



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

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

MINUTES

October 23, 2018

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

I. OPENING OF MEETING

Chair Dave Maehren called the meeting to order at 5:01 PM.

Persons in attendance were Commissioners Don Ellis, Dave Maehren, and Rick Verlinda. Also present was Legal Counsel Jake Stillwell, Board Secretary Kate Hansen, Battalion Chief Mike Morris, Lieutenant Anders Hansson, Firefighter Kevin Brackett, Firefighter Brian Ford, Firefighter Russ Holmes, and three members of the public.

II. APPROVAL OF THE AGENDA

The Commissioners discussed the agenda and need or not need for Special Meetings.

III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Commissioners with the following comments:

- Mr. Dee commented that having four meetings scheduled in one month has made it difficult to attend.
- Mr. Dee was glad to see the Station 57 remodel on the agenda. He would like the Commissioners to consider having a community room at the station.
- Mr. Dee is pleased to see the board is working to fill vacant Commissioner positions quickly.

Commissioner Gehrke arrived at 5:04PM

- Mr. Dee is pleased to see the board consider hosting a King County Fire Commissioner Association meeting.
- Mr. Dee suggested the Commissioners consider adding a stroke education component to CPR/AED classes.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Station 57 Remodel Project

Commissioner Verlinda has been in contact with those in charge of Seattle's Fire Station remodels. They recommended SHKS Architects who Commissioner Verlinda has confirmed would be interested in meeting with Northshore Fire to discuss the Station 57 remodel.

Commissioner Maehren expressed his desire to take a second look at options for the remodel, and how to finance the work. Commissioner Maehren requested input from crew members in the process.

Commissioner Ellis expressed concern with doing any work that extends the building outside of the current footprint due to the piling foundation that the building sits on.

Commissioner Gehrke expressed that he believes a solid plan is needed and feels it is a waste of time to have a remodel conversation when the Fire Chief cannot be present. He also expressed the need for a comp plan and to take into account the studies that have already been completed by previous architects.

Legal Counsel Stillwell confirmed that the remaining \$7 million dollar bond capacity could be put towards the Station 57 remodel.

4.2 Commissioner Vacancy Recruitment and Appointment Process

Commissioner Maehren explained the need to recruit applicants for the vacant Commissioner position(s) and fill the board within the 90-day requirement.

Commissioners Gehrke and Maehren have each come up with a list of people who the board may want to appoint.

Commissioner Verlinda inquired about the feasibility of getting the notice posted in local media outlets. Board Secretary Hansen clarified that there would be no deadline conflicts for online posting, though it may not be possible to get the notice included in the print version of the Bothell-Kenmore Reporter.

Commissioner Verlinda moved to adopt the Notification letter with his proposed change in the first sentence. Commissioner Maehren seconded. The motion passed 3-1, with Commissioner Ellis opposing for reason that he believes current potential candidates should be reached out to before placing a public notice.

Commissioner Maehren requested all Commissioners bring a list of desired candidate qualities to the next meeting. Questions to ask the candidates will be developed.

4.3 Vision, Mission, and Values

Commissioner Maehren emphasized the need for the board to keep the Mission, Vision, and Values in mind when making decisions.

4.4 King County Fire Commissioners Association Request

Commissioner Maehren has clarified that at this time the KCFCA is only requesting a \$100 financial contribution to sponsor a dinner for a 2019 meeting, not a physical hosting of the meeting at Northshore Fire. The board discussed.

Commissioner Verlinda moved to authorize the department to give the KCFCA \$100 as a sponsor to one of their monthly meetings. Commissioner Gehrke seconded. The motion passed 3-1, with Commissioner Ellis opposing.

4.5 Future Board Meeting Agenda Items

Commissioner Maehren listed the following agenda items for future meetings:

- Fire Chief Review
- Accessing Legal Advisors
- Commissioner access to department files

- Recording of Commissioner Meetings
- Joint Meetings with the Shoreline and Woodinville Boards of Fire Commissioners

Commissioner Verlinda suggested the following agenda items:

- Restart a Strategic Planning process
- Discussion about having the Union included in Board Meetings on a quarterly basis.

V. REPORTS

5.1 Commissioner Reports

Commissioner Maehren has prepared signing statements to go with the June 5th and July 3rd minutes. The topic will be put on the agenda for the next meeting.

VI. ADJOURNMENT

The meeting adjourned at 5:46PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for November 6, 2018

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



RICK VERLINDA, Member

Vacant

POSITION #2



DON ELLIS, Member




RON GEHRKE, Member



DAVE MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on November 6, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Special Meeting Agenda

Tuesday, October 23, 2018

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
 - 4.1 Station 57 Remodel Project – Commissioner Maehren
 - Board discussion on the scope of work related to the Station 57 remodel and potential funding sources.
 - 4.2 Commissioner Vacancy Recruitment and Appointment Process – Commissioner Maehren
 - Board discussion regarding the development of a process for the recruitment, evaluation and selection of potential candidates to fill the vacant Commissioner position(s).
 - 4.3 Vision, Mission and Values – Commissioner Maehren
 - Continued Board discussion on Mission, Vision and Values
 - 4.4 King County Fire Commissioner Association request regarding sponsoring of a 2019 association meeting – Commissioner Maehren
 - Board discussion and possible action to approve a request by the King County Fire Commissioners Association to host a future meeting.
 - 4.5 Future Board Meeting Agenda Items – Commissioner Maehren
 - Board discussion and creation of a prioritized list of future meeting agenda items
- V. **Reports**
 - 5.1 Commissioner Reports
- VI. **Adjournment**

Next Regular Meeting: November 6, 2018 at 5:00 PM