

# NORTH HIGHLINE FIRE DISTRICT COMMISSIONERS MEETING



**December 19, 2016**

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The regular North Highline Fire District Fire Commissioners' Meeting for December was called to order at 7:00 PM by Commissioner Liz Giba with Commissioners Dominic Barrera and Julie Hiatt present. Also in attendance were Gill Loring, Mike Marrs, Bob Price, Pat Price, and Charlotte Ryan.

Commissioner Hiatt led the Pledge of Allegiance.

Julie Hiatt moved to amend the meeting agenda to hold the 2015 Audit Exit Conference when the Auditors arrive. Dominic Barrera seconded. Motion carried (3-0).

## Meeting Minutes

Julie Hiatt moved to accept the minutes of the November 14, 2016 special and the November 21, 2016 regular meetings as presented. Dominic Barrera seconded. Motion carried (3-0).

## Accounts Payable

Julie Hiatt moved to approve the December vouchers as follows:

- 1612101 to 1612144 in the amount of \$55,318.06 (mid-month)
- 1612201 to 1612218 in the amount of \$242,775.36 (month-end)
- 1612301 to 1612337 in the amount of \$268,451.57 (December payroll)

Dominic Barrera seconded. Motion carried (3-0).

### 2015 Audit Exit Conference

Saundra Groshong and Megan McCallum entered the meeting and introduced themselves to the Board as Washington State Auditors. Ms. Groshong thanked the Commissioners for letting them come share the results of North Highline Fire District's 2015 audit.

They handed out a packet containing three documents: an exit conference agenda, a draft accountability audit report, and a draft financial statements audit report. They went over their results of the accountability audit; which stated that, in their opinion, District operations complied with applicable requirements and provided adequate safeguarding of public resources. They also determined that, in their opinion, the financial statements presented a fair financial position and results of operations of the District. They provided some exit item recommendations to the Chief regarding a few accountability and financial statement matters. Exit items are not referenced in the audit report.

The Board thanked the Auditors for coming to explain the 2015 Audit results, and excused them from the remainder of the meeting. A copy of the audit documents are on file with the minutes.

### Correspondence

- **Kent Fire Department RFA Name Change Notice:**  
Effective January 1, 2017, they will be called Puget Sound Regional Fire Authority.
- **Snure 2017 Saturday Seminar Series:**  
A bid laws and fire service consolidations class will be offered at various locations throughout the State during February.

Copies of the correspondence are on file with the minutes.

### Public Comment

None.

### Commissioners' Report

Commissioner Hiatt reported on the following items:

- The King County Fire Commissioners Association (KCFCA) will be hosting a workshop on Fire Benefit Charges. It was originally scheduled for February 11, 2017, but she said they may move it to March so it doesn't conflict with the Snure Saturday Seminar.

- This year's Awards Banquet didn't have a lot of people attending, but those who did had a great time.
- The joint King County Chiefs/Commissioners Installation banquet will be held on Wednesday, January 18 at the Rainier Golf Club.
- Legislative Day is Thursday, January 26. Both Commissioner Giba and Hiatt will be attending. Commissioner Giba will contact our representative prior to attending the function.
- Another Jubilee Days fund raiser will be held on April 1, 2017, and she asked the Board to save that date.
- She picked out a commissioner badge that could work for North Highline from a catalog and asked for the other Board member's input. Commissioner Giba said she doesn't want a badge.
- The KCFCA is also thinking about holding a workshop on being prepared for a major disaster.

A discussion was held regarding North Highline's regular January meeting date. Because both January and February's meetings fall on holidays, it was decided to open the January 16th meeting and (because there would be a lack of quorum) continue it to January 23rd. February's regular meeting will be changed to February 13, 2017.

Commissioner Giba reported that she met with representatives from King County last Thursday, and learned that they have submitted new plans to the Department of Planning and Environmental Review (DPER) to modify the old Public Health building to use as a family shelter. They hope to serve 30 people initially and expand that number. Another community meeting will be held sometime in mid-January.

She then reported that the City of Seattle is considering sanctioning and expanding Camp 2nd Chance on Myers Way.

#### IAFF Local #1461

None.

#### Financial Reports

The November 2016 Treasurers and Cash Flow Reports were presented to the Board for review. We are at 81% of our expense budget through November. Copies of the financial reports are on file with the minutes.

### Chief's Report

A new washer and dryer have been installed at Station 18. Chief Marrs explained that we now have two separate systems – one is dedicated strictly for bunker gear, and the other one is dedicated for bedding, etc. Once a year we will send the bunkers out for an extensive cleaning and certified inspection. We have a quote back from the plumbing company to have the same set up at Station 19.

One firefighter has returned to duty after a back injury. Another firefighter (who was off) has been judged “fit for duty” from the District’s physician.

Christmas Outreach deliveries will be this Wednesday, December 21, and we will be providing food and toys to about 50 families between the two fire districts this year. We receive a list of area families in need from DSHS, who screens them for us. Santa Claus will also be helping us deliver this year!

### Attorney's Report

None.

### Unfinished Business

Chief Marrs presented revised Resolution No. 480-R for the Board’s approval. He explained that because our assessed valuation changes up until the time it is finalized in December, we usually levy high and the County Assessor rolls us back to our statutory amount. However, our Resolution No. 480 (adopted 11/21/2016) didn’t reflect a high enough percentage increase in the document; and the Assessor advised us to modify our resolution so we don’t “leave money on the table.”

Julie Hiatt moved to adopt Resolution No. 480-R and rescind Resolution No. 480. Dominic Barrera seconded. Motion carried (3-0). A copy of the revised Resolution is on file with the minutes.

We received a response from Chris Ricketts (King County Building Official and Fire Marshal) to our letter to Adrienne Quinn (see minutes of 11/21/2016). Chief Marrs said that Mr. Ricketts explanation of the possible “*use of allowing alternative materials, designs and methods of construction*” at the old Public Health building still isn’t clear.

The Board discussed the importance of fire codes especially in light of the recent Oakland warehouse fire in which 36 people died, and the 2003 Rhode Island night club where 100 people died. Further discussion was held on the change-of-use process now that the building is being converted into a family shelter. Commissioner Giba said she would phone Mr. Ricketts to set up a tour of the facility so the Chief could see the renovation first-hand. A copy of Mr. Ricketts letter is on file with the minutes.

Chief Marrs reported that the 2017 fire benefit charge database has been created. A letter to citizens informing them of their amount will be mailed out in early January. Appeals must be received to us by February 6, and we will hold an Appeals Hearing at our regular February meeting (now scheduled for February 13, 2017). A copy of the draft notice is on file with the minutes.

Chief Marrs then gave an update that North Highline union negotiations are going to mediation on January 19, 2017.

### New Business

Chief Marrs said that the office typewriter is broken and isn't worth repairing. He asked that the Board declare it as surplus. Julie Hiatt moved to surplus the office typewriter and dispose of it at the Chief's discretion. Dominic Barrera seconded. Motion carried (3-0).

### Good of the Order

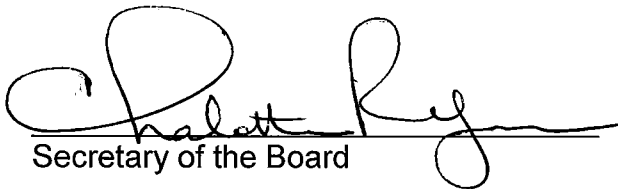
None.

### Executive Session

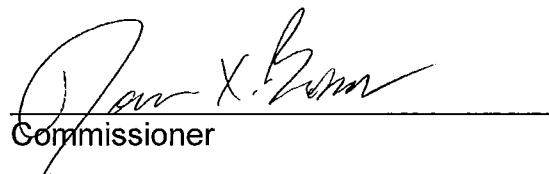
A 15-minute executive session was called at 8:20 PM to review the performance of a public employee per RCW 42.30.110(1)(g). The meeting reconvened at 8:35 PM.

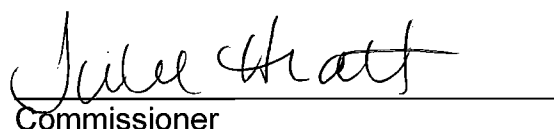
As there was no further business, Dominic Barrera moved to adjourn. Liz Giba seconded. Motion carried, and the meeting adjourned at 8:36 PM.

Respectfully submitted,

  
Secretary of the Board

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Chairman, Commissioner

  
Commissioner

  
Commissioner