SOUTH KING FIRE AND RESCUE

BOARD OF FIRE COMMISSIONERS MEETING
August 24, 2023
Station 68 and Virtual Meeting
5:00 PM
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes for the following meetings
   - Regular Meeting on July 25, 2023
   - Special Meeting on August 8, 2023
   - Special Meeting on August 10, 2023
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 634 – Appointing an Agent to Receive Claims
8. Human Resources - Fire Chief Process
9. Military Policy
10. Executive session pursuant to RCW 42.30.140 (4)(b) to plan or adopt the strategy or position to be taken by the governing body during the course of any professional negotiations.
11. Interim Fire Chief Van Valkenburg Contract
12. Administrative Team Report
13. August Budget
14. Approval of Vouchers
15. 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
July 25, 2023
Station 68 and Virtual

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

Commissioner Gates mentioned that we just learned about the death of Battalion Chief and his wife from Kirkland Fire, let's please take a moment of silence.

The Pledge of Allegiance was led by Commissioner Vadino.

To listen to the full meeting, please visit our website.

APPROVAL OF MINUTES

Commissioner Gates asked for a Motion and second to approve the following minutes:

- Regular Meeting on June 27, 2023
- Special Meeting on July 11, 2023
- Special Meeting on July 17, 2023

Commissioner Berger so moved. The motion was seconded by Commissioner Thompson; motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Vadino had no comments.

Commissioner Thompson noted that he was very impressed with complexity and professionalism in the staff report. He has one suggestion is that we use people's titles instead of their first name when they're referencing activities that occurred, it is also a sign of respect for the individual. It also reminds people who they were five years from now.

Commissioner Berger reported that he was sorry to read that Olivia Sullivan, Assistant Editor of the Federal Way Mirror, is departing for greener pastures. Commissioner Berger found her coverage of the district to be fair and accurate. Good luck to her, she will be missed. Commissioner Berger also thanked the members of the Board and staff who signed up to be members of the South King Fire team for the Federal Way Rotary second Annual Croquet Tournament Fundraiser on Saturday. There is going to be a competition within the competition. All four of the public agencies within Federal Way will have teams, so we are going to have a special award. Hopefully, we will beat the school district who won the whole thing last year. Commissioner Berger thanked Captain Williams and other board members of the South King Fire Foundation for their very generous sponsorship of the event.

Commissioner Fuller noted that the Staff Report reflects how much is going on and how effective the organization is. Too bad the public can't take a look at it and see what really goes on and how busy

things are. It's really wonderful to see the interagency department stuff going on, the training and response information, it's great to see the Rotational Highlights.

Commissioner Gates echoed Commissioner Berger's comments about Olivia Sullivan, adding that she is one of the best reporters that we have had in a long time. Commissioner Gates also likes to read the Rotational Highlights.

PUBLIC COMMENTS

Local 2024 President Dean Bastin made a public comment. He apologized that he was not at the meeting in person, however he wanted to go on record for thanking Commissioners Vadino and Berger for their motion attempt to hold an open, fair, and competitive process for our next Fire Chief. To the rest of the Board, I hope that you will reconsider your stance on an open, fair, and competitive process for our next Fire Chief and choose to make a motion to hold such a process.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates noted that we didn't have any committee meetings.

Commissioner Gates asked the Board if they would like to go back and reconsider where we are in the process of Fire Chief. Commissioner Vadino made a Motion for the district to conduct an open and competitive hiring process for internal and external candidates for the chief position. Motion was seconded by Commissioner Berger.

Commissioner Vadino added that she believes that it is important to have an open process so we can make sure we have the best possible candidate both internal and external. This gives us the opportunity to see all our options. It's also a much more transparent process so everybody in the community, and in the District, can see what we're doing and see our process for selecting the best chief we can.

Commissioner Fuller added he believes being transparent to the community is important.

Commissioner Berger added that his support of the Motion has nothing to do with AC Van Valkenburg. As everyone knows he supported Van Valkenburg being named the Interim Fire Chief. But it's common practice for an important position like our Fire Chief to go through a competitive process. Van Valkenburg may very well be the best person available for the position, but unless we go through the competitive process, there's no yardstick by which to measure.

Commissioner Thompson added (especially on an open process) with all of the conflicts and stuff that are going on in politics, and the voice for more transparency on things and what have you. Commissioner Thompson also supports AC Van Valkenburg for the position; he could probably come out on top if we open it up to an open competitive process. Between now and when we make the selection, he can show us what he's got!

Motion carried unanimously.

ADMINISTRATIVE TEAM REPORT

Chief Mataftin

Chief Mataftin noted that the Commissioners should have received a comprehensive staff report and he asked if the Commissioners have any questions for staff.

Chief Mataftin reported that last week he and DC Smith, Director Lee, and several others went back to the Spartan factory to do the final inspection on the new Heavy Rescue. It is a very nice piece of apparatus that was gone over and under literally inch by inch by many people. Joining the group were members of the Rescue Team and members of our Fleet Division. We developed a small punch list of a few items that need to be fixed, and some items that we need to add to the apparatus. For example, adding some extra lighting to the back by the stairs. The group also looked at our engine that is back there for repairs. They found a few punch list items to be corrected, but it isn't too far off from being completed.

There was some discussion about the size of the Heavy rescue and some of the low hanging trees in our district. DC Crossen mentioned that he is going to have someone that is on light duty go around and make notes of where the Public Works Division (Cities and County) need to trim some trees and double check that the streets meet the minimum requirements for width and make notes if "no parking signs" need to be installed. Our police agencies can't enforce "no parking" if there isn't a sign. Unfortunately, the Public Works Divisions are short-staffed, so if we can provide a list, they can take care of the problems.

Chief Mataftin noted that all of us in this room have been on a journey over the last couple of years or longer with COVID. Chief Mataftin took it very seriously and tried many times to get the Board to change positions and allow for the return of unvaccinated people. We had two of the firefighters return and unfortunately one of them has notified HR and Chief Mataftin that he intends to resign and go back to where he lives in Texas. Chief Mataftin added that he respects the FFs decision, however it bothers him, and he feels that he could have done more for our staff. This subject is very near and dear to Chief Mataftin personally, and he wishes our FF the best. Chief Mataftin thanked the Board for reconsidering the position that you (they) ultimately took and allowed our staff the opportunity to come back.

JULY BUDGET

Executive Director Ganem reminded everyone that the Lid Lift, Proposition One is on the ballot next week. We have fielded several calls from the community on the ballot measure. We have answered their questions and most of the calls have ended positively. The District also put out an educational publication to help answer some questions.

Executive Director Ganem mentioned that we are now halfway through the year. At this point, we should be at 58.33%. When we include the medical claims that are not included in the monthly report (that we talked about last month), we are currently under budget by 1.81%. So, for the year we are doing well. We do expect that number (percentage) to probably reduce over time.

Finance Analyst Matt Rinehardt read into record the list of expenditures for the month of July.

Mid-Month Utility Warrants (#118081-118098) totaling	$103,729.55
Accounts Payable Warrants (#118099-118189) totaling	$1,576,558.88

Payroll Direct Deposit Document for 186 indiv. DD001948-002132 totaling	$1,354,653.75
Payroll Electronic Federal Tax Payment totaling	$286,549.57
Medical Claims as of July 18, 2023	$210,704.32
TOTAL approval	$3,532,196.07

APPROVAL OF VOUCHERS

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

Meeting adjourned at 1735 hours.

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COMMISSIONER (CHAIR)

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COMMISSIONER (VICE CHAIR)

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COMMISSIONER

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COMMISSIONER

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BOARD SECRETARY

DRAFT

SOUTH KING FIRE & RESCUE
August 8, 2023
Special Meeting
Station 68 and Virtual

Commissioner Gates called the Special Meeting to order at 1630 hours with Commissioners Berger, Vadino, Fuller and Thompson in attendance. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Thompson.

COMMISSIONER COMMENTS

Commissioner Vadino had no comments.

Commissioner Thompson had no comments.

Commissioner Berger had no comments.

Commissioner Fuller had no comments.

Commissioner Gates had no comments.

EXECUTIVE SESSION

Commissioner Gates reported that the Board will adjourn into Executive Session to discuss offer for property per RCW 42.30.110 (1) (c). To consider the minimum price at which real estate will be offered for sale. We anticipate Executive Session lasting 30 minutes action may or may not be taken after Executive Session. Joining the Board in Executive Session will be Chief Mataftin, Assistant Chief Van Valkenburg, Division Chief Smith, Director Lee, Executive Secretary Lauri Perry, Legal Counsel, Matt Anderson and Evan Schneider.

At 1632 hours we will recess for 5 minutes to get everyone transferred into Executive Session. At the end of Executive Session we will take a 2 minute recess to get everyone transferred back over to the Special Meeting.

At 1707 hours the Executive Session was extended 15 minutes.

At 1722 hours Executive Session has ended we will begin transitioning back to the Special Meeting.

At 1724 hours Commissioner Gates reported that we are out of Executive Session, there is no action to be taken as a result of Executive Session.

Meeting adjourned at 1725 hours.

DRAFT

COMMISSIONER (CHAIR)

COMMISSIONER (VICE CHAIR)

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER

DRAFT

SOUTH KING FIRE & RESCUE
August 10, 2023
Special Meeting
Station 68 and Virtual

Commissioner Gates called the Special Meeting to order at 1530 hours with Commissioners Berger, Vadino and Fuller in attendance. Commissioner Thompson currently in route to the meeting. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Fuller.

COMMISSIONER COMMENTS

Commissioner Fuller had no comments.

Commissioner Berger had no comments.

Commissioner Vadino had no comments.

Commissioner Gates had no comments.

EXECUTIVE SESSION

Commissioner Gates reported that the Board will adjourn into Executive Session per RCW 42.30.140 (4) (b) to plan or adopt strategy or position taken during professional negotiations. We anticipate Executive Session lasting 45 minutes action may or may not be taken after Executive Session. Joining the Board in Executive Session will be Assistant Chief Van Valkenburg and Executive Secretary Lauri Perry.

At 1535 hours we will recess for 5 minutes to get everyone transferred into Executive Session. At the end of Executive Session we will take a 2 minute recess to get everyone transferred back over to the Special Meeting.

Commissioner Thompson arrived just as Executive Session was beginning.

At 1625 hours the Executive Session was extended 10 minutes.

At 1635 hours the Executive Session was extended 10 minutes.

At 1645 hours the Executive Session was extended 10 minutes.

At 1655 hours the Executive Session was extended 10 minutes.

At 1705 hours the Executive Session was extended 10 minutes.

At 1715 hours the Executive Session was extended 5 minutes.

At 1720 hours the Executive Session was extended 5 minutes.

At 1725 hours the Executive Session was extended 5 minutes.

At 1730 hours the Executive Session was extended 5 minutes.

At 1735 hours Executive Session has ended we will begin transitioning back to the Special Meeting.

At 1737 hours Commissioner Gates reported that we are out of Executive Session and there is no action to be taken as a result of executive session.

At 1737 hours the meeting recessed for five minutes.

At 1742 hours the Special Meeting reconvened.

HUMAN RESOURCES – FIRE CHEF PROCESS

HR Director Mary Stevens provided the Board with the Fire Chiefs Job Description to review, provide feedback, and discuss options for the Fire Chiefs hiring process.

After the presentation Commissioner Berger asked HR Director Stevens to secure a proposal from Prothman for the Fire Chiefs process.

Meeting adjourned at 1848 hours.

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COMMISSIONER (CHAIR) COMMISSIONER (VICE CHAIR)

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COMMISSIONER COMMISSIONER

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COMMISSIONER

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BOARD SECRETARY

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