SOUTH KING FIRE AND RESCUE
REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
September 24, 2020
Virtual Meeting Via Conference Call Only
5:00 PM
AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes from the Regular Meeting on August 25, 2020

4. Commissioners Comments

5. Public Comments – *To Reduce the Risk of Exposure Due to COVID-19* we will not be accepting in-person, verbal comments during this meeting. Alternatively, during the regular order of business, those wishing to provide comment will need to send an email to (lauri.perry@southkingfire.org) or provide it in written format. The deadline for comments is 3:00 pm on September 24, 2020, the comments will be forwarded to the Board of Commissioners and will be attached to the minutes.

6. Commissioner Committee Reports

7. Resolution 579 – Authorizing and Directing the Use of Vendor List Process

8. Resolution 580 – Adopting King County Regional Hazard Mitigation Plan

9. Administrative Team Report

10. September Budget

11. Approval of Vouchers

12. Adjournment

We will respect each other and their opinion, and we will hold each member accountable to confront inappropriate behavior, or behavior that does not add value.

The Board of Fire Commissioners may add items and take action on items not listed on the agenda.

SOUTH KING FIRE & RESCUE
August 25, 2020
Virtual Meeting per Governor Inslee's Proclamation
Station 68

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

The Pledge of Allegiance was led by Commissioner Thompson.

APPROVAL OF MINUTES
Commissioner Gates asked for the approval of the Regular Meeting Minutes of July 28, 2020. Commissioner Berger made a motion. Motion was seconded by Commissioner Rickert. Motion passed unanimously.

COMMISSIONER COMMENTS
Commissioner Berger mentioned that he was very pleased with the excellent communication and collaboration that he observed during the Joint Labor Management Meeting, this is the first one that he has had the opportunity to attend. He was pleased at how quickly operational issues get resolved. He was amazed at the story in the Federal Way Mirror and on KIRO 7 TV on Lt. Mathis, he wasn't aware of this before, he made a very selfless decision to put his family first.

Commissioner Fuller mentioned that he has been working with AC Goodsell there was a post on Nextdoor in regards to natural vegetation that a neighbor was concerned about being a fire hazard. AC Goodsell did some negotiating and was able to get the area cleaned up, great work by AC Goodsell and his team.

Commissioner Rickert attended the JLM meeting it is nice to see how we can accomplish so much, get along together and work out the details of day to day operations, very good to see the cooperation of both sides. He has also participated in the King County EMS COVID – 19 conference calls, they are still very interesting, with a lot of information being given out. Every week it seems like we are getting a little better handle on our community and King County.

Commissioner Thompson was pleased to see results of Prop One (Maintenance & Operations Levy) it looks to be passing. It was a real plus to answer everyone's questions and get our information on what we do out there, he was very pleased to see the overwhelming support of the Department. Commissioner Thompson added that he has been working with different groups and organizations in regards to the Special Purpose Districts – CARES Act and requesting they send letters of support to our Representatives and Senators in Washington, DC. He has also been talking to a number of different Commissioners and groups to send letter to King County Councilmembers on the Fireworks Ordinance Ban. He added that Commissioner John Kennison from Shoreline Fire has resigned from his position, this also disqualifies him to continue as a Director with King County Fire Commissioner Association, he has been a Commissioner at Shoreline for 34 ½ years, we will definitely miss him. The King County Commissioners Association website is up and running, please check it out. They will be starting virtual

meetings, the first Executive Board meeting went really well. The election of officers is up, it will be opening the end of September, if anyone is interested in being a Director please submit your name and send a letter of intent to the Executive Board, they will review it and get you on the ballot, the Association will be voting on the Officers in November. Commissioner Thompson added that they are working on getting their email list updated, lots of Commissioners have left.

Commissioner Gates mentioned that he had 2 comments to make, however both of them have already been mentioned. Congratulations to everyone that helped on the passage of the M & O Levy and the story on Lt. Chris Mathis was great, he had heard about a firefighter staying at one of the stations during the pandemic however he did not know the background story.

PUBLIC COMMENTS

Commissioner Gates noted that due to COVID-19 and the virtual meeting all public comments were to be submitted in writing prior to 5:00 pm today, we have not received any public comments at this time.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates reported that there was a JLM meeting, which was mentioned by Commissioner Berger.

RESOLUTION 578 – ENCOURAGE KING COUNTY COUNCIL TO BAN FIREWORKS ORDINANCE 2020-0109

Chief Pennington read Resolution 578 into record.

Commissioner Thompson made a Motion to adopt Resolution 578. Motion was seconded by Commissioner Fuller. Commissioner Thompson added a few King County Councilmembers have responded that they are in favor of the Ordinance and the amendments, they have received stacks and stacks of emails from citizens complaining about the fireworks going off at all hours of the day and night. After lots of discussion by the Board and Legal Counsel in regards to organizations lighting off their own fireworks vs using licensed pyro technicians to set-off fireworks, the impact on non-profits that sell fireworks to raise funds, the recommended penalties, the timeline for setting of fireworks only on the holiday and not dragging on for weeks, all hours of the days and the different holidays that fireworks are discharged. Commissioner Rickert would like Chief Pennington to forward a copy of the Resolution to the City Council for the City of Federal Way and the City of Des Moines and anybody that he thinks would have a stake in this in our area. Motion passed unanimously.

SUPPORT NATIONAL ASSOCIATION OF EMERGENCY AND FIRE OFFICIALS (NAEFO) – SPECIAL PURPOSE DISTRICTS CARES ACT

Commissioner Thompson made a Motion to send a letter to the 8th and 9th Congressional Representatives and Senators showing support for the Special Purpose Districts as explained in the letter. Motion was seconded by Commissioner Berger. Commissioner Fuller added that the WFCA supports the Special Purpose District Cares Act. Motion passed unanimously.

ADMINISTRATIVE TEAM REPORT

OPERATIONS – AC Crossen

AC Crossen reported that Operations has been really busy the last couple of weeks between fires, car accidents and etc. there have been some long days and nights, it seems that incidents are picking up

a little bit. The Administrative Team has been working on the 2021 budget. We have three promotional tests for coming up in September for Lieutenant, Captain and Battalion Chief.

BOND – EMERGENCY MANAGEMENT – AC Mataftin

AC Mataftin mentioned that he will let AC Chaney report on the Station 60 Shop update. He added that the District went out to bid for Station 60 Bldg. 1/Logistics Building, with bid closing on September 3rd we are hoping to get a good number of bids turned in and will have a report for you at a later date. In regards to Emergency Management he has talked to Ray Gross on how we are going to have a refresher in regards to Emergency operations although we had a real time refresher when we had demonstrators in Federal Way not long ago and he expects that we should probably do something before the weather gets bad. We are also working closely with the City of Des Moines in regards to the other EOC operations. In talking with Michelle Plorde at King County, it sounds like we will be a repository for Zone 3 PPE for long term storage, that document is still being refined.

FMO – CAO – AC Goodsell

AC Goodsell reported that Drew Lowen will be transferring back to shift on September 1st, he was very helpful in the CAO Office, especially during the elections.

There is a COVID testing site at Station 35 in Auburn with another one scheduled to open soon at the King County Aquatics Center in partnership with Franciscan.

Captain Chaney thanked Drew Lowen for his hard work and dedication in the CAO Office, he brought a lot to the table every day. He was pleased to see all of the support for the M & O Levy, it turned out great. He is working on the 9-11 tribute since we cannot have an event in person.

FLEET & FACILITIES – AC Chaney

AC Chaney noted he will pick up with the PPE report where we left off last time, at the Logistics Center we have the following inventory on hand; 24,220 N95mMasks, 23,200 procedure masks, 24,066 disposal gowns, 1,600 pair of protective glasses and 43,500 pair of gloves, this does not count the 100 plus complete sets of PPE at each station.

Station 60 is coming along very nicely, we are waiting for the occupancy permit, staff has been installing shop equipment and shelves and IT is finishing up getting everything connected.

AC Chaney is also working on the 2021 budget.

Commissioner Thompson recommended that since we aren't able to have an Open House in person that maybe we could do a video of the station and put it on our website.

INFORMATION SYSTEMS

There was no report from IT.

HUMAN RESOURCES

HR Manager Mary Stevens mentioned that she has been working with AC Crossen on upcoming promotional exams for Lieutenant, Captain and Battalion Chief.

Chief Pennington

Chief Pennington thanked the public for voting and supporting the M & O Levy, this is a big deal for our organization and to have that level of support is amazing. This speaks volumes to what our folks do out on the streets, the CAO, Administrative team, the Elected's group and labor group, he thanked everyone that had anything to do with it. Chief Pennington noted that Andrew Lowen will be going back to shift, he did a great job and we appreciate the work that he did. Chief Pennington attended a meeting in regards to our service level agreement with Valley Com as a contract agency, more to come on this at a later date. Also it's the time of year to think about your legislative priorities, what are the priorities as a Board and as an organization.

BUSINESS OPERATIONS

Executive Director Ganem noted that Administration has been working on the 2021 budget and looking at budget objectives. There will be some significant changes to the budget, he is excited to present it to the Board.

AUGUST BUDGET

Business Operations Executive Director Ganem read into record the list of expenditures for the month of August.

Mid-Month Utility Warrants (114412-114442) totaling	$507,735.91
Accounts Payable Warrants (114443-114511) totaling	$762,948.94
Payroll Direct Deposit Document for 185 indiv. DD021278--021461 totaling	$1,144,121.26
Payroll Warrant for 0 individual #	$0
Payroll Electronic Federal Tax Payment totaling	$241,809.82
Medical Claims Processed as of August 19, 2020	$198,635.84
TOTAL approval	$2,855,251.77

He added that we are at 66.57% for the year, or .10% under budget.

APPROVAL OF VOUCHERS

Commissioner Gates noted that since this is a virtual meeting and the Board will not be signing the vouchers tonight, he requested a Motion and a second to approve the vouchers. Commissioner Thompson made a Motion to approve the vouchers as presented. Motion was seconded by Commissioner Rickert. Motion passed unanimously.

Commissioner Fuller asked if we have heard anything about PSERN. AC Crossen replied that they have definitely been impacted by COVID, testing has taken place out in the field, things seem to be working as planned. There has been a number of delays as they couldn't get into the dispatch center to test as they needed to do. At the present time we anticipate they will requesting a radio count in January 2021 with a roll out date of late 2021 or January 2022.

Commissioner Fuller inquired if we can ask those that are calling in to the meeting to identify themselves at the start of the meeting, Legal Counsel did not have a problem with that.

Commissioner Thompson asked Chief Pennington to email the Board a copy of the legislative agenda from last year so they have a starting point and possibly add to it. Commissioner Thompson wanted

to thank Joe Quinn for his comments in regards to the Fireworks Ban Ordinance, they are all good comments and he appreciated your perspective, it will be up to the King county Council on what they want to do.

Commissioner Rickert wanted to confirm that there is no cost to the District for our personnel staffing the COVID testing sites, he thought King County EMS is paying the salaries for the testers. AC Goodsell replied that, there is no impact to the District, King County will be paying.

Commissioner Fuller inquired if we have had anyone get COVID and is anyone is in quarantine. AC Goodsell responded that we respond to several COVID patients each week, these are not considered exposures since personnel are wearing PPE and are protected. So far we have only had 1 positive staff member and no one has been in quarantine for several months.

Commissioner Berger wanted to make a comment in regards to the M&O Levy; back in April the Board needed to make a decision with having no knowledge on what the COVID impact would be today on our citizens. He wanted to recognize the entire Administrative Staff but especially Executive Director Joe Ganem for recommending the tax and putting on both the August and November ballot. In looking backwards he sees it as a bold decision to make, unfortunately now we have a number of people still unemployed and unemployment checks have changed since they are no longer receiving the federal portion. We really made the right decision to put it on the ballot in August, who know what the financial situation will be like in November.

Executive Director Joe Ganem thanked Commissioner Berger for the kind words adding that we don't know what will happen in November with property tax collection and presidential election. We will be taking a conservative approach on the 2021 budget.

Commissioner Gates added that mortgage payments are believed to be at a five (5) year high, unfortunately things are not getting any better for a lot of people. He is pleased that the M & O passed in August.

Meeting adjourned at 1812 hours.

DRAFT

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COMMISSIONER (CHAIR)

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COMMISSIONER (VICE CHAIR)

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COMMISSIONER

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COMMISSIONER

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COMMISSIONER

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BOARD SECRETARY

SOUTH KING FIRE & RESCUE

KING COUNTY, WASHINGTON

RESOLUTION NO. 579

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF SOUTH KING FIRE AND RESCUE AUTHORIZING AND DIRECTING THE USE OF A VENDOR LIST PROCESS, PURSUANT TO RCW 39.04.190, ESTABLISHING A UNIFORM PROCESS FOR AWARDING CONTRACTS FOR THE PURCHASE OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES AND ESTABLISHING A PROCEDURE FOR SECURING QUOTATIONS FROM VENDORS TO ASSURE COMPETITIVE PRICING AND AWARD OF CONTRACTS.

Resolution 579 supersedes and rescinds the outdated Resolution 439. With current procurement practices, the Fire District will not establish and maintain its own small works rosters and vendor lists, rather the Fire District will utilize already established, maintained, and approved rosters and lists. Also updated in Resolution 579 are purchasing thresholds defined by state law which have changed since the adoption of Resolution 439.

WHEREAS, RCW 39.04.155 and 52.14.110 and other laws has established the requirements for local agencies to allow contracts to be awarded by a small works roster process up to $350,000; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by local governments allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, the State Legislature by RCW 39.04.190 and 52.14.110 and other laws has established a uniform process available to fire protection districts for using a vendor list for purchases of materials, equipment, supplies or services up to $75,000; and

WHEREAS, the Commissioners of the District desire to establish, in accordance with applicable statutes, a vendor list, consultant list, and small works roster process to assure competitive pricing, while at the same time providing streamlined procedures for awarding such contracts for such purchases.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

Section 1 The Commissioners of South King Fire & Rescue hereby authorize and direct the use of a vendor list process to award contracts for the purchase of any materials, equipment, supplies, or services by the District which is authorized to use this process in lieu of the requirements for formal sealed bidding. The purpose of the process is to assure that a competitive price is established and for awarding the contracts for the purchase of any materials, equipment, supplies, or services.

Section 2 Established Roster(s) The District wishes to utilize the following to host and maintain the online database for small works contracts, consultant services, and vendor services (including publishing a notice at least once a year on the Districts behalf).

- Municipal Research and Services Center of Washington (MRSC)
- Lakehaven Utility District

Section 3 Cost The District will comply with RCWs allowing the use of small works roster, consultant roster, and vendor roster. For purchases above the threshold, sealed bids must be used pursuant to the statutes.

Section 4 Procedures Administrative Staff of the District shall follow the procedures set forth in district procurement policies.

ADOPTED AND APPROVED by the Board of Fire Commissioners of South King Fire & Rescue, at a regular meeting this 24th day of September 2020, with the following Commissioners being present and voting:

DRAFT

CHAIRMAN/COMMISSIONER	VICE CHAIR/COMMISSIONER
COMMISSIONER	COMMISSIONER
COMMISSIONER	COMMISSIONER

Attest:

Board Secretary

SOUTH KING FIRE AND RESCUE

KING COUNTY, WASHINGTON

RESOLUTION NO. 580

A RESOLUTION OF THE BOARD OF FIRE COMMMISSIONERS OF SOUTH KING FIRE AND RESCUE ADOPTING THE SOUTH KING FIRE AND RESCUE JURISDICTIONAL ANNEX OF THE KING COUNTY REGIONAL HAZARD MITIGATION PLAN UPDATE

WHEREAS, South King Fire and Rescue (hereinafter the "District") is a municipal corporation and political subdivision of the State of Washington, as per RCW 52.12.011;

WHEREAS, the District has exposure to natural, technological and human-caused hazards that increase the risk to life, property, the environment and the economy;

WHEREAS, proactive mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property;

WHEREAS, the Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post-disaster hazard mitigation programs;

WHEREAS, a coalition King County, Cities, Towns and Special Purpose Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the King County planning area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy.

NOW, THEREFORE, THE BOARD OF FIRE COMMISSIONERS OF THE DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. The District Jurisdictional Annex of the King County Regional Hazard Mitigation Plan ("RHMP") update is hereby adopted.

Section 2. The District will use the adopted and approved portions of the RHMP to guide pre and post-disaster mitigation of the hazards identified.

Section 3. The District will coordinate the strategies identified in the RHMP with other planning programs and mechanisms under its jurisdictional authority.

Section 4. The District will continue to participate in the Planning Partnership as described by the RHMP.

Section 5. The District will help to promote and support the mitigation successes of all RHMP Planning Partners.

ADOPTED at a Regular Meeting of the Board of Commissioners of South King Fire and Rescue this 24th day of September, 2020, the following Commissioners being present and voting.

CHAIRMAN/COMMISSIONER	VICE CHAIR/COMMISSIONER
COMMISSIONER	COMMISSIONER
COMMISSIONER	COMMISSIONER

Attest:

Board Secretary

DRAFT