

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



March 23, 2020

The regular North Highline Fire District Fire Commissioners' Meeting for March was called to order at 6:00 PM by Commissioner Julie Hiatt in attendance with Commissioner Dominic Barrera and Commissioner Liz Giba participating via conference call. Also in attendance were Chief Mike Marrs, Assistant Chief Ray Pettigrew and Shauna Sheppard.

Chief Marrs led the Pledge of Allegiance.

Dominic Barrera moved to accept the meeting agenda as presented. Liz Giba seconded. Motion carried (3-0).

Meeting Minutes

The minutes of the February 24, 2020 regular meeting will be reviewed at the regular meeting on April 27, 2020.

Accounts Payable

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

- 2030101 to 2030101 in the amount of \$38.82 (March mid-month vouchers)
- 2030201 to 2030205 in the amount of \$280,261.87 (March month-end vouchers)
- 2030301 to 2030303 in the amount of \$824.60 (Quarterly Payroll and Taxes)

Liz Giba seconded. Motion carried (3-0).

Correspondence

- None

Public Comment

- None

Commissioners' Report

Commissioner Giba reported that Councilman McDermott had requested a letter in support of the fireworks ban he will introduce at tomorrow's meeting of the King County Council. Commissioner Giba drafted a letter and asked that it be approved by the commissioners tonight and e-mailed tomorrow morning to all members of the King County Council by Shauna Shepperd. Dominic Barrera moved to approve the letter and email it to all councilmembers. Liz Giba seconded. Motion carried (3-0).

IAFF Local #1461

- None

Financial Reports

- The Board received copies of the February 2020 Treasurer's and Cash Flow Reports.
- Due to COVID-19, Hawthorne and Associates is not doing any onsite review visits, audits or spot checking until further notice.
- Commissioner Hiatt asked if the current COVID-19 State of Emergency will impact our financials. Chief Marrs answered affirmatively. We are spending money on PPE and likely getting ahead of the curve. The impact of the virus changes each day.

Chief's Report

Chief Marrs reported on the following:

- COVID-19 Update – Daily updates have been going out to ensure accurate and up to date communication is getting to all our crew. Information is changing each hour and day to day. Personal Protective Equipment (PPE) is the hot topic. We are working to ensure that our team is equipped with what they need to stay protected and maintain service levels. Captain Wayne Metz is working hard at contingency planning and obtaining PPE. Gowns are needed. By working with our close connections, we have been able to slowly obtain more and more in small amounts. We have gloves and masks. Our eye protection can be decontaminated and re-used so we are holding steady at this time. We will continue using our gowns and evaluating contingency plans. For example, purchasing rain gear with elastic wrists that can be modified and used as gowns until the supply we have requested from the county arrives. We are going

through approximately 350 masks/PPE/gowns weekly. As call volume increases with COVID-19 exposure, we are applying new procedures to accommodate the need to utilize PPE on the front end of each call.

- Governor Inslee's two week "Stay at Home" Order is effective today, March 23, 2020. It includes shutting down all non-essential services and businesses. We are currently coordinately staffing levels and zone move-ups to ensure that all stations and crews are at optimal levels with the correct PPE to maintain the highest safety and protection standards for our firefighters.
- Joint Representation Letter – Dominic Barrera moved to have Julie Hiatt sign the joint representation letter as presented. Liz Giba seconded. Motion carried (3-0). A copy of the letter is on file with the meeting minutes.
- Discussion – Chief Marrs reported on the letters from Union 1461 requesting to bargain sick leave and how it is being used based on the new health screening standards issued from the CDC and the Washington State Department of Health. The health screening standards require all employees to enter the building through one, central location. At the first station, employees do a temperature check and answer five "yes or no" questions as a general health screening to minimize potential COVID-19 exposures. These screening standards stem from health directives issued by the Washington State Department of Health. King County EMS and the King County Department of Public Health have recommended these measures be taken to ensure early recognition of cold/flu-like symptoms. Two items came from the federal government. We will evaluate them and align our policies and procedures to ensure they are similarly written. Copies of Union 1461's letters are on file with the meeting minutes.
- Commissioner Giba asked what the King County Sheriff's Office and Burien Police Department are doing regarding PPE. Chief Marrs responded that their current call safety standards and PPE requirements are unclear.
- Commissioner Hiatt asked about King County's Isolation & Quarantine Site in White Center. The county plans to open it on April 4, 2020 with 31 rooms and 1 office. Case managers will contact people quarantined on the site on a county issued cell phone to arrange food and other medical needs. The board decided to put together a list of questions to be submitted to King County to ensure all NHFD's concerns with the site are addressed.

Attorney's Report

- None

Unfinished Business

- None

New Business

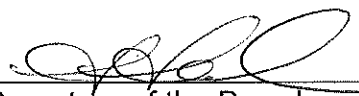
- Election cost invoice/review – The King County invoice for the cost of the election of Commissioner Hiatt was noted. A copy of the invoice is on file with the meeting minutes.

Good of the Order

- None

As there was no further business, Dominic Barrera moved to adjourn. Liz Giba seconded. Motion carried (3-0), and the meeting adjourned at 7:00 PM.

Respectfully submitted,



Secretary of the Board

Liz Giba

Chairman, Commissioner
Julie Hiatt

Commissioner
Dominic Barrera

Commissioner