SOUTH KING FIRE
BOARD OF FIRE COMMISSIONERS MEETING
October 29, 2024
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 September 24, 2024 and Special Meeting on October 14, 2024.
4. Commissioners Comments
5. Public Comments – Please state your name and address for the record (please limit comments to 3 minutes or less)
6. Commissioner Committee Reports
7. Strategic Bridge Plan
8. FBC Presentation
9. MIH Update
10. Administrative Team Report
11. October Budget
12. Approval of Vouchers
13. The Board will convene into Executive Session per RCW 42.30.110 (1 (i). To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Action may or may not be taken after Executive Session.
14. Good of the Order
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
October 14, 2024
Special Meeting
Station 68 and Virtual

Commissioner Vadino called the Special Meeting to order at 1700 hours with Commissioners Gates, Burrus and Fuller in attendance. Board Secretary Lauri Perry recording.

To listen to the recording of the meeting, please visit our website – southkingfire.org

The Pledge of Allegiance was led by Commissioner Fuller.

COMMISSIONER COMMENTS

Commissioner Gates had no comments.

Commissioner Burrus had no comments.

Commissioner Fuller had no comments.

Commissioner Vadino had no comments.

PUBLIC COMMENTS

There were no public comments

EXECUTIVE SESSION

At 1703 hours Commissioner Vadino reported that the Board will convene 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; Action may or may not be taken after Executive Session

Joining the Board in Executive Session will be the Chief Van Valkenburg, Executive Director Ganem, Director Lee, Executive Secretary Lauri Perry, Legal Counsel, Matt Andersen and Evan Schneider.

At this time we will recess for 2 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 2 minute recess to get everyone

At 1735 hours the Executive Session concluded and we began to transfer back to the Special Meeting

At 1737 hours the Special Meeting reconvened.

Commissioner Vadino stated that we are out of Executive Session and there is no action to be taken at this time.

At 1738 hours Commissioner Vadino reported that the Board is going to adjourn into Executive Session to discuss attorney-client privileged matters per 42.30.110 (1) (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Action may or may not be taken after Executive Session.

Joining the Board in Executive Session will be Executive Secretary Perry and Legal Counsel.

At this time, we will recess for 2 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 2 minute recess to get everyone transferred back over to the Special Meeting.

At 1810 hours the Executive Session concluded and we began to transfer back to the Special Meeting.

At 1812 hours the Special Meeting reconvened.

Commissioner Vadino stated that we are out of Executive Session and there is no action to be taken at this time.

The Special Meeting adjourned at 1812 hours.

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COMMISSIONER (CHAIR) COMMISSIONER (VICE CHAIR)

_____ _____

COMMISSIONER COMMISSIONER

_____

COMMISSIONER

_____

BOARD SECRETARY

SOUTH KING FIRE
September 24, 2024
Station 68 and Virtual

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

The Pledge of Allegiance was led by Executive Director Ganem.

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

APPROVAL OF MINUTES

Commissioner Baruso asked for a Motion and second to approve the Regular Meeting Minutes from August 27, 2024. Commissioner Burrus reported that he was disappointed when he read the August 27th minutes and there was nothing in regard to his statement against the proposed station visit policy. He talked a lot about how Chief Gaspard was able to embezzle a bunch of money from the department over a long period of time. Commissioner Burrus even asked Executive Director Ganem "If it was fair to say that the reason he was able to do that, was too much information was concentrated with one person, with no checks and balances?". "And he agreed with me."

Commissioner Gates made a Motion to approve the minutes. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Fuller – Comments were inaudible due to proximity to the microphone.

Commissioner Burrus reported that he missed the September 11th memorial ceremony for the first time ever and he is super bummed about that, he was in Alaska.

Commissioner Vadino had no comments.

Commissioner Gates had no comments.

Commissioner Baruso reported that he also missed the September 11th ceremony, he had to work. However he did think about that day and he took a moment to think about what we lost on September 11th and honor all of those that are working today.

PUBLIC COMMENTS

Dean Bastin, President of Local 2024 apologized for missing the last meeting. He was in Boston at the International Convention but he wanted to say thank you for allowing us to speak at the August meeting. To hear his full comments, please listen to the recording of the meeting.

COMMISSIONER COMMITTEE REPORTS

There were no committee reports.

ADMINISTRATIVE TEAM REPORT

Chief Van Valkenburg noted that all of the Commissioners should have received the Staff Reports, a few things to highlight. There is information about the promotional process our members have invested a lot of time and energy and effort into preparing themselves for the Lieutenant, Captain and Battalion Chief Promotions which are currently taking place. The assessment centers are this week so we are looking to have new lists for promotions. Chief Van Valkenburg added that he wanted to call out the amount of effort it takes to get promoted and the amount of effort and time that it takes to study and be prepared as it takes away from time with your family, we should applaud those individuals that are in the process. We also started the Cadet (Explorer) program, they have had two meetings. This is for young adults that are attracted to the fire service. Commissioner Fuller commented on how great the reports are and thank you to those that put them together, he knows it's a lot of work but we appreciate all of the information.

SEPTEMBER BUDGET

Executive Director Ganem reported that we are through the month of September and we are tracking very well from a budget perspective. We should expect to be at 75% and we are currently at 74.96% so we are .04% under budget for the year.

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

Mid-Month Utility Warrants (#119644-119661) totaling	$88,736.02
Accounts Payable Warrants (#119662-119733) totaling	$1,645,162.56
Payroll Direct Deposit Document for 213 indiv. DD005104-005117 totaling	$1,619,646.21
Payroll Electronic Federal Tax Payment totaling	$360,244.82
Medical Claims as of September 17, 2024	$267,628.04
TOTAL approval	$3,981,417.65

APPROVAL OF VOUCHERS

Commissioner Fuller moved approval of the vouchers. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

EXECUTIVE SESSION

At 1709 hours the Board convened 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; Action may or may not be taken after Executive Session

Joining the Board in Executive Session will be Chief Van Valkenburg, Executive Director Ganem, Director Lee, Executive Secretary Perry, Legal Counsel, Matt Anderson and Evan Schneider

At this time, we will recess for 2 minutes to get everyone transferred into Executive Session. We anticipate 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 2 minutes recess to get everyone transferred back over to the Regular Meeting.

At 1741 hours Executive Session was extended for 5 minutes.

At 1746 hours Executive Session was extended for 5 minutes.

At 1751 hours Executive Session was extended for 5 minutes.

At 1756 hours Executive Session ended and we transitioned back to the Regular Meeting.

At 1758 hours the Regular Meeting reconvened.

Commissioner Baruso reported that we are out of Executive and there is no action to be taken.

At 1759 hours the Board convened into Executive Session per RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Action may or may not be taken after Executive Session.

Joining the Board in Executive Session will be the Executive Secretary Perry and Legal Counsel.

At this time, we will recess for 2 minutes to get everyone transferred into Executive Session. We anticipate Executive Session lasting for 30 minutes. Action may or may not be taken after Executive Session.

At 1831 hours Executive Session was extended for 5 minutes.

At 1836 hours Executive Session was extended 5 minutes.

At 1841 hours Executive Session ended and we transitioned back to the Regular Meeting.

At 1843 hours the Regular Meeting reconvened.

Commissioner Baruso announced that we are out of Executive Session and there is no action to be taken.

The meeting adjourned at 1844 hours.

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COMMISSIONER (CHAIR) COMMISSIONER (VICE CHAIR)

_____ _____

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

SOUTH KING FIRE IS AN EQUAL OPPORTUNITY EMPLOYER

DRAFT

Strategic Bridge Plan

Status Report - October 2024

Strategic Bridge Plan 2023-2024

Provide a two-year 'bridge' for sustainability and growth:

- Adopted by leadership and Commissioners in February 2023
- Prepares for funding the District into the future
- Addresses needs and opportunities surfaced through the District-wide Organizational Health Survey conducted in 2022
- Defined 20 objectives across four strategic pillars

Strategic Pillars

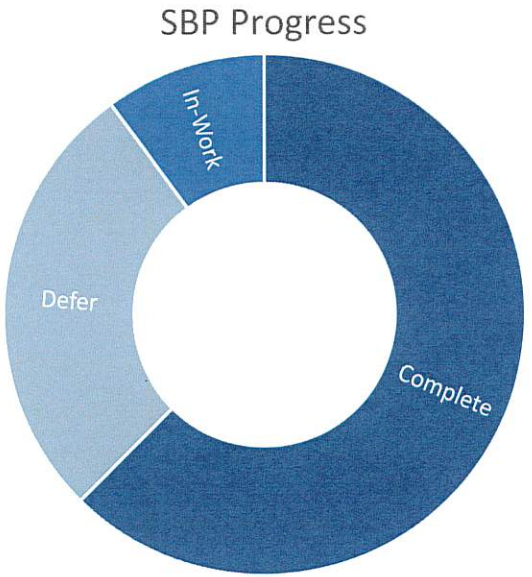
Funding	Accountability	Leadership	Internal Communication
Voters overwhelmingly support a 2024 ballot initiative that funds the District for stability and growth for 2025 and beyond.	Employees in all divisions and roles are held to a consistent high standard of job performance and integrity.	South King Fire & Rescue builds trust, creates cohesion across divisions, serves employees, public partners, and the community with mission focus.	Communications within the District creates visibility, clarity and keeps everyone informed to continually improve our service to the community.
What:			
The District puts forward an optimal funding mechanism which the community understands and adopts	We uphold each other to the highest standards of performance	Leaders foster trust, create transparency, and empower employees	Communications are easy to understand, optimized for the need at hand and relied upon to get the job done
Why:			
Sustain our operations, enable capacity and capital for growth in 2025 and beyond	Our accountability to one another matches the dedication we have to the mission	Leaders earn the confidence of employees and create strong morale across the District	We must communicate efficiently and effectively to make our jobs easier

Implementation Status of Strategic Objectives – October 2024

Area	Item	Status	Responsible	Objective
Funding	1	Complete	Joe Ganem	Assess and determine funding mechanisms
	2	Complete	Joe Ganem	Gain alignment and Board approval
	3	Complete	Kassie Swenson	Develop education and outreach plans, messages and materials
	4	Complete	Kassie Swenson	Bolster public affairs and community relations
	5	Complete	District Leadership	Conduct public affairs, community relations, education and outreach activities
Accountability & Leadership	6	In Work	Chris Andersen	Define leadership competencies and expectations
	7	In Work	Chris Andersen	Identify training resources and enable leadership training
	8	Complete	Chris Andersen	Improve Officer and Crew oversight
	9	Complete	Nikki Ball	Conduct District-wide evaluations
	10.1	Complete	Chris Andersen	Evaluate ratio of supervisors to Fire Fighters (Q4-23)
	10.2	Defer	Chris Andersen	Implement recommended changes based upon evaluation (Q4-24)
	11	Complete	Chris Andersen	Increase hands-on training to meet standards
Planning	12	Defer	Patrick Mertlich	Implement a District-wide business and operations planning function
	13	Defer	Sean O'Donnell	Define and deploy a project management capability
	14	Complete	Matt Rinehardt	Implement business operations process improvements (Q4-23, forecast design by Q3-23)
	15	Complete	Layne Winter	Implement and deploy transparent and objective promotion practices
	16	Defer	Dean Bastin	Implement and deploy a District-wide organizational depth and sustainable planning process
Internal Comms	17	Complete	Kevin Crossen	Define and establish a communications governance model for inter-departmental communications
	18	Defer	Ken Brumet	Define and implement field testing and acceptance practices
	19	Complete	Joel Barrett	Establish communication and engagement practices
	20	Defer	Sean Nichols	Establish an inter-departmental communication function that drives adherence to best practice and guidelines

An Actionable Plan, Not Shelfware

- Across Administration and Operations, people set objectives, did the work, measured the plan's outcomes.
- Required thought and energy over-and-above people's "day jobs."
- Sizable majority of the strategic objectives are now implemented, with a few still in-work through year-end.



Key Accomplishments

- Marketing and outreach that supported the passage of the Fire Benefit Charge
- District-wide annual employee evaluation process
- On-line employee portal providing faster access to forms employees need (ERC)
- Transparent promotion practices
- Improved communications between Battalion Chiefs and companies

Deferred to the Next Strategic Plan

Budget and capacity constraints kept some items from being implemented

- A District-wide business and operations planning function
- A project management capability

Deferred to the Next Strategic Plan

Adding to South King's Response Capacity

- In the 2022 survey, Firefighters asked for increased Battalion Chief presence
- This year, Peer agencies were looked at to understand their Battalion Chief-to-Company ratio
- The next strategic plan should evaluate overall staff increases to support South King's response capacity

Next Steps

- Wrap-up work underway to document leadership training opportunities
- Kick-off process for next year's strategic plan