SOUTH KING FIRE AND RESCUE
BOARD OF FIRE COMMISSIONERS MEETING
May 24, 2022
Station 68 and Virtual Meeting
5:00 PM
AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Approval of the Minutes from the Regular Meeting on April 26, 2022

4. Commissioners Comments

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

   Individuals addressing the Board, who are not specifically scheduled on the agenda, will be requested to give their name and address for the record, and should limit their remarks to three (3) minutes. All remarks will be addressed to the Board as a whole.

   Decorum and respect of others and others' opinions is of utmost importance in the conducting of public business in a public meeting forum. Breach of decorum and/or disrespect of anyone in this public meeting will not be tolerated. Should there be a lack of decorum by those in attendance they will be asked to leave these proceedings. If the lack of decorum disrupts the meeting or distracts participants from the public meeting process, the meeting shall be immediately recessed by the Chairman until decorum is restored as provided by the Open Public Meetings Act, RCW 42.30.050 and SKFR Commissioner Guidelines.

   The Chair has the authority to preserve order at all meetings of the Board, to recess the meeting and/or to cause the removal of any individual from any meeting for disorderly conduct and to enforce the Rules of the Board.

6. Commissioner Committee Reports

7. Resolution 615 – Open Government

8. Administrative Team Report

9. May Budget

10. Approval of Vouchers

11. 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
April 26, 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 Commissioner Thompson.

APPROVAL OF MINUTES

Commissioner Gates asked for approval of the Regular Meeting Minutes from the March 24, 2022 meeting. Commissioner Thompson moved we approve the minutes for March 24th. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

Commissioner Gates asked for approval of the Special Meeting Minutes from the April 14, 2022 meeting. Commissioner Thompson moves the approval of the Special Meeting minutes for April 14th. Motion was seconded by Commissioner Fuller. Motion passed unanimously.

Commissioner Gates asked for the approval of the Special Meeting Minutes from the April 18, 2022 meeting. Commissioner Thompson moved approval of the Special Meeting for April 18th minutes. Motion was seconded by Commissioner Fuller. Motion passed unanimously.

COMMISSIONER COMMENTS

Commissioner Thompson reported not much going on, however he has one thing that he would like to bring forward a membership for the District in NAEFO, The National Association of Emergency and Fire Officials. He would like the District to join so we can participate in different events. The Chairman – President of NAEFO happens to be a Commissioner on Vashon Island. Commissioner Thompson moved that we approve the membership for NAEFO for 2022. Motion was seconded by Commissioner Fuller. Motion carried unanimously. There was some additional discussion to listen to the audio recording on our website http://southkingfire.org/Calendar.aspx?EID=206. Commissioner Thompson added that their annual meeting and training is in September in Las Vegas. After some additional discussion Commissioner Thompson moved that we register some staff members and board members to attend the 2022 NAEFO Conference in September. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

Commissioner Berger apologized for having difficulty connecting his speakers earlier in the meeting and he thanked Ryan Herrera and Jaden Hassell for reaching out to him and helping to get him connected.

Commissioner Fuller noted that he appreciates the monthly reports, it truly shows how busy everyone is and he understands that a lot of time goes into writing these. In regards to the OHA (Organizational Health Assessment) he has participated in a number of surveys when he was with Weyerhaeuser, however he has never seen a response rate like our organization got at 82%, that is outstanding and

it indicates a lot on interest by everyone and wanting to be heard. He is interested to see what the responses are and what we can learn from them.

Commissioner Vadino mentioned that she appreciated the nice staff.

Commissioner Gates had no comments.

PUBLIC COMMENTS
There were no public comments.

COMMISSIONER COMMITTEE REPORTS
There were no Commissioner Committee Reports.

ADMINISTRATIVE TEAM REPORT

Chief Mataftin

Chief Mataftin noted that as Commissioner Fuller indicated the OHA is proven to be pretty successful and the overall return rate. We are looking forward to see what comments and concerns have been made, we should receive this information by mid-May.

We have completed the review of the Lateral Firefighter Applicants, we have paired it down to 21 candidates, the interviews will be held on May 2nd, 3rd and 4th. Hopefully we will have a good list of potential lateral hires, this will be the first time in department history that we have hired for lateral firefighters.

Our new boat went in the water last week. The factory reps came up and conducted the initial training for the pilots. They also participated in a King County Sheriff Swat Simulation over two (2) days in Seattle, Elliott Bay area, with King County Sheriff, WSP and the Coast Guard; a well-rounded and great training exercise.

Director Lee is excused from the meeting.

Fleet and Facilities
AC Chaney reported that Ken is in Oregon doing final inspections on the new engines. We are in the process of conducting interviews for the Facilities Supervisor. So far, we have interviewed 15 candidates and we will be advancing 6 strong candidates to the final interview process next week.

We will be meeting tomorrow on Officer Development, we will be looking at where we are at and getting their input. AC Chaney is continuing to work with AC Goodsell on health and safety as the transition continues.

FMO
AC Crossen reported we are advertising for positions inside the Prevention Office. We could have multiple open positions in the division in the next six (6) months. We are waiting for people to apply for these positions. We are currently assessing the program we allow our contractors to use to input

data about fire sprinkler systems and fire alarm systems and all those things. We are looking at a product that does a lot more things for our office and it does a lot more work than our current vendor. Most of the departments around us are using the new program and if we were to change, our customers would appreciate it.

Division Chief

Division Chief Smith reported that there is lots going on. A few noteworthy things in training and operations: Our CBT Instructor Workshop is 100% designed on growing and developing our own CBT Instructor's internally with the assistance of Captain McDonald. This will include bringing in some outside speakers and historically we have waited for content to be delivered from the county. We are going to step up our game a little bit and provide some extracurricular training and growth opportunities for the CBT Instructors.

Operationally speaking, some of our members have taken on the role of assisting with developing and updating some formally developed JPR manuals for aerial operator enforcement for members assigned to the ladder truck. We've noticed some deficiencies in trying to fill that role of who can operate the aerial ladder with proficiency and safety given the growth in our aerial ladder usage. Members of L364 have been working in collaboration with the zone and the zone training officers and just finished this up. We will be implementing this internally soon and then it will grow into the consortium.

Technical Rescue completed the rescue technician training, between Zone one and Zone 3 there were about 100 students trained on the 4 major disciplines of rescue.

Our Hazardous Materials Team got a State grant, for replacing some of their more expensive equipment.

We are prepping for wildland fire season. We have finished up the online portion yesterday and we've got some more in-person training coming up for the annual refresher for our wildland folks.

We will be hoisting the CERT final hands on drill exercise at Station 68 for the Community Emergency Response Team. This is in cooperation with the City of Des Moines Emergency Management. We were notified that our EOC was awarded the Capstone Project by students enrolled in Emergency Management program through Pierce College. They will be assist with developing all of the tasks.

Health & Safety & CARES

AC Goodsell reported that both Chief Chaney and Chief Crossen talked about some of the programs that he is helping implement and transition to them. In addition, he is working with an agency that will help us with funding through Medicaid. It's their Treat and Refer Program that's offered through the Washington Healthcare Agency. We are making application so that we can become a provider and capture funds for those Medicaid patients that we see in the field and don't transport to the emergency department. It is work that we are already doing, it's just a matter of getting signed up and becoming a billable provider and then documenting the work that we are doing through CARES; and in cases where operations treat somebody in the field then refer them to a more appropriate healthcare provider.

Human Resources
Director Stevens reported that we have had a lot of traffic coming in and out of the station for interviews; it's an exciting time. Director Stevens thanked Summer Shirey for her help keeping everything moving and notifying all of the candidates.

Executive Director
Executive Director Ganem clarified information noted by Commissioner Fuller on the OHA. 86% of our personnel completed the OHA Survey, not 82%. We were pleased with that sort of response and participation.

As Chief Smith mentioned we received a Hazardous Materials Grant. Just a quick shout out to LT. Greg Willett for his work on the grant. They received $22,000, so that was very helpful.

Also Lt. Brooks Werner, Chief Smith and Fleet Supervisor Ken Brumet worked on a $100,000 grant proposal for the Department of Wildland. We haven't heard anything yet but we are keeping our fingers crossed.

The Business Team has been extremely busy. We got through the Audit and the Annual State Report has been reviewed. It looks excellent and we are going to be able to file it in record time.

We went through the HR Generalist hiring process and as Chief Chaney mentioned, we've been doing the Facilities Supervisor interviews this week. We have final interviews next week. We have a great pool of candidates so we're really excited about that.

All-in-all, things are going quite well. At the present time, we are 2.04% under budget for the year. There are a few reasons why we are under budget. We have a few positions that were budgeted for however, they have not been filled and a few other things that we anticipate diving into in the next few weeks. We also have some line-items that are starting to go beyond where they should be at this point of the year.

APRIL BUDGET
Finance Supervisor Kelsey Barrett read into record the list of expenditures for the month of April.

Mid-Month Utility Warrants (#116453-116474) totaling	$308,819.06
Accounts Payable Warrants (#116475-116548) totaling	$1,114,627.59
Payroll Direct Deposit Document for 188 indiv. DD025155-0225342 totaling	$1,298,540.24
Payroll Warrant for 0 individual #	$0
Payroll Electronic Federal Tax Payment totaling	$286,802.18
Medical Claims as of April 19, 2022	$157,930.66
TOTAL approval	$3,166,719.73

APPROVAL OF VOUCHERS
Commissioner Gates requested a Motion and a second to approve tonight's vouchers. Commissioner Berger moved the approval of the vouchers. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

Meeting adjourned at 1742 hours.

COMMISSIONER (CHAIR)

COMMISSIONER (VICE CHAIR)

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER

DRAFT

SOUTH KING FIRE & RESCUE
KING COUNTY, WASHINGTON

RESOLUTION NO. 615

A RESOLUTION of the Board of Fire Commissioners of South King Fire & Rescue (aka KCFPD #39), King County, Washington, Relating to the District's Policy to Foster Open Government and Encourage Public Participation in District Meetings.

WHEREAS, Governor Inslee has rescinded Proclamation 20-28, effective June 1, 2022, so that in-person board meetings are allowed again; and

WHEREAS, the Washington State Legislature has passed ESHB 1329 and Chapter 42.30 of the RCW (hereinafter the OPMA) has been amended to encourage greater public participation in board meetings, including through the use of technology allowing for remote participation in meetings;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF South King Fire & Rescue as follows"

Section 1. It shall be the policy of South King Fire & Rescue to foster open government and encourage public participation in district board meetings through the implementation of this resolution, which shall be effective June 1, 2022, unless otherwise set forth herein.

Section 2. Effective June 1, 2022, the Governor of the State of Washington has rescinded Proclamation 20-28 and all subsequent versions thereof. That proclamation prohibited in-person board meetings during the Covid-19 pandemic. Although the recent Governor's order continues the state-declared emergency pursuant to applicable laws, the prohibition on in-person meetings has ended, effective June 1, 2022. However, the Legislature in 2022 adopted ESHB 1329, which modified certain Open Public Meetings Act (OPMA) provisions, allowing under certain circumstances the holding of virtual or remote meetings, as an alternative to in-person meetings or in addition to an in-person meeting, especially for individuals with disabilities, or persons who may have difficulty attending.

Section 3. Due to the changes described in Section 2 above, the new board policy on open public meetings is hereby adopted and all prior resolutions and/or policies on this subject are hereby rescinded or superseded by this resolution.

Section 4. The board and district policy on this subject is as follows:

a. Unless a regular meeting is cancelled pursuant to notice or due to a declared emergency, the regular meetings of this fire district shall typically be held on the fourth Tuesday of each month, commencing at 5:00 p.m. at the following location 1405 SW 312th Street, Federal Way. Please see the Resolution that the Board passes each year with a listing of the dates.

b. The district will offer a virtual option to allow remote participation in the meetings by members of the public. Prior to such remote participation, if any member of the public desires to submit a comment, that shall be accomplished by sending electronic mail to the following address at least one half hour prior to the start of the meeting Public.Comments@southkingfire.org. Such written comments will be shared with the board prior to, or at the start of the meeting.

c. Even if the district ordinarily does not offer a virtual participation option as set forth above, if any member of the public submits a request, a reasonable time prior to any such meeting, stating that they will have difficulty attending in-person due to a disability, limited mobility, or for any other reason that makes physical attendance impossible or difficult for them, then the district will endeavor, when feasible, to accommodate them by offering an alternative way to participate, such as by telephone or other technology.

d. Board members are always allowed to participate remotely in board meetings, but should advise the board secretary prior to the meeting so that technology is implemented to assure that the member's remote participation may be heard, or observed and heard by those attending or participating.

e. Public comment by in-person participants shall always be allowed at all meetings of the board. However, the Chair of the Board may limit such comments to three minutes and will ask the speaker to identify themselves for the minutes. The Open Public Meetings Act (OPMA) allows the Chair to control the order of speaking during meetings, so no one will be allowed to speak without first being recognized by the Chair. The District will place on each agenda a "Public Comment Period" and it is requested that comments be made during that designated period. The OPMA allows for suspension of meetings in the event of disruptions that interfere with the work of the Board. The Board has no obligation to respond immediately to either verbal or written comments submitted at or prior to public meetings.

f. The Board and the district do reserve the right, under prescribed conditions, to hold one or more meetings only by having a virtual or remote option, instead of an in-person meeting. This may be done, but will be done only during a declared local, state, or federal (national) emergency. For example, during a pandemic or other disaster, the Board may determine that safety concerns or other exigencies may make it impossible or unwise to hold an in-person meeting with reasonable safety. This option will be used sparingly, and when feasible, remote participation by the public will still be offered, to assure transparency and open government.

ADOPTED by the Board of Fire Commissioners of South King Fire & Rescue, King County, Washington, at a regular meeting this 24th day of May 2022, with the following Commissioners being present and voting

_____
CHAIR/COMMISSIONER

_____
VICE CHAIR/COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

ATTEST:

_____
Board Secretary