



# 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

November 6, 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 4:59 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. Anders Hansson, Battalion Chief Mike Morris, Dr. Milton Curtis, and two members of the public.

##### 1.2 Adoption of Minutes of October 16<sup>th</sup>, 2019

*Commissioner Ellis moved to approve the minutes of October 16<sup>th</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 Approval of the Agenda

*Commissioner Ellis moved to approve the agenda. Commissioner Verlinda seconded. The board discussed. The motion passed unanimously.*

#### IV. GUEST PRESENTATION

##### 4.1 Fall Prevention Program

Dr. Milton Curtis gave a presentation on Fall Prevention for Senior Citizens.

#### V. CONTINUATION OF PUBLIC HEARING

See separate report on Public Hearing

*Commissioner Ellis moved to utilize \$40,000 that's surplus in the GO Bond fund from 2019 to pay part of the 2020 General Obligation Bond obligation. Commissioner Webster seconded. The motion passed unanimously.*

*Commissioner Maehren moved to remove the \$10,000 from our expense budget for the CPR Program and utilize the donation fund to pay for that line item. Commissioner Webster seconded. The motion passed unanimously.*

## VI. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

### 6.1 District Operations

#### A. Securing New Legal Counsel Discussion

- Commissioner Maehren reported that he has reached out to contacts regarding next steps. The board discussed what process to follow for securing new legal counsel.
- The board concluded to place an RFP for Legal Services.

#### B. Apparatus Procurement Update

- Acting Chief Magnuson reviewed the Fire Pumper Apparatus Bid Evaluation and Recommendation. The Chief and Committee recommended that Hughes Fire be awarded the contract for their Pierce Fire Engine as the only bid that met the response requirements.

***Commissioner Ellis moved to award the apparatus contract to Hughes Fire for their Pierce fire engine. Commissioner Pratt seconded. The board discussed. The motion passed unanimously.***

#### C. Facility Condition Assessment Update

- Acting Chief Magnuson reported that on-site evaluations for Station 51 and Station 57 were completed by Reserve Consultants. A draft report should be received by the end of November.

#### D. Salary Survey Update

- Acting Fire Chief Magnuson reported the he and HR Manager Moore met with Cabot Dow to provide information. A finalized survey document will be presented by Cabot Dow at the November 20<sup>th</sup> meeting.

#### E. Fire Chief Transition Discussion

- Commissioner Maehren reviewed the options that have been laid out for Fire Chief services beyond 2019. The board discussed opportunities to fulfill the contract addendum that was entered in to between the District and Acting Chief Magnuson.
- Commissioner Maehren will contact Commissioner Roger Collins of Woodinville Fire and Rescue to inquire if their board and Chief Ahern would be interested in contracting with Northshore Fire for Fire Chief services. Legal Counsel will provide information on the potential role of an Administrative Manager at the next meeting.
- The board discussed how to proceed related to the Fire Chief annual review. The board concluded to have an Executive Session on November 20<sup>th</sup> where Commissioners will present ideas for 2020 goals. At that time, Acting Chief Magnuson will also present his current assessment and future goals.

### 6.2 Board Procedures and Organization

#### A. Fire Commissioner Compensation Corrections

- Acting Chief Magnuson reported that Wendy Choy of the State Auditor's Office has informed him that nothing in the 2016, 2017, and 2018 audits rises above the level of insignificant and immaterial. Per this information, the topic was closed.

#### B. Scheduling Study Session for IT Training

- The board discussed availability for training on new laptop computers.

*Commissioner Webster moved to have a special meeting for the 20<sup>th</sup> of November starting at 3:00pm. Commissioner Verlinda seconded. The motion passed unanimously.*

Topics will be IT training and an Executive Session for the Fire Chief Review.

### 6.3 Regionalization and Merger Discussion

#### A. Regionalization Sub-Committee Report

- o Commissioner Webster and Ellis reviewed their impressions of the last sub-committee meeting. The board discussed current analysis and perceptions.

## VII. BOARD RESOLUTIONS

### 7.1 Resolution 19-06 (Benefit Charge)

Commissioner Verlinda left the meeting at 7:12PM

The board discussed the missing value for Resolution 19-06

*Commissioner Ellis moved to approve Resolution 19-06 not to exceed \$4,450,000. Commissioner Pratt seconded. The motion passed unanimously.*

### 7.2 Resolution 19-07 (Limit Factor Increase)

*Commissioner Pratt moved to approve Resolution 19-07 as written. Commissioner Ellis seconded. The motion passed unanimously*

### 7.3 Resolution 19-08 (NORCOM)

The board discussed missing values for the Resolution 19-08

*Commissioner Ellis moved to approve Resolution 19-08 with the date of November 1<sup>st</sup> 2007 and an amount of \$190,843. Commissioner Pratt seconded. The motion passed unanimously.*

### 7.4 Resolution 19-09 (Annual Property Tax Levy)

The board discussed missing values for the Resolution 19-09

*Commissioner Maehren moved that Resolution 19-09 be approved as presented. Commissioner Webster seconded. The motion passed unanimously.*

## VIII. CONSENT AGENDA

### 8.1 Vouchers

- o The General Fund Vouchers totaled \$137,474.49 and Reserve Fund Vouchers totaled \$17,009.44

*Commissioner Ellis moved approval of the consent agenda. Commissioner Webster seconded. The motion passed unanimously.*

## IX. COMMISSIONER COMPENSATION

### 9.1 Review of Commissioner Compensation Claims

### 9.2 Approval of Commissioner Compensation Claims

*Commissioner Ellis moved acceptance of the Commissioner compensation claims as requested. Commissioner Webster seconded. The motion passed unanimously.*

## X. REPORTS

### 10.1 Fire Chief Report

In addition to the written report, Acting Chief Magnuson reported that, per request, future MTA and QTA documents will be posted separately from the Fire Chief Report.

10.2 Commissioner Reports

- Commissioner Maehren reported that approval of the temporary use permit for Station 54 is on the Kenmore City Council agenda for November 12<sup>th</sup>.
- Commissioner Maehren appreciated the information on geriatric resources in the MTA.

10.3 Legal Counsel Reports

- Legal Counsel's time has been spent working on the Training ILA

**XI. FUTURE MEETING AGENDA ITEMS**

11.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

**XII. EXECUTIVE SESSION**

9.1 None

**XIII. ADJOURNMENT**

The meeting adjourned at 7:39PM

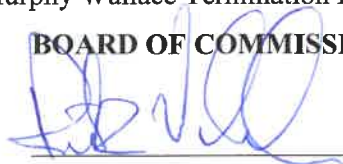
**NEXT MEETING DATE**

The next special Commissioners meeting is scheduled for November 20, 2019. The next regularly scheduled Commissioners meeting is also November 20, 2019.

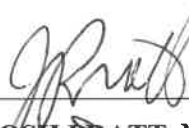
Attachments: Agenda; Fire Chief's Report; Resolution 19-06; Resolution 19-07;

Resolution 19-08; Resolution 19-09; Ogden Murphy Wallace Termination Letter


**BOARD OF COMMISSIONERS**



**RICK VERLINDA**, Member



**JOSH PRATT**, Member



**DON ELLIS**, Member



**RICK WEBSTER**, Member



**DAVID MAEHREN**, Member

**ATTEST**

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**KATE HANSEN**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on November 20, 2019