



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

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MINUTES

September 18, 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, Don Ellis, Rick Webster, and Dave Maehren. Also present was Acting Fire Chief Eric Magnuson, Legal Counsel Scott Missall, Board Secretary Kate Hansen, and three members of the public.

1.2 Adoption of Minutes of September 11, 2019

Adoption of the September 11th meeting minutes was postponed until the next meeting.

II. APPROVAL OF THE AGENDA

2.1 The board discussed the agenda as presented. Commissioner Ellis requested the subtraction of section 5.5 Summer Hiring Process review. Commissioner Maehren proposed determining the level of discussion at the time of the item.

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

III. PUBLIC COMMENT

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

IV. BOARD OF COMMISSIONERS INTERVIEWS AND POSSIBLE APPOINTMENT

4.1 Interview for Commissioner Position #2

The Board conducted interviews of Josh Pratt and Mike Dee McMullin.

4.2 Executive Session

The Board moved into Executive Session at 5:34PM for up to 15 minutes to evaluate the qualifications of a candidate for appointment to elective office pursuant to RCW RCW 42.30.110(1)(h). The board moved back to open session at 5:44PM.

4.3 Commissioner Appointment

Commissioner Ellis moved to nominate Josh Pratt to the vacant commissioner position. Commissioner Verlinda seconded. The motion passed unanimously.

Legal Counsel Missall administered the Oath of Office for King County Fire Protection District 16 Commissioner Position #2 to Josh Pratt.

4.4 Selection of a Date for Election of Board Chair and Vice Chair

The board discussed timing for election of a Chair and Vice Chair. The board concluded to hold elections at the first meeting in January per the normal schedule.

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

5.1 District Operations

A. Budget Process Update and Timeline

- o Acting Chief Magnuson reviewed levy income for 2020 and the 2020 budget calendar that was provided with the meeting materials and answered questions.

B. Board Discussion of Budget Proposals

- o Commissioner Maehren presented thoughts and clarifications on previously proposed budget items. The board discussed.

C. Selection of Board Representative(s) for Washington State Auditor Risk Assessment Meeting the week of September 23rd

- o The board discussed the upcoming Auditor meeting. Commissioner Maehren expressed that he would like to have two board members present at the meeting. The board discussed.

Commissioner Verlinda moved that Commissioner Maehren, as vice chair, go and also Commissioner Webster. Commissioner Webster seconded. The motion passed unanimously.

D. Date for presentation by Deputy Chief Nankervis on Patient Transport Policy, including fees and GEMT (Ground Emergency Medical Transportation) information.

- o Acting Chief Magnuson will schedule a presentation by DC Nankervis for the first Board meeting in December.

E. Patient Transport Policy Discussion

- o No discussion

5.2 Joint Board Meetings

A. Kenmore City Council (October 7th)

- o The board discussed the upcoming Joint Meeting with Kenmore City Council. Desired agenda items should be sent to Acting Chief Magnuson.
- o Acting Chief Magnuson reported that he has not yet heard back on the availability of the City of Lake Forest Park or Northshore Utility District.
- o The board discussed water availability in the event of an emergency.

B. City of Lake Forest Park

C. Northshore Utility District

D. Lake Forest Park Water District

5.3 Board Procedures and Organization

A. Policy 1630—Commissioner Compensation

- The board reviewed proposed changes to Policy 1630 and discussed. The board will review and discuss further at a later date.

5.4 Project Management and Performance Measures

After conversations with Acting Chief Magnuson and Commissioner Webster, Commissioner Maehren expressed that he does not see a budgetary need project management.

5.5 Summer Hiring Process Review Including Demographics

Commissioner Verlinda asked questions regarding demographics of the most recent hiring process. The board discussed.

5.6 Regionalization and Merger Discussion

A. September 23rd Sub-Committee Meeting

- Commissioner Maehren and Commissioner Ellis will attend the Regionalization sub-committee meeting.

B. Next Meeting Date for Full Committee Meeting

- The next joint board meeting will likely be scheduled for October.

C. Northshore Board Feedback to the Full Committee

- Topic postponed to the October 2nd meeting

5.7 Resolution of Outstanding Auditor Issues

A. Approval of October 2nd 2018 Vouchers

Commissioner Ellis moved to approve the blanket voucher approval documents and the special district voucher documents as presented to the board on October 2nd of 2018. Commissioner Webster seconded. The motion passed unanimously.

B. Resolution of Unapproved Commissioner Compensation Claims

Commissioner Ellis moved to approve the Commissioner Compensation vouchers for September 2018 as presented on October 2nd of 2018. Commissioner Verlinda seconded. The board discussed. The motion passed unanimously.

VI. BOARD RESOLUTIONS

6.1 Resolution 19-04 Setting Revenue Source Public Hearing

Commissioner Ellis moved to approve Resolution 19-04. Commissioner Verlinda seconded. The motion passed unanimously.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$22,947.38 and Reserve Fund Vouchers totaled \$954.75

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

VIII. COMMISSIONER COMPENSATION

8.1 Review of Commissioner Compensation Requests

8.2 Approval of Commissioner Compensation Requests

Commissioner Verlinda moved to approve all submitted Commissioner compensations. Commissioner Ellis seconded. The motion passed 4-0 with Commissioner Pratt abstaining.

IX. REPORTS

9.1 Fire Chief Report

A. Station 57 Project Update

- o Acting Chief Magnuson is still waiting for response on the permits that have been submitted.

Acting Chief Magnuson also reported:

- o Firefighter Thornburg has been offered, and accepted, a position with the CMT Program and will be transferring to employment at Shoreline Fire Department.

9.2 Commissioner Reports

- o Commissioner Ellis suggested that Commissioner Webster meet with Acting Chief Magnuson to review renovations being completed at Station 57. The board approved this request.
- o Commissioner Maehren reported that the King County Fire Commissioners are offering an Incident Command training for board members if anyone would like to attend.

9.3 Legal Counsel Reports

- o No report

X. FUTURE MEETING AGENDA ITEMS

10.1 Setting of Future Meeting Agenda(s)

Items items were set for the October 2nd meeting agenda.

Access to Legal Services Policy

Fire Commissioner Compensation Policy 1630

Budget Presentation and Financial Projection Presentation

Joint Meeting with the Kenmore City Counsel

NFD Hiring Practices

Regionalization Update

XI. EXECUTIVE SESSION

- 11.1 The Board moved into Executive Session at 7:41PM 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); 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).

The board moved back to open session at 8:12PM.

No action was taken.

XII. ADJOURNMENT

The meeting adjourned at 8:12PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for October 2, 2019.

Attachments: Agenda; Commissioner Oath of Office; Resolution 19-04


BOARD OF COMMISSIONERS



RICK VERLINDA, Member



JOSH PRATT, Member



DON ELLIS, Member



RICK WEBSTER, Member



DAVID MAEHREN, Vice Chair

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on October 2, 2019