SOUTH KING FIRE
BOARD OF FIRE COMMISSIONERS MEETING
October 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 September 26, 2023
   - Special Meeting on October 3, 2023
   - Special Meeting on October 12, 2023
   - Special Meeting on October 16, 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. Strategic Bridge Plan Presentation
8. Administrative Team Report
9. October 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
September 26, 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 Commissioner Fuller.

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

APPROVAL OF MINUTES

Commissioner Gates asked for a Motion and second to approve the Regular Meeting Minutes from August 24, 2023.

Commissioner Thompson moved approval of the August 24, 2023 minutes. Motion was seconded by Commissioner Berger. Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Fuller commented on the report adding that it continues to get better. The webinar was excellent, thank you. Commissioner Fuller added that the Strategic Bridge Plan is starting to show a lot of success, things are getting completed and crossed out and a lot of solid plans. You are reaching out to and cooperating with other agencies in Zone 3, and the Fire Benefit Charge is a good example of that. And partnering with Renton on that the communication focus, is nice.

Commissioner Berger echoed what Commissioner Fuller was saying about the Administrative Staff Report, it continues to be excellent. Commissioner Berger added that he wanted to call out DC Smith for including a brief report on the deployment to Maui and to assist the local emergency responders dealing with the aftermath of the terrible tragedy there. Thank you for an incredible job with the team going with you.

Commissioner Thompson echoed Commissioner Berger's comments about the staff report, it definitely seems more inclusive and informative than the verbal reports we used to get. The reports also show that there is a lot going on and it provides transparency. Commissioner Thompson reminded everyone that October is Breast Cancer Awareness Month, support it by wearing your Brest Cancer t-shirt.

Commissioner Vadino noted that she also appreciates the time that goes into writing the Staff Reports, it's nice to see what's going on and hear what everybody is doing.

Commissioner Gates mentioned that he is impressed with the conference room, he understands that there are a few more things to come. It is certainly a major improvement.

PUBLIC COMMENTS

Mandy Anson made a public comment.

COMMISSIONER COMMITTEE REPORTS

Commissioner Berger provided a report on behalf of the Adhoc Committee meeting. Our previous Chief (Mataftin) worked with Heartland in applying for a rezone of our property on 320th. The City of Federal Way Community Development Department agreed to include this property in a pending comprehensive zoning application. This will change the zoning from residential to commercial, this may increase the value of the property. Heartland is expecting several proposals from industrial development companies that are interested in the property. Bids are due by October 5th, and we will have a Special Meeting shortly thereafter to review the bids with Heartland.

RESOLUTION 635 – FLOWERS and APPROPRIATE EMPLOYEE RECOGNITION

Interim Chief Van Valkenburg read Resolution 635 into record. Commissioner Fuller moved that we approve Resolution 635. Motion was seconded by Commissioner Thompson. Motion passed unanimously.

RESOLUTION 636 – PURCHASE OF TWO (2) FIRE ENGINE APPARATUS

Interim Chief Van Valkenburg read Resolution 636 into record. Commissioner Thompson moved approval of Resolution 636 for the Purchase of two Fire Engines. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

ADDENDUM TO DIVISION CHIEF SMITH CONTRACT

Commissioner Berger moved approval of the Amendment to Chief Smith's employment contract. Motion was seconded by Commissioner Thompson. Motion carried unanimously.

MOU – RETURN OF UNVACCINATED FIREFIGHTERS

Commissioner Thompson moved that we approve the Memorandum of Understating regarding the Return of the Unvaccinated Firefighters. Motion was seconded by Commissioner Berger. Motion carried unanimously.

ADMINISTRATIVE TEAM REPORT

DC Crossen asked if the Commissioners had any questions based on what he provided for his staff report. Commissioner Fuller inquired about all of the acronyms that are used, sometimes we can figure them out. Is it possible for the first-time use of the word to spell it all out and add the acronym? DC Crossen agreed, we will try to do a better job at spelling the acronyms out. It's stuff that we are used to hearing all the time, but I understand that you guys don't hear it all the time.

Executive Director Ganem added that he appreciates the acknowledgement of the room, the teams put a great deal of work into it. We have a budget meeting coming up next month and he asked if they could get the room ready so we can actually have a system that people can hear us on and see the presentation. They have put a lot of work into the room, we are looking forward to seeing what it looks like next week.

SEPTEMBER BUDGET

Executive Director Ganem reported that we are 75% through the year and we are currently sitting at 73.58% of the budget expensed or 1.17% under budget.

Finance Specialist Shirey read into record the list of expenditures for the month of September.

Mid-Month Utility Warrants (#118303-118313) totaling	$336,867.53
Accounts Payable Warrants (#118319-118397) totaling	$1,420,755.43
Payroll Vouchers Deleted DD #2509-2697	0
Payroll Direct Deposit Document for 189 indiv. DD002698-002886 totaling	$1,543,523.24
Payroll Electronic Federal Tax Payment totaling	$355,585.97
Medical Claims as of September 19, 2023	$105,725.89
TOTAL approval	$3,483,944.66

APPROVAL OF VOUCHERS

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

Meeting adjourned at 1735 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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SOUTH KING FIRE
October 3, 2023
Special Meeting
Station 68 and Virtual

Commissioner Gates called the Special Meeting to order at 1400 hours with Commissioners Berger, Vadino, Thompson and Fuller in attendance. Board Secretary Lauri Perry recording. Due to technical difficulties, the audio for those joining us virtually was not working or being recorded at the beginning of the meeting.

The Pledge of Allegiance was led by Commissioner Fuller.

Please visit our website (southkingfire.org) to view the recording of the Special meeting.

COMMISSIONER COMMENTS

Commissioner Vadino thanked staff for their work upgrading the conference room, it will improve the viewing of the virtual meetings.

Commissioner Thompson echoed Commissioner Vadino's comments and added the upgrade was way past due. Commissioner Thompson added that he is looking forward to the presentation today regarding the budget planning process and updates to the information that supports our budget and district fiscal restraints. He added the month of October is National Breast Cancer Awareness Month, show your support by wearing your department Breast Cancer t-shirts.

Commissioner Berger had no comments.

Commissioner Fuller concurred with the other Commissioners.

Commissioner Gates had no comments.

Interim Chief Van Valkenburg welcomed everyone to the meeting.

DISTRICT FINANCES

Executive Director Ganem noted that this type of meeting is a little bit uncommon in terms of the budget development process. He was asked by a Commissioner to put on a presentation on district finances. We had a retreat back in 2021 and gave a presentation on district finances and 10-year cash flow analysis. We are going to share a recap of what the district looked like back then and some of the progress that we have made since then, and where we are going.

We are going to look at our finances during the recession and the recovery afterwards. The District and the Governance Board made decisions that they felt were in the best interest of the District and the community at that time. Some of those things we can look back on now and determine if we should repeat those actions or should we go in a different direction. We are also going to look at some of the current financial considerations and then we are going to discuss what the Board can expect moving forward with some policy recommendations during this budget process.

Today we are going to review:

Recap 2021 Retreat Topics

- Cash Flow and Reserve Fund Analysis
- Capital Improvement Plan
  - 2015 Bond – Equipment and Technology upgrades replaced with Bond funds are up for replacement beginning in 2022.
  - Fire Station Improvements – Ongoing maintenance and routine upgrades.
  - Vehicles – includes vehicles that were not replaced with bond funds and new vehicles needed for our growing district.
  - Expected expenditures accounted for in increased M & O amount.
- Adjustments to Apparatus Replacement Schedule
  - Vehicle and Apparatus Replacement Cycle – Proposed by the Fleet Division
  - Purchases (not leased)
    - Shatt Vehicles – 10 years
    - Engines – 15 years
      - 8 Frontline – 7 reserve status
      - Reason – increased call volumes, double engine houses
    - Ladder Truck – 15-20 years
      - 15-year model (8 frontline – 7 reserve status)
      - 20-year model (10 frontline – 10 reserve status)
    - Heavy Rescue – 20 years (if not ran like an engine)
    - Aid Cars – 165 years
      - 8 frontline – 7 reserve status
      - Can re-chassis if available

- 10 Year Analysis (2013-2023)
  - Financials
    - Annual Budgets
    - Revenue & Expense Reports
    - Reserve Fund Balances
    - Election History – Lid Lifts, M&O Levies and Bond
    - LTGO Bond (2009)
    - Credit Rating History (AA+) – this is tied to our reserves
  - Staffing
    - Operations Staffing – Budgeted
    - Annual Emergency Responses
    - Operations Overtime

- Progress on "Balanced" Approach – Goals that we have Achieved Since 2021 Budget
  - Set Reasonable & Achievable Expectations
    - Funding – Increased Revenue
    - Staffing Levels – Increased Personnel both in Operations and Support Staff
    - Capital Replacements – Over $4M Expensed in 3 years
    - Reserve Contributions – Increases to Capital & Contingency Funds

        - Demonstrate the Need – Respect the Budget
    - Priorities
        - Take Care of our People and Community
        - Provide a Safe Workplace, Reliable Equipment & Stable career
        - Be Consistent – Do What We Say We'll Do
        - Make Informed Decisions that Impact Financials
        - Respect Taxpayer Dollars
        - Limit Financial Asks – Live Within Our Means
    - Board and Community Support
        - Supported Renewal and Increase to M&O Levy in 2020
            - Increase Staffing
            - Fund Capital Equipment
            - Increase Reserves
        - Provide Cost of Living Adjustments to Employees (9.3%) in 2 years
            - 2022 – 3.30%
            - 2023 – 6%
        - Passed August 2023 Lid Lift Levy

- Current Financial Outlook
    - Our Capital was frozen for several years, and we have 2 stations that still need to be remodeled and retrofitted. We are in the process of selling our property at 320th to fund the stations and additional apparatus purchases.

At 1516 hours the meeting recessed for a 10 minute break

At 1526 the Special Meeting reconvened

- Economic Outlook – 2024 Budget Considerations
    - Assessed Values
        - Property Tax Revenue
    - City of Federal Way
        - Tax Increment Financing (TIF)
            - This will divert Property Tax Revenue from the Fire District to the City of Federal Way to fund Economic Development in Federal Way.
            - We are working with the City Manager and Finance Director on options to mitigate.
            - The City Council is aware of our concerns
    - Recession
        - Inflation & CPI
    - Current Funding
        - M&O Levy – Expires in 2024
    - Labor Contracts
        - Negotiations
    - Tax Exemptions
        - Limit Funding for Fire District
    - Neighboring Levies & Taxpayer Fatigue

- Grant Requests & Alternate Funding

- District Funds
  - General
    - Primary fund for all revenues and expenditures which are not accounted for in other funds and consists of those services commonly provided by the district
  - Capital
    - Used to fund Capital Improvement Plan for the timely replacement of capital equipment, apparatus, facility improvements, computer infrastructure, etc.
  - Contingency
    - Formerly "Rainy day Fund" available for emergencies, unforeseen circumstances
  - Medical – Restricted fund for Self-Insurance Medical Plan as dictated by the State
  - LEOFF – Fund for District liability of LEOFF 1 retired members.

- Rethinking Reserves – Insurance and Savings
  - Reserves as Insurance
    - Role – Guards against risk, revenue instability, catastrophic events, cash flow instability
  - Reserves as Savings
    - Role – Accumulate cash to pay for future costs that are not affordable within a single year's revenue.
  - Reserves and Insurance and Reserves as Savings = Solid Financial Strategy

- Board Policy Recommendations
  - Finance Supervisor Barrett has done a lot of work on this and is recommending that we develop a Reserve Policy for the Board to consider. This will be vetted through the Finance & Audit Committee. It will include:
    - Policy Purpose
    - Reserve Allocation % Ranges (min/max)
    - Acceptable Use of Reserves
    - Authority to Use
    - Replenishment Plan
- The Future is Now
  - Major Facility & Apparatus
    - How do we fund multimillion dollar projects for?
      - Station 62 and Station 68 improvements
      - Ladder Truck
      - A new fire station in the growing south-end of the District
        - Staffed
    - How do we grow to support the housing and economic development plans in Federal Way and Des Moines
      - Strategic Bridge Plan
        - Sustainable Funding Beyond 2024

Meeting adjourned at 1600 hours.

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COMMISSIONER (CHAIR)	COMMISSIONER (VICE CHAIR)
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COMMISSIONER	
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BOARD SECRETARY	

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SOUTH KING FIRE
October 12, 2023
Special Meeting
Station 68 and Virtual

Commissioner Gates called the Special Meeting to order at 1503 hours with Commissioners Berger, Vadino, Thompson and Fuller in attendance either in person or virtually. Board Secretary Lauri Perry recording. Due to technical difficulties, the meeting was a little late getting started.

The Pledge of Allegiance was led by Commissioner Fuller.

Please visit our website (southkingfire.org) to view the recording of the Special meeting.

COMMISSIONER COMMENTS

Commissioner Berger didn't have any comments.

Commissioner Fuller didn't have any comments.

Commissioner Thompson didn't have any comments.

Commissioner Vadino didn't have any comments.

Commissioner Gates didn't have any comments.

PUBLIC COMMENTS

There were no public comments.

RESOLUTION 637 – AUTHORIZING INTERIM FIRE CHIEF VAN VALKENBURG TO SIGN THE LEASE-PURCHASE AGREEMENT

Interim Chief Van Valkenburg read Resolution 637 into record. Commissioner Thompson moved we approval of Resolution 637.Motion was seconded by Commissioner Fuller. Motion carried unanimously.

EXECUTIVE SESSION

Commissioner Gates reported that the Board will adjourn 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 be Interim Fire Chief Van Valkenburg, Executive Director Ganem, Legal Counsel and Matt Anderson and Evan Schneider.

We anticipate Executive Session lasting 45 minutes action may or may not be taken after Executive Session.

At 1512 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 1602 Executive Session was extended 10 minutes.

At 1612 Executive Session ended and began transferring back into the Special Meeting.

At 1616 hours the Special Meeting reconvened, a few minutes late due to technical difficulties.

Meeting adjourned at 1617 hours.

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COMMISSIONER (CHAIR)

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COMMISSIONER (VICE CHAIR)

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COMMISSIONER

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BOARD SECRETARY

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SOUTH KING FIRE
October 16, 2023
Special Meeting
Station 68 and Virtual

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

The Pledge of Allegiance was led by Interim Fire Chief Van Valkenburg.

Please visit our website (southkingfire.org) to view the recording of the Special meeting.

COMMISSIONER COMMENTS

Commissioner Vadino didn't have any comments.

Commissioner Thompson didn't have any comments.

Commissioner Berger didn't have any comments.

Commissioner Fuller didn't have any comments.

Commissioner Gates didn't have any comments.

EXECUTIVE SESSION

Commissioner Gates reported that the Board will adjourn into Executive Session to discuss the performance of a public employee per RCW 42.30.110 (1) (g) or to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Joining the Board in Executive Session will be Interim Fire Chief Van Valkenburg, Executive Director Ganem and Director Lee.

We anticipate Executive Session lasting 30 minutes action may or may not be taken after Executive Session. 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 1631 hours the transition into Executive Session began.

At 1706 hours Executive Session was extended 30 minutes.

At 1736 hours Executive Session was extended 15 minutes.

At 1751 hours Executive Session was extended 5 minutes.

At 1756 hours Executive Session ended and we began to transition back into the Special Meeting.

At 1758 hours the Special Meeting resumed.

Commissioner Gates reported that there is no action to be taken as a result of Executive Session

Meeting adjourned at 1758 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

SOUTH KING FIRE IS AN EQUAL OPPORTUNITY EMPLOYER

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