



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

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## MINUTES

October 2, 2019

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

#### I. OPENING OF MEETING

##### 1.1 Roll Call

Vice Chair Dave Maehren called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Acting Fire Chief Eric Magnuson, Legal Counsel Scott Missall, Board Secretary Kate Hansen, Firefighter Ford, Battalion Chief Morris, Lieutenant Hansson, and one member of the public.

##### 1.2 Adoption of Minutes of September 11<sup>th</sup> and September 18<sup>th</sup>

*Commissioner Ellis moved to approve the minutes of September 11<sup>th</sup> and September 18<sup>th</sup>.  
Commissioner Verlinda seconded. The motion passed unanimously.*

#### II. PUBLIC COMMENT

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

#### III. APPROVAL OF THE AGENDA

3.1 Commissioner Ellis requested the removal of item 4.1.C Enhanced CPR Training, 4.1.D Station 54 Future Use, and 4.1.E District Hiring Practices. Commissioner Ellis also requested that Item 4.1.F Acting Fire Chief Employment Addendum Approval move to item 4.1.A.

*Commissioner Ellis moved to move agenda item 4.1.F up to the next agenda item.  
Commissioner Verlinda seconded. The board discussed. The motion failed 3-1 with  
Commissioner Verlinda, Maehren, and Webster voting against and Commissioner Pratt  
abstaining.*

*Commissioner Verlinda moved to approve the agenda as provided. Commissioner Pratt  
seconded. The motion passed unanimously.*

#### IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

##### 4.1 District Operations

A. 2020 Budget Update and Financial Projections

- Acting Chief Magnuson reviewed and answered questions on the 2020 draft budget. As the Reserve Fund study is still to be completed, this portion of the budget is subject to undetermined change.

B. Facility Reserve Study

- Commissioner Maehren reviewed the Reserve Study options proposed by Reserve Consultants LLC.

***Commissioner Webster moved to do the Level 1 Study for Station 51 and Station 57. Commissioner Verlinda seconded. The motion passed unanimously.***

C. Enhanced CPR Training

- Commissioner Maehren would like to discuss this topic as part of the Joint Meeting with the City of Kenmore.
- Commissioner Maehren requested additional information on this topic. Specifically, where resources for an enhanced CPR Program would come from. Chief Magnuson will report back.

D. Station 54 Future Use

- Commissioner Maehren would like to start a dialogue with the City of Kenmore regarding options for future use of Station 54. Commissioner Maehren reviewed Station 54 materials he compiled.

E. District Hiring Process

- Further discussions will occur between Commissioner Verlinda, Acting Chief Magnuson, and HR Manager Moore. Commissioner Verlinda will report back to the board.

F. Acting Fire Chief Employment Addendum Approval

***Commissioner Ellis moved to ratify and approve the Acting Fire Chief Employment Addendum. Commissioner Webster seconded. The motion passed unanimously.***

4.2 Board Procedures and Organization

A. New Fire Commissioner Board Members and Philosophy

- Commissioner Maehren reviewed the goals and philosophies he would like to see as standard practices of the board. The board discussed board conduct and philosophies.

B. Joint Meeting with Kenmore City Council

- The October 7<sup>th</sup> Joint Meeting at Kenmore City Hall will commence at 6:00PM. Dinner will be served prior to the meeting, at 5:30PM.
- Commissioner Maehren reviewed the Joint Meeting agenda and the board discussed topics.
- Acting Chief Magnuson will compile a memo from the fire department. The memo will be distributed prior to both boards prior to the Joint Meeting.

C. Discussion on MRSC Membership

- Commissioner Maehren reviewed his proposal documents, distributed prior to the meeting. The board discussed. Commissioner Maehren requested all board members consider the options and offer any suggestions. Further discussion will continue at a later meeting.

*Commissioner Verlinda moved to join MRSC Membership effective January 1 of 2020. Commissioner Webster seconded. The board discussed. The motion passed unanimously.*

- D. Discussion on Access to Legal Services Policy
  - o Topic combined with item 4.2.C
- E. Proposed Changes to Policy 1630—Commissioner Compensation
  - o Commissioner Maehren reviewed Commissioner Compensation rates/regulations and proposed that further discussion be postponed until December.
- F. 2016 and 2017 Commissioner Compensation Specified Approvals
  - o The board discussed options for resolving the open issues that were identified in the 2016-2017 Financial and Accountability Audit.
  - o Commissioner Maehren will draft a letter for review by legal counsel and bring to the next meeting for board review.

#### 4.3 Regionalization and Merger Discussion

- A. Report on Sub-Committee Meeting
  - o At the next meeting, Fire Chiefs will provide the sub-committee with further budget projections, and pros and cons of staffing changes.
- B. Identification of Representatives for next Sub-Committee Meeting
  - o The next sub-committee meeting will take place at 2:00PM on October 30<sup>th</sup>, at Station 51. Commissioners Verlinda and Ellis will attend.
  - o The next Joint Board Meeting is still to be scheduled.

### V. **BOARD RESOLUTIONS**

- 5.1 None

### VI. **CONSENT AGENDA**

- 6.1 Vouchers
  - o The General Fund Vouchers totaled \$238,135.14 and Reserve Fund Vouchers totaled \$21,716.12

*Commissioner Verlinda moved to approve the consent agenda vouchers. Commissioner Ellis seconded. The motion passed unanimously.*

### VII. **COMMISSIONER COMPENSATION**

- 7.1 Review of Commissioner Compensation Claims
  - o The board discussed Compensation Claims
- 7.2 Approval of Commissioner Compensation Claims

*Commissioner Ellis moved to accept the compensation requests from the five Commissioners. Commissioner Verlinda seconded. The board discussed. The motion passed unanimously.*

### VIII. **REPORTS**

- 8.1 Fire Chief Report
  - A. Non-Represented Salary Survey

HR Manager Moore has engaged with Cabot Dow. The district hopes to have a salary survey back by the end of the month.

Acting Fire Chief Magnuson reviewed the written report and answered questions.

## 8.2 Commissioner Reports

### A. Retirement Service Awards

Commissioner Verlinda would like to honor retirees with certificates at the annual Awards Banquet. Commissioner Verlinda will draft a program proposal for review by the board.

Commissioner Maehren reported that he and Commissioner Webster met with the Auditor and discussed progress on open issues from the 2016-2017 Financial and Accountability Audit.

Commissioner Maehren reported the Dr. Milton Curtis is starting a Senior Fall Prevention program and would like to make a presentation to the board. Commissioner Maehren will schedule a presentation time with Dr. Curtis.

## 8.3 Legal Counsel Reports

- o Legal Counsel Missall completed new Commissioner Orientation with Commissioners Webster and Pratt.
- o Legal Counsel Missall will be out of town and not able to attend the next board meeting. Legal Counsel Miner will attend in his absence.
- o Legal Counsel Missall gave an update on the lawsuit against the district.

## **IX. FUTURE MEETING AGENDA ITEMS**

### 9.1 Setting of Future Meeting Agenda(s)

Items were added to the Future Agenda Items List.

## **X. EXECUTIVE SESSION**

- 10.1 The Board moved into Executive Session at 7:15PM for up to 45 minutes 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); to receive and evaluate complaints or charges brought against a public officer or employee pursuant to RCW 42.30.110(1)(f); and to discuss litigation or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i).

Commissioner Verlinda left before the board returned to open session. The board returned to open session at 7:52PM. Commissioner Maehren submitted a letter from himself and Commissioner Verlinda for the record. The letter was in response to Commissioner Greathouse's August 2019 letter to the Board.

## **ADJOURNMENT**

The meeting adjourned at 7:53PM

## **NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for October 16, 2019.

Attachments: Agenda; Fire Chief's Report; Maehren and Verlinda Response Letter

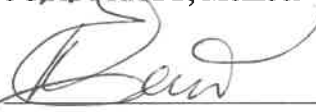
**BOARD OF COMMISSIONERS**



**RICK VERLINDA, Member**



**JOSH PRATT, Member**



**DON ELLIS, Member**



**RICK WEBSTER, Member**



**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 October 16, 2019