SOUTH KING FIRE
November 25, 2025
Station 68 and Virtual

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

The Pledge of Allegiance was led by HR Manager Kelsey Barrett.

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

APPROVAL OF THE MINUTES

Commissioner Baruso requested a Motion and a second to approve the October 28, 2025, Regular Meeting Minutes. Commissioner Burrus moved approval of the October 28, 2025, minutes. Motion was seconded by Commissioner Vadino. Motion passed.

Commissioner Baruso requested a Motion and a second to approve the November 6, 2025, Special Meeting Minutes. Commissioner Burrus moved approval. Motin was seconded by Commissioner Fuller. Motion passed.

Commissioner Baruso requested a Motion and a second to approve the November 10, 2025, Special Meeting Minutes. Commissioner Burrus made a Motin to approve the November 10th Meeting minutes. Motion was seconded by Commissioner Vadino. Motion passed.

COMMISSIONER COMMENTS

Commissioner Gates had no comments.

Commissioner Vadino had no comments.

Commissioner Burrus had no comments.

Commissioner Fuller wished everyone a Happy Thanksgiving.

Commissioner Baruso thanked everyone, the membership, the department everyone. Thank you for what you do and please have a safe Thanksgiving.

PUBLIC COMEMNTS

There were no public comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Vadino reported that the Budget, Finance and Audit Committee met on October 30th to review the 2026 draft budget.

Commissioner Vadino reported that the Policy & Procedure Committee met on November 17th. She added that the Proposed Commissioner Guidelines are in your packet, does anyone have any questions on the Commissioner Guidelines? Commissioner Burrus asked how do we determine if something is a

minor infraction or a major infraction, he couldn't find anything that spelled this out. Commissioner Vadino responded that it will be up to the Board to decide as it depends on what's been done. Commissioner Vadino made a Motion to approve the guidelines. Motion was seconded by Commissioner Burrus. Motion passed.

RESOLUTION 669 ADOPTING 2026 BUDGET

Executive Director Ganem reported that a few modifications have been made to the 2026 draft budget since the November 6th Public Hearing that he would like to capture on the record. He indicated to the Budget, Finance, and Audit committee, and to the Board of Commissioners, that we were going to do a cash flow analysis – Projecting what our cash position will be at the end of the year. As we have stated throughout this year, we have been under budget so we would like to make some additional reserve contributions. The draft budget that is in your packet is slightly different than the one that was presented at the Public Hearing with the primary difference being the reserve fund balances have been increased. We are going to make a $125,000 contribution to our contingency reserve fund, a $125,000 contribution to our Rainy-Day Fund, and another $500,000 contribution to our Capital Fund. This will mean our Capital Fund will be a half-million more than we projected it to be at the beginning of 2025. The fire engines that we are looking to purchase are well over $1,000,000.00 each so its going to take time to build our reserves from purchases like this. Executive Director Ganem added that during our Budget, Finance and Audit committee meeting we also reported that we had a positive balance in a reserve fund that was set-up through EBMS for our Self-Insurance Program. It's a fund that captures COBRA payments that were made over the years. We have determined that we do not need the full balance that is in the fund so we will be transferring $200,000 out of the fund into the Medical Reserve Fund. The Medical Reserve Fund is a reserve fund that we are required to maintain; this will bring that fund to a balance of $1.6M. If we were to dissolve our Self-Insurance Program, there is a requirement to have enough reserves to exhaust all of the medical claim payments that we would be liable for. One last change pertaining to the budget - the bathroom remodels at Stations 63 and 64. We expected these would be completed by the end of December, however they are not finished so we will need to carry over $150,000 to finish those projects. All of these changes were communicated with you (the Board) via email, but if you didn't see the message, here are the changes and information to be transparent.

Executive Director Ganem read Resolution 669 into record. Commissioner Vadino made a Motion to approve Resolution 669 adopting the 2026 budget. Motion was seconded by Commissioner Gates. Motion passed.

RESOLUTION 670 IMPOSING FBC FOR 2026

Executive Director Ganem read Resolution 670 into record. Commissioner Burrus made a Motion to adopt Resolution 670, imposing the FBC for 2026. Motion was seconded by Commissioner Vadino. Motion passed.

RESOLUTION 671 AUTHORIZING PROPERTY TAX COLLECTION FOR 2026

Executive Director Ganem read Resolution 671 into record. Commissioner Fuller made a Motion to accept Resolution 671. Motion was seconded by Commissioner Burrus. Motion passed.

RESOLUTION 672 IFC PERMIT FEE SCHEDULE, AFTER HOURS INSPECTION FEE SCHEDULE AND PREVENTABLE RESPNSE FEES FOR 2026

Executive Director Ganem read Resolution 672 into record. Commissioner Burrus moved adoption of Resolution 672. Motion was seconded by Commissioner Vadino. Motion passed

RESOLUTION 673 DELEGATING AUTHORITY TO APPROVE CHANGE ORDERS AND REPEALING RESOLUTION 612

Executive Director Ganem reported that this Resolution is specific to our large capital projects. We are updating this Resolution due to the recent changes in our org chart; we are redefining responsibilities.

Executive Director Ganem read Resolution 673 into record. Commissioner Baruso inquired about having a title in the Resolution compared to specifically having an individual listed. Executive Director Ganem noted that in the past we have had an individual names identified in the Resolutions as this is a good checks and balance system and keeps our resolutions fresh and it also keeps the Board up-to-date on who is overseeing those projects. If we just listed Assistant Chief or Deputy Chief, those positions change and aren't necessarily the individual that is responsible for the capital projects. Commissioner Burrus made a Motion to adopt Resolution 673. Motion was seconded by Commissioner Vadino. Motion passed.

MOU – 4TH FIRE & LIFE SAFETY INSPECTOR AND & ELIMINATION OF PREVENTION ADMIN ASST POSITION

Executive Director Ganem noted that this has been pretty well communicated. We have discussed this at JLM meetings and in other means, it's a perfect example/demonstration of our ability to sit down with Labor and workout agreements that benefit the organization and our members. The Fire Marshals Office has been changing over the past few years and it was very evident that the workload has increased for our inspectors. We needed an additional Inspector and the workload for the Admin Asst position has decreased. This MOU is going before the Board of Commissioners prior to it going to the membership so there are no delays in making the changes if the union approves it. Commissioner Vadino made a Motion to approve the Fire and Life Safety Inspector and elimination of the Prevention Admin position. Motion was seconded by Commissioner Burrus. Motion passed.

MOU – EMS OFFICER

Executive Director Ganem noted that this MOU was also discussed broadly at JLM meetings and other meetings. It was another perfect opportunity to work with Labor on this agreement. This position will be reporting to the Day Shift BC that has EMS responsibilities. Commissioner Burrus made a Motion to approve the EMS Officer. Motion was seconded by Commissioner Vadino. Motion passed.

ADMINISTRATIVE TEAM REPORT

Executive Director Ganem noted that in addition to our staff report this month, he wanted to give kudos to DC Andersen; he is really taking his Emergency Management responsibilities seriously. Just prior to this meeting he held a Hazard Mitigation meeting inviting community members to attend to provide input on the plan. He also has a meeting scheduled for February 5th for our internal stakeholders. Once we know which Commissioners are on the Emergency Management committee for 2026, we will invite them to the meeting on February 5th.

Executive Director Ganem thanked everyone that attended the Semi Annual Recognition event, we recognized over 40 employees that have been promoted, hired or reached Journeyman status. WE had a great turnout of employees and family members.
Our community newsletter went to press this morning, so it should be reaching your mailboxes in early December.

Executive Director Ganem added that HR Supervisor Sherese Gamble is being recognized at the Washington Fire Chiefs level for her work (again). She was recently asked to serve as the Vice Chair of the Washington Fire Chiefs Equity Committee. She spoke to AC Michaels and Executive Director Ganem and received support from both of them to serve on the committee and represent SKF.

NOVEMBER BUDGET

Executive Director Ganem reported that when we were compiling the minutes last month, we noticed a small discrepancy in what was read into the minutes and what was actual; this was a rounding number error and did not change the bottom line. It was read that we had spent 79.32% of the budget but it was read that we spent 79.31% of the budget. It was a very small error, but we don't like to make errors. Again, it did not change the bottom line, we are still 4.02% under budget. This was just a rounding error in the formulas within the voucher sheet.

Executive Director Ganem reported that we are 11 months into the year and we should be at 91.67%. We closed out the month of November at 88.39%, which puts us at 3.28% under budget for November.

Finance Manager Barrett read the list of expenditures for the month of November into record.

Mid-Month Utility Warrants (#121145-121162) totaling	$123,019.24
Accounts Payable Warrants (#121163-121262) totaling	$1,976,281.10
Payroll Direct Deposit Document - DD008355-008578 totaling	$1,858,849.88
Payroll Electronic Federal Tax Payment totaling	$448,813.38
Medical Claims as of November 18, 2025	$249,325.56
TOTAL approval	$4,656,289.56

APPROVAL OF VOUCHERS

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

EXECUTIVE SESSION

At 1745 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 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 Secretary Perry, HR Supervisor Gamble and legal counsel. Executive Session will end at 1825 hours unless extended.

At 1825 hours Executive Session was extended until 1835 hours.

At 1835 hours Executive Session was extended until 1845 hours.

At 1845 hours Executive Session was extended until 1900 hours.

At 1900 hours Commissioner Baruso reported that we are out of Executive Session and have resumed the Regular Meeting with no further action the meeting is adjourned.

The meeting adjourned at 1901 hours.

COMMISSIONER (CHAIR)

COMMISSIONER (VICE CHAIR)

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

SOUTH KING FIRE IS AN EQUAL OPPORTUNITY EMPLOYER