

NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



January 28, 2019

The regular North Highline Fire District Fire Commissioners' Meeting for December was called to order at 6:00 PM by Commissioner Liz Giba via conference call with Commissioner Julie Hiatt with Commissioner Dominic Barrera in attendance. Also, in attendance were, David Dilley, David Hawthorne, Mike Marrs, Lisa Niverson, Assistant Chief Ray Pettigrew, Bob Price, Russ Pritchard, Shauna Sheppard, and Brian Snure.

Chief Marrs led the Pledge of Allegiance.

Dominic Barrera moved to accept the meeting agenda as presented. Liz Giba seconded. Motion carried (3-0).

Presentation by David Hawthorne and Lisa Niverson of Hawthorne & Co. Certified Public Accountants — Mr. Hawthorne explained that his firm has been asked by Chief Marrs to help ensure that NHFD is financially protected under its new Interlocal Agreement (ILA) with District 2. They have been working to ascertain NHFD's needs and structure an engagement strategy. They propose: (1) ensuring individual invoices are allocated properly, (2) regularly analyzing and reviewing the payables to ensure that proper percentages are applied accurately and appropriately, and (3) implementing a fully automated system by March 31, 2019.

Commissioner Hiatt asked if Hawthorne & Co. team would review all invoices. Mr. Hawthorne explained that the ILA doesn't call for that and it would be expensive. However, they plan to ensure that NHFD is exposed to minimal risk by sampling, identifying risk and testing to find exceptions. He also explained that recurring, fixed amounts will typically not be reviewed unless there is a variation, but fuel, maintenance, supplies, etc. will be scrutinized. Commissioner Giba suggested that we revisit the process down the road to see how it is working. Mr. Hawthorne finished by saying the next steps will be to speak with BIAS Software and introduce an engagement letter to NHFD's commissioners at the next regular board meeting.

Meeting Minutes

Dominic Barrera moved to accept the minutes as presented of the December 17th, 2018 regular meeting. Liz Giba seconded. Motion carried (3-0).

Accounts Payable

Dominic Barrera moved to approve the month-end December 2018 and January 2019 accounts payable vouchers, subject to commissioner review after the meeting, as follows:

- 181206001 to 181206011 in the amount of \$274,373.29 (December month-end vouchers)
- 181207001 to 181207036 in the amount of \$1,071,020.01 (January month-end vouchers)
- 181208001 to 18128001 in the amount of \$46.28 (January Commissioner payroll - taxes)
- 181209001 to 181209002 in the amount of \$198.44 (January Commissioner payroll)

Liz Giba seconded. Motion carried (3-0).

Correspondence

- None

Public Comment

- None

Commissioners' Reports

Commissioner Hiatt – (1) Wednesday, February 13th, is the King County Fire Commissioners' Meeting in Burien. It will focus on foam and its environmental consequences. Chief Jeff Clark will be presenting. (2) The Chiefs and Commissioners banquet was held at the Museum of Flight. It was well attended and received.

Commissioner Barrera – He recently met with Senators Joe Wynn, Karen Kaiser, Dean Takko and Jim Honeyford and asked them to support SB 5337. He also spoke to an aide to Senator Joe Nguyen, Representative Tina Orwall and a representative from Lieutenant Governor's office about the bill. Commissioners Barrera and Hiatt will be going to Olympia tomorrow, January 29th, 2019, to testify support of SB 5337 before the Senate Local Government Committee.

Commissioner Giba - None

IAFF Local #1461

- None

Financial Reports

The Board received copies of the December 2018 Treasurer's and Cash Flow Reports.

Chief Marrs noted that on the expense side for 2018 (on page 5), NHFD's total expenditures were 94% of the total amount budgeted. The categories that ran higher than budget were overtime, sick leave, and comp time buyouts. We are working to establish the 2019 budget to

reflect the intent of the Interlocal Agreement. Commissioner meeting dates will also need to be reviewed to align with the payables process and needs of the district.

Chief's Report

Chief Marrs reported on the following:

- Update on hiring process. The 2019-2020 eligibility list is established. Though the number of candidates was down, the quality is apparent. Commissioner Giba said she was happy to hear that we have a volunteer and a female on the list.
- King County Sheriff Fire Investigation Report 2018 – (1) There was a fatality fire in an apartment complex at 122nd and Ambaum on January 22, 2019. One person and a dog died, and a firefighter was injured. It started in the basement and leap-frogged up the side of the building; four floors were engulfed. The initial response by Burien was strong. The second alarm yielded many resources from surrounding municipalities. Red Cross came out to support 16-24 people in need of assistance. Commissioner Giba asked if there were individual smoke alarms in the units. Chief Mike Marrs responded that the law requires single station smoke detectors in each unit and manual pull stations on each floor. This building was retrofitted with pull stations several years ago. The smoke detector in the victim's room did go off. However, the manager pulled the fire alarm and was able to notify the occupants quickly. (2) There was an arson house fire on January 23, 2019 in a house that was under construction, 90% complete. It did little damage but was in a crawl space and took a long time to locate and extinguish. Station #19 was first on the scene and Station #18 was second. There were 5 gallons of blue paint spilled at the front door. AC Ray Pettigrew noted that there appeared to be two fires, but it was because of the location in the crawl space. It was a break-in, with significant damage, theft, and apparently intentionally set. King County Arson Investigators were on site. Possible suspect(s) are being followed up on.
- Update on Interlocal Agreement (ILA) with District 2 – Work is continuing to establish best practices and procedures on billing with the staff and accounting firm. The first payroll will go out on Thursday, January 31, 2019. We will continue to work on onboarding, financial advisement, retirement, and accrual balances. We are close to an agreement about melding seniority and a new overtime policy.
- Patch design – Chief Mike Marrs would like to revisit this topic.
- Airpacks – Chief Marrs reported that the process is going faster than expected. Maple Valley is surplusng its Scott Airpacks and is willing to sell them to Burien for much less than new ones would cost. For approximately \$160,000, we will upgrade the compressors to fill the air bottles and Station #28 will have two fully operational compressors. We will soon be able to share personnel across all four stations. Thanks to the union for proactively working through this process and thanks to the commissioners for their goodwill and for working collaboratively to iron out challenges as they have come along.
- Update on new engines – Dave Dilley and the Engine Committee are going back to Milwaukee on February 19th, 2019 to review progress.
- Joshua Lee – Graduated from the academy on January 24, 2019. Today is his first day.
- Fire Benefit Charge – The appeal cut-off is Friday, February 23, 2019. The hearing will be held at the Commissioners' regular meeting on Monday, February 25th, 2019.

Attorney's Report

- Commissioner Giba requested that Brian Snure to talk with Chief Mike Marrs about the letter from Mr. Wilson, the King County Assessor, and suggest ways to proceed.

Unfinished Business

- None

New Business

- None

Good of the Order

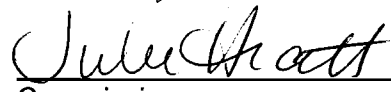
- None

As there was no further business, Dominic Barrera moved to adjourn. Liz Giba seconded. Motion carried (3-0), and the meeting adjourned at 7:10 PM.

Respectfully submitted,


Secretary of the Board


Chairman, Commissioner


Commissioner

Commissioner