SOUTH KING FIRE
BOARD OF FIRE COMMISSIONERS MEETING
January 28, 2025
Station 68 and Virtual Meeting
5:00 PM
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the following meetings;
    - Regular Meeting on December 23, 2024
    - Special Meeting on January 6, 2025
    - Special Meeting on January 8, 2025
    - Special Meeting on January 16, 2025
4. Commissioners Comments
5. Election of Board Chair for 2025
6. Election of Board Vice Chair for 2025
7. Public Comments – Please state your name and address for the record (please limit comments to 3 minutes or less)
8. Commissioner Committee Reports
9. Benefit Charge Review Board In Accordance with RCW 52.18.070
    - In accordance with RCW 52.18.070, the Board of Fire Commissioners hereby convenes a Benefit-Charge Review Board to serve for at least a two-week period. This board, comprising [insert names of three appointees], will review written petitions from District property owners who believe their benefit charges should be reduced. The review board will make recommendations to the Board of Fire Commissioners regarding adjustments, if any, to ensure charges are true, fair, and just.

      The deadline for submitting petitions is January 31st, 2025, at 4:30 PM. The Board will reconvene on February 19th, 2025, at 5:00 PM to discuss the review board's findings and recommendations. Petition forms may be located on our website: https://southkingfire.org/325/2025-FBC-Petition. Petitions should be submitted to the finance department at fbc@southkingfire.org
10. Resolution 665 – Delegating Authority to Execute BRIC Program
11. Administrative Team Report
12. January Budget
13. Approval of Vouchers
14. 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
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
December 23, 2024
Station 68 and Virtual

Commissioner Baruso called the regular meeting to order at 1700 hours with Commissioners Vadino, Gates and Burrus in attendance. Commissioner Fuller was not in attendance. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Burrus.

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 November 26, 2024, and the Special Meeting Minutes from December 4, 2024, and December 19, 2024. Commissioner Gates noted that he cannot vote on the November 26th minutes since he did not attend that meeting. Commissioner Baruso requested a Motion and a second for the Regular Meeting Minutes from November 26, 2024, and the Special Meeting Minutes from December 4, 2024. Commissioner Burrus moved the approval of the minutes. Motion was seconded by Commissioner Vadino. Motion carried.

Commissioner Baruso asked for a Motion and a second to approve the Special Meeting Minutes from the December 19, 2024. Commissioner Vadino moved to approve. Motion was seconded by Commissioner Burrus. Motion carried.

COMMISSIONER COMMENTS

Commissioner Gates wished everyone a wonderful Christmas and a great holiday season.

Commissioner Vadino had no comments.

Commissioner Burrus echoed Commissioner Gates's comment.

Commissioner Baruso wished everyone and their families a safe holiday season.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Baruso reported that the Culture and Engagement Committee meet on December 9th the meeting notes are in your packet and they set the stage for quarterly meetings in 2025. Commissioner Gates had a few questions in regards the Firefighter application deadline and on the second page under budget and grants, what are you referring to in regard to "request was declined due to our liability". HR Director Stevens noted that she had not seen the meeting notes. Commissioner Baruso noted that we will get an update to the Board at the next Regular meeting.

DRAFT

RESOLUTION 659 – ADOPTING THE 2025 REGULAR MEETING DATES

Executive Director Ganem read Resolution 659 into record. Commissioner Gates made a Motion to approve Resolution 659. Motion was seconded by Commissioner Burrus. The Commissioners approved Resolution 659.

RESOLUTION 660 – UPDATING FMO FEE SCHEDULE

Executive Director Ganem read Resolution 660 into record. Commissioner Burrus made a Motion to approve Resolution 660. Motion was seconded by Commissioner Vadino. Motion carried Resolution 660 is adopted.

RESOLUTION 661 – ADOPTION OF INTERNAL CONTROLS

Executive Director Ganem noted that Resolution 661 is a continuation of policies that the Board has been adopting the last couple of months and will continue to do so for the foreseeable future. Our plan is to bring these forward in small batches for your consideration and approval.

Resolution 661 covers credit card usage, procurement policy, fuel policy and travel policy. Executive Director Ganem read Resolution 661 into record. Commissioner Vadino moved approval of Resolution 661. Motion was seconded by Commissioner Burrus. There was some additional discussion by the Board. Motion carried.

RESOLUTION 662 – AUTHORIZING THE PROCUREMENT OF TRACTOR DRAWN AERIAL AND RELATED EQUIPMENT

Executive Director Ganem reported that this is a big deal for our organization. We have tried to capture many milestones in this 75th year of serving the public, and this is another one of those milestones. We had a group of people that worked extensively on this and it's appropriate to recognize them. The committee was led by Captain Williams and Lieutenant Moore, they put in a significant amount of time and worked very hard to make sure this happened before the end of the year for many reasons. Other members of the committee were Lt's. Hubbard and Parker, DE's Czekanski, Fuller, McKenney, Sapp and Wassall. Along with DC Smith, Captain Thorson, Fleet Supervisor Brumet and Finance Supervisor Barrett.

Executive Director Ganem read Resolution 662 into record. Commissioner Vadino moved adoption of Resolution 662. Motion was seconded by Commissioner Burrus. There was some additional discussion about the Tractor Drawn Aerial being a different type of ladder truck from what we currently have, the size of it and the pumping capabilities. Resolution 662 passed.

RESOLUTION 663 – APPROVAL OF EMPLOYEE HANDBOOK

Executive Director Ganem reported that Resolution 663 covers the adoption of the employee handbook for non-represented employees. This update includes a proposal to reduce sick leave hours to be in line with the ratified CBA for our firefighters that was approved earlier this year. It also includes some floating holidays which were bargained in the Civilian CBA. The proposed floating holidays are on a tier, so our newest members would receive the maximum since they have not accrued much time off and our most tenured employees would receive no floating holidays.

Executive Director Ganem read Resolution 663 into record. Commissioner Burrus moved approval of the Employee Handbook. Motion was seconded by Commissioner Vadino. There was some additional

discussion about employees schedule and non-exempt vs exempt employees. Motion carried unanimously.

ADMINISTRTIVE REPORT

Acting Chief Crossen reported that the Staff Report should have been in your packet, do you have any questions for staff? There were no questions.

Executive Director Ganem added that we are going to continue to refine the staff reports. It's very impressive to see the amount of work that is going on. Even in the last month or two people are really starting to capture and share what they are working on and provide that information to the Board and the rest of the organization. This is a good thing for everyone.

DECEMBER BUDGET

Executive Director Ganem reported that we are ending 2024 at .56% under budget, with 99.44% of the budget expensed. As of our November 2024 report, we actually received 2.39% less property tax revenue than we had anticipated which equates to over $1,000,000 in property taxes not being collected. At last count it has decreased to $800,000 give or take. We should eventually be able to collect this in the future. This is why it's important that we have the reserves needed and financial stability as this would have been a different story a few years ago when we didn't have the reserves that we have today. Kudos to everyone for sticking to their budgets and being attentive to it. It's important when we develop the budgets that we adhere to them as best as possible. This contributes to our financial stability.

Executive Director Ganem read into the record the list of expenditures for the month of December.

Mid-Month Utility Warrants (#119956-119972) totaling	$ 135,888.82
Accounts Payable Warrants (#119973-120071) totaling	$1,559,571.57
Payroll Direct Deposit Document for 213 indiv. DD005962-006175 totaling	$1,531,461.75
Payroll Electronic Federal Tax Payment totaling	$ 325,956.00
Medical Claims as of December 17, 2024	$ 306,448.43
TOTAL approval	$3,859,326.57

APPROVAL OF VOUCHERS

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

EXECUTIVE SESSION

At 1740 hours Commissioner Baruso reported that 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.

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

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At this time, we will recess for 2 minutes to get everyone transferred into Executive Session. We anticipate Executive Session lasting for 10 minutes. At the end of Executive Session, we will take a 2minute recess to get everyone transferred back over to the Regular Meetings.

At 1952 hours Executive Session was extended 10 minutes.

At 2002 Executive Session ended and we began to transition back to the Regular Meeting.

At 2004 Commissioner Baruso reported that we are back in the Regular meeting.

The meeting adjourned at 2004 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
January 6, 2025
Station 68 and Virtual

Commissioner Baruso called the Special Meeting to order at 1500 hours with Commissioners Gates, Vadino and Fuller 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.

COMMISSIONER COMMENTS

Commissioner Gates had no comments.

Commissioner Vadino had no comments.

Commissioner Fuller had no comments.

Commissioner Baruso had no comments.

EXECUTIVE SESSION

At 1502 hours Commissioner Baruso reported that the Board 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.

Joining the Board in Executive Session will be Legal Counsel.

At this time, we will recess for 2 minutes to get everyone transferred into Executive Session. We anticipate Executive Session lasting for 60 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 1509 hours Commissioner Burrus arrived.

At 1540 hours Executive Director Ganem and Executive Secretary Perry joined Executive Session.

At 1600 hours Executive Director Ganem left Executive Session.

At 1604 hours Executive Session was extended 30 minutes.

At 1609 hours Chief Van Valkenburg joined Executive Session.

At 1634 hours Executive Session was extended 30 minutes.

At 1632 hours Chief Van Valkenburg left Executive Session.

At 1634 hours Executive Session ended, and we began the transition back to the Special Meeting.

At 1636 hours the Special Meeting reconvened. Commissioner Baruso announced that we are out of Executive Session.

Commissioner Burrus moved that the Board extends the paid administrative leave period of Fire Chief Dave Van Valkenburg to 9:00 am, January 9, 2025, until otherwise directed by the Board. Motion was seconded by Commissioner Gates. Motion carried unanimously

EXECUTIVE SESSION

At 1638 hours Commissioner Baruso reported that 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.

Joining the Board in Executive Session will be 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 the end of Executive Session, we will take a 2 minute recess to get everyone transferred back over to the Special Meeting.

At 1650 hours Executive Director Ganem and Executive Secretary Perry joined Executive Session

At 1710 hours Executive Session was extended 15 minutes.

At 1725 hours Executive Session was extended 5 minutes.

At 1730 hours Executive Session was extended 5 minutes.

At 1735 hours Executive Session ended and we began the transition back to the Special Meeting.

At 1737 hours the Special Meeting reconvened. Commissioner Baruso reported that we are out of Executive Session.

Commissioner Vadino moved that Deputy Chief Lisa Defenbaugh return to work at 7:00 am on January 9, 2025. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

Commissioner Gates moved to extend Kevin Crossen as Acting Fire Chief specifically overseeing fire operations of South King Fire working under the direction of Executive Director Joe Ganem to conclude

on January 9, 2025 at 9:00 am subject to further notice. Executive Director Ganem will retain sole authority to execute contracts on behalf of South King Fire and administer discipline within the organization. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

The meeting adjourned at 1738 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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COMMISSIONER

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BOARD SECRETARY

SOUTH KING FIRE
January 8, 2025
Station 68 and Virtual

Commissioner Baruso called the Special Meeting to order at 1600 hours with Commissioners Gates, Vadino, Burrus and Fuller in attendance. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Director Lee.

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

COMMISSIONER COMMENTS

Commissioner Fuller had no comments.

Commissioner Burrus had no comments.

Commissioner Vadino had no comments.

Commissioner Gates had no comments.

Commissioner Baruso had no comments.

EXECUTIVE SESSION

At 1601 hours Commissioner Baruso reported that the Board 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.

Joining the Board in Executive Session will be Executive Director Ganem, Executive Assistant 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 the end of Executive Session, we will take a 2 minute recess to get everyone transferred back over to the Special Meeting.

At 1633 hours Executive Session was extended 15 minutes.

At 1648 hours Executive Session was extended 15 minutes.

At 1703 hours Executive Session was extended 15 minutes.

At 1718 hours Executive Session was extended 15 minutes.

At 1733 hours Executive Session was extended 10 minutes.

At 1743 hours Executive Session ended, and we began the transition back to the Special Meeting.

At 1745 hours the Special Meeting reconvened. Commissioner Baruso announced that we are out of Executive Session and we have received a letter from Fire Chief Dave Van Valkenburg indicating his wish to retire effective February 1, 2025. Do I have a motion?

Commissioner Vadino moved that the Board accept the retirement notice of Fire Chief Dave Van Valkenburg effective February 1, 2025, with Chief Van Valkenburg remaining in a paid status through January 31, 2025. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

Commissioner Gates moved that the Board approve and sign the transition agreement drafted by District legal counsel to be signed by Fire Chief Dave Van Valkenburg and returned to the District by January 13, 2025. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

Commissioner Burrus moved to extend Kevin Crossen as Acting Fire Chief specifically overseeing Fire Operations of South King Fire working under the direction of Executive Director Ganem to conclude on January 17th, subject to further notice. Executive Director Joe Ganem will retain sole authority to execute contracts on behalf of South King Fire and administer discipline within the organization. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

Commissioner Vadino moved to direct Executive Director Ganem to issue an announcement pertaining to an Interim Fire Chief position and soliciting letters of interest. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

The meeting adjourned at 1748 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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COMMISSIONER

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BOARD SECRETARY

SOUTH KING FIRE IS AN EQUAL OPPORTUNITY EMPLOYER

DRAFT

SOUTH KING FIRE
January 16, 2025
Station 68 and Virtual

Commissioner Baruso called the regular meeting to order at 1730 hours with Commissioners Gates, Vadino, Burrus and Fuller in attendance. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Chief Crossen.

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

COMMISSIONER COMMENTS

Commissioner Fuller had no comments.

Commissioner Burrus had no comments.

Commissioner Vadino had no comments.

Commissioner Fuller had no comments.

Commissioner Baruso had no comments.

PUBLIC COMMENT

There were no public comments

RESOLUTION 664 – APPOINTING AN AGENT TO RECEIVE CLAIMS

Deputy Chief Crossen read Resolution 664 into record. Commissioner Vadino moved approval of Resolution 664. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

EXECUTIVE SESSION

At 1733 hours Commissioner Baruso reported that the Board 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.

Joining the Board in Executive Session will be Executive Director Ganem, 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 60 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 Regular Meeting.
At 1835 hours Executive Session was extended 60 minutes.

At 1935 hours Executive Session was extended 30 minutes.

At 2005 hours Executive Session was extended 15 minutes

At 2020 hours Executive Session was extended 15 minutes.

At 2035 hours Executive Session was extended 15 minutes.

At 2050 hours Executive Session ended, and we began the transition back to the Special Meeting.

At 2052 hours the Special Meeting reconvened. Commissioner Baruso announced that we are out of Executive Session.

Commissioner Vadino moved to extend Kevin Crossen as acting Fire Chief respectively over the Operations Division of South King Fire working under the direction of Executive Director Ganem to conclude on Monday, February 10th, subject to further notice. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

The meeting adjourned at 2054 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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COMMISSIONER

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BOARD SECRETARY