

SOUTH KING FIRE & RESCUE

COMMISSIONERS MEETING

August 21, 2008

Commissioner Freitas called the meeting to order at 1600 hrs with Commissioners Hershey, Harris and Fossos in attendance, Commissioner Gates was excused and Commissioner Thompson will be a little late. Board Secretary Lauri Perry recording.

Pledge of Allegiance was led by B/C Olson.

APPROVAL OF MINUTES

Commissioner Freitas asked for the approval of the minutes of the July 17, 2008 Commissioner's meeting and the Special Meeting minutes August 14, 2008 and August 19, 2008. Commissioner Fossos made a motion to approve all three (3) sets of minutes. Motion carried.

COMMISSIONERS COMMENTS

Commissioner Fossos reported that he attended the Special Meetings and he was glad to see that there weren't any TV cameras at the station when he pulled up.

Commissioner Hershey reported that he attended the Master Builders Oversight Meeting with Chief Church on July 23rd, he also attended the SLP Oversight Meeting with the Architects on July 31st, this will be discussed later tonight. He also attended the King County Executive Board Meeting, the Special Meetings, the tour of Howard Hansen Dam it was very nice and interesting, it was put together by Lauri Perry and Lakehaven and he attended the WFCA Healthcare Workshop this morning.

Commissioner Harris reported that he had no comment; he attended a lot of meetings this month.

Commissioner Freitas reported that he attended the IEMC kick-off meeting; there will be more information from D/C Thorson later this evening. Commissioner Freitas asked the Commissioners to mark their calendar, on August 27th at 1000 hours there will be a make-up IEMC kick-off meeting at the Federal Way City Hall.

PUBLIC COMMENTS

Wayne Corey reported that he is continuing to work on the Elder Watch program, the phone is in, and they are just waiting on the computer.

COMMISSIONERS COMMITTEES

- Policy & Procedure – Chief Church reported that the Policy & Procedure Committee met several times working with the Administration on the new CFO job description and some personnel issues.

- Strategic Leadership Plan – Chief Church reported that the SLP Committee had an excellent meeting with the Architectural firms Rice, Fergus Miller and TCA for their RFQ presentations.
- Budget, Finance & Audit – Chief Church reported that he, A/C Plumlee and Joe Ganem met with the State Auditors to go over items, and there will be a meeting scheduled for the Finance Committee to meet with the Auditor.

Commissioner Hershey reported that he thought the RFQ presentations made by Rice, Fergus, Miller and TCA were very good. Rice, Fergus, Miller seemed to have a better presentation and they have a great reputation in the area. Commissioner Hershey recommended that the Commissioners authorize Chief Church to enter into a contract for Architectural Services.

Commissioner Freitas noted that Commissioner Gates has asked that the Policy & Procedure Committee address our by-laws in regards to the calling of Special Meetings and the process, so we will schedule a Policy & Procedure Meeting. Commissioner Fossos added that every Commissioner has the right to call for a Special Meeting. Discussion ensued, with agreement that this would be discussed further at the Policy and Procedure committee.

POTENTIAL AUTHORIZATION TO ENTER INTO CONTRACT FOR ARCHITECTURAL SERVICES

Chief Church thanked the committee for the recommendation to move forward and enter into a contract with Rice, Fergus, Miller. Commissioner Hershey made a Motion, authorizing Chief Church to enter into a contract for Architectural Services with Rice, Fergus Miller. Motion passed unanimous.

RESOLUTION #436 COMMISSIONER COMPENSATION RATES

Chief Church stated that there has been a change in the law beginning on July 21, 2008 for Commissioners compensation. Chief Church read into record Resolution #436 authorizing the change in Commissioners compensation, this will be retro active back to July 21, 2008. Commissioner Fossos made a motion to approve Resolution #436. Motion passed by majority vote with Commissioner Freitas opposed.

NON-CONTRACT HIRING UPDATES (CFO & PAYROLL/AP POSITIONS)

Chief Church reported that the CFO position closes tomorrow at 4:00 pm, there are currently about 30 applications, there are some incredible candidates. Chief Church added that we have hired Matthew Rinehardt as the new Payroll/AP person, he will begin on September 2nd, he comes to us from the Federal Way School District, and he will be a great addition to the front office team.

LEGISLATIVE UPDATE

Chief Church reported that the WFC Legislative Committee is off and running, we had a meeting in Olympia earlier this week. The State Chiefs have ratified their Top 10 list; they are working on getting bills drafted and getting sponsors for their bills. The WFC looks forward to partnering with the WFCA, WSCFF and the Washington State Firefighters (Volunteers).

One bill that is now extremely important on the State Chiefs side is to get an adoption of the standards which is the wild land and urban interface standards in our state. With the loss of our dear friend Chief Packer this was a passion of his and in his memory we will do all we can to get this passed. There will be a number of partnerships on this important bill.

CHIEF/ADMINISTRATOR'S REPORT

Chief Church stated that he would like to recognize Commissioner Fossos who will be celebrating his birthday on August 26th, we even have sugar free apple pie. B/C Olson lead everyone as we sang Happy Birthday to Commissioner Fossos.

Chief Church added that everyone downstairs is doing well, they have really rebounded. IT is doing incredible and he thanked them for their ongoing efforts. The entire team is doing incredible.

Chief Church noted that the Federal Way Government Liaison Committee Meeting is coming up on September 9th it will be held at Lakehaven Center. Other meetings coming up are the Des Moines 50th Anniversary Planning Meeting on September 6th at 9:00 am, B/C Olson and Chief Church will be attending the WFC Board Meeting in Walla Walla on September 9th & 10th, we have received the brochure from the WFCA and their Annual Conference will be held October 23-25, please let Lauri Perry know if you would like to attend, she will take care of the registrations, there looks like some good classes. Chief Church is working with the WFCA to recognize Secretary Emeritus Clark Snure at the Conference.

IT Manager Joe Ganem added that the past month has been really busy. He thanked Chief Church and the Board of Commissioners for their continued support during the investigation process. The IT Division is continuing to work on updates for the Finance Software and other projects that have been scheduled. Joe noted that he will be attending the TeleStaff Conference in Orange County the middle of September.

EMERGENCY OPERATIONS, SPECIAL OPERATIONS, EMS & WELNESS & FITNESS

A/C Plumlee reported that the MCI Drills went real well, it is nice to see improvement over last year.

A/C Plumlee applauded the Training Division, D/C Pennington, Captains Body & Stinnett, Lt. Hopf, Lt. Brewer and Yvette Dominguez for all of their hard work with the new recruits. This recruit class seemed to be the best prepared.

A/C Plumlee noted that B/C Trackwell is in his 8th month in his new position of Daytime Battalion Chief and he keeps stacking more stuff on him, they are currently working on the 2009 budget.

B/C Trackwell noted that he is currently working with vendors and the budget; everything seems to be going up. The Bunker Gear costs will be going up 25% due to the increase in the cost of the fabric.

B/C Olson stated that he attended his first IAFC (International Association of Fire Chiefs) Conference, he learned a lot. It is great to learn the history and how the IAFC came to be.

A/C Plumlee added that there will be a chili cook-off between us and the Federal Way Police Department on September 27th at the Farmers Market, tickets are \$10.00.

LOGISTICS, FLEET, FACILITIES & ACCREDITATION

D/C Knorr reported that he spent the afternoon with Dave Fergus of Rice, Fergus, Miller reviewing the preliminary land, which we are looking at. D/C Knorr added that next week he will be attending the Deccan Conference in San Diego; he has just completed the first 6 months worth of data. He is also working with the Fleet & Facilities on their 2009 budgets.

EMERGENCY MANAGEMENT/PUBLIC EDUCATION

D/C Thorson stated he attended a meeting with the Weyerhaeuser Corporation and Ronnie Coleman in regards to the lightweight building of trusses. There will be one (1) sample of the lightweight per truss distributed per state; we received one due to his participation in the meeting. D/C Pennington added that he will be putting together an education packet to share with other Zone 3 Agencies.

D/C Thorson added that Donna Conner has been busy working on the new website, it is coming together and once it is in place, it should be low maintenance, and easy for the PIO's to update.

The IEMC is progressing, packets and applications have been distributed to personnel that are requested to attend, and we hope to have the Commissioners that will be involved with the training identified very soon. Commissioner Freitas added that members of the Emergency Management Committee will have first preference if they are available, Commissioners Freitas, Harris & Thompson. D/C Thorson noted that Lauri Perry will be following up with the Commissioners to see who would like to go and she will be sending a schedule of training and an IEMC application. He will be in Phoenix next week attending the Phoenix Symposium.

PREVENTION

D/C Biesold reported that there hasn't been any progress on the Symphony project in Federal Way, the permit is good until September 2009, and the developers are still looking for funding. Although other construction and remodeling projects continue to be non-stop, there is a lot going on.

TRAINING AND SAFETY

D/C Pennington noted that he just returned from the IAFC Conference in Denver, there were some great presentations.

HUMAN RESOURCES

Chief Church reported that Mary Stevens is dealing with some personal issues.

AUGUST BUDGET

The August budget is 3.6% under budget; Chief Church read into the record the list of expenditures for the months of July and August.

VOUCHERS

The following Vouchers/Payments were approved and signed by the Board.

August vouchers

Mid month utility vouchers documents (13543-13555) totaling	\$18,331.94
Accounts Payable Vouchers (13556-13666) totaling	\$722,825.39
Payroll Direct Deposit Document for 164 individuals F021 – F331 totaling	\$830,343.19
Payroll Check Voucher Document (#20398-20494 for 3 individuals) totaling	\$3050.49
Payroll Electronic Federal Tax Payment totaling	\$161,425.26
TOTAL approval	\$1,735,976.27

July vouchers

Mid month utility vouchers documents (13411-13424) totaling	\$17,323.24
Accounts Payable Vouchers (13425-13542) totaling	\$852,692.98
Payroll Direct Deposit Document for 156 individuals F021 – F331 totaling	\$782,110.56
Payroll Check Voucher Document (#20495 & 20197 for 2 individual) totaling	\$3724.84
Payroll Electronic Federal Tax Payment totaling	\$144,797.96
TOTAL approval	\$1,800,649.58

PUBLIC COMMENTS

Phil Herrera asked what the Architects Services Contract will be used for and if we will go out to bid for other Architectural Services. Chief Church replied that this contract is for preliminary design work and then we will open it up to bid on the actual projects. Phil also asked what the previous Commissioner compensation was before resolution #436 passed tonight. Chief Church replied it was \$90.00 per meeting. Phil added that he was a Federal Way resident, and a Captain with Kent Fire Department (they do not have Lieutenants at Kent), concerned about what he had heard in the media regarding the former CFO and wanted to know more about what was taking place with South King Fire & Rescue. The Commissioners and Chief Church thanked Phil for coming to the meeting and made themselves available to answer any questions that he may have.

The meeting adjourned at 1707 hours.

COMMISSIONER (CHAIR)

COMMISSIONER (VICE CHAIR)

COMMISSIONER

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER