

***NORTH HIGHLINE FIRE DISTRICT***  
**Commissioners' Meeting Agenda**  
**November 19, 2018**



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**Meeting Called to Order**

**2:00 PM**

**1.0) Flag Salute**

**2.0) Agenda Approval**

**3.0) Meeting Minutes**

- Minutes from October 22<sup>nd</sup>, 2018 regular meeting and November 8<sup>th</sup>, 2018 and November 13<sup>th</sup>, 2018 special meetings.

**4.0) Accounts Payable (Expense & Capital Funds)**

- 180004001 to 180004002 in the amount of \$12,656.92 (October corrected Def Comp)
- 181101001 to 181101034 in the amount of \$49,965.20 (November mid-month)
- 181201001 to 1812010XX in the amount of \$69,033.38 (November month-end vouchers)
- 181301001 to 181301032 in the amount of \$195,607.57 (November payroll - ACH)
- 181401001 to 181401007 in the amount of \$47,668.03 (November payroll)
- 181501001 to 181501009 in the amount of \$X,XXX.XX (November volunteer payroll)

**5.0) Correspondence**

**6.0) Public Comment**

*Comments should be limited to 3 minutes and pertain to issues or topics involving the fire district.*

**7.0) Commissioners' Report**

**8.0) Local #1461**

**9.0) Financial Reports**

*The October 2018 Treasurers and Cash Flow Reports are attached for review.*

**10.0) Chief's Report**

- Update on hiring process status after written test has been administered
- 2017 Annual Audit has begun – Review letter submitted by Washington State Auditor
- Christmas Outreach – Collection dates for donations are November 14<sup>th</sup> through December 13<sup>th</sup>, 2018 and will be distributed to 50 sponsored families from DSHS on December 20, 2018.

- The Burien Tree Lighting will be on Sunday, December 2, 2018 at 4:00 PM at Economy Wiring - YB Tubless.

### **11.0) Attorney's Report**

### **12.0) Unfinished Business**

- Review of Public Records Policy
- Set the 2019 Fire Benefit Charge. *Sample language: I move to set the 2019 Fire Benefit Charge at \$1,400,000*
- Accept the 2019 Operating Budget. *Sample language: I move to accept the 2019 Operating Budget as presented.*

The following Resolutions were presented:

- Resolution No. 494: To increase 2019 Limit Factor. *Sample language, I move to accept Resolution No. 494.*
- Resolution No. 495: To Levy 2019 Property Taxes. *Sample language, I move to accept Resolution No. 495.*
- Resolution No. 496: Authorizing an increase in the 2019 Property Taxes. *Sample language, I move to accept Resolution No. 496.*
- Resolution No. 497: To impose a 2019 Benefit Charge. *Sample language, I move to accept Resolution No. 497.*
- Resolution No. 498: 2019 Operating Budgets. *Sample language, I move to accept Resolution No. 498.*

### **13.0) New Business**

- The State Auditor has requested a 2017 engagement letter signed by Board Chair. *Sample language by Julie Hiatt, I move to authorize Liz Giba to sign the engagement letter.*
- The January, February, and April 2019 regular meeting dates need to be changed because the meetings fall on the Martin Luther King, Presidents Day holidays, and the April meeting falls too close to payroll cut off. After discussing, the Secretary will bring a Resolution changing the meetings to the December regular meeting.
- Fire Benefit Charge notice and appeals hearing to be discussed.

### **14.0) Good of the Order**

### **16.0) Adjournment**