

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS' MEETING



MINUTES OF THE OCTOBER 27, 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 October 27, 2025, pursuant to proper notice. In attendance were Commissioner Julie Hiatt, Commissioner Dominic Barrera, Commissioner Terri Robison, Chief Jason Gay, and Assistant Chief Wayne Metz.

Attendee(s):

Call to Order.

The meeting was called to order at 5:00 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 indicates a decrease of 552 calls compared to the previous year, 2024. During the most recent reporting period, Station 18 has experienced a decrease of 100 calls compared to the same period in the previous year. This decline has been attributed to responses from the Fire Marshal's Office (FMO) and CARES units. The call summary report includes notable incidents such as two stabbing incidents, two shooting incidents, multiple residential fires, and an accident involving medics.

Announcements

- None

Public Comment.

- None

Correspondence.

- None

IAFF Local #1461

- None

Commissioners' Reports.

- None

Financial Reports.

The Board has received copies of the **October 2025** Accounts Payable Report.

Chief Gay emphasized the significant expenditures incurred during the month, highlighting that personnel costs, largely attributed to retroactive payments processed in September, constituted the majority of the monthly expenses. Additionally, the payment for the second half of the South King Training Consortium Annual Fee was also noted.

Chief's Report.

Operations

Assistant Chief Metz reported on the following:

Assistant Chief Metz presented an update on operational matters related to training held in the month.

Fire Prevention

- None

Chief Gay reported on the following:

- Equipment – The South King County Fire Training Consortium (SKCFTC) is currently organizing training sessions for the new defibrillators, with a projected roll-out and training date set for January.

The Project Completion and Final Acceptance Form has been executed and forwarded to AVIDEX, regarding the enhancements made to Station 28's Training Room and Emergency Operations Center (EOC). These upgrades will facilitate better coordination with the City of Burien.

- Facilities – Chief has reached out to Plymovent to inquire about comprehensive cost estimates for budgeting considerations, the associated timeline, and to confirm their inclusion in the MRSC small works rosters.
- Personnel – We successfully conducted Chiefs' interviews for new hires from October 6th to October 10th. The candidate pool was strong, and as we anticipate necessary positions for the upcoming year, we will allocate budgetary provisions for up to eight new hires. The “New Hire Eligibility List” has been approved, and conditional offers have been authorized for five candidates for Recruit Academy 22 (RA 22), with an anticipated start date in late January 2026.

The Captain's Promotional Eligibility List has been officially established. This list will be active from November 1, 2025, to November 1, 2027.

During the KING2 board meeting, a motion was proposed and subsequently approved to medically separate Firefighter Lamoureaux, following the receipt of his latest Activity Prescription Form (APF). The APF indicated that he is permanently unable to return to duty in the capacity of a firefighter.

- Events – The implementation of the Provident Employee Assistance Program (EAP) is currently in progress. Lindsey Mueller, our Mental Health Professional (MHP), along with Firefighter Rosenthal, is coordinating with the shift Battalion Chiefs to conduct informational sessions for each shift. These sessions will provide details regarding the services available through the EAP and offer guidance on how to utilize these resources effectively.
- Other – The Labor Management Meeting scheduled for this week was cancelled by the Local due to scheduling conflicts with training and FMO responsibilities. There was a brief meeting to address the Locals' concerns, which are, in part, regarding the shift selection process for Acting Captains, which aims to align with Battalion Chiefs. This has resulted in the development of a draft Memorandum of Understanding (MOU) that may implement a moratorium on the acting captain timeline until July 2026 or January 2027, to mitigate excessive mandatory assignments. It has been determined that HOB0 pay will not be allocated for overtime shifts, as this compensation is intended solely for personnel required to switch stations due to last-minute changes during their regular shifts. Additionally, concerns regarding the inventory and standardization of reserve apparatus are being actively addressed. Captain Reed and Battalion Chief Kupferling are planning to establish a standardization committee to tackle these issues. Efforts are underway to obtain clarification from the Department of Retirement Services (DRS) regarding the manner in which K-Days are counted toward service credit accumulation.

- Chief Gay acknowledged the correspondence from the PSRFA regarding coverage during Chief Webb's celebration of life and extended his sincere gratitude to Battalion Chief Kupferling for volunteering to cover the PSRFA Battalion Chief position, as well as to Firefighters Watkins, Wilson, and Clauson for providing engine coverage for one of their seventeen stations.
- The kick-off meeting for Julota took place last week, on October 21. This software is utilized by Mobile Integrated Healthcare (MIH) within the CARES framework. It has been included in the budget for the fiscal year 2025, and the costs associated with it will be covered by MIH and the King County EMS Levy.

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 September 22, 2025, Regular Board Meeting as presented. Commissioner Robison seconded. Motion carried (3-0).

Voucher Approval.

Commissioner Barrera moved to approve the October 2025 accounts payable vouchers as follows:

2510001001 to 2510001002 in the amount of \$806,097.23 for payment on October 31, 2025. Commissioner Robison seconded. Motion carried (3-0)

Unfinished Business.

- None

New Business.

- None

Good of the Order.

- None

As there was no further business, Commissioner Hiatt moved to adjourn. Commissioner Robison seconded. Motion carried (3-0). The meeting adjourned at 5:24 p.m.

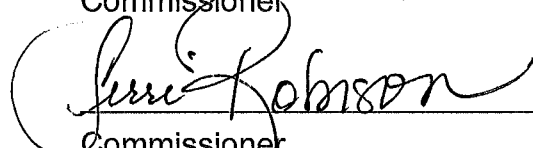
Respectfully submitted,



Secretary of the Board



Chairperson, Commissioner

Commissioner


Commissioner