

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS' MEETING



MINUTES OF THE JULY 24, 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 July 24, 2023 pursuant to proper notice. In attendance, via virtual meeting software GoToMeeting, were Commissioners Giba and Barrera and Local 1461 Union President Matt Ready. Attending in-person were Commissioner Hiatt, Chief Mike Marrs, Assistant Chief Ray Desmarais, Capt. Jason Gay, District Secretary Christina Parker, and King County Fire District 2 (KCFD2) Commissioner Alexis Entrialgo.

Call to Order.

The meeting was called to order at 5:04 pm by Commissioner Giba.

Flag Salute.

Acting Fire Chief Gay 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).

Presentations / Announcements.

Presentation

- Assistant Chief Metz presented the Call Reports Summary of the most notable calls in the last month. They included stabbings, shootings, motor vehicle accidents (MVAs), and a minor residential fire that was upgraded to a full residential deck fire. Kudos to Firefighter Schneekluth for carrying the injured person to Medic 4 who took over care. All incidents resulted in transports.

Announcements

- August 1, 2023 – National Night Out
- September 9, 2023 – Kids Day
- September 18 – 19, 2023 – National Association of Emergency and Fire Officials (NAEFO) Conference in Las Vegas, NV

Public Comment.

- None

Correspondence.

- None

IAFF Local #1461

- Local 1461 Union President Ready was present and said he will be attending future meetings and is available for any questions.

Commissioners' Reports.

- None

Financial Reports.

The Board received copies of the **June 2023** Treasure's Report, Accounts Payable Report and YTD Cash Flow Statement.

Chief's Report.

Acting Chief Gay reported on the following:

- Recruit Academy - Four new hires will start Recruit Academy 17 on August 28, 2023. 'Zero Week' will begin August 21, 2023 and will be led by Firefighter Josh Lee.
- Homeless Camp – Our Fire Marshal's Office has reached out to Det. Brannon for updated information.
- RV Camp at Myers Way and SR 509 – Clean-up of the camp was underway last week; we do not know when it will be complete.
- 4th of July Fireworks & Fire Marshal's Office – Assistant Chief/Fire Marshal Desmarais reported that there were two (2) fireworks related residential fires.

There were no major incidents, however, there were increases in brush fires and exposure fires. At Commissioner Hiatt's request, Assistant Chief/Fire Marshal Desmarais explained that an exposure fire is the result of another fire.

- National Night Out – This year's community event will be on Tuesday, August 1st. The Community Service Officer of the King County Sheriff's Office is providing the locations of the registered neighborhood block parties. Assistant Chief/Fire Marshal Desmarais will use that information to ensure that the department visits each block party. Commissioner Hiatt volunteered to ride along and help.
- Kids' Day – Kids' Day will be held at Station 28 on Saturday, September 9, 2023. Our newest fire inspector, Captain Troy Harris, is taking over this year's event from newly promoted Battalion Chief Tim Zimnisky.
- WA Cares Act (Long-Term Care Fund) – Employers were required to begin deducting WA Cares Fund premiums on July 1, 2023. To be excluded from this withholding, an exemption approval letter from the Employment Security Department must be provided to the employer.
- Station 18 Construction – Bid Documents – The bid walk-through was July 13, 2023. GLY Construction's bid for both Stations 18 and 19 is \$1,026,200, plus applicable sales tax and additive alternates for lockers and wainscot to protect the walls from damage caused by moving furniture. Acting Chief Gay explained that the Consent Agenda section of this agenda (below) includes motions to: (1) set the construction in motion by the Notice of Intent to award the contract; (2) execute the contract; and (3) issue a Notice to Proceed. Upon approval of the motions, the proposed contracts will be sent to Attorney Brian Snure for review.
- Station 18 Fuel – A contaminated fuel tank was detected by our mechanic. A lab sampling of our fuel tanks determined that Station 18's fuel tank was contaminated by delivery of the incorrect fuel grade. We are tracking the maintenance hours, fuel amounts, and additional parts and supplies costs and are working toward a resolution with our fuel vendor, Associated Petroleum Products.
- Captains' Test - An updated Captains' Promotion Eligibility List will be established after testing is conducting in September. There are currently twelve candidates.
- National Association of Emergency Fire Officials (NAEFO) Annual Conference – Commissioner Hiatt will attend NAEFO's 2023 annual conference in Las Vegas, Nevada on September 18 & 19, 2023.

- Fire Chief Selection Process Update – Chief Marrs reported that we are using Prothman to recruit for the positions of Fire Chief, Finance Manager and Human Resources Manager. The application periods will close on July 30, 2023. On August 11, 2023, Prothman will forward the application packets of eligible candidates to King County Fire District 2 (KCFD2) commissioners. On August 15, 2023, KCFD2 will conduct its regular meeting with an executive session to discuss the candidate selection. It will include a NHFD commissioner and representative of Prothman. A meet-and-greet with eligible candidates for the Fire Chief position is scheduled for August 29, 2023. Panel interviews with selected stakeholder representatives are scheduled for August 30, 2023. Prothman will then narrow the candidate pool to two (2) top candidates. The New Business section of this agenda (below) includes a Motion to Appoint Commissioner Hiatt as NHFD’s representative in the Fire Chief interview process.

Commissioner Hiatt asked if the August 30, 2023 meeting of the boards is considered a special meeting. Chief Marrs replied that a special meeting notice will be posted. Commissioner Giba asked if a special meeting of NHFD commissioners will be held to discuss the applicants for Fire Chief. Chief Marrs will look at the calendar and try to accommodate the request.

Concerning the Finance and Human Resource Manager positions, Chief Marrs stated that he and Trina Norsen, the current Finance and Human Resources Manager, will select the top four (4) candidates for the final interview process.

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 June 26, 2023 regular meeting as presented. Commissioner Barrera seconded. Motion carried (3-0).

Voucher Approval for July 2023.

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

230701001 to 230701006 in the amount of \$354,358.97 (July month-end vouchers); and 23-036 to 23-041 in the amount of \$2,427.80 (July LEOFF-1 EFT month-end vouchers); for a monthly grand total of \$356,786.77.

Commissioner Barrera seconded. Motion carried (3-0)

Unfinished Business.

- None

New Business.

- **Motion: Approval of Notice of Award**
Commissioner Hiatt moved to authorize Chief Marrs to sign the Notice of Award to GLY Construction, Inc. to perform Station 18 improvements. Commissioner Barrera seconded. Motion carried (3-0).
- **Motion: Approval of GLY Construction, Inc. Contract**
Commissioner Hiatt moved to authorize Chief Marrs to create and execute a contract with GLY Construction, Inc. for Station 18 building improvements in an amount not to exceed \$800,000, plus Washington State sales tax. Commissioner Barrera seconded. Motion carried (3-0).
- **Motion: Approval of the Notice to Proceed**
Commissioner Hiatt moved to authorize Chief Marrs to sign and issue a Notice to Proceed with GLY Construction, Inc. for Station 18 building improvements. Commissioner Barrera seconded. Motion carried (3-0).
- **Motion: Appointment of Commissioner Representative to Fire Chief Selection Committee**
Commissioner Barrera moved to appoint Commissioner Hiatt as NHFD's commissioner representative to the Fire Chief Selection Committee. Commissioner Giba seconded. Motion carried (3-0).

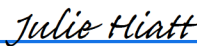
Good of the Order.


As there was no further business, Commissioner Hiatt moved to adjourn. Commissioner Barrera seconded. Motion carried (3-0). The meeting adjourned at 5:41 p.m.

Respectfully submitted,


Christina Parker (Aug 29, 2023 14:20 PDT)
Secretary of the Board


Liz Giba (Aug 31, 2023 10:20 PDT)
Chairperson, Commissioner


Julie Hiatt (Aug 29, 2023 20:23 PDT)
Commissioner


Dominic Barrera (Aug 29, 2023 14:37 PDT)
Commissioner