SOUTH KING FIRE & RESCUE
November 23, 2021
Station 68 and Virtual

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

The Pledge of Allegiance was led by Commissioner Berger.

APPROVAL OF MINUTES

Commissioner Gates asked for the approval of the Regular Meeting Minutes on October 26, 2021. Commissioner Thompson made a motion to accept the minutes of the regular meeting on October 26, 2021 as distributed. Motion was seconded by Commissioner Rickert. Motion carried unanimously.

Commissioner Gates asked for the approval of the Special Meeting Minutes on November 16, 2021. Commissioner Berger so moved. Commissioner Rickert seconded that. Motion carried unanimously

COMMISSIONER COMMENTS

Commissioner Rickert thanked everyone for their work on the budget. The preparation of the budget included a lot of hard work and digging in to find everything that needed to be added and included in the budget and it looks like a successful budget again this year.

Commissioner Berger noted that since its Thanksgiving week, he wanted to express his appreciation to Chief Pennington and his Administrative Staff, to the firefighting crews and all of the other employees of the District. Thanks for successfully working through a second consecutive incredibly challenging year and finally to my fellow Commissioners and everyone else on the call Happy Holidays.

Commissioner Thompson echoed Commissioner Berger's comments regarding our firefighters and families and the all staff. He also thanked those involved with the budget and putting the forethought into making it a budget that meets the needs of the District and for staying within our means. Commissioner Thompson wished everyone a Happy Thanksgiving.

Commissioner Fuller wished everyone a Happy Thanksgiving and added that the budget has a lot of detail in it so we know a lot of work went into it and it shows us how we're doing things, it is going to accomplish a lot.

Commissioner Gates wished everyone a Happy Thanksgiving.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates noted that he wasn't aware of any committee meetings.

RESOLUTION 600 – DELEGATING AUTHORITY TO FIRE CHIEF AND EXECUTIVE DIRECTOR OF BUSINESS OPERATIONS TO ENTER INTO CONTRACTS AND OTHER OBLIGATIONS

Chief Pennington read Resolution 600 into record. Commissioner Berger so moved approval of Resolution 600. He also thanked Executive Director Ganem for the thorough explanation and clarification to the questions that came up on this item at the last meeting. Motion was seconded by Commissioner Thompson. Motion carried unanimously.

RESOLUTION 601 – ADOPTING THE 2022 BUDGET

Chief Pennington read Resolution 601 into record. Commissioner Fuller made a Motion to adopt Resolution 601 as submitted. Motion was seconded by Commissioner Thompson. Motion carried unanimously.

RESOLUTION 602 – AUTHORIZING PROPERTY TAX COLLECTION FOR 2022

Chief Pennington read Resolution 602 into record. Commissioner Thompson made a Motion to adopt Resolution 602. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

ADMINISTRATIVE TEAM REPORT

Chief Pennington

Chief Pennington noted that it has been a busy month or so and he appreciates all of your feedback and input and questions on the 2022 budget. He thanked the Board for passing the 2022 budget. Chief Pennington added that he met with the City of Federal Way Parks, Recreation, Human Services and Public Safety Committee to provide them an update on what we are doing and what direction we are headed. Chief Pennington was pleased to present Ms. Anna Wallace with a Citizens Recognition, she was able to create and apply a makeshift tourniquet to a women's leg to stop the bleeding prior to the arrival of our crews at an incident. She was credited with saving this women's leg. Earlier today Chief Pennington presented a framed certificate to a Des Moines Police Officer. The Officer arrived on scene prior to our crews and he initiated CPR and used his defibrillator that he carries in his police vehicle.

SPECIAL OPERATIONS – BOND – EMERGENCY MANAGEMENT – AC Mataftin

AC Mataftin reported that the construction/remodel project at Station 65 will begin on December 1st, we had a preconstruction meeting with all of the parties and everything went well. The cleanup at the property adjacent to Station 64 is going well, we were able to secure a contractor for a pretty reasonable price they anticipate it being a two (2) day project. Officers from Federal Way Police will begin walking this property once a week in an attempt to keep the problems from returning. The boat is on schedule to be completed on or around December 13th which is when the sea trial will begin and the anticipated delivery date. We are quite pleased with the news.

OPERATIONS

AC Chaney thanked the crews and divisions for a smooth transition of Engine 65 moving over to Station 64. He congratulated Nathaniel Scott for being promoted to Driver Engineer this last month. We recently held the Chiefs Interviews for 10 new recruits. They will be attending the Academy beginning in January.

PLANNING

AC Crossen reported on policies, Chief Pennington has the first two (2) groups of updated policies. The plan is for the Commissioners to review the first set which is about 6 policies in December and the second set in January. Our goal is to review about 15 policies a month.

We have closed out the Strategic Leadership Plan and are in the process of receiving proposals from 2 very popular companies, hoping to receive a third proposal for a company to oversee a new Strategic Leadership Plan, we are looking to start the process in March 2022.

Now that the 2022 budget has been approved AC Crossen will be meeting with division heads to review our core competencies. These are the items that we need to meet to become an accredited agency, which normally takes about three (3) years to go through the process.

There was some additional discussion about the policies and the timeline for the Commissioners to review them, please see the full conversation via the video on our website.

INFORMATION SYSTEMS

Director Lee thanked Jaden Hassell and Lauri Perry for their assistance on Teams and he appreciates the Commissioners patience with this technology as we are shifting into a hybrid environment. It's been touch and go the past few months, but with the two-minute trainer things are moving forward.

Jaden and Lauri are also working on Enterprise Content Management System, in short it's a central repository for all records and contracts. We are currently in the process of creating two (2) different workflows. This will help us become paperless in the future. IT Director Lee thanked the Board for approving the 2022 budget which allows us to move this project forward and incorporate an accounts payable module.

Director Lee thanked the Data Team for all of their work on ESO Solutions. We had been on FireRMS for over 20 years so there were a number of new challenges. Marilyn Scharer and Roy Brewer have been working hard to make sure our firefighters are trained to navigate the new system

Based on the budget adoption IT Supervisor Gorelyy and team are exploring and researching new tablets as our current ESO tablets are reaching their end of life. Ben will also be reaching out to our operations staff to make sure it fits their needs and is similar to what we currently have.

FMO – CARES - CAO

AC Goodsell reported that last week five (5) members of Prevention attended Best Practices and Community Risk Reduction Class sponsored by the National Fire Academy, AC Crossen joined the group, this is an important part of Accreditation. The next class is in January and it is Building Organizational Support for Community Risk Reduction.

FMO will be receiving a new software program for the inspectors to use out in the field, its tablet based. They will be able to update contact information, do checklists for inspections and email inspection results right after the inspection is completed. It will provide us with a lot of data as far as how long does an inspection take and what types of violations we are finding and its really going to move us forward in understanding what our experiences are out there.

CARES – The CARES team is staying busy, they currently have 52 patients enrolled in their program and they've received 14 referrals during the past week.

CAO – Captain Chaney noted as Chief Pennington mentioned we had some special recognition events. We recognized Ms. Anna Wallace for applying a makeshift tourniquet to a women's leg to stop the bleeding before our crews arrived on scene. We also recognized a Des Moines Police Office for initiating CPR and using his defibrillator prior to the arrival of our firefighters on scene. We have added the video from the citizen recognition event to our SharePoint and Facebook pages. We have an event coming up on December 2nd in partnership with the King County Fire Chiefs where we will be hosting a Holiday Safety House event with local media partners. This will be held in the modular at Station 66 it has been decorated for Christmas, special thanks to Kirk Cummings and Lauri Perry for their help with decorations. We will be walking the media through and demonstrate some typical holiday safety messages that usually need to be addressed this time of year.

On December 3rd we will be sending some firefighters and Santa to Harborview in partnership with the Firefighters Foundation and Aid Fund to pass out gifts to the patients, doctors and staff. Then right after that Santa will fly from Harborview via Airlift Northwest to the Steven Underwood Memorial Park where we will be hosting a small event for 30 students from the Des Moines (Highline School District). We've partnered with 12 different agencies, groups and non-profits to buy some gifts, gift cards for the children and gift cards for the families. Right after this event will be the kick-off to the Santa Parades. We will be doing the Santa Parades again this year every Friday and Saturday leading up to Christmas from 5:00 pm – 8:00 pm we will also be collecting food donations which will be split between the Des Moines and Federal Way food banks. The locations will be provided once they are confirmed. Captain Chaney thanked everyone for their help.

BUSINESS OPERATIONS

Executive Director Ganem thanked everyone for their participation in the budget process and he thanked the Commissioners for their support and for approving the 2022 budget. It's important to demonstrate to the community what it takes to put forward a balanced budget that tackles many initiatives and increases our staffing. The auditors have postponed their onsite visit until January 2022, so they will be doing our 2020 audit in 2022. With all of the COVID tracking, reimbursements and everything else they are probably spending a lot more time at each agency compared to in the past.

There have been a few moves in the finance division due to Hope Leonard leaving the department to join the school district. Lorraine Young was hired for Accounts Payable but after a short time here she has moved to Payroll and we hired Summer Shirey for Accounts Payable, lots of positive changes. Executive Director Ganem noted that Commissioner Berger has some recommendations that are currently in the parking lot, they are on his list of things to get to. He is also looking forward to the skills that our new Commissioner Caroline Vadino will bring to our organization. Also we have been tracking our COVID expenses as identified in the budget document. We expect to collect about $1M for COVID reimbursements.

NOVEMBER BUDGET

Finance Supervisor Kelsey Barrett read into record the list of expenditures for the month of November.

Mid-Month Utility Warrants (#115887-115908) totaling	$41,479.36
Accounts Payable Warrants (#115909-115981) totaling	$1,613,854.55
Payroll Direct Deposit Document for 182 indiv. DD024234--024415 totaling	$1,285,265.67
Payroll Warrant for 0 individual #	$0
Payroll Electronic Federal Tax Payment totaling	$293,706.76
Medical Claims as of November 19, 2021	$386,639.44
TOTAL approval	$3,620,945.78

We are 2.19% over budget, however if you back out the cost of the Engines and the reimbursable costs that Executive Director Ganem mentioned we are actually .68% under budget.

APPROVAL OF VOUCHERS

Commissioner Gates requested a Motion and a second to approve tonight's vouchers. Commissioner Thompson made a Motion to approve the vouchers as submitted. Motion was seconded by Commissioner Berger. Motion carried unanimously.

Chief Pennington congratulated DE Wassall on his promotion to Driver Engineer, he also congratulated FF Bastin for being voted Local 2024 President and BC Herrera for being voted Local 2024 Vice President for the Battalion Chiefs.

EXECUTIVE SESSION

At 1743 hours Commissioner Gates mentioned that there will be an Executive Session for approximately 30 minutes per RCW 42.30.110 (1) (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is or is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. At this time we will recess for 5 minutes to get everyone transferred into Executive Session. Joining the Board in Executive Session will be Legal Counsel, Chief Pennington, Executive Director Ganem, Assistant Chief Chaney and HR Director Stevens. We anticipate Executive Session lasting for 30 minutes with no actions to be taken after Executive Session. At the end of Executive Session we will take a 5 minute recess to get everyone transferred back into the Regular Meeting.

Meeting reconvened at 1823 hours.

There were no additional comments.

Meeting adjourned at 1823 hours.

COMMISSIONER (CHAIR)

COMMISSIONER (VICE CHAIR)

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER