



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

May 14, 2019

SPECIAL MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51

I. OPENING OF MEETING

1.1 Roll Call

Chair Suzanne Greathouse called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Rick Verlinda, Ron Gehrke, Don Ellis, Suzanne Greathouse, and Dave Maehren. Also present was Deputy Chief Eric Magnuson, Board Secretary Kate Hansen, Lieutenant Jeremy Jamerson, Firefighter Chris Hoffman, Fire Inspector Wendy Booth, HR Manager Shannon Moore, and two members of the public.

1.2 Adoption of Meeting Minutes of April 16th and April 29th

Commissioner Ellis moved to approve the minutes of April 16th and April 29th. Commissioner Gehrke seconded. The motion passed unanimously.

II. APPROVAL OF THE AGENDA

Commissioner Maehren moved to Table the 2016-17 Accountability Audit Discussion. Commissioner Verlinda seconded. The motion passed 3-2 with Commissioner Gehrke and Ellis opposing.

Commissioner Verlinda moved to move the 4.3 Employee Recognition to next week's meeting.

Commissioner Maehren requested the moving of the Access to Legal Services topic to next week's meeting.

Commissioner Maehren moved to accept the agenda as amended. Commissioner Verlinda seconded. The motion passed unanimously.

III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Commissioners with miscellaneous comments.

Legal Counsel Scott Missall arrived.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 2019 1st Quarter Financial Report

Deputy Chief Magnuson answered questions on the 1st Quarter Financial Report.

4.2 Voucher Approval Process

The board discussed and decided to employ the use of a Cover Sheet for vouchers as part of the meeting materials.

4.3 Employee Recognition

Topic tabled

4.4 Regular Meeting Schedule

The board agreed to change the regular meeting date to the 1st and 3rd Wednesday of the month beginning in July.

4.5 Access to Legal Services

Topic tabled

4.6 Facility Condition Assessment and Capital Funding Plan

The board discussed the draft Facility Condition Assessment and Capital Funding Plan RFP and the desired scope of an assessment. Deputy Chief Magnuson will make requested changes and initiate the advertising of the updated RFP.

4.7 2016-17 Accountability Audit

Topic tabled

4.8 Joint Meetings

The Northshore Fire Board of Commissioners has received an invitation for an informal meet and greet social event with the Shoreline Fire Board of Commissioners. The board discussed, and will continue communications with Shoreline Fire regarding a potential meeting date.

4.9 Commissioner Compensation Claims

The board discussed the process of compensation claim approval.

Commissioner Verlinda discussed potential changes to the compensation claims.

Commissioner Verlinda moved to remove the 4/28 meeting prep compensation request for Commissioner Gehrke and Commissioner Ellis. Commissioner Maehren seconded. The board discussed. The motion failed 1-4 with Commissioners Gehrke, Maehren, Ellis, and Greathouse opposing.

Commissioner Ellis moved to pay the compensation to the Commissioners as requested. Commissioner Gehrke seconded. The motion passed 4-1 with Commissioner Verlinda opposing.

V. **BOARD RESOLUTIONS**

5.1 Resolution 19-03 – Establishing the Date for Regular Meetings

Commissioner Maehren moved to approve Resolution 19-03. Commissioner Ellis seconded. The motion passed unanimously.

VI. **REPORTS**

6.1 Fire Chief Report

Deputy Chief Magnuson reviewed Chief Torpin's written Fire Chief Report. Deputy Chief Magnuson and HR Manager Moore answered questions on the report.

6.2 Commissioner Reports

Commissioner Maehren reported that he met with retiring employees Lt. Paul Schultz and Captain Jim Harvey to thank them for their service.

Commissioner Verlinda reported that he attended the Woodinville Fire Commissioner Meeting last week.

Commissioner Verlinda met with retired employee Lt. Schultz to say goodbye.

Commissioner Verlinda reported that additional equipment is being donated to the Peruvian Fire Service from the Washington State Council of Firefighters.

VII. CONSENT AGENDA

7.1 Vouchers

- o The General Fund Vouchers totaled \$151,922.47 and Reserve Fund Vouchers totaled \$4,128.89

Commissioner Maehren moved approval of the vouchers as presented. Commissioner Ellis seconded. The motion passed unanimously.

VIII. NEXT MEETING AGENDA

8.1 Future Agenda Items

The following items were slated for the May 21st Meeting

- o Employee recognition
- o Access to legal services
- o Joint Meeting discussion
- o Consideration of moving the July 3rd meeting back one week
- o A Special Meeting for the purpose of Executive Session, prior to the Regular Meeting

IX. EXECUTIVE SESSION

9.1 The Board moved into Executive Session at 5:59PM until 6:29PM to discuss with legal counsel potential and pending litigation pursuant to RCW 42.30.110(1)(i). The board moved back to open session at 6:30PM.

Chair Greathouse entertained a motion to approve the severance agreement and release and hold harmless. Commissioner Ellis made the motion stated by the Chair. Commissioner Gehrke seconded. The motion passed unanimously.

X. ADJOURNMENT

The meeting adjourned at 6:31PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for May 21, 2019. The next Special Meeting will be May 21, 2019 at 4:15PM, prior to the regularly scheduled meeting.

Attachments: Agenda; Fire Chief's Report; 1st Quarter Financial Report; Resolution 19-03

BOARD OF COMMISSIONERS



RICK VERLINDA, Member



RON GEHRKE, Member



DON ELLIS, Member



SUZANNE GREATHOUSE, Chair



DAVID MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on May 21, 2019