SOUTH KING FIRE AND RESCUE
REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
February 23, 2021
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 January 26, 2021

4. Commissioners Comments

5. Public Comments - please state your name and address for the record (please limit comments to 3 minutes or less)

6. Commissioner Committee Reports

7. Administrative Team Report

8. February Budget

9. Approval of Vouchers

10. 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
January 26, 2021
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 on December 29, 2020. Commissioner Rickert made a Motion to approve the December 29th minutes. Motion was seconded by Commissioner Berger. Motion passed unanimously.

COMMISSIONER COMMENTS
Commissioner Fuller mentioned that we had a couple of rescues in the past few weeks, great work!

Commissioner Berger commended AC Mataftin and whoever else was involved with the fantastic article on the new Fire Boat that was in last week's Federal Way Mirror.

Commissioner Thompson thanked everybody that worked on the Fire Boat Project, it was definitely something that came out of left field it is crucial and there is definitely the need for a new boat. There are two (2) Legislatures in session, so far no bills will have a financial impact to fire districts.

Commissioner Rickert had no comments.

Commissioner Gates noted we are off to a pretty go start, he looks forward to a busy year.

ELECTION OF BOARD CHAIR FOR 2021
Commissioner Gates asked for nominations for Board Chair for 2021. Commissioner Fuller nominated Commissioner Gates. Commissioner Gates requested a second time, any nominations for the position of Board Chair for 2021. There were no more nominations. Motion passed unanimously, Commissioner Gates will be the Board Chair for 2021.

ELECTION OF BOARD VICE CHAIR FOR 2021
Commissioner Gates asked for nominations for Board Vice Chair for 2021. Commissioner Berger nominated Commissioner Thompson. Commissioner Gates requested a second time, any nominations for Vice Chair for 2021. Motion passed unanimously, Commissioner Thompson will be the Vice Chair for 2021.

PUBLIC COMMENTS
There were no public comments.

COMMISSIONER COMMITTEE REPORTS
Commissioner Gates wasn't aware of any committee meetings.

RESOLUTION 592 – AUTHORIZING 2021 MILEAGE AND PER DIEM RATES
Chief Pennington read Resolution 592 into record. Commissioner Gates added that we update this resolution annually and occasionally more often, this is based on the IRS Rates and Guidelines. Commissioner Fuller made a Motion to adopt Resolution 592. Motion was seconded by Commissioner Thompson. Motion passed unanimously.

RESOLUTION 593 – AUTHORIZING THE SALE OF SURPLUS FLEET EQUIPMENT
Chief Pennington read Resolution 593 into record. Commissioner Berger made a Motion to approve Resolution 593. Motion was seconded by Commissioner Fuller. Motion passed unanimously.

RESOLUTION 594 – AUTHORIZING THE FIRE CHIEF TO EXECUTE DOCUMENTS FOR $10,000 OR LESS
Chief Pennington read Resolution 594 into record. Commissioner Thompson made a motion to approve Resolution 594. Motion was seconded by Commissioner Berger. There was some discussion about the similarities between Resolutions 594 and 595. Motion passed unanimously.

RESOLUTION 595 – AUTHORIZING THE FIRE CHIEF TO SIGN KING COUNTY EASEMENT AT S 360th STREET & 32nd AVENUE S
Chief Pennington read Resolution 595 into record. Commissioner Fuller made a Motion to approve Resolution 595. Motion was seconded by Commissioner Thompson. Motion passed unanimously.

ADMINISTRATIVE TEAM REPORT

Chief Pennington
Chief Pennington noted that in your packet is a letter and proposal for a sprinkler system failure at Station 60 that occurred during the remodel process. The proposal is to fix the sprinkler system that began to malfunction and leak. We are unable to occupy the station in the condition that it is so Chief Pennington has declared the need for emergency repairs waiving the competitive bidding process. Chief Pennington would like to have a motion to ratify the contract and acknowledge that you have received his memo within two (2) weeks of the incident.

Commissioner Fuller asked who was at fault the contractor who was working at the station? Chief Pennington replied that the sub-contractor is okay with replacing that section of pipe that failed. It happened during testing of the current system, it is an old system in bad shape it is probably a blessing that it happened during the remodel of the station, the sub-contractor is at fault for that one piece (section) subsequently we found that the entire system needs to be replaced. Commissioner Berger asked if we have any recourse with the prior owner of the building since the system is inadequate, Chief Pennington replied that we will ask, our primary concern is to get this fixed so we can continue to utilize the building. AC Goodsell replied that it really isn't a maintenance issue, but a corrosion problem that has happened over time. The pipe had corrosion from the inside out, which is unusual and he hasn't seen this before. This system has had annual maintenance and been tested each year with no indication or record of problems, it is likely that the previous owner probably didn't know it either. Commissioner Rickert asked how much damage was done to the building. AC

Mataftin added that the overall damage from this is about 2 inches of water on the floor in the office area and it migrated to the storage area. The General Contractor contacted a Restoration Company right away, they have drilled about 100 holes in the sheetrock and blew air in the holes to dry it out from the inside out. Surprisingly none of the sheetrock or paint was damaged after this process, the damage in general is very minor. The subcontractor is who created the leak, they have turned this in to their insurance company. Both the general, sub-contractor and insurance company have been very responsive to anything that AC Mataftin has asked and he is impressed with what they have done to mitigate the overall damage. Chief Pennington noted that he needs a Motion to ratify the contract for fire protection and that you have also received the memo of the declaration of the emergency. Commissioner Berger so moved what Chief Pennington described. Motion was seconded by Commissioner Thompson to declare an emergency and to contract with the sprinkler company for repairs or a new system. Motion passed unanimously.

Chief Pennington added that he received a request from Commissioner Thompson since it's a new year do we need to amend or renew our Emergency Declaration? We do not need to do anything as we are still operating under the same emergency, however we will need to cancel it when we are no longer operating under an emergency, which probably won't be for a while.

In regards to shots, we are not requiring all personnel to get vaccinated however we are encouraging everyone to get vaccinated. Chief Pennington added that as Commissioner Thompson mentioned we are watching things happening legislatively and making sure nothing encroaches on fire districts within the $5.90. There was some discussion on the housing district which we will continue to monitor thanks to Commissioner Thompson for keeping an eye on this, we will continue to monitor.

We have a vacancy in Fleet from when one of our mechanics retired we have recently posted a job opening to hire a Fleet Mechanic.

There was a great amount of discussion in regards to employees and others getting vaccinated, is anyone helping make appointments and are we doing anything to encourage our employees get vaccinated.

OPERATIONS – AC Crossen

AC Crossen noted as Commissioner Fuller mentioned we had a couple of rescues in the last few weeks, since December we have seen an increase in calls. The five (5) new Firefighters that started last week, are currently spending time with Yolanda and HR getting everything completed and they will begin at the Academy on February 1st there will be 60 people in this class at the Academy, with half the class starting on the EMS side and the other half starting on the fire side and then they will switch, everyone will graduate at the same time, 60 people on the same drill court just doesn't work. We currently have one (1) Firefighter at the Academy, she will graduate on Thursday due to COVID the graduation will be virtual except for her immediate family members and the Fire Chief. She will start shift on Sunday. Zone 3 is looking at receiving our new radios in the 4th quarter of this year, it could easily be January 2022 before we see them as there have been a number of delays due to COVID and other things. The drills for Operations Personnel is still being impacted to some degree due to COVID. Our new SharePoint site went into effect last week.

SPECIAL OPERATIONS – BOND – EMERGENCY MANAGEMENT – AC Mataftin

AC Mataftin reported that the 60's project continues, it is moving along nicely, looking at completion in mid-February, the new Boat and Engines have been ordered. Commissioner Fuller asked if everyone had moved out of Station 68. AC Chaney replied that Fleet has moved out however he and Facilities are still at 68.

FMO – CAO – AC Goodsell

AC Goodsell provided an update our CARES team has received 18 referrals they are currently working with 66 patients. The CARES team have been vaccinated.

FMO has been busy working on the Sound Transit review process, new construction, plan review and field inspections. The Annual Fire & Life Safety Inspections that our Engine Companies perform are still on hold due to COVID, until the State moves into more of an open phase, we are already looking ahead to that phase.

CAO – Captain Chaney is working on ideas to have an Open House, possibly two (2) different drive through events, we are also considering what it would look like if things open up a little more.

As Health Officer AC Goodsell reported that he sent an email updating and highlighting the vaccine, the supply of vaccines, delivery of masks to vaccine sites. We will be partnering with Zone 3 to help administer the vaccines.

Commissioner Gates asked if there was a mass vaccination site in Federal Way, AC Goodsell responded that the Aquatic Center is being used on Sundays to vaccinate the 1A first responders group, but it is not open to the public. There will be a mass vaccination site in Auburn.

FLEET & FACILITIES

AC Chaney reported that Facilities has been busy doing damage control this month, the sprinkler system at 60s has already been discussed, the alarm system on the sprinkler system at 62s, the heating controls went out at 67s and the other big focus has been on getting 68s ready for the recruit academy which starts on Thursday. It was a major job cleaning up the mechanics area, the walls have been painted and racks for bunker gear and etc. They have also done a facelift on the firefighter side at station 62s upgrading new carpet, new doors and etc.

Logistics has been busy getting ready for the academy which includes, bunker gear, equipment and uniforms ready for the recruits, everything has to be fitted, which takes time. We are in the process of ordering bunker gear so personnel can properly decon, outfitting the reserve Aid Car with additional equipment so it is standardized. Working with the water district due to problems with the 4-5 inch hose adapters on the fire hydrants, it is close to being resolved. Fleet is working to get everything organized, Ken has helped HR with the mechanics position vacancy and with the implementation of the new Maintenance Management System which is going to go live February.

For PPE we currently have 36,989 gowns we are experiencing a burn rate of 215 a week, we have 28,590 masks we are experiencing a burn rate of 40 a week and 78,000 gloves and a lot of glasses that will probably last us 3 years.

HUMAN RESOURCES

HR Manager Mary Stevens noted that she has been working on the Driver Engineer promotional exam with AC Crossen and a Lieutenants exam which will held later in the year probably towards the fall.

BUSINESS OPERATIONS

Executive Director Ganem reported that on your financial report you will see that we are 3% over budget for the year which really isn't a good way to start out the year. We did process the capital items that you approved at last month's meeting, so they have front loaded the funds. If you back out the capital purchases we are under budget by about .4%

JANUARY BUDGET

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

Accounts Payable Warrants (114951-115013) totaling	$861,313.94
Payroll Direct Deposit Document for 180 indiv. DD022374--022553 totaling	$1,409,110.65
Payroll Warrant for 0 individual #	$0
Payroll Electronic Federal Tax Payment totaling	$328,548.87
Medical Claims as of January 19, 2021	$229,603.90
TOTAL approval	$6,526,233.27

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 submitted. Motion was seconded by Commissioner Berger. Motion passed unanimously.

Meeting adjourned at 1803 hours.

_____ _____

COMMISSIONER (CHAIR) COMMISSIONER (VICE CHAIR)

_____ _____

COMMISSIONER COMMISSIONER

_____

COMMISSIONER

_____

BOARD SECRETARY