



**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 16, 2019**

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

**I. OPENING OF MEETING**

1.1 Roll Call

Vice Chair David 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 Emily Miner, Board Secretary Kate Hansen, Lt. Jeremiah Ingersoll, HR Manager Moore, and two members of the public.

1.2 Adoption of Minutes of October 2, 2019

*Commissioner Ellis moved to approve the minutes of October 2<sup>nd</sup> as presented. Commissioner Webster 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 Acting Fire Chief Magnuson requested that the Station 57 Remodel Discussion be moved into Board Discussion and Possible Action Items, as Item 6.4.

Commissioner Verlinda requested the addition of an Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g).

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

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

4.1 District Operations

A. Apparatus Procurement

- Acting Chief Magnuson reported that two apparatus bids were received in response to the Request for Bid. Both proposals are very competitive. The Chief and apparatus committee require additional time to thoroughly review and compare the proposals. Recommended action will be brought to the board at the November 6<sup>th</sup> meeting.
- Acting Chief Magnuson answered questions from the Board.

## V. PUBLIC HEARING

See Report on Public Hearing

After the Public Hearing, *Commissioner Verlinda moved: In an attempt to reduce legal fees and cost to the District, I propose to have District counsel attend one meeting per month. The Board of Commissioners will coordinate and schedule agenda items that require legal counsel review and participation for that meeting. At any time it is deemed necessary for legal counsel to be present, the Board may request legal counsel representation who may attend based on their availability. Commissioner Ellis seconded. The board discussed.*

*Commissioner Verlinda amended his motion to include “effective January 1<sup>st</sup>”. The motion passed unanimously.*

## VI. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS continued

### 6.1 District Operations continued

#### A. Litigation Committee

*Commissioner Maehren moved: Pursuant to Board Policy 1240, I move to create a temporary three member committee, effective immediately, composed of Commissioner Webster, Commissioner Pratt, and Chief Magnuson to review, manage, and make appropriate recommendations to the Board regarding the District’s issues, concerns, and position pertaining to the ongoing Public Records Act litigation involving Commissioners Ellis, Maehren, and Verlinda. This committee shall be in effect until either the litigation is settled or a final non-appealable decision is rendered by a court of competent jurisdiction. Commissioner Verlinda seconded. The board and legal counsel discussed.*

*Commissioner Maehren requested to amend the motion to state: Pursuant to Board Policy 1240, I move to create a temporary three member committee, effective immediately, composed of Commissioner Webster, Commissioner Pratt, and Chief Magnuson to review, manage, and make appropriate recommendations to the Board on pending litigation issues. Commissioner Verlinda seconded. The motion passed 4-0 with Commissioner Ellis abstaining because, as one of the parties to the litigation, he believes it is not appropriate for him to participate in the vote.*

#### B. Fire Chief Goals and Expectations

- Commissioner Maehren reviewed the previously discussed Acting Fire Chief goals and expectations.
- HR Manager Moore distributed the current Fire Chief performance evaluation form and answered questions.

#### C. Fire Marshall Replacement Process

- Commissioner Maehren expressed the need to determine a process and plan for hiring the district’s next Fire Marshal.
- Acting Chief Magnuson reviewed the current plans and process for hiring Fire Marshal LaFlam’s successor.

#### D. Review of Revenue Resolutions

- Legal Counsel Miner discussed the newly revised versions of the district’s Revenue Resolutions that were created by Ogden Murphey Wallace.
- The five Revenue Resolutions were reduced to four through consolidation of the Property Tax Increase and Property Tax Levy resolutions.

- The board and legal counsel discussed. Additional revisions will be made and distributed for the November 6<sup>th</sup> meeting.
- 6.2 Board Procedures and Organization
- A. SharePoint—Commissioner Accounts, Access, and File Structure
- Acting Fire Chief Magnuson reported that Commissioner laptops have arrived and are awaiting set up from Kirkland IT.
  - The board and staff discussed the use of laptops and necessary training.
- B. Retirement Service Award Proposal
- Commissioner Verlinda reported that Northwest Trophy is able to design and print certificates for \$20 each.
  - Commissioner Verlinda will draft a proposed policy addition to include Retirement Service Awards.
- 6.3 Regionalization and Merger Discussion
- A. Recap of Joint Meeting with Kenmore City Council
- Commissioners reported on their impressions from the Joint Meeting.
  - Chief Magnuson reported that he has received interest from the other agencies in having a joint meeting but availability/potential meetings dates have not been determined.
  - The board requested that Chief Magnuson draft a memo to other agencies as he did for the Kenmore City Council.
- B. Update on Joint Meetings with Other Jurisdictions
- The next sub-committee meeting for Regionalization is scheduled for October 30<sup>th</sup>.
  - Commissioner Webster will be attending the next sub-committee meeting in place of Commissioner Ellis.
- 6.4 Station 57 Remodel Update
- Acting Chief Magnuson reported that TCA believes they will be ready to go to bid on construction October 21<sup>st</sup>, with bids to be opened November 12<sup>th</sup> and recommendations presented to the board on November 20<sup>th</sup>.
  - All necessary permits have been approved by the City of Lake Forest Park.
  - Chief Magnuson answered questions from the board.
  - The board agreed to have TCA proceed with initiating the bid process.

**VII. BOARD RESOLUTIONS**

7.1 Resolution 19-05 (Declaring Items and Surplus)

*Commissioner Ellis moved to approve Resolution 19-05. Commissioner Verlinda seconded. The board discussed. The motion passed unanimously.*

**VIII. CONSENT AGENDA**

8.1 Vouchers

- The General Fund Vouchers totaled \$85,226.37

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

**IX. COMMISSIONER COMPENSATION**

9.1 None

**X. REPORTS**

10.1 Fire Chief Report

There were no additions to the written Fire Chief's report.

10.2 Commissioner Reports

- o Commissioner Verlinda reported that he met with Chief Magnuson and HR Manager Moore regarding hiring practices. He was very impressed with their knowledge, concern, and efforts to look at diversity issues. The district will follow up with National Testing Network to determine if their aggregate data can be obtained for informational purposes.

10.3 Legal Counsel Reports

- o Legal Counsels time was predominately spent on Resolution revisions.

**XI. FUTURE MEETING AGENDA ITEMS**

11.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

**XII. EXECUTIVE SESSION**

12.1 The board moved into Executive Session at 7:21pm up to 7:40pm 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)

**XIII. ADJOURNMENT**

The meeting adjourned at 7:35PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for November 6, 2019

Attachments: Agenda; Fire Chief's Report; Resolution 19-05

**BOARD OF COMMISSIONERS**

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**RICK VERLINDA, Member**



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**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 November 6, 2019.