SOUTH KING FIRE AND RESCUE
BOARD OF FIRE COMMISSIONERS MEETING
November 22, 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 October 25, 2022 and the Special Meeting/Public Hearing on November 7, 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 621 – Adoption of 2023 Budget

8. Resolution 622 – Adoption Property Tax Collection for 2023

9. Administrative Team Report

10. November Budget

11. Approval of Vouchers

12. The Board may adjourn into Executive Session per RCW 42.30.110 (1) (c). Action may or may not be taken after Executive Session.

    RCW 42.30.110 (1) (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

13. Discussion and Final Action on 320th St. Surplus Property Sale (Purchase and Sale Agreement

14. 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
October 25, 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.

Commissioner Gates noted that he will be making a change in the order of the agenda, and we will move the King County Fire Commissioners Association presentation to right after approval of the minutes.

The Pledge of Allegiance was led by Commissioner Thompson.

APPROVAL OF MINUTES

Commissioner Gates asked for approval of the Regular Meeting Minutes from the September 27, 2022, meeting. Commissioner Berger moved that we accept the meeting minutes of September 27th. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

Commissioner Gates asked for the approval of the Special Meeting Minutes from the October 4, 2022 meeting. Commissioner Berger so moved approval of the October 4th minutes. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

KING COUNTY FIRE COMMISSIONERS ASSOCIATION PRESENTATION

Commissioner Thompson who is President of the King County Fire Commissioners Association presented a plaque to former Commissioner John Rickert for serving as a Representative on the King County Emergency Medical Services Advisory Committee for many years. He also served on the King County Medical and EMS Levy subcommittee.

Commissioner Thompson presented a plaque to Mary Fossos and Sharon recognizing former Commissioner James A. Fossos for the many years he served as a Director of the King County Fire Commissioners Association he also served on the King County Emergency Management Advisory Committee and the King County EMAC committee.

COMMISSIONER COMMENTS

Commissioner Berger had no comments.

Commissioner Thompson had no comments.

Commissioner Vadino had no comments.

Commissioner Fuller noted that he appreciates the monthly report and having the supervisors provide information is very good. He added that the Valley Com data that was distributed, it's amazing how the call volumes are going up.

Commissioner Gates had no comments.

PUBLIC COMMENTS
There were no public comments.

COMMISSIONER COMMITTEE REPORTS
There were no committee reports.

ADMINISTRATIVE TEAM REPORT

Chief Mataftin

Chief Mataftin reported that all of you should have received your packet so unless there's any specific questions for staff, we will keep it brief tonight.

Commissioner Berger added that he was very gratified to see in Director Lee's report that we are embarking on the strategic planning process.

Commissioner Fuller added that the Lexipol procedures manual that just came out on high call volume procedure caught his eye. It shows the DOC activation and prioritizing things we've seen ourselves in the event of snow accumulation.

Commissioner Thompson asked if we have offered our old fire boat to any other fire district or fire department. Chief Mataftin replied that at this time, he is not aware of us offering it to any other departments at the present time it is getting cleaned up and getting ready to be surplused.

Chief Mataftin reported that he was asked to give the opening statements for the 3rd Annual Women in the Fire Service Conference that we hosed at Station 68, it was a two-day event. There was probably about 80 people in attendance, Lt. Shannon Oltman took the lead internally and it seemed like the event received a lot of press. It was an impressive event and Chief Mataftin was glad to be a part of it.

Chief Mataftin read a letter into record rescinding our Proclamation of Emergency. This goes hand in hand with the Governors rescinding all of the COVID mandates at the end of the month.

OCTOBER BUDGET
Finance Supervisor Kelsey Barrett read into record the list of expenditures for the month of October.

Mid-Month Utility Warrants (#117085-117108) totaling	$173,153.14
Accounts Payable Warrants (#17109-117193) totaling	$1,165,848.01
Payroll Direct Deposit Document for 187 indiv. DD026279-026465 totaling	$1,327,629.58
Payroll Warrant for 0 individual #	$0
Payroll Electronic Federal Tax Payment totaling	$298,232.58
Medical Claims as of October 18, 2022	$127,269.08
TOTAL approval	$3,092,132.39

We are currently 4.39% under budget.

APPROVAL OF VOUCHERS

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

EXECUTIVE SESSION

Commissioner Gates noted that at this time we will be going into Executive Session per RCW 42.30.110 (1) (c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However final action selling or leasing public property shall be taken in a meeting open to the public.

Joining the Board in Executive Session will Chief Mataftin, Executive Director Ganem, Division Chief Smith, Director Lee, Executive Secretary Lauri Perry, Legal Counsel, Matt Anderson and Evan Schneider. At this time we will recess for 5 minutes to get everyone transferred into Executive Session. We anticipate the Executive Session lasting for 30 minutes action may or may not be taken after Executive Session. At the end of Executive Session we will take a two minute recess to get everyone transferred back over to the Regular meeting. At 1718 hours the regular meeting recessed into Executive Session.

At 1753 hours Executive Session was extended five minutes.

At 1758 hours Executive Session was extended fifteen minutes.

At 1813 Executive Session ended and the meeting transferred back into the Regular Meeting.

At 1815 the Regular Meeting resumed with no action to be taken as a result of the Executive Session.

Meeting adjourned at 1815 hours.

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COMMISSIONER (CHAIR) COMMISSIONER (VICE CHAIR)

_____ _____

COMMISSIONER COMMISSIONER

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COMMISSIONER

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BOARD SECRETARY

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SOUTH KING FIRE & RESCUE

SPECIAL COMMISSIONERS MEETING
Budget Workshop – Public Hearing
Virtual and Station 68
November 7, 2022

Commissioner Gates called the meeting to order at 0900 hours with Commissioners Thompson, Berger and Fuller in attendance. Commissioner Vadino was excused. Board Secretary Lauri Perry recording.

Pledge of Allegiance was led by Commissioner Fuller.

COMMISSIONER COMMENTS
Commissioner Thompson had no comments.

Commissioner Berger had no comments.

Commissioner Fuller had no comments.

Commissioner Gates had no comments.

COMMISSIONER BUDGET WORKSHOP/PUBLIC HEARING
Commissioner Gates welcomed everyone to the meeting, adding that this is a Special Meeting/Pubic Hearing to present the 2023 draft budget.

Chief Mataftin thanked everyone for being at the public hearing and for the development of the budget. It has taken a lot of work by a number of people especially Executive Director Joe Ganem for compiling and putting everything together. Commissioner Berger asked if we could go around the room and have everyone introduce themselves, there are a number of new faces that he doesn't recognize.

Executive Director Ganem added that a lot of work has been put into the budget and he appreciates Commissioner Berger pointing out that there are a number of new faces in the room. This made for some interesting and challenging times through the budget development. Simply because a lot of these individuals were hired literally in the last few months, and they are trying to get up to speed on what their jobs and roles are and understand the budgets that they have inherited.

Executive Director Ganem began the presentation of the 2023 draft budget by reading the Executive Summary, 2023 Budget, Revenue, Operating Budget, District Expenses, Capital Budget, Projected Revenues, 2023 Revenues and Projected Balance Sheet for those that were joining the meeting remotely.

- Operating Budget
  - The hiring of one (1) Certified Civilian Fire Marshal required for the District to maintain a Class 2 rating, issued by the Washington Survey and Rating Bureau (WSRB).
  - Funding for one (1) additional Training Officer position assigned to the Training Consortium.

- Funding for one (1) additional position assigned to the Community Affairs Office to assist the division with content development and community outreach.
- The hiring of one (1) Logistics Clerk to assist the Logistics Captain with procurement, inventory, and distribution of supplies to district facilities.
- The hiring of one (1) Facilities Specialist to support the Facilities Division with the ongoing maintenance of district facilities including HVAC systems.
- Represented personnel under contract with Local 2024 will receive a cost-of-living increase of 6.0% (contractual maximum) established by the Seattle, Tacoma and Bremerton area CPI-W (comparing the 1st half of 2022 with the 1st half of 2023).
- Cost-of-living increases for represented personnel with expired/expiring contracts will be determined through the ongoing collective bargaining process for successor contracts. These Local 2024 contracts include the Firefighters Bargaining Unit and the Battalion Chiefs Bargaining Unit.
- Qualified non-contract personnel shall also receive a 6.0% cost of living adjustment.

Other projects and initiatives include:

- Labor negotiations
- Strategic Planning
- District policy and compliance services
- Workplace training and accountability
- Officer development
- Educational opportunities
- Workplace Development/DEI Program
- Legislative Advocate to assist in securing alternative funding
- Software for electronic invoicing and processing
- Network security upgrades
- Data storage capacity increases

- Total District Expenses – increase of 7.22%

- Capital Budget $978,187
  - Staff Vehicles - $177,228
  - Emergency Apparatus - $194,350
  - Operating Equipment - $278,865
  - Information Systems - $190,443
  - Station 63 Gym Flooring - $8,000
  - Station 64 Asphalt Replacement - $41,500
  - Station 65 Exterior Paint - $34,200
  - Station 67 Sidewalk concrete repairs - $24,300Station 60 Pump Test Side Asphalt - $21,100
  - Misc. Equipment Nederman Vehicle Exhaust - $8,200

- The Capital budget will include contributions to the Capital Reserve Fund and Contingency Reserve Fund for use in subsequent years;
  - $704,063 – Required by Commissioner Resolution #591 to refund the remaining Fire Engine expensed out of Capital in 2021.
  - Up to $500,000 – Capital Fund Contribution
  - Up to $500,000 – Contingency Reserve Fund Contribution

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- There are several Capital Carry over items that were delayed due to delayed delivery and current supply chain constraints. Carryover amounts are listed below;
  - PSERN Radio Conversion - $115,500
  - Vehicle Replacements - $322,000
  - Commissioner Meeting Room Enhancements - $22,500
  - Logistics and Station 60 Improvements (Mezzanine, Shed and Gate) - $142,000
  - Fuel Station Monitoring - $2,500

- Projected Revenues
  - $1.25203 per $1,000 of AV – Regular Property Tax
  - $ .13210 per $1,000 of AV – Maintenance and Operations Levy
  - $ .11 per $1,000 of AV – Safety Improvement Bond
  - $1.49413 per $1,000 of AV = Total Fire Levy Rate

- Reviewed 2023 Revenues

- Reviewed Projected Fund balances for 2023 and 2024.

At 0951 hours Commissioner Gates announced that we will be taking a 10-minute break.

At 1001 hours the Public Hearing reconvened Executive Director Ganem continued with the draft budget presentation.

- Reviewed Source of Funds and Use of Funds

- Commissioners, Legislative and Audit budget has remained the same

- General has increased $189,304 or 13% based on some of the below increases
  - Fuel costs
  - Planning
  - Dues & Memberships
  - Vehicle Cleaning Services
  - Causality & Liability Insurance
  - Utilities
  - Internet Connection

- Administration has increased $141,01 or 10.6%

- Business Operations – Finance, Data and Records has decreased $10,682 or 1%
  - Note variances for personnel costs between 2022 and 2023 may not be accurate due to the creation of new divisional budgets and movement of personnel between divisions.

- Business Operations – Human Resources has increased $48,668 or 7.9%
  - Note variances for personnel costs between 2022 and 2023 may not be accurate due to the creation of new divisional budgets and movement of personnel between divisions.

- Operations budget has increased $1,586,372 or 6.3%

- Battalion Chiefs has increased of $58,087 or 6.5% due to regular and overtime salaries

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- EMS has remained the same
- Special Teams - Rescue has increased $4,663 or 3.7%
- Special Teams - Marine has increased $3,366 or 3.9%
- Special Teams - Hazmat has increased $9,422 or 9.7%
- Swimmers Unit has increased $9,626 or 16.9%
- Health & Safety has increased $11,200 or 6.4%
- Fire Marshal's Office has decreased $59,396 or -4.2%
  - Note variances for personnel costs between 2022 and 2023 may not be accurate due to the creation of new divisional budgets and movement of personnel between divisions.
  - In 2022 they had a number of accommodated personnel assigned to the Division.
- Community Affairs has increased $179,473 or 83.3%
  - Adding a second FTE
  -
- CARES has decreased $377,425 or 78.2%
  - This decrease is due to two (2) staff members leaving SKFR for another department and we are exploring other options for the CARES Division.
- Training has increased $175,837 or 21.5%
  - Adding a fourth Training Officer to the Division to be assigned to the Consortium
- Business Operations - Facilities has increased $60,339 or 9.9%
  - Hiring a third FTE to assist Facilities and HVAC systems
  - Outside Training – they would like to attend specialized training for appliance repair
- Business Operations - Fleet Maintenance has increased $61,775 or of 8.4%
- Business Operations - Logistics has increased $91,023 or 11.2%
  - Adding a FTE (last year accommodated personnel was assigned to the Division).
  - Medical Supplies
  - Uniforms
- Business Operations - Information Systems has decreased $92,331 or -9.7%
  - Note variances for personnel costs between 2022 and 2023 may not be accurate due to the creation of new divisional budgets and movement of personnel between divisions
- Employee Health Benefits has increased $265,625 or 4.6%

Public Comments

There were no public comments.

Meeting adjourned at 1057 hours.

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CHAIR/COMMISSIONER

VICE CHAIR/COMMISSIONER

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

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SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER