



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

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MINUTES

December 3, 2019

SPECIAL 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 5:01 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Rick Webster, and Dave Maehren. Also present was Acting Fire Chief Eric Magnuson, Legal Counsel Emily Miner, Board Secretary Kate Hansen, Lieutenant Anders Hansson, Firefighter Kevin Brackett, Paul Whitehill of TCA, and one member of the public. Absent was Commissioner Ellis.

1.2 Adoption of Minutes of November 20, 2019

Postponed until the next Regular Meeting.

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. Station 57 Bid Award

- o Paul Whitehill of TCA provided an update on the bid process and an overview of the bids received for the Station 57 remodel.
- o The lowest responsive bid received for the project was from Regency NW Construction.

Commissioner Verlinda moved to award the bid to Regency NW Construction, Inc for the work on Station 57 construction. Commissioner Webster seconded. The board discussed. The motion was withdrawn.

Commissioner Verlinda moved to award the base bid and alternates one and two to Regency NW Construction, Inc. Commissioner Webster seconded. The motion passed unanimously.

B. Salary Survey Update

- Acting Chief Magnuson reported that Cabot Dow has reached the financial cap set for the review and requests authorization of additional funds to complete the review.

Commissioner Webster moved to use the COLA of 2.3% for the non-represented personnel for 2020, beginning January 1st. Commissioner Verlinda seconded. The board discussed. The motion passed unanimously.

C. Legal Counsel Selection Process

- Acting Chief Magnuson reported that RFP's went out last week. No responses have been received but one firm has expressed intent to submit a proposal.
- The board discussed how to proceed with the selection process. Legal Counsel Miner will complete a draft of selection criteria for distribution to the board. Commissioner Webster and Verlinda will comprise a sub-committee to review and revise the selection criteria.

D. Facility Condition Assessment Update

- The board discussed the draft assessment. Board Members will review the document further and send questions to Acting Chief Magnuson for follow up with Reserve Consultants.

E. 2020 Department Goals

- Commissioner Maehren circulated and reviewed a Department Goals for 2020 document. The board discussed.

F. Fire Chief Transition and Relief

- Commissioner Maehren reported that Northshore is waiting for proposals from Woodinville Fire & Rescue and Shoreline Fire regarding the possibility of contracting for Chief services.

G. Retirement Awards

- Commissioner Verlinda reviewed his proposed changes to Policy 2750—Employee Recognition Program. Staff and Board Members will review the policy and propose a second draft for review.
- Commissioner Verlinda will bring sample certificates to the next meeting for review.

H. Litigation Committee Update

- Commissioner Webster stated that there was nothing new to report.
- Acting Chief Magnuson reported that future Litigation Committee Updates should be done in Executive Session.

I. Regionalization

- The board discussed tomorrow night's Joint Study Session with Woodinville Fire & Rescue and Shoreline Fire, and reviewed documents circulated by Acting Chief Magnuson.

J. King County Fire Commissioners Membership

- The board discussed 2020 membership with the King County Fire Commissioners

Commissioner Maehren moved that we pay our 2020 dues to the King County Fire Commissioners Association. Commissioner Webster seconded. The motion passed unanimously.

K. Surplus Items

- o Chief Magnuson and the board discussed items requested for surplus in Resolution 19-12.

V. **BOARD RESOLUTIONS**

5.1 Resolution 19-12 Declaring Items as Surplus

Commissioner Webster moved to approve Resolution 19-12, resolution declaring items surplus. Commissioner Pratt seconded. A friendly amendment was made to approve the resolution with the correction of changing 'regularly scheduled meeting' to 'special meeting'. The motion passed unanimously.

VI. **CONSENT AGENDA**

6.1 Vouchers

- o The General Fund Vouchers totaled \$128,522.42 and Reserve Fund Vouchers totaled \$1,435,998.49
- o Commissioner Maehren requested that the legal counsel vouchers be removed from the voucher approval. The board discussed. Commissioner Maehren withdrew his request.

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

6.2 Commissioner Compensation

Commissioner Verlinda moved to approve the Commissioner Compensation. Commissioner Webster seconded. The motion passed unanimously.

VII. **REPORTS**

7.1 Fire Chief Report

Acting Fire Chief Magnuson answered questions on the written Fire Chief's report.

7.2 Litigation Committee Report

- o None

7.3 Commissioner Reports

- o None

7.4 Legal Counsel Reports

- o Legal Counsel Miner reviewed Ogden Murphey Wallace's current projects

VIII. **UPCOMING BOARD AGENDAS**

8.1 Setting of Future Meeting Agenda(s)

Items were added to future meeting agendas

IX. **EXECUTIVE SESSION**

9.1 The Board moved into Executive Session at 6:53PM for up to 30 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).

At 7:24PM the Board extended the Executive Session for up to 30 minutes. No action was anticipated following the Executive Session.

The board moved back to open session at 7:54PM.

X. ADJOURNMENT

The meeting adjourned at 7:55PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for December 18, 2019

Attachments: Agenda; Fire Chief's Report; Resolution 19-12

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 December 18, 2019