



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 11, 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 5:00 PM.

Persons in attendance were Commissioners Rick Verlinda, Don Ellis, and Dave Maehren. Also present was Acting Fire Chief Eric Magnuson, Legal Counsel Scott Missall, Finance Specialist Dawn Killion acting as Board Secretary, Firefighter Tim Tyler, Lieutenant Jeremiah Ingersoll and 2 members of the public. Absent was Board Secretary Kate Hansen.

1.2 Adoption of Minutes of August 15, 2019

Commissioner Ellis moved to approve the minutes of Aug 15, 2019 as amended. Commissioner Verlinda seconded. The motion passed 3-0

II. APPROVAL OF THE AGENDA

- 2.1 Commissioner Ellis requested the removal of section 4.4 as removal of agenda items in a special meeting is allowed, but additions to are not per Legal Counsel Missall.

Commissioner Verlinda moved to approve the modified agenda. Commissioner Ellis seconded. The motion passed 3-0.

III. PUBLIC COMMENT

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

IV. BOARD OF COMMISSIONER INTERVIEWS AND POSSIBLE APPOINTMENT

4.1 Commissioner Interviews for Position #4

- A. Commissioner candidate Richard Webster answered the interview questions asked by Commissioner Verlinda
- B. Commissioner candidate Mike Dee McMullin answered the interview questions asked by Commissioner Verlinda

- 4.2 Executive Session – Pursuant to RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office

- 4.3 Commissioner Appointment and Possible Oath of Office

A. Commissioner Maehren thanked the candidates for applying to the position
Commissioner Ellis moved to nominate Richard Webster to position #4, Commissioner Verlinda seconded. The motion passed 3-0.

B. Commissioner Webster sworn in by Legal Counsel Missall

~~4.4 Selection of Board Chair and Vice Chair~~

4.5 Commissioner Resignation, Position 2

A. Commissioner Maehren announced the resignation of Commissioner Greathouse and the vacancy of Position 2

4.6 Process for appointment of a new Position 2 Commissioner

A. Commissioner Maehren asked for discussion about the timeline and response to fill the vacancy

B. Discussion about posting guidelines and policy occurred and Commissioner Maehren recommended that Acting Chief Magnuson post for the position effective on 9/12/19 and ending 5pm Wednesday 9/18/19 deadline for responses

C. Acting Chief Magnuson countered Commissioner Maehren's request for the ending time, suggesting that it be moved to 5pm Tuesday 9/17/19 instead for notification to the Board of Commissioners

Commissioner Ellis moved to announce the vacancy for commissioner position #2 at the start of business 9/12/19 taking applications until closing 5pm on 9/17/19, conducting interviews at the next regular meeting on 9/18/19 and possible appointment at that time. Commissioner Webster seconded. The motion passed 4-0.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 District Operations

A. Apparatus Procurement

- o Acting Chief Magnuson discussed the bid packets in the meeting materials for the procurement of two fire apparatus pumper trucks; opening bids on 9/12/19 and closing 10/11/19 to possibly approve one of the bidders at the regular meeting on 10/16/19
- o Acting Chief Magnuson answered questions from Commissioner Ellis and Commissioner Verlinda
- o When asked about when the apparatus would be put into service, Acting Chief Magnuson indicated that we would likely get the apparatus in October 2020 and put them into service by December 2020 or January 2021

Commissioner Maehren asked for a motioned to approve the bid proposal as submitted. Commissioner Ellis moved and Commissioner Verlinda seconded. The motion passed 4-0

B. Acting Fire Chief Goals & Expectations

- o Acting Chief Magnuson indicated that his current goal is to get the budget to the Board of Commissioners on time so it can be approved by second meeting in November.
- o Commissioner Maehren indicated his goal for Acting Chief Magnuson was to continue to manage the day-to-day operations.
- o Commissioner Verlinda expressed that the Board support Acting Chief Magnuson with the regionalization process, regardless of the outcome.

- Commissioner Maehren also indicated his expectation to continue our regional partnerships with NORCOM and East Metro Training Group.
 - Acting Chief Magnuson talked briefly about the Northend Training Group that is being developed.
 - Commissioner Maehren maintaining connections with local partners City of Kenmore, City of Lake Forest Park and the Utility District
 - Commissioner Maehren final expectation for Acting Chief Magnuson is to be courteous and professional in his communications, to be open and transparent, collaborative and inclusive with all partners
- C. Board Budget Priorities
- Building Reserve Fund Study and Allocation
 - Commissioner Maehren indicated that his intention with these budget priority items is not to approve but to start a discussion
 - Commissioner Maehren stated the current building reserve fund allotment was a number picked out of a hat and he would like to request for a study to determine building remodel and maintenance needs over a 20 year period
 - Fire Commissioner IT Connectivity
 - Commissioner Maehren talked about possibility of having laptops or devices for commissioners to do business on instead of personal computers for ease of public records requests, as working on home computers for District business is not a best practice for the commissioners
 - Commissioner Verlinda suggested checking with Woodinville about the upgrades they did
 - Acting Chief Magnuson asked for clarification on what the \$35,000 budget request amount entails
 - Enhanced Community Outreach
 - Commissioner Maehren requests \$7,500 in the budget for citizen follow up for suggestions to see how we are doing in the community
 - Department Policy Review – Update, Format and Publishing
 - Commissioner Maehren asked for \$50,000 in the budget for updating, formatting and publishing all department policies
 - Commissioner Verlinda suggested contacting the other two Fire Chiefs to ask about the formatting of their policies so all are the same format in the event of regionalization. Also, Commissioner Verlinda suggested policy clean-up is a better starting point for discussion
 - Acting Chief Magnuson made a broad suggestion that the Board should focus on if the budget requests get approved and at the values requested, and what priority level those items are at
 - Enhanced Community CPR/AED Training
 - Commissioner Maehren would like to increase number of classes to provide to community, provide free training for district residents and market those classes to the public

- Independent Board Secretary Position
 - Commissioner Maehren indicated that he is not dissatisfied with current board secretary but would like the position to be independent from department reporting structure, knowing that the time investment for the meetings sometimes causes conflict with other department duties.
 - Commissioner Maehren asked for \$10,000 in the budget for this position, further discussion later
- Project Management Training and Implementation
 - Commissioner Maehren feels the department would benefit from having a project management system in place and spoke of needing software and training for employees on project management. More discussion later.
- Employee Retirement Recognition
 - Commissioner Verlinda asked for a budget of \$1000 for employee retirement recognition. This could be used to budget for overtime to have meetings with employees
 - Commissioner Verlinda suggests to have plaque and/or certificate for employees retiring
 - Acting Chief Magnuson talked about recognition during the annual awards banquet, but Commissioner Maehren countered that he thought Commissioner Verlinda was talking about employee recognition immediately upon retirement not at the annual awards banquet
- Patient Transportation Policy and Patient Transportation Fee Collection
 - Commissioner Maehren indicated that Shoreline does patient transportation and bills for it, that they have an initial fee plus a mileage for their patient transports. Shoreline collects what the patient insurance and Medicare will pay for, the remaining amount is not pursued as it can be written off under the municipal exception for collecting patient billing
 - Commissioner Maehren feels we would be able to collect \$75,000 a month for patient transportation fees, including the Federal program called GEMT, which could be used to provide a peak unit Aid Car
 - Acting Chief Magnuson has been receiving information from Chief Nankervis.
- MRSC Membership
 - Commissioner Maehren indicated the membership is \$1000 annually and would give more access to individuals who are highly regarded subject matter experts. Member versus non-member would give access to written opinions over just verbal recommendations

D. Fire Chief 2020 Budget Report

- Acting Chief Magnuson indicated that the total cost of the items the Board is requesting in the 2020 budget is about \$111,000
- Commissioner Maehren asked questions of Acting Chief Magnuson to clarify the wage increases for 2020 that he discussed in a broad overview as we are still working on the budget

- Acting Chief Magnuson mentioned an increase in the training division budget he is asking for with the 2020 budget
- E. Budget Development Format and Analytical Tools
 - Commissioner Maehren passed out spreadsheet for financial forecasting and proposed the use of the program as part of the budget process for this coming year
 - Acting Chief Magnuson stated we have this forecasting model we have been using for many years
- F. Establish Budget Public Hearing Dates
 - Acting Chief Magnuson states that the budget opening hearing would be on 10/16/19 and the possible decision on final budget numbers on 11/6/19. If not then possibly special meeting the next week to make deadline of 11/15/19.
- G. Joint Board Meeting with Kenmore and Lake Forest Park City Councils, Northshore Utility District and Lake Forest Park Water District
 - Commissioner Maehren asked Acting Chief Magnuson to inquire about meeting with all, but Acting Chief Magnuson indicated the City of Kenmore wanted to just meet solo and not with all other boards on 10/7/19 at 6pm lasting approximately 1 hour.

5.2 Board Procedures and Organization

- A. Publishing adopted policy 1400 (adopted March of 2019)
 - Commissioner Maehren asked for adopted policy 1400 to be updated on the departments Sharepoint platform.
- B. Board Roles and Responsibilities – schedule future discussion
 - Commissioner Maehren commented that the board needed to discuss how they communicate and interact as a whole, but once they had the full 5 member board

5.3 Regionalization and Merger Discussion

- Woodinville & Shoreline have same assessed valuation for their districts but the budgets for each are dramatically different.
- A. Follow up to the August 26th Sub-Committee Meeting
 - Commissioner Ellis commented that more information and discussion occurs with full meetings of all the boards instead of smaller meetings
 - Commissioner Maehren spoke with the Woodinville Chair about his concern that the finance numbers needed clarification and more discussion needed to happen, A second sub-committee meeting was scheduled for 1:00 PM, September 23rd at Station 51.
 - During discussion, Commissioner Maehren noted that it appeared that there would be no cost savings for us to merge and that it could cost us an additional \$345,000 to add 4 additional employees to compensate for the Shoreline schedule model.
 - The board also discussed the assessed valuation for both Woodinville and Shoreline compared to the Northshore fire department valuation.
- B. Next Meeting Date for the Full Committee
 - Commissioner Maehren stated the next full committee meeting sometime in October
- C. Northshore Board Feedback to the Full Committee

- Commissioner Maehren indicated no feedback to the full committee was necessary because there will be an additional sub-committee meeting on September 23rd

VI. BOARD RESOLUTIONS

- 6.1 None

VII. CONSENT AGENDA

- 7.1 Vouchers

- The General Fund Vouchers totaled \$203,856.04 and Reserve Fund Vouchers totaled \$9,239.30

Commissioner Ellis moved to approve the vouchers as presented. Commissioner Verlinda seconded. The motion passed with 3 votes; Commissioner Webster abstained

VIII. REPORTS

- 8.1 Fire Chief Report

- A. Meeting Notification System

- Acting Chief Magnuson stated that Kate reached out to our web designer and the meeting notification system would cost about \$400 for implementation and about \$60 per month for ongoing monitoring. Commissioner consensus was to move forward with this effort.

- B. 9/11 Ceremony

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

- Acting Chief Magnuson talked about his meeting with LFP citizen regarding access to their area
- Commissioner Verlinda asked about Battalion Chief testing. Acting Chief Magnuson talked about why we are having the testing.
- Acting Chief Magnuson mentioned that the SAO needed to meet with a commissioner during the upcoming audit. He indicated that a board member needed to be available for risk assessment during the week of 23rd. Board is waiting until after full board membership is achieved on 9/18/19 meeting to decide who will meet with the auditor.
- Commissioner Maehren ask the fire chief to pass on his compliments for the job Captain Hochstein is doing as head of our training division.
- Acting Chief Magnuson request permission for HR to start hiring process for 3 people for January academy. Commissioner Ellis motion to approve the initiating the hiring process. Commissioner Maehren seconded. No vote was taken but the indicated the fire chief should go forward with the initial hiring process.
- Commissioner Maehren questioned the conditional use permit for Station 54 from the City of Kenmore. City of Kenmore indicated that should be renewed annually but we were not informed of this. The City of Kenmore may not be interested in renewing for more than one more year.
- The fire chief reported on the needed upgrades to the AV systems for the fire station public meeting room. Commissioner Maehren asked that the plan consider adding individual microphones for the dais and perhaps video cameras that could record presentations.

- 8.2 Commissioner Reports

- Commissioner Maehren thanked the fire chief for the 911 memorial event where all on duty members honored the anniversary of this tragic event. He asked to have the public invited to the 9/11 Ceremony next year

- Comm Ellis reports redo of computer system at NUD and new servers

8.3 Legal Counsel Reports

- Legal Counsel Missall noted the work the last three or four weeks has been focused on contracts and interlocal agreements.
- Legal Counsel Missall noted they have exited the PRA lawsuit

IX. FUTURE MEETING AGENDA ITEMS

9.1 Setting of Future Meeting Agenda(s)

- A. Auditor meeting representation
- B. Candidate interviews and possible appointment
- C. Approval of commissioner compensation claims
- D. Budget preparation and update with the Cushman model
- E. Date to meet with DC Nankervis to discuss patient transport
- F. Joint meetings
- G. Project management
- H. Hiring process
- I. Regionalization discussion
- J. Executive session for next meeting

X. EXECUTIVE SESSION

- 10.1 The Board moved into Executive Session at 8:00PM until 8:30PM to discuss matters related 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 8:30PM.

XI. ADJOURNMENT

The meeting adjourned at 8:30PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 18, 2019 at 5:00 PM

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



RICK VERLINDA, Member

POSITION #2, Vacant



DON ELLIS, Member



RICK WEBSTER, Member



DAVID MAEHREN, Member

ATTEST



DAWN KILLION, Finance Specialist

King County Fire Protection District No. 16

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