SOUTH KING FIRE
BOARD OF FIRE COMMISSIONERS MEETING
April 25, 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 March 26, 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. Resolution 648 – Authorizing Benefit Charge Primary Election
8. Resolution 649 – Authorizing Payment of Election Costs Primary Election
9. Resolution 650 – Authorizing Benefit Charge General Election
10. Resolution 651 – Authorizing Payment of Election Costs General Election
11. Administrative Team Report
12. April Budget
13. Approval of Vouchers
14. The Board will adjourn into Executive Session per RCW 42.30.110 (1) (b). To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. 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
March 26, 2024
Station 68 and Virtual

Commissioner Baruso called the regular meeting to order at 1700 hours with Commissioners Gates, Vadino, and Burrus 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 separate Motions and seconds to approve the Regular Meeting Minutes from February 27, 2024 and the Special Meeting on March 4, 2024. Commissioner Gates moved approval of the minutes from the Regular Meeting on February 27, 2024. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

Commissioner Burrus made a Motion to approve the March 4, 2024 minutes. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Gates didn't have any comments.

Commissioner Vadino didn't have any comments.

Commissioner Burrus reported that he attended his first JLM meeting a couple weeks ago, and he was really happy with it. Everyone was super professional, willing to compromise and be productive. It was exactly what he was hoping to see. It may not be the right time for us to discuss it here but there was some discussion about a retreat coming up and he would like to explore what the other Commissioners think, what Administration thinks about the Commissioners being a part of a retreat. There was some discussion about Commissioners attending a retreat. Chief Van Valkenburg added that the intent of a retreat has been to focus on the relationship between Admin staff and Union Leadership. It's been a work in progress to find a team building consultant. The recommendation from the Board when we started down this path was to not involve the Commissioners so that there could be lots of honest and open feedback.

Commissioner Baruso didn't have any comments.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Baruso noted there were no Committee Reports besides the JLM report which Commissioner Burrus already provided.

COMMISSIONER COMMITTEE ASSIGNMENTS

Commissioner Gates thanked Commissioner Baruso for making the changes to the committee assignments. Commissioner Baruso added that Director Stevens is still working on the language for the Culture and Engagement Committee. Commissioner Gates added that the creation of the Culture and Engagement Committee needs to go to the Policy and Procedure committee to review and for their input then the full Board to vote on. Commissioner Baruso added the importance of the Policy and Procedure Committee to review and update the Commissioner Guidelines to make sure they are in line with everything else that we are trying to do. Commissioner Baruso added that he feels that the guidelines are kind of old and need to be updated. He is having Director Stevens work on the language for the Culture and Engagement Committee. He also had a discussion with Chief about the Commissioner packets and there are no Commissioner mailboxes at the Station, but that's the kind of thing that we need. Commissioner Burrus made a Motion to approve the Commissioner Committee assignments. Motion was seconded by Commissioner Vadino. Motion passed unanimously.

COMMISSIONER FIRE STATION VISITS – ROLES AND RESPONSIBILITIES

Commissioner Baruso reported that this is on the agenda as the visits to the fire stations are not just drop in visits. The intent was to notify the Chief that we are visiting the stations. He added that as elected officials we are looking to make sure that our resources are taken care of, our men and women have what they need. If we buy something, a piece of new equipment to be able to go to the station to see how it's used and how it will be used is something that's very important, at least to Commissioner Baruso.

Commissioner Burrus shared a story from 1991, he was a probationary firefighter working with Doug Waller. What seems to be an elderly gentleman rings the doorbell at Station 65 Commissioner Burrus answered the door and was leading the gentleman to a chair to sit down for a blood pressure when FF Waller is laughing and says "Burrus, let me introduce to Commissioner Martin". They sat around the table with Commissioner Martin drinking coffee and talking. Next thing they get dispatched to a call and FF Waller convinces Commissioner Martin to ride along to the call with them. It was an unusual call we had to send a lady to the hospital, she had two (2) young kids so the crew made a number of phone calls to get someone to come to the house to take care of the kids. Once the crew gets back to the station Commissioner Martin says, "WOW, I had no idea you guys did anything like that". Commissioner Burrus added that he was surprised to hear that there was controversy over Commissioners and station visits. He added that he couldn't find any RCWs or anything in the Commissioner Guidelines that reference station visits.

The District's Legal Counsel, Eric Quinn weighed in on this topic adding that there is no statue that states 'thou shalt not visit fire stations,' but let's focus on what the statue says. The Board of Commissioners is established to manage and conduct the business affairs of the department, to enter into any and all necessary contracts, and to adopt reasonable rules and regulations. The Commissioners are the lawmakers of the department and we could kind of frame this in sort of a relay race. The Commissioners are like the second runners. The first runners are the voters, they pass the baton to the Commissioners, the Commissioners pass the baton to the Chief and the Chief passes the baton to the Staff. So, with the Commissioners doing station visits, runner 2 is going straight to runner 4. The Commissioners are the policy makers, not the policy enforcers that is the Chiefs job. Counsel added that just because you can do something, doesn't mean that you should do

it. If you coordinate with Chief and involve yourselves and clearly articulate what you would like to do for purposes of visiting a station, you are less likely to risk an appearance of undermining and appearance of going around the authority of the Fire Chief or creating a crisis of confidence.

There was a great deal of discussion on this topic. Chief Van Valkenburg will write up a draft policy for the Policy & Procedure Committee to review before bringing it to the full Board to discuss and vote on.

STRATEGIC BRIDE PLAN – FUNDING PILLAR PROGRESS UPDATE

Executive Director Ganem reported that included in your packet was a draft resolution that was supplied by our Legal Counsel for possible adoption next month. He added that the Funding Group meets twice a week. They have put a lot of time and effort into the work that they are doing with our consultant Kassie Swenson. We are currently finalizing the key messaging and the educational materials. Once the Board approves the resolution at the April Regular Board Meeting, then we start the open discussions about what it is we're doing and why we are doing it. We will begin educating our staff, educating the Commissioners, and educating the public. There is a lot of work and information forthcoming. In addition, we are proud to share that our second newsletter was said to have gone to press today and should hit our mailboxes around April 10th or 11th.

RESOLUTION 647 – SURPLUS AND SALE OF 356th PROPERTY

Chief Van Valkenburg read Resolution 647 into record. Commissioner Vadino moved approval of Resolution 647. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

ADMINISTRATIVE TEAM REPORT

Chief Van Valkenburg noted that all of the Commissioners should have received their Staff Reports and he asked if the Commissioners had any questions of staff regarding their reports. Commissioner Baruso requested that we breakdown the calls into cardiac vs diabetic vs strokes and he asked when we would be able to begin doing this? Chief Van Valkenburg added that we have just begun introducing this data and we aren't to the point of breaking out the call types yet. We are going to start introducing the turn out times so you will see those on the reports and dashboards. We are pretty consistent with 80% of our calls being EMS and 20% being fire responses.

MARCH BUDGET

Executive Director Ganem noted that we are a quarter the way through the year now, so we would expect to be at or around 25% of budget. We are currently at 23.65% of budget, which equates to 1.35% under budget for the year.

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

Mid-Month Utility Warrants (#118958-118971) totaling	$82,118.28
Accounts Payable Warrants (#118972-119068) totaling	$1,548,910.74
Payroll Direct Deposit Document for 202 indiv. DD003846-004047 totaling	$1,537,908.15
Payroll Electronic Federal Tax Payment totaling	$315,030.64
Medical Claims as of March 19, 2024	$144,624.01
TOTAL approval	$3,628,591.82

APPROVAL OF VOUCHERS

Commissioner Burrus moved approval of March budget. Motion was seconded by Commissioner Vadino. Motion carried unanimously.

Commissioner Baruso inquired, for his own education, he noticed on the vouchers that there are some names that he recognizes, and he wants to understand where these come from. As new Commissioners is it possible to get a class on the budget and the different codes? Executive Director Ganem added the recognizable names are likely LEOFF1 liability payments. Director Ganem offered to hold a training session with the new Commissioners to educate them on the budget and the monthly financials and closing process. He notes, the Commissioners are an important part of the checks and balances, something the State Auditor ensures during our annual audits.

The meeting adjourned at 1750 hours.

_____
COMMISSIONER (CHAIR)

_____
COMMISSIONER (VICE CHAIR)

_____
COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

_____
BOARD SECRETARY

DRAFT

SOUTH KING FIRE
RESOLUTION NO. 648

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR SOUTH KING FIRE, HEREBY KNOWN AS THE DISTRICT, DECLARING THE INTENT TO IMPOSE A VOTER- AUTHORIZED BENEFIT CHARGE EACH YEAR FOR SIX (6) YEARS AND CALLING FOR AN ELECTION WITHIN THE DISTRICT OF A PROPOSITION TO ESTABLISH THE VOTER-AUTHORIZED BENEFIT CHARGE ON PERSONAL PROPERTY AND IMPROVEMENTS TO REAL PROPERTY WITHIN THE DISTRICT FOR UP TO SIX YEARS.

WHEREAS, the District is authorized by Chapter 52.18 RCW to establish, impose and collect a Benefit Charge on personal property and improvements to real property located within the District, and

WHEREAS, the District proposes to receive voter approval to so establish and impose a Benefit Charge; and

WHEREAS, the Board of Fire Commissioners has determined that its regular property tax levies and income from excess levies and other sources, will not be sufficient to cover the operating costs of the District, in order to maintain a satisfactory level of service by the District to its citizens and residents; and

WHEREAS, the District's level of service provided for fire and emergency medical services may actually have to be reduced unless the Benefit Charge is established; and

WHEREAS, the Benefit Charge will be reasonably proportioned to the measurable benefits that each property receives from the services by the District; and

WHEREAS, the Board recognizes that if the benefit charge is established pursuant to voter approval, the District cannot collect the "third fifty cents" allowed by RCW 52.16.160 as long as the benefit charge is in force; and

WHEREAS, the Board recognizes that the benefit charges collected in the District cannot exceed 60% of the District's operating budget.

NOW THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1. Benefit Charge. It is the declared intent of the District to establish a voter-authorized benefit charge on personal property and improvements to real property located within South King Fire, to be paid by the owners of such property.

Section 2. Amount of Benefit Charge. The amount of the Benefit Charge for each year, and for each property, shall be set in the year preceding imposition of the charge,

after a public hearing to review and establish the amount of the benefit charges for the subsequent year, pursuant to RCW 52.18.060 and RCW 84.55.120.

Section 3. Effective Date. The Benefit Charge, if approved, would be fixed and imposed on the affected properties, effective in 2025, if authorized by the voters.

Section 4. Notice of the Benefit Charge. Pursuant to RCW 52.18.060 and 52.18.070, property owners will be notified in writing of the benefit charge proposed to be assessed on their property, and the amounts thereof, subsequent to the public hearing referred to in section 2 above, and prior to the formation or convening of a benefit charge review board by the Commissioners. Such review board shall be convened and available for a two week period, to hear and decide written complaints from aggrieved property owners who, in their opinion, have been charged improperly.

Section 5. Election. Pursuant to RCW 52.18.050, there shall be submitted to the qualified electors of the District for their approval or rejection, at the primary election to be held on August 6, 2024, the question whether to approve a voter-authorized benefit charge for fire protection district purposes, as authorized by law. The Secretary of the District is authorized and directed to request the Auditor of King County to call said election, the ballot title for which is to be precisely as prescribed by RCW 52.18.050, as follows:

BALLOT TITLE

PROPOSITION NO. 1

SOUTH KING FIRE – AUTHORIZING FIRE BENEFIT CHARGE

Shall South King Fire be authorized to impose benefit charges each year for six years, not to exceed an amount equal to sixty percent of its operating budget, and be prohibited from imposing an additional property tax under RCW 52.16.160?

_____YES _____NO

Section 6. With respect to this election, the District shall participate in the publication of information in the Local Voters' Pamphlet, including but not limited to an explanatory statement reviewed and approved by the District's attorney, a Statement For, and a Statement Against, pursuant to Chapter 29A.32 of the Revised Code of Washington. The Fire Chief is hereby delegated authority to effectuate this provision.

Section 7. The Secretary to the Board of Fire Commissioners is hereby directed to deliver a certified copy of this resolution to the Manager of Records and Elections of King County, Washington, as ex officio County Supervisors of Elections for the District, no later than May 3, 2024.

Section 9. This Resolution shall take effect immediately upon its adoption, and should any provision of this Resolution be declared invalid, that shall not impact the remaining provisions of this Resolution.

ADOPTED by the Board of Fire Commissioners of South King Fire at a regular open public meeting of such Board on the 25th day of April 2024, with the following commissioners being present and voting.

CHAIR BARUSO

VICE CHAIR VADINO

COMMISSIONER GATES

COMMISSIONER FULLER

COMMISSIONER BURRUS

ATTEST:

Board Secretary

DRAFT

SOUTH KING FIRE
KING COUNTY, WASHINGTON

RESOLUTION NO. 649

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF SOUTH KING FIRE, AUTHORIZING PAYMENT TO KING COUNTY OF A PRO-RATA SHARE OF THE AUGUST 6, 2024 PRIMARY ELECTION COSTS, INCLUDING BUT NOT LIMITED TO THE COST OF PRODUCING THE LOCAL VOTERS PAMPHLET, RELATING TO THE AUGUST ELECTION.

WHEREAS, the King County Department of Records and Elections will be administering on behalf of South King Fire, and other agencies, an election in August of 2024, including the publication of a local voters pamphlet; and

WHEREAS, applicable statutes allow King County to charge South King Fire a fair pro-rata share of the costs for administering such elections;

NOW THEREFORE BE IT HEREBY RESOLVED, FOUND, DETERMINED AND ORDERED, AS FOLLOWS:

Section 1. The Board hereby authorizes the Fire Chief to utilize moneys available in the current expense fund of the District to defray the fair and reasonable pro-rata share of the August 2024 election costs, attributable to South King Fire, including but not limited to the cost of producing the Local Voters Pamphlet relating to such election.

Section 2. A copy of this resolution shall be provided to the King County Department of Records and Elections.

ADOPTED AND APPROVED by the Board of Fire Commissioners of South King Fire, King County, Washington, at a regular meeting of the board, this 25th day of April 2024, with the following Commissioners being present and voting.

_____
Chair Baruso

_____
Vice Chair Vadino

_____
Commissioner Gates

_____
Commissioner Fuller

_____
Commissioner Burrus

ATTEST:

_____

District Secretary

DRAFT

Resolution 649

SOUTH KING FIRE
RESOLUTION NO. 650

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR SOUTH KING FIRE, HEREBY KNOWN AS THE DISTRICT, DECLARING THE INTENT TO IMPOSE A VOTER- AUTHORIZED BENEFIT CHARGE EACH YEAR FOR SIX (6) YEARS AND CALLING FOR AN ELECTION WITHIN THE DISTRICT OF A PROPOSITION TO ESTABLISH THE VOTER-AUTHORIZED BENEFIT CHARGE ON PERSONAL PROPERTY AND IMPROVEMENTS TO REAL PROPERTY WITHIN THE DISTRICT FOR UP TO SIX YEARS.

WHEREAS, the District is authorized by Chapter 52.18 RCW to establish, impose and collect a Benefit Charge on personal property and improvements to real property located within the District, and

WHEREAS, the District proposes to receive voter approval to so establish and impose a Benefit Charge; and

WHEREAS, the Board of Fire Commissioners has determined that its regular property tax levies and income from excess levies and other sources, will not be sufficient to cover the operating costs of the District, in order to maintain a satisfactory level of service by the District to its citizens and residents; and

WHEREAS, the District's level of service provided for fire and emergency medical services may actually have to be reduced unless the Benefit Charge is established; and

WHEREAS, the Benefit Charge will be reasonably proportioned to the measurable benefits that each property receives from the services by the District; and

WHEREAS, the Board recognizes that if the benefit charge is established pursuant to voter approval, the District cannot collect the "third fifty cents" allowed by RCW 52.16.160 as long as the benefit charge is in force; and

WHEREAS, the Board recognizes that the benefit charges collected in the District cannot exceed 60% of the District's operating budget.

NOW THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1. Benefit Charge. It is the declared intent of the District to establish a voter-authorized benefit charge on personal property and improvements to real property located within South King Fire, to be paid by the owners of such property.

Section 2. Amount of Benefit Charge. The amount of the Benefit Charge for each year, and for each property, shall be set in the year preceding imposition of the charge,

after a public hearing to review and establish the amount of the benefit charges for the subsequent year, pursuant to RCW 52.18.060 and RCW 84.55.120.

Section 3. Effective Date. The Benefit Charge, if approved, would be fixed and imposed on the affected properties, effective in 2025, if authorized by the voters.

Section 4. Notice of the Benefit Charge. Pursuant to RCW 52.18.060 and 52.18.070, property owners will be notified in writing of the benefit charge proposed to be assessed on their property, and the amounts thereof, subsequent to the public hearing referred to in section 2 above, and prior to the formation or convening of a benefit charge review board by the Commissioners. Such review board shall be convened and available for a two week period, to hear and decide written complaints from aggrieved property owners who, in their opinion, have been charged improperly.

Section 5. Election. Pursuant to RCW 52.18.050, there shall be submitted to the qualified electors of the District for their approval or rejection, at the general election to be held on November 5, 2024, the question whether to approve a voter-authorized benefit charge for fire protection district purposes, as authorized by law. The Secretary of the District is authorized and directed to request the Auditor of King County to call said election, the ballot title for which is to be precisely as prescribed by RCW 52.18.050, as follows:

BALLOT TITLE

PROPOSITION NO. 1

SOUTH KING FIRE – AUTHORIZING FIRE BENEFIT CHARGE

Shall South King Fire be authorized to impose benefit charges each year for six years, not to exceed an amount equal to sixty percent of its operating budget, and be prohibited from imposing an additional property tax under RCW 52.16.160?

_____YES _____NO

However, in the event that the need for this resolution is obviated by affirmative passage of Proposition One established under District Resolution No. 648, at the August 6, 2024 primary election, then this Resolution No. 650 shall be deemed withdrawn and there shall be no need for the Fire Chief to utilize moneys available in the current expense fund of the District to defray the fair and reasonable pro-rata share of the November 2024 election costs.

Section 6. With respect to this election, the District shall participate in the publication of information in the Local Voters' Pamphlet, including but not limited to an explanatory statement reviewed and approved by the District's attorney, a Statement For, and a Statement Against, pursuant to Chapter 29A.32 of the Revised Code of Washington. The Fire Chief is hereby delegated authority to effectuate this provision.

Section 7. The Secretary to the Board of Fire Commissioners is hereby directed to deliver a certified copy of this resolution to the Manager of Records and Elections of King County, Washington, as ex officio County Supervisors of Elections for the District, no later than May 3, 2024.

Section 8. This Resolution shall take effect immediately upon its adoption, and should any provision of this Resolution be declared invalid, that shall not impact the remaining provisions of this Resolution.

ADOPTED by the Board of Fire Commissioners of South King Fire at a regular open public meeting of such Board on the 25th day of April 2024, with the following commissioners being present and voting.

_____
CHAIR BARUSO

_____
VICE CHAIR VADINO

_____
COMMISSIONER GATES

_____
COMMISSIONER FULLER

_____
COMMISSIONER BURRUS

ATTEST:

_____
Board Secretary

SOUTH KING FIRE
KING COUNTY, WASHINGTON

RESOLUTION NO. 651

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF SOUTH KING FIRE, AUTHORIZING PAYMENT TO KING COUNTY OF A PRO-RATA SHARE OF THE NOVEMBER 5, 2024 GENERAL ELECTION COSTS, INCLUDING BUT NOT LIMITED TO THE COST OF PRODUCING THE LOCAL VOTERS PAMPHLET, RELATING TO THE NOVEMBER ELECTION.

WHEREAS, the King County Department of Records and Elections will be administering on behalf of South King Fire, and other agencies, an election in November of 2024, including the publication of a local voters pamphlet; and

WHEREAS, applicable statutes allow King County to charge South King Fire a fair pro-rata share of the costs for administering such elections;

NOW THEREFORE BE IT HEREBY RESOLVED, FOUND, DETERMINED AND ORDERED, AS FOLLOWS:

Section 1. The Board hereby authorizes the Fire Chief to utilize moneys available in the current expense fund of the District to defray the fair and reasonable pro-rata share of the November 2024 election costs, attributable to South King Fire, including but not limited to the cost of producing the Local Voters Pamphlet relating to such election.

Section 2. A copy of this resolution shall be provided to the King County Department of Records and Elections.

Section 3. **However**, in the event that the need for this resolution is obviated by affirmative passage of Proposition One established under District Resolution No. 648, at the August 6, 2024 primary election, then this Resolution No. 651 shall be deemed withdrawn and there shall be no need for the Fire Chief to utilize moneys available in the current expense fund of the District to defray the fair and reasonable pro-rata share of the November 2024 election costs.

ADOPTED AND APPROVED by the Board of Fire Commissioners of South King Fire, King County, Washington, at a regular meeting of the board, this 25th day of April 2024, with the following Commissioners being present and voting.

_____
Chair Baruso

_____
Vice Chair Vadino

Commissioner Gates

Commissioner Fuller

Commissioner Burrus

ATTEST:

District Secretary

DRAFT

Resolution 651