SOUTH KING FIRE & RESCUE
February 24, 2022
Station 68 and Virtual

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

The Pledge of Allegiance was led by AC Chaney.

APPROVAL OF MINUTES

Commissioner Gates asked for approval of the Regular Meeting Minutes from the January 25, 2022 meeting. Commissioner Thompson made a motion to approve the minutes from our January 25th meeting. Motion was seconded by Commissioner Berger. Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Berger had no comments other than he is looking forward to working through tonight's agenda.

Commissioner Vadino had no comments.

Commissioner Fuller had no comments.

Commissioner Thompson reported that he has looked at Tablet Command today and noticed that we have responded to over 3,000 calls this year and it's only the 50th day of the year, we are off to a busy busy year.

Commissioner Gates had no comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates noted that there was a Policy & Procedure Committee Meeting, any comments from Commissioners Fuller or Thompson? Commissioner Fuller reported that we are working our way through the guidelines, lots of changes to catch up on. Commissioner Thompson added that the guidelines haven't been updated in quite a few years because of the pandemic and the changing landscape with regard to COVID. There are some things that we have deleted that are no longer applicable or the way we do business and we have added some new stuff. We have two (2) more meetings on the calendar. We will be getting copies to the Commissioners before our next meeting so you can review and make comments at the next meeting, then the comments can be added into the document and then presented before our April meeting.

Commissioner Gates noted that we had a Finance committee meeting yesterday. Information on this meeting was sent out, any questions?

PUBLIC COMMENTS
Local 2024 President Bastin made a public comments. To hear his comments and the full audio of the meeting, please view it via our website. https://www.southkingfire.org/Calendar.aspx?EID=204

RESOLUTION 609 – RECOGNITION of FORMER COMMISSIONER JAMES A. FOSSOS
Commissioner Thompson read Resolution 609 into record. Commissioner Thompson moved approval of Resolution 609. Motion was seconded by Commissioner Berger. Motion carried.

RESOLUTION 610 – RECOGNITION of FORMER CHIEF VIC PENNINGTON
Commissioner Fuller read Resolution 610 into record. Commissioner Fuller moved that we adopt Resolution 610. Motion was seconded by Commissioner Berger. Motion carried unanimously.

RESOLUTION 611 – AUTHORIZING SURPLUS AND FUTURE SALE of the 320th PROPERTY
Chief Mataftin read Resolution 611 into record. Commissioner Thompson moved approval of Resolution 611. Motion was seconded by Commissioner Berger. Motion carried unanimously.

RESOLUTION 612 – DELEGATING AUTHORITY to APPROVE CHANGE ORDERS on CONSTRUCTION PROJECTS
Chief Mataftin read Resolution 612 into record. Commissioner Thompson so moved we approve Resolution 612. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

ADMINISTRATIVE TEAM REPORT

Chief Mataftin

Chief Mataftin reported that we are continuing to visit the stations as time allows. We had a good meeting yesterday with the business team and received some good feedback. Chief Mataftin attended his first Consortium Admin Board meeting today, it was nice to sit in on the board meeting and learn more on how the Consortium is operating and hear of some of the upcoming items that they are working through.

Chief Mataftin has been engaging with some of the Zone Chiefs. He has met with Chief Morris of Puget Sound Fire and he has a meeting on the calendar to meet with Chief Marrs of Burien Fire next week. It's nice to interface with them too, he knows some of them quite well and expects that we'll have a great relationship going forward with all of the Chiefs.

Next month we will have an all officers training for DEI. We are working through the OPS Chief selection process. We have contacted two (2) companies Prothman and Raftelis, we are in the process of reviewing their proposals and trying to determine which firm would be best to use for this process.

We recently had our first JLM meeting with Local 2024. Chief Mataftin found it positive and productive and looks forward to more of these meetings.

Division Chief

Division Chief Smith noted that this is his first time reporting he is extremely honored, humbled and excited to serve the members of this department in his new position. He is looking forward to getting our new boat in the water next week also working on the retooling of our current maritime training program that be will be very detail oriented with job performance requirements outlined in the task manual. Also working with Valley Comm for all of the CAD inputs for the boat and having it listed as "Fire Boat Zenith". Today marked our first workshop with Washington State DNR, getting ready for wildfire season.

Several members of our Rescue Team have recently traveled to South Dakota to attend the pre-conference build for our new Heavy Rescue Rig, this will be a huge asset to our department and regionally.

One of the biggest topics to come out of our Chiefs Chats so far is some efficiencies and to change the way we've worked with the Consortium and getting our people through block training. It's comforting to know after meeting with the new Chief of Training that he has the same concerns and some of the same goals so we are actually making some progress and starting to streamline some of the longstanding inefficiencies that have needed to be retooled.

Information Systems

Director Lee reported as a follow-up to the Bond we have started to the process to replace ESO Tablets that were procured back in 2016. These tablets are used by our firefighters when entering patient data during an EMS call, they are rather mission critical. IT Supervisor Gorelyy has been tasked with developing a project plan.

We were notified by Chief Smith, our Emergency Manager that there's been a sharp increase in cyber threat activity happening on all 911 centers, public agencies, local government and hospitals and etc. We have increased our firewall security and blocked a number of IP addresses which can be somewhat problematic because we have some services that come across overseas. We have also increased our email security and we do full backups of our servers every night. We also so full tape back-ups every month.

Construction at Station 65 is coming along rather nicely. The plumbing is completed, the electricians are about 85%-90% complete, the floors have been covered up and they are ready for concrete tomorrow. The sheetrock should probably be installed in 2-3 weeks. It looks like the shotcrete work which is the bulk of the seismic work, will begin in about 3 weeks. At this point we are still on budget, however the project has been extended due to some challenges getting some of the supplies, we are looking at a completion date the third week of May.

Fleet and Facilities

AC Chaney reported that Fire Boat Zenith has arrived Fleet, the Marine Team and Information Systems have been down there updating the boat. Special thanks to Matt Lee for taking the lead, he's done a phenomenal job, especially on the engines. The first phase pre-construction for the Heavy Rescue rig has been completed. Final inspection on the four (4) new Spartan Engines is scheduled for the week of March 14th, so we should be seeing those soon after the inspections are done. Special thanks to Ken Brumet for preplanning and preordering some crucial parts to have

them when we need them, to keep our engines on the streets. We have also experienced a delay in receiving some parts and supplies.

The announcement for the Facilities Supervisor has been posted. Kirk has been busy doing repairs at all of the stations and painting. He's ensured that all of the appliances for Station 65 are here waiting for the construction to be complete. So we won't have a supply chain issue or delay for the appliances.

AC Chaney has also been transitioning with AC Goodsell in preparation for his upcoming retirement to take over as the Safety Officer. At our next Safety Meeting, we are going to propose some changes in how we approach accident and injury or review and investigations.

The WFI Fitness Initiative will also be transitioning from AC Goodsell to AC Chaney.

AC Chaney has begun discussions with the Consortium on the Officer Development Program. We are going to set-up a committee to work with them, the first step will be adoption of the Fire Officer Program.

Human Resources

Director Stevens reported that we have had lots of hiring has taken place so far this year. The new Recruits that we hired in January are off to the Academy and we have more hiring taking place right now. We are in the process of hiring an HR Generalist, we have received 23 applications, interview will take place next week and we are on target for hiring in late March. We are also in the process of hiring for the Facilities Supervisor position, it was launched earlier this week and closes on April 8th, we are planning on hiring for this position in May. Yesterday we launched Washington Fire Careers 2.0 entry level firefighter test. We had two (2) more agencies join our group, Enumclaw and Skyway District 20, so there are now 20 agencies that are part of Washington Fire Careers. We are also still in the planning process for hiring a new Operations Chief.

In March we will be hosting an all Officers and Chiefs DEI training. They are scheduled to attend a one day training event the first half of the day will be Mr. Frank Viscuso he is a former New Jersey Deputy Fire Chief and he is currently a motivational speaker. He speaks all around the country on leadership in the Fire Service. The second half of the day will be a presentation by Lawrence Garrett of 828. There was some additional discussion about the DEI Training and IT Director Lee added that our lobbyist Anthony Hemstead may be able to secure us some additional funding from the State. We should find out in three (3) weeks but we are hoping for $175,000 in additional funding.

FMO

AC Crossen noted that FMO has switched to a new program called Streamline for entering inspections and they are able to do the work while still out in the field and they are able to email the inspection reports, billing and collect payments. However with any new program there are challenges to work through. Streamline replaces FireRMS. Next week Holland, Cahan and Nichols will be attending a Codes Class out of State, this is part of our regular training to keep our inspectors up to date.

AC Crossen added that he still does work on the First Arriving Dashboards, it's a great communication tool. We had budgeted to add a second dashboard to all of the stations along with some other

dashboards around the organization that were approved, they arrived this week. AC Crossen is working with IT Specialist Hassell to get the new dashboards installed.

AC Crossen reported on PSERN, they are in wave one. We have had a couple of issues, including Sound Transit and a water district in Seattle. Wave 2 which should start in April. Every fire department and every police officer in King County will get a brand new portable radio in their hand. We will be in Wave 3, which is scheduled to start around May.

Health & Safety & CARES

AC Goodsell added that we have added three (3) firefighters to the WFI team, they are getting trained as fitness trainers.

In regards to the CARES team there are currently 86 patients enrolled. Prior to these 86 patients being enrolled they called 911 a total of 528 times.

CAO – Captain Chaney reported that there are two (2) events coming up for the King County Chiefs PIO Group. One (1) is a 911 Awareness Media Event, there has been some 911 outages and then some misuse of 911. People are calling 911 seeking COVID information such as testing locations and asking what the results mean. The other event is we are looking for community enforcement, respect your neighbor and respect the ban on fireworks are illegal here. We have received approval to use the King County Fire Chiefs Logo on some yard signs. We are working through the logistics, does each city want to purchase some signs so community members can get them for free, do we reach out to community partners (King County Medic One Foundation, Fire Chiefs, Fire Commissioners) to get donations to help pay for the signs? We are excited to tackle this project, more next month.

Captain Chaney added that Pulse Point is almost ready to launch. We will do a soft launch in the next month or so.

Captain Chaney mentioned that he recently made some great partnerships and last Tuesday he went and supported a local group called 'Game of Life", they are a 501 © 3. The Firefighters Foundation and SKFR Aid Fund donated $1,000.00 to this group.

Captain Chaney added that after trying to find different ways to develop partnerships he got moved up to the Health Careers Advisory Board for the Federal Way Public Schools. He will be doing more presentations and talks about SKFR and EMS and the fire service in general and the opportunities for people to learn about this career.

Executive Director

Executive Director Ganem noted that it is refreshing to hear everybody share, there is a lot going on in our Department right now. We had a Finance and Audit meeting yesterday, we are tracking our revenue and expenses. There are a number of changes that have occurred, we should know within the first or second quarter if we need to do a budget amendment. We are not required to do a budget amendment but at some point if the changes are significant enough we might propose one to be more transparent.

Executive Director Ganem added that our 2020 audit is in process, it looks like they are maybe half way through the audit process. Finance Supervisor Barrett and her team are doing an excellent job, we have some new employees so this is their first audit. As soon as the Audit wraps up we will be starting the State Report, which is due at the end of May, so lots of things taking place in the Finance Division.

Executive Director added that we signed a contract with Waldron to facilitate our Organizational Health Assessment. We have kicked off the process and are scheduling interviews and it will be followed up with a survey. As soon as this is completed we will start our Strategic Plan.

Executive Director Ganem added that with it being the second month of the year we should be at 16.67% to be on target with the budget. Right now, we are exactly at 16.67%.

FEBRUARY BUDGET

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

Mid-Month Utility Warrants (#116245-116262) totaling	$55,917.74
Accounts Payable Warrants (#116263-116340) totaling	$1,068,991.48
Payroll Direct Deposit Document for 190 indiv. DD024778--024967totaling	$1,351,044.53
Payroll Warrant for 0 individual #	$0
Payroll Electronic Federal Tax Payment totaling	$297,815.24
Medical Claims as of February 22, 2022	$253,825.52
TOTAL approval	$3,027,594.51

APPROVAL OF VOUCHERS

Commissioner Gates requested a Motion and a second to approve tonight's vouchers. Commissioner Thompson moved the approval of the vouchers as presented. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

EXECUTIVE SESSION

Commissioner Gates reported that we will be going into Executive Session, we have two (2) subjects to cover, RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

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.

Joining the Board in Executive Session will be Chief Mataftin, Executive Director Ganem, HR Director Stevens, Executive Assistant/Board Secretary Perry and Legal Counsel.

At 1832 hours the meeting will recess for five minutes to get everyone transferred into Executive Session. Executive Session will last 30 minutes and action may or may not be taken after Executive Session. We will take a two minute recess after Executive Session to get everyone transferred back to the Regular Meeting.

At 1909 hours the Regular Meeting reconvened.

Commissioner Berger made a Motion that the Board delegate authority to Fire Chief Mataftin to respond to the Local 2024 letter dated, February 19, 2022. Motion was seconded by Commissioner Thompson. Motion carried unanimously.

Commissioner Thompson moved that we authorize the Chairman to sign the Personal Services Contracts. Motion was seconded by Commissioner Berger.

Commissioner Thompson amended the Motion to include the Fire Chief, Assistant Chief Chaney and Division Chief Smith. Motion carried unanimously.

Chief Mataftin recognized that Former Chief Pennington has joined the meeting and he added that the Board has recognized Vic with a Resolution thanking his for his service. Commissioner Fuller added that the Federal Way City Council will be recognizing Former Chief Pennington at a Council meeting on Tuesday, March 1st.

Meeting adjourned at 1816 hours.

COMMISSIONER (CHAIR)

COMMISSIONER (VICE CHAIR)

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY