

# **SOUTH KING FIRE & RESCUE**

## **COMMISSIONERS MEETING**

September 18, 2008

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

Pledge of Allegiance was led by Chief Church.

### **APPROVAL OF MINUTES**

Commissioner Freitas asked for the approval of the minutes of the August 21, 2008 Commissioner's meeting. Commissioner Fossos made a Motion to approve the minutes from April 17, 2008. Motion carried unanimously.

### **COMMISSIONERS COMMENTS/COMMITTEE REPORTS**

Commissioner Fossos requested that the record show that he was at Station 68 before 1600 hours. He added he attended the King County Commissioners meeting last night. He is proud of this organization and the way they handle themselves.

Commissioner Hershey noted that it has been a long, interesting month and not the happiest for those people that are related to our fire district. Unfortunately former long term volunteer Jim Williams passed away and we have lost Mary Stevens' husband but, we are getting on. Commissioner Hershey added that he attended the IEMC meeting at the Federal Way City Hall on August 27<sup>th</sup>, the King County Commissioners Executive Board meeting in September and last night he attended the King County Commissioners Board meeting in Renton. There were a lot of interesting discussions and a great presentation by Chief Daniels. Commissioner Hershey spoke to the Soup Lady and she mentioned that King County Councilmember Dunn will be presenting her with a mobile kitchen on October 21<sup>st</sup> at 3:00. Commissioner Hershey will be sending out an email to everyone, Chief Daniels (so he can notify the King County Chiefs) and she has invited all Commissioners and Chiefs to attend. It's a great things, she does a lot of nice things for the fire service, not just here but all over.

Commissioner Harris reported that on September 6<sup>th</sup> he attended the Des Moines 50<sup>th</sup> Anniversary planning meeting, an Aid Fund 26 meeting; they are donating some funds to Wayne Corey for the Elder Watch Program and Mount Rainer School. He also attended the King County Commissioners meeting last night.

Commissioner Gates noted that it has been an up and down month, he was pleased to receive the endorsement last night from the King & Pierce County Commissioners for the position of President of the WFCA. He attended Terry Stevens's funeral service; it is especially hard when someone so young passes away. He attended the Policy & Procedure meeting last week and he was part of the final CFO interviews, and also the Federal Way Government Liaison meeting and a lousy football game last Sunday. Several weeks ago, he

was invited to Poulsbo to talk to the Kitsap County Commissioners, it was any enjoyable evening and he gave them copies of our LEOFF2 Resolution.

Commissioner Freitas noted that he has attended a First Aid & CPR class at Station 68, it is important that everyone keeps their certification up to date, he recommends the class to the Commissioners and everyone, he also attended several IEMC meetings they are making progress, it is important that everyone takes this drill seriously, it is important training for the fire department, Lakehaven, Federal Way School District and the City of Federal Way. He also attended Terry Stevens's funeral service, the final CFO interviews; he has had a busy month.

### **PUBLIC COMMENTS**

Wayne Corey thanked Public Education and the crew at Station 26 for their help at the Des Moines Farmers Market. Wayne attended the EMS meeting and has been busy working on the Elder Watch program.

### **COMMISSIONER COMMITTEES**

Chief Church reported that the Commissioners Policy & Procedure Committee met and reviewed a host of things; the non-contract employee manual, there will be more information on this later in the agenda, the updated Information Systems Director job description and the Commissioners Guidelines; it was a very good meeting. We also have a host of sub committee meetings coming up; we will be talking about them later in the agenda.

Commissioner Gates added that there was also some discussion on the IEMC trip next year and it was decided that the Chair, Commissioner Freitas and Vice Chair, Commissioner Gates will be attending the IEMC next year. We are in the process of checking into the possibility of having one (1) or two (2) additional Commissioners also attend more information to follow.

### **CITIZEN RECOGNITION FOR DES MOINES MARINA ACCIDENT**

Chief Church noted that it is nice when we are able to recognize some of our citizens for doing great things in the community and tonight we have a few recognitions to present to some very important citizens, Deputy Chief Pennington was asked to come up front and talk about the recognition since he was the Incident Commander on this particular call. D/C Pennington spoke a little about the call; it was a vehicle with two (2) occupants that went into the water at the Des Moines Marina. He called Stevie Kokita, Tim Kinghorn (not in attendance), Bruce Johnson (not in attendance), Val Champion (his wife was there in his place) and Truman Skang to come up front to be recognized. D/C Pennington thanked the citizens for risking their life to save an individual and he presented them with plaques.

### **PRESENTATION ON ELDER WATCH**

Chief Church thanked Wayne for all of his work on the Elder Watch Program and he asked him to make his presentation. Wayne Corey introduced his partner Don XX, they have both been working on putting together the Elder Watch Program to assist Senior Citizens in the Des Moines area. The program is to help seniors that have been abused financially, verbally or physically. They also plan to make contact with seniors each week to see if there is

anything that they need. Wayne provided a power point presentation on the Elder Watch and passed out brochures to the Commissioners.

Commissioner Thompson arrived at 1640 hours.

### **INTRODUCTION OF NEW EMPLOYEE**

Chief Church welcomed Matthew Rinehardt to the Commissioners meeting. He added he was pleased to have Matt in the front office and part of the finance team; Matt will be the AP/Payroll Technician, working directly with Donna Franklin and Pat Gentry. Chief Church asked Matt to come to the front and he read the Certificate of Employment that was presented to Matt.

### **POTENTIAL ADOPTION OF NON-CONTRACT EMPLOYEE MANUAL**

Chief Church thanked Lauri Perry, Pat Gentry, Mary Stevens and A/C Plumlee for their assistance in putting together the updated non-contract employee manual, for potential ratification. Commissioner Fossos made a Motion to approve the updated non-contract employee manual. Motion carried unanimously.

### **LEGISLATIVE UPDATE**

Chief Church reported that the Washington Fire Chiefs are off and running. They are working to schedule some meetings with the WFCA and the WSCFF to discuss which agency is going to take the lead on which bills and how they can support each others efforts. It is important that each of the agencies support each other and work together.

Commissioner Freitas added that Senator Eide will be at Station 62 - EOC tonight at 1900 hours, to talk to the Amateur Ham Radio Group, everyone is welcome to attend.

### **CHIEF/ADMINISTRATOR'S REPORT**

Chief Church noted that we have two (2) birthdays to recognize tonight, Commissioner Gates and Commissioner Harris everyone sang Happy Birthday to them. Chief Church added that he was very pleased to announce that effective Monday, October 6<sup>th</sup> our new CFO Dave Lawson will on board in the front office. Chief Church thanked Commissioners Gates and Freitas, Lauri Perry, Pat Gentry, Donna Franklin and A/C Plumlee for being involved with the final CFO interviews. We started with 30 applications, it was narrowed down to eight (8) which we interviewed on Monday, September 1<sup>st</sup> and then it was narrowed down to three (3) applicants which we interviewed on September 11<sup>th</sup> and then it was decided that Dave Lawson would be our next CFO, he will do an excellent job.

Chief Church stated that on Tuesday, October 7<sup>th</sup> the Administration will be in an all day session, giving their personal profile and the Front Office finance team will join us as we go through the budget. On Friday, October 17<sup>th</sup> there will be a Finance and Budget sub committee meeting at 0900 hours, we will go through the budget line by line and on Thursday, November 6<sup>th</sup> we will host a Special Commissioners meeting to review the budget followed by a public hearing. Then on November 18<sup>th</sup> we will have our regular Commissioners meeting and hopefully we will adopt the budget.

Chief Church reminded everyone that on Saturday, September 27<sup>th</sup>, there will be a Chili cook-off between South King Fire & Rescue and the Federal Way Police Department, at the Federal Way Farmers Market, we will have four (4) teams and the police will have four (4) teams.

Chief Church thanked everyone that attended Terry Stevens's memorial; it has been a rough year for our personnel; D/C Biesold, Lt. Bellinghausen, Mary Stevens, Chief Packer, the great support of each other helps us get through these tough times.

Chief Church stated that he is supported by the REC (Recognizing Excellence Committee), several years ago we decorated an individual with a Distinguished Service Medal and this individual has since harmed our reputation and himself and we are revoking the Distinguished Service Medal from our former CFO, Grant G. Gaspard. He will no longer be the first person in our department to receive this medal. Commissioner Fossos made a Motion to support Chief Church and the REC in revoking the Distinguished Service Medal. Motion carried unanimously.

#### **EMERGENCY OPERATIONS/ SPECIAL OPERATIONS/EMS/WELLNESS & FITNESS**

Chief Church reported that the Ops report is in your packet.

#### **LOGISTICS FLEET/FACILITIES & ACCREDITATION**

D/C Knorr noted that he has been updating the contract for the architectural services and discussing the timeline.

The new B61 Suburban is on the streets and the new fleet service truck arrived this week, this truck will help the fleet division, they will go to the stations and take care of some of the small work needed, instead of the engines coming to Station 68, for minor service.

He attended a Federal Way City Council meeting, regarding the Brooklake Property that was on the consent agenda. The Council approved the lot line adjustment and we now have the adequate land needed for a new station there.

#### **EMERGENCY MANAGEMENT/PUBLIC EDUCATION**

D/C Thorson apologized for not being dressed in his Class A Uniform, he had the choice to be in his Class A Uniform and be late to the meeting or be on time and be in his Class B Uniform. He will be teaching an ICS 300 Class for Highline Community College, some of our personnel that haven't had the class. Making sure that our personnel have had these classes is what keeps us eligible for the federal grants. Lorri Ericson is the new Assistant City Manager at the City of Des Moines; she is very motivated and working with the City to take the next step in Emergency Management preparation and planning.

#### **PREVENTION**

D/C Biesold noted that the City of Des Moines has hired an Engineer to evaluate Water District 54 and the lack of water flow. The Engineer will be compiling a report and making a

recommendation to the City. D/C Biesold has met with the Engineer and there are plans for some live fire flows, the date is still to be determined.

D/C Biesold and three (3) of his staff will be going to Minneapolis to support the ICC residential fire sprinkler code vote; it should be an exciting and interesting weekend.

**TRAINING/SAFETY**

D/C Pennington reported he and Captain Stinnett went to the North Bend Fire Training Academy and our eight (8) recruits are doing very well. This is probably the best prepared recruit group that we have had; they are being utilized and looked to as leaders. Graduation will be November 7<sup>th</sup>; there will be more information on the location and time of graduation.

**HUMAN RESURCES**

Chief Church reported that there is nothing to add to Mary's report, she is doing as well as can be expected at this time. She is expected back in the office on October 1<sup>st</sup>.

**SEPTEMBER BUDGET**

The September budget is 4.23 percent under budget; Chief Church read into the record the list of expenditures for the month.

**VOUCHERS**

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

Mid month utility vouchers documents (13667-13681) totaling	\$16,005.97
Accounts Payable Vouchers (13682-13788) totaling	\$798,703.42
Payroll Direct Deposit Document for 166 individuals F021 – F331 totaling	\$813,676.26
Payroll Electronic Federal Tax Payment totaling	\$153,257.86
Payroll Check Vouchers for 2 individuals (20734 & 20786)	\$2060.44
TOTAL approval	\$1,783,703.95

**PUBLIC COMMENTS:**

Commissioner Thompson thanked everyone for talking to each other and working through our recent issues. He appreciates everyone's efforts, we are setting the mold for other departments and we are learning from our mistakes. He won't be able to attend the Chili cook-off he just found out that he is scheduled to take a class on Saturday for his employer.

Wayne Corey added that the Des Moines Business Park timeline has been pushed back at least a year.

Commissioner Fossos asked if he needed to take any NIMS classes, as he couldn't remember which ones he has already taken. D/C Thorson will be looking into these records.

There being no further business, the meeting adjourned at 1743.

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COMMISSIONER (CHAIR)

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COMMISSIONER (VICE CHAIR)

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BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER