SOUTH KING FIRE
BOARD OF FIRE COMMISSIONERS MEETING
March 25, 2025
Station 68 and Virtual Meeting
5:00 PM
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve the Minutes from the Regular Meeting on February 25, 2025
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. Lakehaven Easement Agreement
8. Local 2024 Facilities Assistant MOU
9. Local 2024 MIH MOU
10. Administrative Team Report
11. March 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. Fire Chief Hiring Process
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
February 25, 2025
Station 68 and Virtual

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

The Pledge of Allegiance was led by Executive Director Ganem.

Commissioner Baruso reminded the Commissioners to pull your mics toward you and when you turn them on, please give it a second to come on and then speak into the mic. That way we can get a full recording of each meeting.

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 January 28, 2025. Commissioner Burrus moved to approve. Motion was seconded by Commissioner Vadino. Motion carried.

Commissioner Baruso asked for a Motion and a second to approve February 3, 2025, Special Meeting Minutes. Commissioner Burrus moved to approve. The motion was seconded by Commissioner Gates. Motion carried.

Commissioner Baruso asked for a Motion and a second to approve the February 10, 2025, 0930 hours Special Meeting Minutes. Commissioner Vadino moved. Motion was seconded by Commissioner Fuller. Motion carried.

Commissioner Baruso requested a Motion and a second to approve the February 10, 2025, 1630 hours Special Meeting Minutes. Commissioner Fuller made a Motion to approve the February 10th Special Meeting Minutes. The motion was seconded by Commissioner Vadino. Motion carried.

Commissioner Baruso requested a Motion and a second to approve the February 19, 2025, Special Meeting Minutes. Commissioner Burrus moved approval of the February 19th minutes. The motion was seconded by Commissioner Vadino. Motion carried.

COMMISSIONER COMMENTS

Commissioner Fuller had no comments.

Commissioner Burrus had no comments.

Commissioner Gates had no comments.

Commissioner Vadino had no comments.

Commissioner Baruso noted that he hoped that the crews did well last night. As you can see when you drive around a number of areas are without power, including himself.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates reported that the Finance Committee met. We went over a number of things. We looked at the tentative floor plans for the Olympic Building, talked about the remodeling of Station 62 and so forth. Nothing that needs Board action at this time.

JATC PRESENTATION

President Bastin was joined by Political Action Coordinator Salvage at the podium to discuss the Memorandum of Understanding for JATC.

President Bastin reported that this originated last summer due to the change that Washington State made in regard to calculating the "seat" time hours. This change that was made by the State will cause an extension of about six (6) months of time for staff to complete the JATC program. Currently our CBA has the completion of each pay step tied to the completion of each JATC step, thus delaying the anticipated pay scale raised by six (6) months.

The JATC Committee, which includes members of both Administration and Local 2024 members met and created the MOU. President Bastin added that their goal is to untie the JATC step completions and receive pay increases on their anniversary date. Political Action Coordinator Salvage also spoke in favor of decoupling the step completions and pay increases. He added that a few other departments have done this; everyone is facing the same situation.

Executive Director Ganem added that the process is a little wonky regarding the JATC process and the changes that have been made by the state. Executive Director Ganem and President Bastin have had some discussions about this subject and will continue to meet and discuss.

ADMINISTRATIVE TEAM REPORT

Executive Director Ganem reported that you should have received your staff report. In addition to the report, the Administrative Team is required to attend our regular Commissioner meetings and the Special meetings when it pertains to a subject that they need to attend. They will be at the Regular meetings so you can hear from the team and ask them questions. We are in the process of interviewing for a MIH Nurse. Next week we will be interviewing for the Data Business Intelligence Analyst position, and we will be going out to hire a Finance Analyst due to Xiaoyan Foster putting in her two (2) weeks' notice. Xiaoyan has been with us for about a year; she helped us get through to Fire Benefit Charge work. She has ultimately decided that she wants to take some time off and not work; her last day will be Friday, March 7th. We will also be hiring for an HR position. I have had discussions with BC Michaels, DC Smith, Finance and HR regarding our Operations staffing levels. We had budgeted for 37 per shift and it looks like we are currently below that. We will meet soon to reconcile our staffing numbers to ensure we are achieving our staffing goals. We will be hiring to fill the positions that we have budgeted for.

Executive Director Ganem added that he met with the Budget, Finance and Audit Committee last week as Commissioner Gates stated. He also met with the Chair and Vice Chair last week in regard to Board expectations. We have a number of things on the docket for this year and it's very important that the Board understands what the needs of the district are and vice versa, so we can support each other. In fact, Commissioner Baruso tackled one of them tonight which was making sure the Commissioners are speaking clearly into the microphones as it's very difficult to pick up what is being said if you are not speaking into the mic. We also have a number of committees that we need to be meeting more regularly, and we need to be reporting out to the full Board. We have a lot of projects with significant costs that are coming up. The remodel at Station 62 and the headquarters building. The Budget, Finance & Audit Committee will begin meeting monthly. As Commissioner Gates stated we discussed the Olympic Building. Fire Marshall Nichols had indicated that we should lead by example and have sprinklers in the building. We also presented the costs of the sprinklers and replacing the 40-plus year old electrical panels to make sure the building is ready for us when we move in. Doing it now means we won't have to turn around and do these invasive projects after the building is occupied. The committee saw no reason to not move for forward with these project now.

Executive Director Ganem added that we will be working on our Spring Newsletter. We think it's important that the Board has a message to the community so we will be asking for this. We went out for a Request of Qualifications (RFQ) yesterday for Real Estate Services. We are looking out several years out and just need to be aware of available properties. We know that we need a south-end station and Director Lee is leading the charge on this. He has been working with Sound Transit and some other key players in the area.

Commissioner Fuller asked a few questions in regard to Commissioners attending events; the impact on South King Fire for the change that Puget Sound Fire made for freeway responses and the fire drills that Federal Way School District conducts.

Commissioner Baruso mentioned reading the staff report, there has been some anti-harassment training. Is there a way for the Commissioners to see what has been taught? There were a few additional questions asked regarding updates on Grants that the district has applied for.

FEBRUARY BUDGET

Executive Director Ganem noted that we are currently sitting at 14.59% for the year our target for completing two (2) months should be 16.67% so we are currently under budget by 2.08%. This is great, however we have a number of budgeted positions that are currently unfilled.

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

Mid-Month Utility Warrants (#12181-120196) totaling	$75,054.95
Accounts Payable Warrants (#120197-120283) totaling	$1,447,134.06
Payroll Direct Deposit Document for 214 indiv. DD006390-006603 totaling	$1,704,262.68
Payroll Electronic Federal Tax Payment totaling	$382,335.77
Medical Claims as of February 18, 2025	$136,790.50
TOTAL approval	$3,745,577.96

APPROVAL OF VOUCHERS

Commissioner Baruso requested a Motion and a second to approve tonight's vouchers. Commissioner Vadino moved to approve of the vouchers. The motion was seconded by Commissioner Gates. Motion passed.

EXECUTIVE SESSION

At 1735 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 discuss with legal counsel representing the agency litigation or potential litigation to which the agency the agency. The governing body or member acting in an official capacity is or is likely to have a party with public knowledge regarding discussions likely result in an adverse legal or financial consequence.

Joining the Board in Executive Session will be Executive Director Ganem, Executive Secretary Perry and Legal Counsel. At this time, we will recess until 1820 hours.

At 1808 hours Executive Director Ganem and Executive Secretary Perry left Executive Session.

At 1820 hours Executive Session was extended until 1835 hours.

At 1835 hours Executive Session was extended until 1845 hours.

At 1845 hours Commissioner Baruso reported that we are out of Executive Session and have resumed the Regular Meeting.

Commissioner Vadino moved that the district issue a Request for Proposals pertaining to a nationwide search for a permanent fire chief of the district. Motion was seconded by Commissioner Fuller. Motion carried.

Commissioner Burrus move that the Board create a Fire Chief Advisory Committee to include Executive Secretary Perry, Workforce Development Gamble, Executive Director Ganem and Commissioners Vadino and Fuller to commence the process for hiring a permanent Fire Chief. Motion was seconded by Commissioner Vadino. Motion passed.

The meeting adjourned at 1847 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

DRAFT