

# NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS' MEETING



## MINUTES OF THE JUNE 26, 2023 REGULAR MEETING

---

A regular meeting of the Board of Commissioners of the North Highline Fire District (NHFD) was held in-person and remotely on June 26, 2023 pursuant to proper notice. District officials in attendance, via virtual meeting software GoToMeeting, were Commissioners Giba and Barrera and Capt. Jason Gay. Attending in-person were Commissioner Hiatt, Chief Mike Marrs, Assistant Chief Ray Desmarais, District Secretary Christina Parker, and King County Fire District 2 (KCFD2) Commissioner Alexis Entrialgo.

### **Call to Order.**

The meeting was called to order at 5:01pm by Commissioner Giba.

### **Flag Salute.**

Assistant Chief Desmarais led the Pledge of Allegiance.

### **Agenda Approval.**

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

### **Meeting Minutes.**

Commissioner Hiatt moved to accept the minutes of the May 22, 2023 regular meeting as presented. Commissioner Barrera seconded. Motion carried (3-0).

### **Accounts Payable.**

Commissioner Hiatt moved to approve the June, 2023 accounts payable vouchers as follows:

230601001 to 230601009 in the amount of \$401,130.81 (June month-end vouchers); 23-030 to 23-035 in the amount of \$2,170.80 (June LEOFF-1 EFT month-end vouchers); and \$226.29 (Q2 EFT Payroll Taxes) for a monthly grand total of \$403,527.90.

Commissioner Barrera seconded. Motion carried (3-0)

**Correspondence.**

- None

**Public Comment.**

- None

**Commissioners' Report.**

- None

**IAFF Local #1461.**

- None

**Financial Reports.**

The Board received copies of the **May 2023** Treasure's Report and Accounts Payable Report.

**Chief's Report.**

Assistant Chief Desmarais reported on the following:

- Hawthorne & Company Engagement Letter – Attorney Brian Snure has reviewed the proposed engagement letter concerning the bi-annual audit.
- E318 – The foam pump has been repaired and is back in service.
- Recruit Academy Update – The 16th graduation of the South King County Fire Training Consortium's Firefighter Training Recruitment Class will take place, in-person and live streamed, at the River of Life Fellowship on June 27, 2023.
- 2022 Annual Report Update – The 2022 Annual Report has been submitted.
- Street Racing – Det. Brannon of the King County Sheriff's Office (KCSO) and KCFD2 Assistant Chief/Fire Marshal Desmarais are working on illegal street

racing gatherings in the area. Local property management companies have also voiced their concerns.

- Homeless Camp – Det. Brannon, our Fire Marshal’s Office and the King County Fire Marshal are working on issues associated with the unhoused community. Due to dangers in the area, Commissioner Hiatt is concerned about the homeless encampment on Ambaum Blvd SW and SW 122<sup>nd</sup>. Per Assistant Chief/Fire Marshal Desmarais, the City of Burien is working with local organizations and government agencies to coordinate cleanup and removal of the site. To date, there have been no 911 calls requiring department response.
- Fire Marshal’s Office (FMO) & 4<sup>th</sup> of July Fireworks – Assistant Chief/Fire Marshal Desmarais has been communicating with Burien Police Chief Ted Boe regarding the fireworks ban. Chief Boe has advised that, as possession and discharging of fireworks are prohibited, Burien Police will respond and issue citations. People can call in or report violations online to King County. The district will add the online link and number for reporting to its respective websites. Fire Stations 18 and 28 will also have yard signs available for community members. Notices will be posted on our websites and sent to local media outlets.
- Stations 18 & 19 Bid Walk-through Update – Three (3) contractors and five (5) sub-contractors performed a bid walk-through. Capt. Jason Gay is spearheading the process and is optimistic.
- Puget Sound Emergency Radio Network (PSERN) Update – PSERN went live on Wednesday. The audio quality is much better. As it’s still very new, there is no feedback yet from the crew regarding the transition.
- Personnel Update – This month, Firefighters Stoen, Makowski, Causie, and McFarlane completed their probationary periods and received permanent appointments as Firefighters. Chris Reed was promoted from Firefighter to Captain from the 2021 – 2023 Promotional List. Tim Zimnisky will be promoted to Battalion Chief at a ceremony this Wednesday at 0900 in Fire Station 28. Troy Harris, who was originally a North Highline employee, will be moving to the Fire Marshal’s Office (FMO) effective July 1, 2023.
- CARES 328 Update – Tony, the new CARES car firefighter representative, and Lindsey, the Sound Health Case Worker, have been doing great work providing resources to community members in need of services.
- Fire Chief Selection Process Update – Chief Marrs reported that Prothman has completed gathering the selection criteria through the stakeholder interviews. The Fire Chief position has been posted. The positions of Finance Manager and

Human Resources Manager are also open. The application period for these positions closes on July 30, 2023.

**Unfinished Business.**

- None

**New Business.**


- **Motion: Resolution 527 – Establish Meal Reimbursement Rates**  
Commissioner Hiatt moved to approve Resolution 527 establishing meal reimbursement rates. Commissioner Barrera seconded. Motion carried (3-0). A copy of Resolution 527 is on file with the meeting minutes.
- **Motion: Resolution 528 – Mileage Reimbursement**  
Commissioner Hiatt moved to approve Resolution 528 authorizing the mileage reimbursement. Commissioner Barrera seconded. Motion carried (3-0). A copy of Resolution 528 is on file with the meeting minutes.

**Good of the Order.**

Assistant Chief Desmarais noted that Fire Fighter Walsh recently welcomed a new baby to the family. Congratulations to his entire family.

As there was no further business, Commissioner Hiatt moved to adjourn. Commissioner Barrera seconded. Motion carried (3-0). The meeting adjourned at 5:29 p.m.

Respectfully submitted,

  
Christina Parker (Jul 28, 2023 09:20 PDT)


Secretary of the Board

  
Liz Giba (Jul 31, 2023 15:14 PDT)

Chairperson, Commissioner

  
Julie T Hiatt (Jul 30, 2023 19:07 PDT)

Commissioner

  
Dominic Barrera (Jul 29, 2023 14:40 PDT)

Commissioner