



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

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

MINUTES

June 18, 2019

REGULAR 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 Acting Fire Chief Eric Magnuson, Legal Counsel Scott Missall, Board Secretary Kate Hansen, Battalion Chief Doug Knight, Lieutenant Jeremiah Ingersoll, and two members of the public.

1.2 Adoption of the Minutes of June 4, 2019

Commissioner Ellis moved to approve the minutes of June 4, 2019. Commissioner Verlinda seconded. The motion passed unanimously.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda. Commissioner Gehrke seconded. The motion passed all in favor.

III. PUBLIC COMMENT

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Staffing Update

The board discussed the proposed Administrative Staff Salary Survey. Acting Chief Magnuson and HR Manager Moore answered questions.

The Board directed Acting Chief Magnuson to collect cost estimates of having a Salary Survey completed by an outside company instead of department staff.

4.2 Regionalization Discussion

Acting Chief Magnuson reviewed and answered questions on his Regionalization Discussion Memo. The board discussed.

The Northshore Fire Board of Commissioners will hold a joint study session with the Boards of Commissioners from Woodinville Fire & Rescue and The Shoreline Fire Department on Wednesday, June 26th at 5:00pm.

4.3 Identification of future dates to discuss Board Priorities suggested by Legal Counsel

The board discussed a retreat for Board training. No decision was made and the topic was tabled for further discussion.

4.4 Review and Approval of Commissioner Compensation Claims

The Board discussed compensation claims.

Commissioner Ellis moved that the time sheets that have been submitted be accepted in the state that they're in. Commissioner Maehren seconded. The motion passed unanimously.

V. BOARD RESOLUTIONS

5.1 None

VI. REPORTS

6.1 Hiring Process Update

Four candidates have accepted conditional offers for employment. HR Manager Moore answered questions regarding candidate demographics.

6.2 Fire Chief Report

In addition to the written report provided in the meeting materials, Acting Chief Magnuson reported:

- o The RFP for Facilities Condition and Capital Funding plan received one submission.
- o In response to a Commissioner inquiry, Acting Chief Magnuson reported that currently there is no automated system with A/V capture that can send automatic notifications when meeting materials are posted.

Acting Chief Magnuson answered multiple questions on the written report.

6.3 Commissioner Reports

- o Commissioner Greathouse reminded the board that the annual Pancake Breakfast and Open House is Saturday, June 22nd
- o Commissioner Maehren requested that the Fire Chief and Board Secretary be removed from the Commissioner e-mail group so that the distribution list includes Commissioners only.
- o Commissioner Maehren reported that he spoke with a Lake Forest Park City Councilmember, Phillippa Kassover, and also sent an e-mail to their board, to address questions regarding potential Regionalization.

VII. CONSENT AGENDA

7.1 Vouchers

- o The General Fund Vouchers totaled \$18,162.73 and Reserve Fund Vouchers totaled \$275.00

Commissioner Ellis moved to approve the consent calendar. Commissioner Verlinda seconded. The motion passed unanimously.

VIII. FUTURE AGENDA ITEMS

8.1 Opportunity to Request Future Agenda Items

The board requested the following items for the July 17th Meeting

Future Agenda Items for the year – board members will augment the existing list for inclusion in the meeting materials packet

Access to Legal Counsel policy – Commissioner Maehren will re-send his May memo for this topic for inclusion in the meeting materials.

Commissioners will send requested future agenda items to the Chief or Chair.

IX. EXECUTIVE SESSION

9.1 The Board moved into Executive Session at 6:20PM until 7:20PM to discuss litigation or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i); to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b); and to evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g). At 7:30, the Board extended the Executive Session until 8:00PM.

The board moved back to open session at 7:58PM.

X. ADJOURNMENT

The meeting adjourned at 7:58PM

NEXT MEETING DATE

The next meeting of the Board will be a joint study session on June 26, 2019. The regularly scheduled Commissioners meeting of July 3, 2019 is cancelled. The next regularly scheduled meeting is Wednesday, July 17, 2019.

Attachments: Agenda and Fire Chief's Report

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 August 7, 2019