SOUTH KING FIRE AND RESCUE
REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
June 22, 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 May 25, 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. Resolution No. 596 – Adoption of the IFC Permit Fee Schedule

8. Administrative Team Report

9. May Budget

10. Approval of Vouchers

11. Executive Session per RCW 42.30.140 (4)(b) for approximately 60 minutes to relative to collective bargaining. *42.30.140 (4) (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.*

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
May 25, 2021
Virtual Meeting per Governor Inslee's Proclamation
Virtual

Commissioner Gates called the regular meeting to order at 1705 hours with Commissioners Rickert and Berger in attendance via the virtual meeting. Commissioner Thompson was excused and Commissioner Fuller should be joining us soon. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Rickert.

APPROVAL OF MINUTES

Commissioner Gates asked for the approval of the Regular Meeting Minutes on April 27, 2021. Commissioner Berger so moved to approve the minutes. Motion was seconded by Commissioner Rickert. Motion passed unanimously.

COMMISSIONER COMMENTS

Commissioner Berger had no comments.

Commissioner Rickert had no comments.

Commissioner Gates noted that Caroline Vadino has joined our meeting today, looks like she will be taking Commissioner Rickerts position on the Board. Commissioner Gates welcomed Caroline and added we will do our best this year to get you caught up.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates was not aware of any committee meetings.

ADMINISTRATIVE TEAM REPORT

Chief Pennington

Chief Pennington reported that this month he signed an agreement with EMAC, during large emergencies this enables us to send members of our department out as part the overhead team for emergency response it also helps us with live fire. We also have an agreement with the State for deployment of resources during wildfires. Also about an hour ago he spoke to President Herrera who has been in contact with the Department of Natural Resources, they had some informative conversations, they have opened up their application process and they will be sending an application. Our folks have a tremendous amount of experience when it comes to incident management. Chief Pennington thanked the Local they will be considering the proposal at their next meeting. Chief Pennington and Executive Director Ganem spoke typically what we have done is pay portal to portal,

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so they would get paid from the time that they get deployed to the time that they return, plus an hour or so on each side of that for getting ready.

At 1711 hours Commissioner Fuller joined the meeting.

Chief Pennington reported a few months ago, the entire department has achieved a Class 2 insurance rating. He and AC Crossen had the opportunity to talk to our representative at WSRB, Erik Cunningham we asked him, what were the reasons for the change in our insurance rating; the water district up north, mutual aid agreement across King County and ladder truck, we also got credit for the Puget Sound ladder truck and for the extra training involved with the Consortium. We are working with Erik to see what we can do to sustain this rating.

In August of last year you asked me to send letters to Representatives Adam Smith and Kim Schrier, Senators Maria Cantell and Patty Murray in regards to special purpose districts being able to receive federal funds right now we do not receive funds directly, however we can receive funds via city and/or other agencies that we work with. Washington State received $4.43 Billion dollars as part of the COVID responses. Executive Director Ganem and his team are working on some additional reimbursements for COVID expenses.

Chief Pennington provided an update on our Diversity, Equity and Inclusion Program, it is underway in February several employees we selected to join the DEI Pilot Program. In March, the DEI Pilot Program started the participants were given 3 classes and a post assessment. Team consists of Captain Anthony John, Captain Brad Chaney, Director Mitch Lee, Yolanda Morgan in HR and some consultants that we hired. Chief Pennington met with Senator Karen Keiser a couple of weeks ago, they talked about some potential funding in the next legislative session, we did ask for some this time but we were at the tail end of the session. She will work with us in August to put together some funding packages.

Chief Pennington recognized the following individuals;

AC Kevin Crossen who has taken on our Accreditation process and policy updates and a whole host of things. He just finished his Peer Assessor Program and now he will begin to assess other agencies, which will help us during the self-assessment.

Received a letter of thanks from the King County EMS Director Michele Plorde, Lt. Shannon Oltman participated in the "Women in Fire Service and EMS Workshop". She represented South King Fire in a confident manner and with excellent leadership skills.

Earlier this month Chief Pennington had the privilege to present on behalf of FEMA to AC Chaney his EFO Certificate. This is quite a process it takes several years to complete. Chief Pennington was honored and privileged to present this to him. Thank you for your hard work and what you have done.

OPERATIONS – AC Chaney

AC Chaney reported that we have accepted the schedule for the upcoming Lieutenants test starting in August, we modified the policy on acting, to fix the acting problem that we are experiencing. The Training Consortium has resumed the hands on training, due to COVID hopefully it works out with the

rest of the zone. The Recruits Academy Gradation at the Consortium will be held on June 17th, 6:00 pm at New Life Academy.

SPECIAL OPERATIONS – BOND – EMERGENCY MANAGEMENT – AC Mataftin

AC Mataftin noted that he recently sent out an email with pictures of the new fire boat, they are about a week behind schedule. Nothing new to report on the new engines that we have on order. We have gone out for repricing on the Station 65 project we are waiting for the Architects to get back with us.

INFORMATION SYSTEMS – Director Lee

Director Lee reported that last week we officially migrated to Microsoft Azure which is Microsoft cloud sector. It is a hybrid of Microsoft 365 which increases security for remote access, as part of the migration to the cloud this includes Microsoft Teams. In the next three (3) months we will be testing and working on the policies we hope to have access to everything in September. As part of the migration the department is also be upgrading Dynamics 365 which is a financial platform, there are some added benefits.

We are looking at moving off of FireRMS to ESO Fire for incident reporting, we have been on FireRMS for over 20 years most of King County is on ESO Fire. This will make it easier for operations, they will have one platform to log into for all of their reports. Director Lee will be working with AC Chaney on a training schedule for operations personnel, we are looking at a September transition date.

ACCREDIATION – AC Crossen

AC Crossen reported that he has completed all of his required training to become an Accreditation Manager, he will be assigned a department to review and assess their report, which is great for learning and will help when it comes time to put together our report. He is still working on the timeline to gather software already identified and some of the other items that we will need. He recently met with the Admin Team, walked through the entire process, went through all of their questions, and we identified some things that we will need to start looking at.

AC Crossen added that he and Director Stevens have met with Lexipol, they are in the process of evaluating our policies to see what we are missing. This process will begin in late June – July and take about 6 months – 1 year to complete.

We will be installing First Arriving Dashboards in our beaneries or kitchen areas, it will be another way to communicate with staff, it is data driven and it will provide some information on calls. The goal is to have it up and running by the end of July.

PSERN Update crews are out testing the PSERN system now in vans, on June 1st they will go out in our fire boat to continue testing on the Puget Sound.

HUMAN RESOURCES – Director Stevens

Director Stevens provided an update to the firefighter hiring process, we will be conducting in person interviews at the Beach Park in Des Moines beginning on June 11th with the Oral Board interviews. We are still accepting applications for the new finance position, it closes on June 4th.

The Driver Engineer promotional process was held back in April, we are nearing the end of the 20 day challenge period, the official list expires on May 27th and the new list is effective June 1st. We have 9 great candidates.

FMO – CARES – AC Goodsell

AC Goodsell thanked Commissioner Thompson for taking the lead and working with King County Council on the Ordinance to ban fireworks in King County.

The Fire Marshal's office has been working together with the King County Fire Marshal to ease the burden of inspections we have come together on a consensus and a standard for inspections for participating agencies. These changes are welcomed by the industry.

Due to some newly adopted fire codes, that changes the list of permits that our office issues. We are in the process of updating the fee schedule to go along with the changes. We will have a report to you with the recommended modified fee changes in the near future.

With everything reopening in the State after the pandemic, our staff is looking at getting back to performing the annual business inspection programs. The district is working with the Local in regards to proposed changes to the Labor Agreement, in regards to how we staff the Fire Marshal's Office. AC Goodsell is optimistic at the changes that will improve safety and efficiency of our operations.

Captain Chaney is on Family Medical Leave he is currently working on the DEI program, Volunteer Firefighters Foundation Golf Tournament on August 20th.

Captain Smith and his team are doing well, they have had 19 referrals in the last week and they have a total of 60 patients enrolled in the CARES Program.

June 2nd will be the last day that our firefighters will be staffing the Auburn Mass Vax site at the Outlet Collection. We will staffing a mobile team that will be deployed to reach those that have yet to be vaccinated. We will continue to have personnel at the testing site at the King County Aquatic Center, which is expected to run late into the year.

BUSINESS OPERATAIONS – Executive Director Ganem

Executive Director Ganem reported that we are just about to submit the financial report to the Washington State Auditor's Office, it is due the end of the month. Finance Supervisor Kelsey Barrett has done a fantastic job overseeing this project. We started the upload process last week and so far so good. Great job to the entire team!

A year ago we looked at our revenue and it was down about 5%, at the end of April, he is happy to report that we are about half percent over our average. Things are finally getting back to normal.

Next week we will begin working on our 2022 budget and we will start meeting with the divisions.

MAY BUDGET

Executive Director Ganem read into record the list of expenditures for the month of May.

Mid-Month Utility Warrants (#115303-115322) totaling $78,287.75

Accounts Payable Warrants (#115323-115393) totaling	$975,006.10
Payroll Direct Deposit Document for 184 indiv. DD023114--023297 totaling	$1,308,251.29
Payroll Warrant for 0 individual #	$0
Payroll Electronic Federal Tax Payment totaling	$292,249.38
Medical Claims as of May 21, 2021	$234,195.51
TOTAL approval	$2,887,990.03

We are 1.08 over budget, however if you back out the front leaded capital expenses we are actually 1% 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 Rickert made a Motion to approve the vouchers. Commissioner Fuller seconded. Passed unanimously.

Meeting adjourned at 1741 hours.

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COMMISSIONER (CHAIR)

COMMISSIONER (VICE CHAIR)

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

SOUTH KING FIRE AND RESCUE
KING COUNTY, WASHINGTON

RESOLUTION NO. 596

A RESOLUTION of the Board of Commissioners of South King Fire and Rescue (aka KCFPD #39), King County, Washington, Regarding the Adoption of the IFC Permit Fee Schedule

WHEREAS, South King Fire & Rescue (SKFR) is a municipal corporation and political subdivision of the State of Washington that has been delegated the authority to perform the fire prevention provisions of the International Fire Code (IFC) within the boundaries of SKFR, by interlocal agreement with the cities of Des Moines and Federal Way and Unincorporated King County; and

WHEREAS, the Board of Commissioners considered the cost associated with the dedication of personnel and resources to the work of inspecting, approving and issuing IFC permits; and

WHEREAS, the Board of Commissioners, after considering these costs has decided that applicants for certain permits should bear the costs associated with the issuance of said permits.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of SKFR as follows:

a. SKFR hereby adopts the following fee schedule for IFC Permits required by the codes adopted by the respective jurisdictions: See the attached Exhibit A, which is incorporated herein by reference.

b. SKFR reserves the ability to modify the fees set forth in Exhibit A without notice. At any time the fees are modified, a new Exhibit A shall be appended to this resolution and shall supersede the previous Exhibit A.

c. This resolution shall take effect immediately upon its adoption.

DRAFT

ADOPTED at a regular meeting of the Board of Commissioners of South King Fire and Rescue this 22nd day of June 2021, with the following Commissioners being present and voting.

CHAIRMAN/COMMISSIONER	VICE CHAIR/COMMISSIONER
COMMISSIONER	COMMISSIONER
COMMISSIONER	

ATTEST:

Secretary

Resolution #596

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International Fire Code (IFC) Permit Resolution 596

Operational Permit Fee Schedule:

Permit Type	Fee
Compressed gases	$ 50.00
Carnivals and fairs	$ 200.00
Covered and open mall buildings	$ 1000.00
Dry cleaning	$ 50.00
Explosives	$ 120.00
Flammable Combustible Liquids: limited to generator fuel tanks	$ 50.00
Hazardous materials	$ 132.00
LP gas: no dispensing (heating, generator fuel, exchange)	$ 50.00
Mobile food preparation vehicles	$ 120.00
Places of assembly: Occupant load 50-299	$ 80.00
Places of assembly: Occupant load 300-999	$ 100.00
Places of assembly: Occupant load 1000+	$ 120.00
Temporary membrane structures and tents	$ 100.00
All other permit types	$ 80.00

Permit fee covers up to ½ hour of plan and/or code review, initial site inspection and one reinspection. Additional plan review time, site visits and/or, additional reinspections to secure compliance are billed at $73.50/hr. (minimum ½ hour)

Additional permits, of equal or lesser fee, issued to an applicant at the same time and location are reduced by 25%.

Nonprofit 501(c)(3) Organizations: 50% reduction on all fees

Construction Permit Fee Schedule:

Permit Type	Fee
Flammable Combustible Liquids (limited to):	
Residential – Install remove or decommission per tank	$ 50.00
Commercial – Install remove or decommission per tank	$ 100.00
Temporary membrane structures and tents	$ 100.00
All other permit types*	$ 120.00

*This fee schedule excludes permit types that are issued through the city of Des Moines and Federal Way Building Departments

Permit fee covers up to ½ hour of plan and/or code review, initial site inspection and one reinspection. Additional plan review time, site visits and/or, additional reinspections to secure compliance are billed at $73.50/hr. (minimum ½ hour)