

**MINUTES OF THE JANUARY 8, 2019 SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF KING COUNTY FIRE DISTRICT NO. 2**

A special meeting of the Board of Commissioners of King County Fire District No. 2 was held at Headquarters Station 28 on January 8, 2019, commencing at 5:00 p.m., pursuant to proper notice. District officials in attendance were: Commissioners Elwell, Peden and Sitterley, and Chief Mike Marrs. Others in attendance are as shown on the Attendance Roster, attached.

**Call to Order.** The meeting was called to order at 5:00 p.m. by Commissioner Elwell who led the Pledge of Allegiance to our flag.

**Exit Conference for 2017 Annual State Audit.** Jason Cole and Evans Anglin of the State Auditor's Office were present for the exit conference on the 2017 audit. Mr. Cole thanked the District for their cooperation and assistance with the audit. Under the Accountability Audit, there were no areas that were not properly accounted for and no exit items. The District operations complied with the applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. The Accountability Audit for 2017 examined in depth the practices and procedures regarding small and attractive assets, payroll and timesheet approval, and self-insurance/unemployment compensation. There was one exit item noted, with respect to the District's Small and Attractive Asset Policy. It was noted that the District had enacted the Policy during the year, and suggestions were provided on how to improve the policy. Suggestions included hand-receipting assets to document the employee assigned to the asset, obtaining receipts when items are disposed of, and documenting the timeframe for removing assets from the Master List once surplus.

On the Financial Statements Audit, there were no significant control deficiencies and no significant non-compliance issues identified. Mr. Cole stated that the financial statements are found to be materially accurate. In approximately November 2019 the SAO will conduct an audit of 2018, and they anticipate no changes for the 2018 audit.

Discussions ensued regarding North Highline's process with respect to the annual audit going forward, and it was stated that the District will work on revisions to the Small and Attractive Asset Policy.

**Presentations/Announcements.**

- (1) Announcements: (a) January 16 - KC Fire Chiefs and KC Fire Commissioners Annual Banquet at Museum of Flight;
- (b) January 24 - 2019 Legislative Day, State Legislative Building in Olympia.

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(2) Presentations: None

**Correspondence.** None.

**Public Comment.** None.

**Local 1461 Comment.** None.

**Administration Reports.** Chief Marrs delivered the Chief's Report as follows:

**Personnel.** Chief Marrs said that a first draft of the appeal to the DRS audit decision has been written, and that he was working on updating his declaration, and others were as well. He spoke with the Director of DRS, and she was encouraging, and admitted the audit was not handled well, and said that at the appeal stage is where we will potentially receive relief from the rulings. He also indicated that retirees have expressed frustration with the process, and indicated that the District has been working with them, however does not represent their interests. Chief Marrs has had one meeting with the union, and indicated that there may be a request to bargain the impacts of the DRS audit.

Chief Marrs updated the board on the status of replacing the receptionist position. He indicated that there were over 300 resumes submitted for the position, and that interviews have been concluded and a good candidate has been identified. There will be an executive session later in the meeting to evaluate the qualifications of an applicant for public employment.

**Events.** Chief Marrs updated the board on the North Highline consolidation contract and mentioned a number of issues that are currently being worked on. He indicated that he is still looking for a CPA to represent North Highline, and that the invoicing between the Districts still need to be resolved. Chief Marrs said that Trusteed Plans notified the District that NH could not continue to provide medical coverage for their LEOFF-1 retirees, as they no longer have covered active employees. Chief Marrs spoke with Roger Ferris about the issue, and said that an email was forthcoming which would provide for a work-around. He also brought up the VEBA, and mentioned that the program was originally for employees retiring under the RIP, and then in 2018, the active employees were added. The contract is to be revised to include employees not retiring under the RIP, and may require another MOU to clarify the changes. Other issues that are being worked on include Air-Packs and OT policy. He mentioned that the Air-Packs need to be standardized, and that Assistant Chief Dille was working on this. Chief Marrs also mentioned that all invoices were being looked at closely, and would be coded for the appropriate

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percentage split between KCFD2 and NHFD. Chief will be working with Christina to ensure correct coding on all invoices.

**Consent Agenda.** The Consent Agenda, which was approved 3-0, upon a motion made by Commissioner Sitterley and seconded by Commissioner Peden, consisted of the Chief's Report.

**Unfinished Business.** None.

**New Business.** None.

**Executive Session.** At 5:50 p.m. the board adjourned into an executive session per RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment<sup>ment</sup> and to review the performance of a public employee. It was announced that the session was estimated to last 20 minutes. At 6:10 the session concluded and the board re-convened in open session. J32

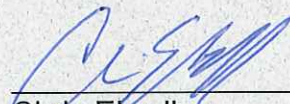
**Good of the Order.** None.

**Adjournment.** It was moved and seconded to adjourn the meeting. Motion carried, 3-0. At 6:15 p.m., after the Board reviewed and approved any necessary papers and/or vouchers, the meeting was adjourned.

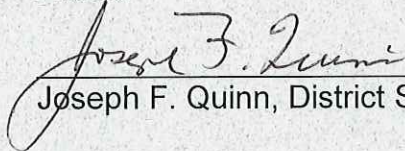
**Attachments.** Attached to these Minutes are copies of:

1. the Meeting Notice
2. the Meeting Agenda
3. the Attendance Roster

Minutes Approved: Jan 23, 2019.

  
Chris Erwell  
Chairman

Attest:

  
Joseph F. Quinn, District Secretary

  
Ted Sitterley  
Commissioner

  
Rudy Peden  
Commissioner

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