Board express interest in further

discussing the applicants, Chief Gay is prepared to provide pertinent information to the Board prior to obtaining final approval.

Additionally, the district has received notice of resignation from a recruit, who has decided to resign from the Academy. Consequently, an additional position will be added to the upcoming Recruit Academy. The district will now seek three candidates to address this vacancy, a recent retirement and another expected retirement at the end of the year.

Mediation for the Collective Bargaining Agreement (CBA) is scheduled for tomorrow, February 25, 2025, at Station 28. Further updates will be provided as they become available.

- Events – The Washington Fire Chiefs Association (WFCA) Annual Conference will take place in Kennewick, WA. Chief Gay and potentially Assistant Chief Desmarais will participate in this event and look forward to the opportunity for professional development it provides.
- Other - The District has engaged in discussions with the Union regarding the potential extension of the CARES Memorandum of Understanding (MOU) and the additional Day Captains position within the Fire Marshal's Office MOU for an additional year, as the current agreements expired at the end of the year. This extension was a topic of conversation during the Labor Management Meeting. We will revisit this matter once the Collective Bargaining Agreement (CBA) has been formally adopted.

We have recently added a new online resource for the Acting Captain and Acting Battalion Chief positions. Chief Gay articulated his vision for developing a product that prepares our personnel for the next step within their careers as firefighters and captains. Chief Gay acknowledged that this has never been done before and we wish to set up a strong foundation for departmental success. Captain Trivelas has taken the lead in creating the Acting Captain's Book while Battalion Chief Zimnisky oversaw the development of the Acting Battalion Chief Book, delivering a great resource tool.

The deadline for submitting appeals related to the Fire Benefit Charge (FBC) has lapsed as of February 14, 2025. We will be reviewing the appeals list during our upcoming discussion. For your reference, the history of the FBC charges has also been included.

Consent Agenda Approval.

Commissioner Hiatt moved to approve the Consent Agenda as presented. Commissioner Robison seconded. Motion carried (2-0).

Meeting Minutes.

- Commissioner Hiatt moved to accept the minutes of the **December 30, 2024** Special Board Meeting and **January 27, 2025** Regular Board Meeting as presented. Commissioner Robison seconded. Motion carried (2-0).

Voucher Approval.

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

250201001 to 250201006 in the amount of \$393,008.14 for payment on February 28, 2025. Commissioner Robison seconded. Motion carried (2-0)

Unfinished Business.

- Review FBC Appeals:
 - **Robert Hess – Parcel #5357200123 at 10641 20th Ave. S**

Commissioner Hiatt moved to approve a 10% Veterans discount on Robert Hess parcel 5357200123.

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

- **Paras Gillispie – Parcel #76942006700 at 11210 4th PI SW**

Commissioner Hiatt moved to decline approval of additional reductions to the FBC charge for Para Gillespie, parcel 76942006700

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

- **Keopanya, Kaesri – Parcel #7262200031 at 9630 30th Ave SW**

Commissioner Hiatt moved to approve a 10% Sprinkler discount on Kaesri Keopanya, parcel 7262200031

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

A copy of the Appeals List is on file with the meeting minutes.

New Business.

Motion to excuse Commissioner Barrera Commissioner Hiatt moved to excuse Commissioner Barrera. Commissioner Robison seconded. Motion carried, 2-0.

Good of the Order.

- Chief Gay requested a motion to reschedule the May meeting to May 19, 2025.

Motion: Resolution 540 Change of Regular Meeting Schedule

Commissioner Hiatt moved to approve and sign Resolution 540 to change the regular meeting of May 26, 2025, to May 19, 2025. Commissioner Robison seconded. Motion carried (2-0). A copy of Resolution 540 is on file with the meeting minutes.

As there was no further business, Commissioner Hiatt moved to adjourn. Commissioner Robison seconded. Motion carried (2-0). The meeting adjourned at 5:23 p.m.


Respectfully submitted,



Secretary of the Board



Chairperson, Commissioner



Commissioner

Commissioner