

**MINUTES OF THE DECEMBER 5, 2016 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 December 5, 2016, commencing at 5:00 p.m., pursuant to proper notice. District officials in attendance were: Commissioners Elwell, Hobbick and Sitterley, Chief Mike Marrs and Acting District Secretary Eric Quinn. Others in attendance are as shown on the Attendance Roster, attached.

Call to Order. The meeting was called to order at 5:06 p.m. by Commissioner Hobbick who led the Pledge of Allegiance to our flag.

Presentations/Announcements. The following announcements were made:

(1) Announcements:

- (a) December 7, 2016. Tree lighting ceremony at 6:00 to 7:00 p.m.
- (b) December 21, 2016. Christmas Outreach.
- (c) Article in B-Town Blog (see attached).

(2) Presentations: None.

Correspondence. A letter was received from King County EMS acknowledging Firefighters Bylsma, Gryniv, Maxwell, Gallagher and Schneider (see attached).

Public Comment. None.

Local 1461 Comment. None.

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

Facilities. Chief Marrs updated the Board on the sale of old Station 28, stating that nothing is new. He said the Board needs to consider what to do with the listing agreement, which can either be extended, or not. It expires at the end of December. There are no binding offers at this time, Commissioner Sitterley noted. Chief Marrs said he will invite Dan Mathews to come and speak to the Board. Commissioner Elwell mentioned that there are parking issues.

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Equipment. Chief Marrs said there is a motion to purchase new hose and coupling under Unfinished Business below on the agenda. A revised quote for the hose was received. The purpose of the motion is to acknowledge that the purchase is being made from the GPO contract.

Personnel. The Chief said staff is working on an Assistant Chief job announcement. A job description will go with that. Attorney Quinn mentioned that a contract would be negotiated as well, so that language or something similar should be included with the announcement. The district will be considering the benefit package as well and other provisions of the contract with the AC. Chief Marrs will be asking for a motion to publish the job announcement in January, calling for candidates both inside and outside the district. Receipt of resumes will be followed by an interview process. Chief Marrs said that although the position is outside of the bargaining unit the Local represents, the discrimination laws still apply. Commissioner Elwell asked if the responsibility for labor/management relations should be highlighted more.

Chief Marrs said appointment of Trina Norsen to be auditing officer is necessary and that will take effect immediately.

Events. The Chief said the lid lift election cost \$67,426.66 but it was certainly worth it.

Chief Marrs said the 2015 audit site visit work is done. We need to schedule an exit conference some time after December 15th. One issue the district and auditor are discussing is the timely submission of the annual financial report. The district will be getting BIAS software in 2017, which will make budgeting and the audit process much easier. The auditor has stated that a transfer of money from the expense fund to the reserve fund should have been documented differently. Although the process was transparent, the auditor said, the proper code was not used.

Consent Agenda. The Consent Agenda, all of which was approved unanimously, upon a motion made by Commissioner Sitterley and seconded by Commissioner Hobbick, consisted of the Chief's Report and the minutes of the Regular Meeting of November 15, 2016.

Executive Session. None.

Unfinished Business. 1. Motion: 2017 Contract for Legal Services

Commissioner Sitterley moved, and Commissioner Hobbick seconded, a motion to approve and sign the contract for legal services for 2017 with Joseph F. Quinn, P.S., stipulating the monthly contract minimum of \$1,470.00. If less

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dollar amount is used in any given month, the dollar differential will be placed on the carryover dollar balance. Motion carried, 3-0.

2. Motion: Amendment to Motion on November 15th to Purchase Hose and Couplings.

Commissioner Sitterley moved, and Commissioner Hobbick seconded, a motion to approve amending the Hose Purchase Motion made on November 15th based on a price change due to a revised hose/coupling quantity on order. the purchase is not to exceed \$10,000 plus taxes. This hose purchase is under NPP-GPO Contract #VH1276 with an expiration date of 2017. Motion carried, 3-0.

New Business. 1. Motion: Resolution 2016-10 Appointing Auditing Officer

Commissioner Sitterley moved, and Commissioner Hobbick seconded, a motion to adopt Resolution 2016-10, appointing Trina Norsen as auditing officer for the District. Motion carried, 3-0. Chief Marrs said the Board needs to consider Diane's eventual retirement. Trina does a great job, and has learned a lot, Chief Marrs said. Diane has said that most likely she will be separating during the first quarter of 2017.

Good of the Order. Chief Marrs asked if Board members wanted to participate in the Christmas Outreach and all Board members said they hoped to attend.

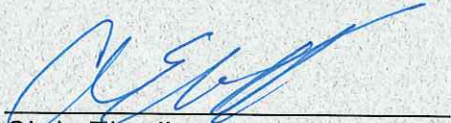
Adjournment. It was moved and seconded to adjourn the meeting. Motion carried, 3-0. At 6:02 p.m., after the Board reviewed and approved any necessary papers and/or vouchers, the meeting was adjourned.

Attachments. Attached to these Minutes are copies of:

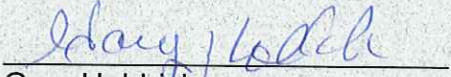
1. the Meeting Notice
2. the Meeting Agenda
3. the Attendance Roster
4. B-Town blog article
5. New MES Quote.

Minutes Approved: DEC 20, 2016.

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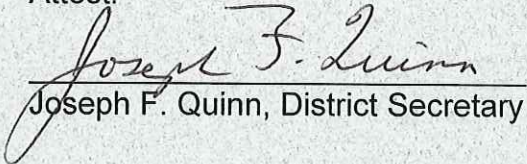


Chris Elwell
Chairman



Gary Hobbick
Commissioner

Attest:


Joseph F. Quinn, District Secretary

Ted Sitterley
Commissioner

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