

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS' MEETING



MINUTES OF THE MARCH 25, 2024 REGULAR MEETING

A regular meeting of the Board of Commissioners of the North Highline Fire District (NHFD) was held in person and remotely on March 25, 2024, pursuant to proper notice. In attendance, via virtual meeting software GoToMeeting, was Local 1461 President Matt Ready. Attending in person were Commissioner Julie Hiatt, Commissioner Dominic Barrera, Commissioner Terri Robison, Chief Jason Gay, Assistant Chief Wayne Metz, Assistant Chief Ray Desmarais, and District Secretary Christina Parker.

Call to Order.

The meeting was called to order at 5:14 p.m. by Commissioner Hiatt.

Flag Salute.

Chief Gay led the Pledge of Allegiance.

Agenda Approval.

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

Presentations / Announcements.

Presentation

- Assistant Chief Metz presented the Call Reports Summary, which included 394 more calls than in 2023. The most notable calls were aid calls in response to two (2) stabbings, one (1) shooting, two (2) residential fires, and media event with reports of a motor vehicle accident (MVA) involving a stolen vehicle, a fatality, and an injured child.

Announcements

- **March 28 - 29, 2024 - (Tacoma) Labor & Employment Relations Association (LERA) 47th Collective Bargaining & Arbitration Conference**

Public Comment.

- None

Correspondence.

- None

IAFF Local #1461

- None

Commissioners' Reports.

- None

Financial Reports.

The Board received copies of the **February 2024** Treasurer's Report, and the **March 2024** Accounts Payable Report.

Chief's Report.

Operations - Assistant Chief Metz reported on the following:

- Training / Testing – Our firefighters attended several testing and training events including multi-company drills. Assistant Chief Metz stated that the acquired structure training has been scheduled for all crews allowing them to perform onsite practice drills.
- Recruit Academy – Chief Interviews have concluded with the candidate selections for Recruit Academy 19.

Fire Prevention - Assistant Chief Desmarais reported on the following:

- Knox Box System - The fire department crews received training on the new Knox key fob technology upgrade. This system will allow for efficient access to the surrounding businesses.

Chief Gay reported on the following:

- Facilities – Station Improvements - We received the Construction Change Directive (CCD) 008.18 for the north structure wall due to the determination of a rebuild and structural upgrades requiring new concrete footings. A bid, Change Order 02, was also received for the replacement of the alerting system. Chief Gay also discussed the request and added costs for outdoor lighting.

Attachment 1: Integrus CO #02

Attachment 2: Integrus CCD-008.18

Attachment 3: FS #18 Light Fixture Submittal

- Equipment - Engine 318 has been equipped with D-handle compartments that can be locked to help prevent the theft of public property.

Assistant Chief Desmarais affirmed that the new locks would not affect our response times when accessing compartment supplies.

- Personnel – New hire interviews were conducted and conditional offers of employment will be extended to the top five (5) candidates.

Assistant Chief Metz visited the four (4) recruits in Recruit Academy 18 and they are doing well.

Firefighter Jon Crump completed his second grant writing class. The district is looking forward to potential grants for apparatus, SCBAs, and SAFER grants for personnel.

- Events – Saturday, May 18, 2024 (Burien Elks Lodge) the Annual Appreciation Banquet is scheduled and will be held at the Elks Lodge in Burien, from 5 - 9 PM. Details will be provided by the banquet planning committee in due course.
- Other - PSERN Radio Update - The radios will undergo Preventative Maintenance (PM) and updates to improve performance and enhance reliability. The work is scheduled for April 2-3, 2024, and it will make the district the first in the zone to have this done.

Consent Agenda Approval.

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

Meeting Minutes.

Commissioner Barrera moved to accept the minutes of the February 26, 2024, regular meeting as presented. Commissioner Robison seconded. Motion carried (3-0).

Voucher Approval for February 2024.

Commissioner Barrera moved to approve the March 2024 accounts payable vouchers as follows:

240301001 to 240301015 in the amount of \$542,130.32 for payment on March 25, 2024.

Commissioner Robison seconded. Motion carried (3-0)

Unfinished Business.

- None

New Business.

- Motion: Approval of GLY Construction Change Directive
Move to authorize Chief Gay to sign the GLY Construction Change Directive for Station 18 Structural Wall Replacement, for an amount not to exceed \$42,000.

Good of the Order.

- None

As there was no further business, Commissioner Hiatt moved to adjourn. Commissioner Barrera seconded. Motion carried (3-0). The meeting adjourned at 5:53 p.m.

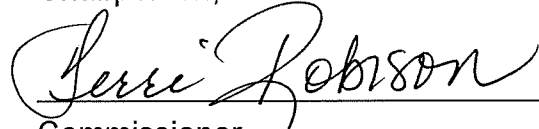
Respectfully submitted,



Secretary of the Board



Chairperson, Commissioner



Commissioner

Commissioner