SOUTH KING FIRE AND RESCUE

BOARD OF FIRE COMMISSIONERS MEETING
September 26, 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 August 24, 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 635 – Flowers and Appropriate Employee Recognition
8. Resolution 636 – Purchase of two (2) Fire Engine Apparatus
9. Addendum to Division Chief Smith Contract
10. MOU – Return of Unvaccinated Firefighters
11. Administrative Team Report
12. September Budget
13. Approval of Vouchers
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**
August 24, 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.

The Pledge of Allegiance was led by Chief Mataftin.

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 July 25, 2023
- Special Meeting on August 8, 2023
- Special Meeting on August 10, 2023

Commissioner Berger so moved to approve all of the minutes at one time. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

## COMMISSIONER COMMENTS

Commissioner Fuller noted that we owe a great deal of thanks to our four (4) firefighters that went over to Hawaii to help out, sounds like they are coming home tomorrow.

Commissioner Berger thanked Chief Mataftin as this is his last official meeting before he retires and fantastic job Chief especially under extremely difficult unprecedented circumstances. Thank you!

Commissioner Vadino thanked Chief Mataftin.

Commissioner Thompson echoed what Commissioner Fuller says, great job to our folks that went to Maui and the difficult job that they are going to be doing. They are going to need some support when they get back for sure because that was not an easy task. Commissioner Thompson also congratulated Chief Mataftin and thanked him for his efforts and stuff in the past few months, we appreciate that.

Commissioner Gates also thanked Chief Mataftin and added that this is going by way too fast, maybe we can have another meeting or two. Commissioner Gates commented that about the rotational highlights, they are very rewarding to read and actually gotten some good information from them. A couple of shifts ago or a couple of weeks ago (not sure how you reference them) one of them said that 'now that the lid lift has passed our next measure is going to be a Regional Fire Authority to include a service benefit charge'. Commissioner Gates didn't know this and added that he may have missed the meeting or something where this was discussed. So please keep the highlights coming.

## PUBLIC COMMENTS

There were no public comments.

**COMMISSIONER COMMITTEE REPORTS**

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

**RESOLUTION 634 – APPOINTING AN AGENT TO RECEIVE CLAIMS**

Chief Mataftin read Resolution 634 into record. Commissioner Berger so moved Resolution 634. Motion was seconded by Commissioner Thompson. Motion passed unanimously.

**HUMAN RESOURCES – FIRE CHIEF PROCESS**

HR Director Mary Stevens thanked the Board for putting their trust in HR for this process. On August 10th she gave a presentation, and we need to follow up on the job description and a few other things that need to get finalized. After some discussion Commissioner Berger so moved approval of the draft job description to include the third paragraph that starts with years of job experience, progressive leadership and education etc. Motion was seconded by Commissioner Thompson. Motion carried unanimously.

HR Director Stevens sought clarification on the Fire Chief living within the boundaries of the Fire District. So far HR has collected nine other job descriptions for Fire Chief, and only one other department has that requirement. There was some additional discussion on this topic. Commissioner Berger moved we include some language that our HR Director Stevens and legal counsel would agree on including in the job description for a reasonable proximity; residents of that would be a reasonable proximity to the district. Motion was seconded by Commissioner Fuller. Motion passed unanimously.

On the fourth item down, responsible for collaborative preparation of the annual district budget and so on. I think it's clear that we would like to include in the wording, in collaboration specifically with Executive Director Joe Ganem.

Commissioner Thompson made a Motion that we adopt the draft job description and distribute with those two exception. It was asked which two exceptions, Commissioner Thompson replied the residency and the inclusion of the Executive Director and Finance in the budgeting process. There was some additional discussion. This is the final draft but that doesn't mean it couldn't change again, based on input from the search firm. Motion was seconded by Commissioner Berger. Motion passed unanimously.

HR Director Stevens added that there are nine questions on the Supplemental Questionnaire. Commissioner Thompson noted that in regard to the EMS, it should be King County EMS vs the general EMS.

There was some additional discussion in regard to the Fire Chief hiring process.

Commissioner Thompson made a Motion that South King Fire extend an offer to Mercer to be our Fire Chief selection agency. Motion was seconded by Commissioner Fuller. Motion passed unanimously.

**MILITARY POLICY**

Commissioner Gates reported that we will be removing the Military Policy from the agenda tonight as the Union has not responded yet.

Commissioner Gates changed the agenda by moving Executive Session to later in the meeting.

## 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.

Commissioner Fuller inquired - it's in the station and planning implementation, the creation of a Citizen Advisory Committee. To generate input, public support, that is needed but we need to make sure that we look for the right people that are doing things in the community. You don't want to get in the same situation as the Chamber, every time they ask for public comment it's the same six people that get up and complain; it needs to be carefully done.

Commissioner Fuller asked about the Bridge Plan and will the Commissioners have an opportunity to ask questions of the committee members or just read information in the report. Director Lee mentioned we can do quarterly or monthly Q & A sessions with Seth? Director Lee is also happy to answer questions or invite specific individuals to the meeting.

Commissioner Berger inquired about an update on the City of Federal Way TIF Process. Executive Director Ganem noted that he and AC Van Valkenburg have met with Brian Davis and Steve Groom, Finance Director for the City of Federal Way yesterday for nearly two hours and we have another meeting scheduled shortly after Labor Day. We have had very positive conversations. Executive Ganem added that it is clear that the City Council is aware of our concerns, and they don't want to just push this on to us without any sort of mitigation discussion.

Chief Mataftin thanked the Board for putting their trust in him to be the Chief. The past almost 2 years has definitely been a journey; most of it has been positive. There have been moments along the way that haven't been so fun to deal with but you really don't know what it's like until you are in the seat. When I was an Assistant Chief under Chief Pennington, I thought I had all of the answers. It's been quite a learning experience and for those in attendance or remotely, I simply say thank you.

Chief Mataftin thanked Captain Brad Chaney for all of his hard work on educating the public on the lid lift measure. Brad is currently a provisional Captain. We asked Brad to study hard and do well on the Captains test which he did, he finished number 1. So, because of that one of my last official acts as Fire Chief is to make that a little more permanent tonight. Chief Mataftin asked Brad to come to the front and he read into record the Certificate of Promotion, promoting Brad to Captain. Captain Chaney thanked Chief Mataftin and added that he takes his responsibility very seriously and tries to live up to it every day.

## AUGUST BUDGET

Executive Director Ganem noted that all of you know we have had a number of technology challenges over the past few years as we migrated to virtual meetings and teams and we have ongoing IT support

at these meetings. Our goal is to get this room set up by October for our budget meetings with some new paint and new technology, screens and monitors.

Executive Director Ganem added that our divisions are already starting to work on their budgets. Finance Supervisor Barrett has created a new platform in which people can start to build out their budgets. We have scheduled a Special Meeting for October on District Finances. We want to recap what was presented at our Retreat in 2021 and anticipate where we are going, what do our finances look like with the Bridge Plan and some other things. We will also take into consideration that our recent lid lift just passed and what does that look like for the district. There have been some numbers thrown out there, but we don't get the numbers from the County (King) until next month. At that, those are preliminary and they continue to come in through November.

Executive Director Ganem added that last month he mentioned that we were sitting pretty good. We are currently under budget by 1.23%, last month we were closer to 2.00% under budget so there have been a number of large expenditures, such as our insurance premium with Enduris.

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

| | |
|---|---|
| Mid-Month Utility Warrants (#118190-18212) totaling | $336,867.53 |
| Accounts Payable Warrants (#118213-118302) totaling | $1,420,755.43 |
| Payroll Direct Deposit Document for 190 indiv. DD002133-002318 totaling | $1,472,656.56 |
| Payroll Electronic Federal Tax Payment totaling | $326,201.00 |
| Medical Claims as of August 22, 2023 | $307,354.87 |
| TOTAL approval | $3,863,354.39 |

**APPROVAL OF VOUCHERS**

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

**EXECUTIVE SESSON**

Commissioner Gates reported that at this time the Board is going to go into Executive session per RCW 42.30.140 (4) (b) to plan or adopt strategy or position to be taken by the governing body during the course of any professional negotiations. Joining the Board in Executive Session will be legal council and Executive Secretary Perry. We anticipate Executive Session lasting 15 minutes. At this time (1802 hours) we will recess for 5 minutes to get everyone transferred into Executive Session and at the end of Executive Session we will take a 2 minutes recess to get everyone transferred back to the regular meeting.

At 1822 hours Executive Session ended and we began to transfer back to the Regular Meeting.

At 1824 hours the Regular Meeting reconvened.

Commissioner Gates noted that there is action to be taken as a result of the Executive Session.

Commissioner Thompson moved approval of the Addendum Agreement for Chief Mataftin's contract. Motion was seconded by Commissioner Berger. Motion carried unanimously.

**INTERIM FIRE CHIEF VAN VALKENBURG CONTRACT**

Commissioner Thompson moved approval of the First Amendment of the Employment Agreement of Assistant Chief Dave Van Valkenburg's contract. Motion was seconded by Commissioner Berger. Motion carried unanimously.

Meeting adjourned at 1828 hours.

_____ _____

COMMISSIONER (CHAIR) COMMISSIONER (VICE CHAIR)

_____ _____

COMMISSIONER COMMISSIONER

_____

COMMISSIONER

_____

BOARD SECRETARY

DRAFT