

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS' MEETING



MINUTES OF THE JANUARY 22, 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 January 22, 2024, pursuant to proper notice. In attendance, via virtual meeting software GoToMeeting, were Commissioner Barrera, and Local 1461 President Matt Ready. Attending in person were Commissioner Hiatt, 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 5:05 p.m. by Commissioner Hiatt.

Flag Salute.

Chief 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 297 calls up 2.4% more calls than in 2023. The most notable calls were two residential fires in Burien.

Public Comment.

- None

Correspondence.

- Letter of January 18, 2024, from Dr. Rea King County EMS Director, acknowledging Captain Ryan Anderson's efforts to train and implement the First Responder Airway & Compression rate Trial Study. (FACT Study). Chief Gay also acknowledged Captain Troy Harris for his contributions.

IAFF Local #1461

- Matt Ready commented that the Union and district have worked through the first formal grievance of the year.

Commissioners' Reports.

- **Motion to excuse Commissioner Barrera** Commissioner Hiatt moved to excuse Commissioner Barrera at 5:11 PM. Commissioner Robison seconded. Motion carried, 2-0.

Financial Reports.

The Board received copies of the **December 2023** Treasurer's Report, Accounts Payable Report, and YTD Cash Flow Report for 2023.

Chief's Report.

Assistant Chief Metz reported on the following:

- Training / Testing – Our firefighters attended several testing and training events including CPR.
- Recruit Academy Graduation – The three (3) recruits in Recruit Academy 17 graduated on Thursday, January 18, 2024. Recruit Pierce earned two (2) awards.

Assistant Chief Desmarais reported on the following:

- New Knox Box System - The Zone is upgrading to a rapid entry system using key fob technology. He discussed updates to code amendments and the retrofitting implementation of this new technology. The code amendment has been provided to Burien for adoption to the Municipal Code. King County will also be looking at

adding this language on behalf of the District to assist with the retrofit requirement in Unincorporated.

- Commissioner Hiatt asked if there was any expense to the district. Assistant Chief Desmarais responded by stating that the upgrade requires software technology for tracking, and billed to KCFD #2 at \$1,298 annually. The cost to outfit all apparatus with key fob docking stations was \$35K, which was budgeted for in the KCFD #2 budget. Businesses will be required to replace current metal key cylinders with a key fob cylinder. The approximate cost of these retrofits to existing Knox Box assemblies is about \$250. Once the business purchases the fob cylinder, it will then ship to the Fire Marshal's Office (FMO) at Station 28. The Captain Inspectors will perform the installations at the ordering property and installed.
- Life Safety Standard - As a continuation of safety efforts, Tactical Surveys will continue to be conducted to address code violations. Any identified violation needing correction will be forwarded to the King County Fire Marshal. Streamline, the inspection software will track and identify the Tactical Surveys in the system. The districts 2-1-1 does not have jurisdiction over the Unincorporated area. Violations in the unincorporated area are reported to the King County Fire Marshal's Office. In the event of an emergency, the inspection software (Streamline) provides tracking of emergency contacts for each property surveyed.
- Commissioner Hiatt asked about King County's emphasis on North Highline. Assistant Chief Desmarais commented that the new King County Fire Marshal came through the Fire Marshal's Office for King County as an Inspector. He is in the process of onboarding, and learning the intricacies of his new position and has proven to be very responsive. The Fire Marshal's Office (FMO) met with King County Fire Marshal, Urban and the current lone Inspector, David Hill. Assistant Chief Desmarais expressed that it was a good meeting, with positive work goals identified, and added that Fire Marshal Urban is open to ideas on how to make things safer for everyone.

Chief Gay reported on the following:

- Facilities – The safety grid enhancement has been installed on the bay doors at station 28.
- Station Improvements - The remodel has commenced at 18 and Station 19. During the demolition at Station 18, the structural integrity of a load-bearing wall was found to be an issue, it was determined that removal and replacement of the

wall would be the best course of action. Additional costs not included in the initial bid scope are included in the change order.

- Equipment - A previously stolen Firefighting appliance tool was found and returned to the district. Chief Gay stated that we continue to research the best system to lock and unlock compartments to safeguard our equipment on the apparatus.
- Personnel – Recruit Academy 19 will include five (5) recruits due to a recent resignation. The district aims to reach the target staffing levels of 22 firefighters per shift for permanent aid car upstaffing.
- Events – Recruit Academy 17 scheduled for January 18, 2024, with three (3) recruits graduating and one recruit receiving two (2) award acknowledgements.
- Other - FBC Update - The appeals deadline is Friday, February 16, 2024 at 5:00 PM. Appeals will be presented at the February Board Meeting for review and approval.
- Training Equipment - The district is upgrading CPR Manikins. The expense is funded by Basic Life Support (BLS) Core Services from the Medic One levy. The remaining Mobile Integrated Health (MIH) funds have been submitted for expenses incurred in December 2023 expenses.

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 18, 2023, regular meeting as presented. Commissioner Robison seconded. Motion carried (2-0).

Voucher Approval for January 2024.

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

240101001 to 240101011 in the amount of \$422,745.68 for payment on January 31, 2024.

Commissioner Robison seconded. Motion carried (2-0)

Unfinished Business.

- None.

New Business.

- None.

Good of the Order.

- Discussion to reschedule the May 2024 Regular Meeting
- **Motion: Resolution 534 Change of Regular Meeting Schedule**
Commissioner Hiatt moved to approve and sign Resolution 534 to change the regular meeting of May 27, 2024, to May 20, 2024. Commissioner Robison seconded. Motion carried (2-0). A copy of Resolution 534 is on file with the meeting minutes.
- The White Center Eagles event happening on February 3, 2024, is sponsoring the White Center Food Bank.

As there was no further business, Commissioner Hiatt moved to adjourn. Commissioner Robison seconded. Motion carried (2-0). The meeting adjourned at 5:36 p.m.

Respectfully submitted,



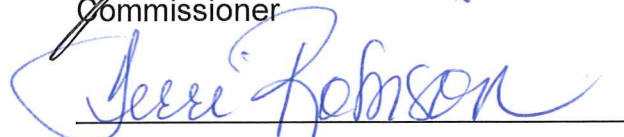
Secretary of the Board



Chairperson, Commissioner



Commissioner



Commissioner