SOUTH KING FIRE & RESCUE

January 22, 2019
Station 67

Commissioner Gates called the meeting to order at 1700 hours with Commissioners Fuller, Fossos, Rickert and Thompson in attendance. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Rickert.

Chairman Gates changed the itinerary after #6 (Commissioner Committee Reports), we will jump down to #12 Promotions and Appointments, move Emergency Management Presentation up and he would like to change the time needed for the Executive Session from 30 minutes to 20 minutes.

APPROVAL OF MINUTES

Commissioner Gates asked for the approval of the Regular Meeting Minutes of December 27, 2018. Commissioner Fossos made a Motion to approve the December 27, 2018 as submitted. Commissioner Fuller seconded the Motion. Motion passed unanimously.

COMMISSIONERS COMMENTS

Commissioner Fuller noted that he attended the Federal Way Chamber meeting, the Graduation Ceremony, the City of Federal Way Legislative Meeting, which was well attended. Unfortunately Representative Reeves was the only Legislator available to attend. It is important to talk about issues. Commissioner Fuller added that our Annual Audit Report is encouraging as always.

Commissioner Fossos noted that with the lengthy agenda he will skip his report tonight.

Commissioner Thompson noted that he attended the Federal Way Chamber luncheon, it was well attended, lots of great questions and interesting to hear about the impact to our community. At the King County Fire Chiefs and Commissioners Installation Banquet, we recognized Commissioner Fossos for his service as a Director of the King County Fire Commissioners Association. He also attended the recruit graduation. Commissioner Thompson also attended a meeting where the Director of Seattle and King County Public Health was in attendance he addressed some issues in King County in regards to the lack of funding that needs to be addressed in Olympia via the Legislature.

Commissioner Rickert stated that he attended the King County Fire Chiefs and Commissioners Installation Banquet, the Budget, Audit & Finance Committee Exit Conference with the Auditors, we received a clean report and it was a good audit. Commissioner Rickert also attended the Policy & Procedure Meeting, the proposed changes should be in your packet next month.

Commissioner Gates noted that he attended the Budget, Finance & Audit Exit Conference with the Auditors, he added, that they don't get much better than this. Commissioner Gates also attended the Federal Way Chamber luncheon and the recruit graduation, the bag pipes are always so amazing to listen to.

PUBLIC COMMENTS
There were no public comments.

COMMISSIONER COMMITTEE REPORTS
Commissioner Rickert added that the Budget, Finance & Audit Committee had the Exit conference with the Auditors, information is in your packet and the Policy & Procedure Committee met, the proposed changes should be in your packet next month.

PROMOTIONS AND APPOINTMENTS
Chief Church stated that this is a great evening, it is always wonderful to recognize our staff. He then asked A/C Pennington and Brett Otness to please join him upfront. Chief Church read the Certificate into record promoting Brett Otness to the position of Lieutenant. Brett's badge was pinned by his daughters.

Chief Church then asked D/C Goodsell and Tanya Holland to please join him upfront. Chief Church read the Certificate into record promotion Tanya to the position of Lieutenant. Tanya's badge was pinned by D/C Goodsell.

Chief Church requested A/C Pennington and Bruce Hubbard to please join him up front. Chief Church read the Certificate into record promoting Bruce to the position of Lieutenant. Bruce's badge was pinned by Retired FF Steve Crews and he was joined by Bruce's girlfriend and son. Lt. Hubbard stated he was honored to have Steve Crews pin him, and to have his family in attendance.

Chief Church asked Brian Moore to please join him and A/C Pennington up front. Chief church read the Certificate into record promoting Brian to the position of Lieutenant. Brian's badge was pinned by his dad.

Chief Church asked Brenden Lowery to please join him and A/C Pennington upfront. Chief Church read the Certificate into records promoting Brenden to the position of Driver Engineer. Brenden's badge was pinned by A/C Pennington he was joined up front by his wife.

Chief Church asked Eric Kiphart to please join him and A/C Pennington upfront. Eric was not in attendance so Chef Church read his Certificate into record promoting him to Driver Engineer.

Chief Church noted that he Roy Smith he had a previous commitment and is unable to join us tonight. Chief Church read the Certificate into record appointing Lt. Roy Smith to Community Medical Technician.

Chief Church asked Brad Chaney and D/C Goodsell to please join him upfront. Chief Church read the Certificate into records that appointed Lt. Chaney to the position of Community Affairs Officer. Brad was joined up front by his wife and 6 month old son, they added that exactly 6 months ago their son was born and added how special this department is to them. Michelle (Brad's wife) was going into labor and unable to reach her husband while he was at work, he was at a fire, so she was able to reach out to others that were working and A/C Pennington grabbed Brad and took him to the hospital just in time for the delivery of his son. He is honored to be a member of this department and thanked A/C Pennington.

Chief Church asked Tamara Lantz to please join him and D/C Goodsell upfront. Chief Church read the Certificate into record hiring Tamara as a Social Services Coordinator.

At 1725 hours the meeting took a five minute break until 1730 hours.

At 1730 hours the meeting reconvened.

EMERGENCY MANAGEMENT PRESENTATION

Sarah Yancey presented a detailed report on Emergency Management, which included some of the things that she has working on and some of the upcoming projects that she will be working on.

PUBLIC HEARING FOR INPUT ON THE DISPOSAL OF PROPERTY LOCATED AT 288TH

Commissioner Gates opened the Public Hearing in regards to our property on 288th and asked if there were any public comments. There were no public comments.

Commissioner Gates and Chief Church confirmed that Sound Transit Light Rail will be going through our property on 288th. We have received a formal offer from Sound Transit to purchase the property for $650,000, we had an appraisal done and we are in the process of negotiating with Sound Transit to sell the property for no less than $650,000.

RESOLUTION 564 – AUTHORIZING THE SURPLUS AND SALE OF PROPERTY

Chief Church read Resolution 564 into record. Commissioner Thompson made a Motion to approve Resolution 564. Motion was seconded by Commissioner Fuller. Motion passed unanimously.

RESOLUTION 320 – APPROVING PER DIEM AND MILEAGE RATES FOR 2019

Chief Church read Resolution 320 into record adding that the per diem and mileage rates changed a little bit since 2018. Commissioner Fuller made a Motion to approve Resolution 320. Motion was seconded by Commissioner Thompson. Motion passed unanimously.

ELECTION OF BOARD CHAIR FOR 2019

Commissioner asked for any nominations for the Board Chair for 2019. Commissioner Fossos nominated Commissioner Gates as Board Chair. Commissioner Gates requested a second time, any nominations for the position of Board Chair for 2019. There were no more nominations. Commissioner Thompson made a Motion that Commissioner Gates be named Board Chair for 2019. Motion was seconded by Commissioner Fossos. Motion passed unanimously.

ELECTION OF BOARD VICE CHAIR FOR 2019

Commissioner Gates asked for any nominations for the Board Vice chair for 2019. Commissioner Fuller nominated Commissioner Thompson as Vice Chair. Commissioner Gates requested a second time, any nominations for Vice Chair for 2019. There were no additional nominations. Commissioner Gates made a Motion that Commissioner Thompson be name Board Vice Chair for 2019. Motion was seconded by Commissioner Fuller. Motion passed unanimously.

APPROVAL OF FIRE CHIEF'S JOB DESCRIPTION

Commissioner Gates passed out the revised Fire Chief's job Description, the changes are noted in red. He asked the Commissioners to take a few minutes to look at the proposed changes. There were a

few corrections that were requested. Commissioner Thompson made a Motion to approve the revised Fire Chiefs Job Description including the changes that were verbally made. Motion was seconded by Commissioner Fuller. Motion passed unanimously.

ADMINISTRATIVE TEAM REPORT

Chief Church made the following comments;

- Applauded the entire team for a clean audit
- Kudos to staff that came in in opened our DOC during the recent windstorm
- Thanked everyone that attended the recent recruit graduation
- We have 10 more recent recruits that just started our pre academy, however this still makes us short, so we are looking to possibly hire up to 5 more recruits in September

A/C Pennington handed out the IAP in regards to joining the Consortium, it lists the impacts on each of the different divisions.

A/C Chaney noted that we have a SLP meeting coming up.

D/C Goodsell added that they received 22 applications, they will interview 7 candidates this week and narrow it down to 4 to interview next week for Plans Examiner, with a start date of March 1st. D/C Goodsell is working with Sound Transit on the impacts to the Prevention and Operations Divisions.

CAO Bellinghausen is pleased to have Lt. Chaney in the Community Affairs Office, they are in the process of getting the office set-up and planning some programs for the upcoming year.

D/C Crossen noted that Facilities has been busy with crews moving in and out of our stations due to Bond work. Fleet recently looked at what some of the other Fleet Shops are doing and they are preparing for construction at Station 60.

HR Stevens noted that Yolanda is currently off, taking a break. We are in the process of advertising and collecting applications for the new IT position and proceeding with the Plans Examiner interviews and hiring process.

Chief Church added that we are .79% under budget for the year.

JANUARY BUDGET

Accounting Analyst Matt Rinehardt read into record the list of expenditures for the month of January.

Mid-Month Utility Warrants (112483-112508) totaling	$208,830.95
Accounts Payable Warrants (112509-112587) totaling	$1,037,731.00
Payroll Direct Deposit Document for 179 indiv. DD017873--018041 totaling	$1,267,420.25
Payroll Warrant for 0 individuals	0
Payroll Electronic Federal Tax Payment totaling	$274,846.88
TOTAL approval	$2,788,829.08

At 1830 hours the meeting recessed for a five minute break at 1835 hours the Board of Commissioners went into Executive Session per RCW 42.30.110 (g) for approximately 20 minutes to evaluate the

qualifications of an applicant for public employment or to review the performance of a public employee. They may reach a decision after executive Session.

At 1855 hours Executive was extended for an additional 20 minutes.

At 1915 hours the Regular meeting reconvened. Commissioner Gates noted that the Board would like to start the process for hiring a new Fire Chief. Commissioner Thompson made a motion to proceed with the internal hiring process for Fire Chief. Motion was seconded by Commissioner Fossos. Commissioner Thompson continued with the caveat that the Board reserves the right to broaden its width and depth of candidates by potentially opening it up to the outside after the internal search process. Motion was seconded by Commissioner Fossos. Commissioner Gates added that with the motion the Board's search process will be looking at internal candidates, however they reserve the right to broaden to search to candidates outside the department after internal process is completed.

Commissioner Fossos hopes the Chief can help the Board select our next Fire Chief and that it comes from within the department.

Commissioner Gates reviewed the timeline for the process, Mary Stevens will be sending an email to all staff, asking people that are interested in applying for the position of Fire Chief, to send Mary an email by 5:00 pm on January 29th, just stating that they are "interested in applying for the Fire Chief job". A day or so after that, Mary will send a packet to the interested parties, requesting information to be completed. The packet must be returned to Mary by February 20th. We will hold an open public special meeting during the morning of February 26th for the interview process. Followed by Executive Session for the Board to discuss the applicants and decide if we offer the position to an internal candidate or go outside for additional candidates.

Commissioner Fossos made a motion that the Board of Fire Commissioners commends South King Fire & Rescue department personnel for doing an outstanding job providing life safety, rescue, protection and fire prevention for the citizens of South King Fire & Rescue for the year 2018. Motion was seconded by Commissioner Thompson. Motion passed unanimously. Commissioner Fuller added that it would be nice to have a Proclamation of some kind framed at each station, Commissioner Thompson added that maybe Chief Church could wordsmith it….

Meeting adjourned at 1925 hours.

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COMMISSIONER (CHAIR)	COMMISSIONER (VICE CHAIR)
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COMMISSIONER	COMMISSIONER

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COMMISSIONER

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BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER