



KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

August 15, 2019

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

I. OPENING OF MEETING

1.1 Roll Call

Chair Suzanne Greathouse called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Rick Verlinda, Don Ellis, and Suzanne Greathouse. Commissioner Dave Maehren was present by phone. Also present was Acting Fire Chief Eric Magnuson, Legal Counsel Scott Missall, Board Secretary Kate Hansen, Firefighter Brian Ford, Firefighter Kevin Brackett, and two members of the public.

1.2 Adoption of Minutes of August 7th

Commissioner Maehren moved to adopt the revised meeting minutes as presented. Commissioner Ellis seconded. The motion passed unanimously.

II. APPROVAL OF THE AGENDA

2.1 Approval of the Agenda

Commissioner Ellis moved approval of the agenda. Commissioner Maehren seconded. The board discussed. The motion passed unanimously.

III. PUBLIC COMMENT

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

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 District Operations

A. 2nd Quarter Financial Report

- Acting Chief Magnuson answered questions on the 2nd Quarter Financial Report.

B. Salary Survey Update

- Acting Chief Magnuson reported that Cabot Dow would use private sector comparison for part of the evaluation. The Chief recommended that the district secure the services of Cabot Dow for completion of the administrative salary survey.

Commissioner Maehren moved to employ Cabot Dow to complete the administrative salary survey. Commissioner Verlinda seconded. The motion passed unanimously.

C. Facility Assessment

- Acting Chief Magnuson has reached out to the Board's recommended companies but has not received estimates from all companies yet. The Chief recommended postponing further decision until comparative estimates have been received from all of the companies who were contacted.

D. Board Budget Priorities

- a. Community CPR Training
- b. Microsoft SharePoint

- Acting Chief Magnuson reported that the Board's Microsoft SharePoint functionality concerns might be addressed through in-house training on the current software. The board and Chief discussed.
- Commissioner Maehren asked that the \$10,000 CPR Community Outreach budget from 2019 be rolled over to 2020. Commissioner Greathouse requested to see a full budget and implementation plan for the program. Commissioner Maehren will present the program expectations and implementation plan the next meeting.
- Commissioner Maehren requested the following budget additions:
 1. Formatting and Publication of Department Policies
 2. Review Reserve Fund Allocations for Building Maintenance
 3. Community Outreach—Satisfaction Surveys for Service Delivery Improvements
 4. SharePoint Improvements
 5. Project Management Training for staff
 6. Independent Board Secretary Position
 7. Patient Transport Program
- Commissioner Verlinda requested the addition of an Employee Retirement Award

E. Acting Fire Chief Goals & Expectations

- Topic postponed until the next meeting

F. 9/11 Memorial

- Acting Fire Chief Magnuson reported that the district owns the 9/11 steel artifact with the only obligation to display it in a public place. Flowers will be displayed at the memorial and crews will be invited to observe a moment of silence on the Anniversary of 9/11. Notices to the public have been scheduled.

4.2 Board Procedures and Organization

A. Role of Board Chair

- Commissioner Maehren stated that there is some confusion about the role of the Chair related to the current policy and suggested looking at the policy once a five-member board is obtained.

4.3 Regionalization and Merger Discussion

A. Follow up from August 13th Joint Commissioner Meeting

- The board discussed regionalization and members to be a part of the Sub-Committee.

- Commissioner Ellis and Commissioner Verlinda will attend the first Regionalization Sub-Committee Meeting at Station 51 on August 26th, 11:00am.

V. BOARD RESOLUTIONS

None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$78,660.73

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

VII. REPORTS

7.1 Fire Chief Report

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

- A semi-automated system can be employed for meeting notifications. The board discussed. The board will discuss further at the second meeting in September.

7.2 Commissioner Reports

- Commissioner Maehren made two comments.

7.3 Legal Counsel Reports

- Legal Counsel Missall reported that under the rules of professional conduct, Odgen Murphey Wallace cannot represent any of the three parties named in the Public Records Act lawsuit. Legal Counsel answered questions from the board.

Commissioner Maehren moved to retain the firm of Stephen Wakefield to represent Commissioner Verlinda and himself in the Ellis Northshore Fire Department case. Commissioner Verlinda seconded. The board discussed. The motion was withdrawn.

Commissioner Maehren and Verlinda will advise the district, through Chief Magnuson, of their choice of legal representation for the lawsuit. If board approval is needed, the necessary process will be implemented at a later meeting.

- Legal Counsel reported that Ogden Murphey Wallace's work for the district during the first part of August has pertained to agenda/meeting preparation and meeting attendance.

VIII. FUTURE MEETING AGENDA ITEMS

8.1 Setting of Future Meeting Agenda(s)

Commissioner Ellis moved to cancel the August 21st meeting. Commissioner Greathouse seconded. The motion passed unanimously.

Items were added to future meeting agendas:

Commissioner Verlinda requested approval to request compensation for a meeting that he will be having with the Chief on Monday. There was no objection.

IX. EXECUTIVE SESSION

- 9.1 The Board moved into Executive Session at 6:05PM for up to an hour 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 6:44PM

Commissioner Ellis did not attend the executive session. The board did not reconvene after the executive session. The regular board meeting was adjourned by Chair Greathouse.

X. ADJOURNMENT

The meeting adjourned at 6:44PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 4, 2019

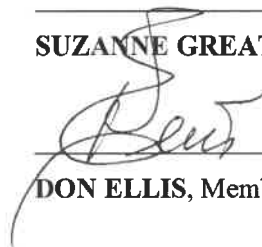
Attachments: Agenda; 2nd Quarter Financials

BOARD OF COMMISSIONERS



RICK VERLINDA, Member

SUZANNE GREATHOUSE, Chair



DON ELLIS, Member

POSITION #4, Vacant



DAVID MAEHREN, Member

ATTEST

KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Special Meeting of the Board of Commissioners on September 11, 2019