



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

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MINUTES

November 20, 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, Finance Specialist Dawn Killion filling in as Board Secretary, LT Hansson, and 2 members of the public. Absent was Board Secretary Kate Hansen.

1.2 Adoption of Minutes of 11-6-19

Commissioner Webster moved to approve the minutes of 11-6-19 as presented.

Commissioner Ellis seconded. The motion passed/4-0

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 Chief Magnuson asked to amend the agenda to go over hiring practices and resolution updates as there were errors in two of the ones signed at the previous meeting

- o Commissioner Maehren asked if there were new resolution numbers or if the resolutions could be amended
- o Acting Chief Magnuson confirmed there were new numbers
- o Acting Chief Magnuson indicated that the Station 57 Bid had no information for discussion at this time

Commissioner Pratt moved to approve the agenda as amended. Commissioner Webster seconded. The motion passed 4-0; Commissioner Verlinda absent due to an emergency

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Salary Survey Update

- Alex with Cabot Dow – discussed the process and the results of the salary survey performed for the district
 - Commissioner Maehren asked some follow up questions in regards to the salary study
 - Acting Chief Magnuson inquired when the board might adopt the salary study
- B. Station 57 Bid Award
- Commissioner Maehren reiterated that Acting Chief Magnuson stated there was no information currently and this agenda item would be skipped
- C. 3RD Quarter Financial Report
- Commissioner Maehren asked about the discrepancy on the report. Acting Chief Magnuson and Finance Specialist Killion noted that it is a timing issue with **KC** King County
- D. Legal Counsel RFP
- Commissioner Maehren discussed changes made to the drafted RFP document
 - Commissioner Maehren asked if experience should be reduced from 5 years to 3 years
 - Legal Counsel Missall indicated the board should not reduce the asked experience legal service, 3 years is not long enough for what the board needs
 - Edits to the RFP were accepted and Commissioner Webster motioned to send out the RFP as soon as possible, Commissioner Ellis seconded Was this motion adopted?
- E. Facility Condition Assessment Update
- Commissioner Maehren noted that Acting Chief Magnuson said we have not received the document yet, and asked to add it to the first meeting in December
- F. Litigation Committee Update
- Commissioner Webster indicates no update at this time
- G. Fire Chief Transition Discussion
- Commissioner Maehren commented on current discussions with Woodinville and Shoreline Fire Departments
 - Acting Chief Magnuson talked with both department chiefs and indicated he discussed job duties, what to offload, or keep
 - Commissioner Pratt asked that Woodinville Fire and Shoreline Fire provide a proposal
 - Commissioner Verlinda talked about some potential challenges with the transition for duties for the fire chief position
 - Acting Chief Magnuson asked for an Executive Session after next meeting to discuss further
- H. Hiring Process – added item
- Acting Chief Magnuson indicated that 4 people proceeded to chief interviews, and there was already a conditional offer of employment made to one. He also indicated that the District sent 4 people to 2019 academy, originally we were to send 5

- Acting Chief Magnuson stated that when the Academy graduates staffing will be at 41
- Acting Chief Magnuson potentially expects retirements in June, May and another within 6 months and 2 for Paramedic School, and BC retiring possibly at the end of 2020
- Acting Chief Magnuson thinks we need to hire 5 at a minimum to stay ahead of people we will lose by Sept 2020
- Acting Chief Magnuson asked to increase the new hires for winter academy to 6 instead of the 3 previously agreed upon

Commissioner Ellis moved to give Acting Chief Magnuson authorization to increase the potential number of new hires. To what number? (6) Commissioner Pratt seconded. The motion passed 5-0

4.2 Board Procedures and Organization

A. 2020 Department Goals

- Commissioner Maehren mentioned some are goals and some are projects, here are some items he'd like to see addressed: St 57 Remodel, Fire Chief Assistance Transition Process, New Hires, Consolidation, North KC Training Consortium, Community outreach
- Commissioner Verlinda mentioned BLS transport. Acting Chief Magnuson indicated that Chief Nankervis will be at the 12/4/19 meeting to discuss this
- Strategic Planning - mentioned to Commissioner Maehren by Commissioner Verlinda

4.3 Regionalization and Merger Discussion

A. Continuation of Regionalization/Merger Discussion

- Commissioner Maehren asked Acting Chief Magnuson about a date for regionalization options presentation
- Acting Chief Magnuson indicated Attorney Snure is only available on 12/3 or 12/4
- Commissioner Maehren indicated to schedule a special meeting on 12/3 to do regular meeting business and have a special meeting on 12/4 for Chief Nankervis ahead of the regionalization meeting.
- Commissioner Maehren suggested the board adopt a position statement for the next joint board meeting on regionalization. The board agreed to adopt the statement 'The Northshore Board of Commissioners want to find a way to make consolidation work'

V. **BOARD RESOLUTIONS**

5.1 Motion to approve the superseding resolutions

Commissioner Webster moved to approve the new resolutions. Commissioner Pratt seconded. The motion passed 5-0

VI. **CONSENT AGENDA**

6.1 Vouchers

- The General Fund Vouchers totaled \$84,507.93 and Reserve Fund Vouchers totaled \$1,543.60

Commissioner Webster moved to approve the consent calendar as presented. Commissioner Verlinda seconded. The motion passed 5-0.

VII. REPORTS

7.1 Fire Chief Report

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

- NORCOM and City of Bellevue Police, possibly FBI to investigate telephone denial of service issues with NORCOM
- Commissioner Verlinda asked to clarify BC promotion effective Jan 1, 2020

There were no further additions or questions regarding the written Fire Chief's report.

7.2 Commissioner Reports

- Commissioner Maehren mentioned his meeting with the Shoreline Fire Board of Commissioners to discuss options for assisting the Northshore Fire Department with Fire Chief services
- Commissioner Maehren talked about the NEMCO workshop for community CPR training that is happening December 8th. He asked for PDF copies of the announcement be pass out to citizens
- Commissioner Verlinda discussed his meeting with NW Trophy regarding the NFD retirement awards project.

7.3 Legal Counsel Reports

- Legal Counsel Missall working with chief about training consortium ILAs

VIII. FUTURE MEETING AGENDA ITEMS

8.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

IX. EXECUTIVE SESSION

9.1 None

X. ADJOURNMENT

The meeting adjourned at 7:30 PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for December 3rd, 2019

Attachments: Agenda and Fire Chief's Report


BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member



DON ELLIS, Member



RICK WEBSTER, Member



DAVID MAEHREN, Member

ATTEST



DAWN KILLION, Finance Specialist

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on December 18, 2019