

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS' MEETING



MINUTES OF THE AUGUST 26, 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 August 26, 2024, pursuant to proper notice. Attending in person were, Commissioner Julie Hiatt, Commissioner Dominic Barrera, Commissioner Terri Robison, Chief Gay, Assistant Chief Wayne Metz, Assistant Chief Ray Desmarais, and District Secretary Christina Parker.

Call to Order.

The meeting was called to order at 5:03 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 Barrera seconded. Motion carried (3-0).

Presentations / Announcements.

Presentation

- Assistant Chief Metz presented the Call Reports Summary, which included 570 more calls than in 2023. The most notable calls were (2) two motor vehicle accidents (MVA), a shooting, and a commercial fire in an apartment that was an exterior wall fire.

Announcements

- None

Public Comment.

- None

Correspondence.

- None

IAFF Local #1461

- None

Commissioners' Reports.

- Commissioner Hiatt is preparing a draft newsletter for quarterly distribution by October 1, 2024. In this edition, she intends to include the station calls in the North Highline area. Assistant Chief Metz will provide the call breakdown for the area.

Financial Reports.

The Board received copies of the **June 2024** and **July 2024** Treasurer's Report and the **August 2024** Accounts Payable Report.

Chief's Report.

Operations - Assistant Chief Metz reported on the following:

- Training / Testing – Lake day training. The five (5) recruits graduate on the 22nd.

Fire Prevention - Assistant Chief Desmarais reported on the following:

- The investigation into the July 9th fire at the elementary school is ongoing and remains open. Additionally, a fire investigation of potential arson is underway for the incident that occurred on August 8th at a business.
- On August 6th, we successfully participated in National Night Out (NNO), with all crews actively engaging with the community. We received positive feedback from the public, highlighting the value of our efforts.
- Building officials are currently updating codes in collaboration with the King County Fire Marshal's Office (KCFMO) to enhance safety and compliance standards.

Chief Gay reported on the following:

- Facilities - Station Improvements - Station 18 is waiting on signage and FRP items to finish the project.
- Personnel - We have had productive contract negotiations, having already held three meetings. Overall, things are progressing well.

We currently have a grievance in place, and we are actively working through the issue to find a resolution. We had a productive meeting, following the CBA negotiations. There will be more updates to follow when they return.

Due to the retirement of Battalion Chief Jim Reed, there was an open Battalion Chief position. BC Ryan Anderson was selected with an effective date of August 1, 2024. In the August 20, 2024, King County Fire District 2 meeting, a recommendation was made to promote firefighter Eric Williamson to the position of Captain, effective September 1st, 2024. His pinning ceremony will take place at the September 3, 2024, King County Fire District 2 commissioners meeting at Station 28, and everyone is invited to attend.

The new hires for Recruit Academy 19 commenced their pre-academy on August 12, 2024, and their official academy start date is today, August 26, 2024. We are pleased to report that all five individuals are showing great promise.

Some documents require Chief Gay's signature with Lincoln Financial Group. There have been updated amendments concerning the former North Highline employees' 457(b) governmental retirement plans, concerning the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 and the Setting Every Community Up for Retirement Enhancement (SECURE) Act of 2019. No action is needed from the board.

- Events – The department proudly took part in a friendly kickball game against the city of Burien as part of their annual Employee Appreciation Day. The game ended in a 3-3 tie after the 9th inning, and it was enjoyed by all.

We are reaching out for volunteers for the upcoming annual Kids Day event on Saturday, September 14th. It would be wonderful to have the involvement of North Highline. Additional volunteers are needed alongside the City manager for Burien in the dunk tank. Notably, the Chief of Police participated in the event last year. Please feel free to let Chief Gay know if this opportunity interests you. Commissioner Hiatt stated that she could be available if volunteers are needed.

- Other - In preparation for the upcoming budget season, Chief Gay would like to initiate the annual contract audit committee to discuss future personnel costs and plans to put an additional aid car into service. He asked the Board if they would like to select a Commissioner to meet with a King County Fire District 2 to discuss further. Commissioner Hiatt stated that she met with Chief Marrs and Commissioner Sitterley and recalls that there would need to be a staffing of eight (8) personnel to put the Aid Car into service.

Commissioner Hiatt expressed that she would like to celebrate the remodel of Station 18. She is looking to combine it with a NEUAC meeting on the first Thursday in November. Commissioner Barrera stated that something could be held before the NEUAC meeting, starting at 5 to 7.

Neil Blindheim from Interface Systems LLC., who provides our data and management for our Fire Benefit Charge (FBC) has sent over this year's Consultant Agreement to be signed. The document is identical to last year except for the decrease in cost for data and software management, and the increase in postage cost. Chief Gay will be signing the 2024 - 2025 Consultant Agreement.

Attachment 1: Lincoln Financial Group 457(b) Deferred Comp Plan Amendment & Election Form

Attachment 2: Snure Seminars 36th Annual Pre-Conference Laws Update

Attachment 3: Interface Systems, LLC 2025 Benefit Charge Maintenance Consultant Agreement

Attachment 4: Interface Systems, LLC Annual Expenses Breakdown

Consent Agenda Approval.

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

Meeting Minutes.

Commissioner Hiatt moved to accept the minutes of the July 22, 2024, regular meeting as presented. Commissioner Barrera seconded. Motion carried (3-0).

Voucher Approval for August 2024.

Commissioner Hiatt moved to approve the August 2024 accounts payable vouchers as follows:

240801001 to 240801011 in the amount of \$370,940.52 for payment on August 26, 2024. Commissioner Barrera seconded. Motion carried (3-0)

Unfinished Business.

- None

New Business.

Motion to approve Commissioner Hiatt Commissioner Barrera moved to approve Commissioner Hiatt to meet with the King County Fire District 2 commissioners to discuss the Interlocal Agreement between the Districts. Commissioner Robison seconded. Motion carried, 3-0.

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 5:28 p.m.

Respectfully submitted,


Secretary of the Board


Chairperson, Commissioner


Commissioner


Commissioner