SOUTH KING FIRE
BOARD OF FIRE COMMISSIONERS MEETING
December 21, 2023
Station 68 and Virtual Meeting
5:00 PM
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Oath of Office for Commissioner Baruso – Position 4 effective January 1, 2024
4. Oath of Office for Commissioner Burrus – Position 5 effective January 1, 2024
5. Approval of the Minutes for the following meetings
    - Regular Meeting on November 28, 2023
    - Special Meeting on December 1, 2023
    - Special Meeting December 2, 2023
    - Special Meeting December 7, 2023
6. Commissioners Comments
7. Public Comments – Please state your name and address for the record (please limit comments to 3 minutes or less)

    Individuals addressing the Board, who are not specifically scheduled on the agenda, will be requested to give their name and address for the record, and should limit their remarks to three (3) minutes. All remarks will be addressed to the Board as a whole.

    Decorum and respect of others and others' opinions is of utmost importance in the conducting of public business in a public meeting forum. Breach of decorum and/or disrespect of anyone in this public meeting will not be tolerated. Should there be a lack of decorum by those in attendance they will be asked to leave these proceedings. If the lack of decorum disrupts the meeting or distracts participants from the public meeting process, the meeting shall be immediately recessed by the Chairman until decorum is restored as provided by the Open Public Meetings Act, RCW 42.30.050 and SKF Commissioner Guidelines.

    The Chair has the authority to preserve order at all meetings of the Board, to recess the meeting and/or to cause the removal of any individual from any meeting for disorderly conduct and to enforce the Rules of the Board.
8. Commissioner Committee Reports
9. Resolution 641 – Adopting Regular Meetings in 2024
10. Bridge Plan – Funding Recommendation
11. Chief Van Valkenburg Contract
12. Executive Director Ganem Contract
13. Administrative Team Report
14. December Budget
15. Approval of Voucher
16. The Board will adjourn 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;

17. Approval of Purchase and Sale Agreement
18. 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
November 28, 2023
Station 68 and Virtual

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

The Pledge of Allegiance was led by Commissioner Vadino.

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

APPROVAL OF MINUTES

Commissioner Gates asked for a Motion and second to approve the following minutes:

- Regular Meeting Minutes from October 26, 2023.
- Special Meeting on October 31, 2023
- Special Meeting/Public Hearing on November 14, 2023
- Special Meeting on November 15 and 16, 2023

Commissioner Thompson made a Motion that we approve all four (4) meeting minutes. Motion was seconded by Commissioner Berger. Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Vadino had no comments.

Commissioner Thompson had no comments.

Commissioner Berger wished season greetings to one and all.

Commissioner Gates mentioned that he may need to leave a little early tonight, Commissioner Thompson will take over the meeting.

PUBLIC COMMENTS

President Bastin, Local 2024 made a public comment.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates noted no Committee Reports.

RESOLUTION 638 – ADOPTING BUDGET FOR 2024

Interim Chief Van Valkenburg read Resolution 638 into record. Commissioner Thompson so moved approval of Resolution 638. Motion was seconded by Commissioner Vadino. Commissioner Thompson added that the Administrative Team and the Project Managers within the department have done an outstanding job working through the process and coming up with a very workable budget for 2024, thank you for your dedication. Motion carried unanimously.

RESOLUTION 639 – AUTHORIZING PROPERTY TAX COLLECTION FOR 2024

Interim Chief Van Valkenburg read Resolution 639 into record. Commissioner Thompson so moved Passage of Resolution 639. Motion was seconded by Commissioner Berger. Motion carried unanimously.

RESOLUTION 640 – ADOPTION OF THE IFC PERMIT FEE SCHEDULE FOR 2024

Interim Chief Van Valkenburg read Resolution 640 into record. Commissioner Thompson made a Motion to approve Resolution 640 for the Fire Code. Motion was seconded by Commissioner Vadino. Commissioner Berger requested a brief oral report for the resolution. Fire Marshal Nichols gave an overview on the increases in permit fees adding that our permits are significantly lower than other neighboring departments. Interim Chief Van Valkenburg added that a long-standing goal for the Fire Marshal's Office is to work toward voluntary compliance. Motion carried unanimously.

Commissioner Gates noted that since we just passed the budget, he will be making a motion due to Executive Director Ganem's exceptional leadership throughout the years, his dedicated work on negotiations, and the changes that he has made with the budget process being more transparent. I would like to make a Motion instructing Interim Chief Van Valkenburg and HR Director Mary Stevens to put together a Personal Services Contract for Executive Director Ganem for the Board to approve at the December Regular Board Meeting. Commissioner Berger seconded the Motion asking that Legal Counsel be involved in reviewing the contract and that it be consistent with the contracts for our other Chief Officers. He certainly deserves the same protection and benefits that they have. Motion carried unanimously.

ADMINISTRATIVE TEAM REPORT

Interim Chief Van Valkenburg noted that the Commissioners should have received the Staff Report and asked if the Commissioners had any questions for staff.

Commissioner Berger noted kudos to Fire Marshal Nichols for being proactive and finding a solution for the elevator issue at the new building in Des Moines. It certainly isn't appropriate to be sending an engine up there 28 times in 4 months since people can't figure out how to operate the elevator. It may be time to offer an incentive to get it fixed such as a penalty for each time we respond, like a false alarm fee. The incentive is not to have a problem like this go unaddressed.

NOVEMBER BUDGET

Executive Director Ganem reported that we are now entering the last month of the year, we should be approaching 91.67% of the budget expensed we are currently 2.22% under budget.

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

Mid-Month Utility Warrants (#118496-118512) totaling	$54,072.06
Accounts Payable Warrants (#118513-118601) totaling	$1,232,709.32
Payroll Direct Deposit Document for 188 indiv. DD003072-003259 totaling	$1,410,335.08
Payroll Electronic Federal Tax Payment totaling	$308,930.59
Medical Claims as of November 14, 2023	$137,860.31

TOTAL approval $3,143,907.36

APPROVAL OF VOUCHERS

Commissioner Gates requested a Motion and a second to approve tonight's vouchers. Commissioner Berger so moved. Motion was seconded by Commissioner Thompson. Motion carried unanimously.

The meeting adjourned at 1728 hours.

_____ _____

COMMISSIONER (CHAIR) COMMISSIONER (VICE CHAIR)

_____ _____

COMMISSIONER COMMISSIONER

_____

COMMISSIONER

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BOARD SECRETARY

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DRAFT

SOUTH KING FIRE
December 1, 2023
Special Meeting
Station 62

Commissioner Gates called the Special Meeting to order at 1630 hours with Commissioners Berger, Vadino and Thompson in attendance. Commissioner Fuller was excused. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by BC Suckoll.

COMMISSIONER COMMENTS

Commissioner Thompson had no comments.

Commissioner Vadino had no comments.

Commissioner Berger thanked Mike our consultant for all his assistance along with HR Director Mary Stevens and Lauri Perry for all of their assistance in the Fire Chief Process.

Commissioner Gates had no comments.

INTRODUCTION OF FIRE CHIEF CANDIDATES

Commissioner Gates introduced the top 5 Candidates:

- Debbie Carpenter is currently the Fire Chief at Spirit Lake Fire Protection District in Spirit Lake, ID. She has held various positions during her 28 years in the fire service and has worked her way through the ranks beginning as a firefighter in 1995.

- Patrick Reid is currently the Deputy Fire Chief for the City of Pasco Fire Department. He has over 30 years of experience in the fire service and emergency management. He has worked for agencies located on both the east and west coasts.

- John Sullivan is currently the Fire/Medical Chief of Emergency Services for the City of Georgetown Texas. He has worked his way through the ranks and held various positions in the fire service during his 30-year career beginning as a firefighter in 1993.

- Dominick Swinhart is currently the Fire Chief for Key Peninsula Fire/Pierce County Fire District 16. He has over 34 years of service with 29 in the fire service beginning in 1994 as a Firefighter /Arson Team Member

- Dave Van Valkenburg is currently the Interim Fire Chief for South King Fire. He has been in the fire service for 35 years and worked his way up through the ranks.

CANDIDATES TO SOCIALIZE WITH ATTENDEES

Everyone that was in attendance socialized and met the final candidates.

Meeting adjourned at 1800 hours.

_____	_____
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

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SOUTH KING FIRE
December 2, 2023
Special Meeting
Station 68 and Virtual

Commissioner Gates called the Special Meeting to order at 0800 hours with Commissioners Berger, Vadino and Thompson in attendance. Commissioner Fuller was excused. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Vadino.

COMMISSIONER COMMENTS

Commissioner Berger thanked staff for the tremendous amount of support that they have had through this process. Executive Secretary Lauri Perry and HR Director Mary Stevens as well in supporting us through this process and also our recruitment firm in particular Mike Letcher who has led us through this process and attracted some outstanding candidates to the process.

Commissioner Vadino had no comments.

Commissioner Thompson had no comments.

Commissioner Gates echoed the comments made by Commissioner Berger.

FIRE CHIEF CANDIDATE NTERVIEWS

The Candidates were interviewed individually by answering questions asked by the Commissioners:

- John Sullivan
- Dominick Swinhart
- Patrick Reid

At 0940 hours the meeting recessed for 15 minutes.

At 0955 hours the Special Meeting reconvened.

The Commissioners proceeded to interview the following Candidates:

- Debbie Carpenter
- Dave Van Valkenburg

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

At 1103 hours the Board adjourned into Executive Session per RCW 42.30.110 (1) (g) to discuss the qualifications of an applicant for public employment. Action may or may not be taken after Executive Session. We anticipate Executive Session will last until approximately 3:00 pm.

At 1500 hours Executive Session was extended until 1630 hours.

At 1630 hours Executive Session was extended until 1700 hours.

At 1700 hours Executive Session was extended until 1730 hours.

At 1730 hours the Special Meeting reconvened.

Commissioner Gates noted that the Board of Fire Commissioners has concluded the interviews for the position for Fire Chief. We would like to thank Mike Letcher of the Mercer Group and all of the candidates who applied and went through the process. All of them were excellent candidates, which made our decision very challenging.

Commissioner Vadino made a Motion that the Board proceed with a conditional offer of employment to Dave Van Valkenburg as our next Fire Chief and direct Human Resources to proceed with the remaining steps to finalize the hiring process. Motion was seconded by Commissioner Thompson. Motion carried unanimously. Commissioner Gates congratulated Chief Van Valkenburg.

Meeting adjourned at 1732 hours.

_____ _____

COMMISSIONER (CHAIR) COMMISSIONER (VICE CHAIR)

_____ _____

COMMISSIONER COMMISSIONER

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COMMISSIONER

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BOARD SECRETARY

DRAFT

SOUTH KING FIRE
December 7, 2023
Special Meeting
Station 68 and Virtual

Commissioner Gates called the Special Meeting to order at 1500 hours with Commissioners Berger, Vadino, and Thompson in attendance. Commissioner Fuller was excused. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Thompson.

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

EXECUTIVE SESSION

At 1502 hours the Board adjourned into Executive Session per RCW 42.30.10 (1) (i) to discuss with legal counsel representing the agency litigation or legal risks or a proposed action or current practice that the agency has identified when public disclosure of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. Executive Session is expected to last 15 minutes by may be extended by the Board.

Joining the Board in Executive Session will be Legal Counsel Eric Quinn. At this time, we will recess for two (2) minutes to get everyone transferred into Executive Session. At the end of Executive Session we will take a two (2) minute recess to get everyone transferred back into the Special Meeting.

STATEMENT FROM THE CHAIR Re: CLARIFICATION AND DECISION ON MOTION APPOINTING THE FIRE CHIEF

Commissioner Gates read the following statement:

Thank you for joining us today for this special meeting of the Board of Fire Commissioners of South King Fire. My name is Bill Gates, and as the Chairperson of this Board, it is my responsibility to ensure that our proceedings are conducted in a transparent and lawful manner, in accordance with the statutes governing public meetings and the specific mandates of our agency.

I wish to make clear that concerns were raised as to the propriety of the Board's action to direct Human Resources to present an Employment Agreement for the Fire Chief position to Dave Van Valkenburg.

We take these concerns seriously and are committed to adhering to both the letter and the spirit of the law. Transparency, accountability, and public participation are not just legal requirements; they are the cornerstones of public trust and effective governance in our community.

To ensure that we fully comply with the relevant laws and uphold the principles of transparency and public engagement, we have convened this special meeting. Our goal today is to openly discuss and rectify any issues surrounding the appointment process of our new Fire Chief.

To this end, we invite members of the public to share their thoughts and insights. Public comment will be limited to ten (10) minutes, with two minutes per commenter. We value your input, and it is crucial for us to hear and consider the perspectives of our community and/or district members.

Following public comments, each commissioner will have the opportunity to express their views on the appointment process and discuss the qualities and qualifications we believe are essential for the role of Fire Chief.

Please note that while we are here to listen, deliberate, and discuss, the Board may take action ratifying the decision to direct HR to present an employment agreement to Dave Van Valkenburg. But our intention is to gather information and viewpoints that will guide us in making a well-informed and transparent decision at this meeting.

We thank you for your participation and for holding us accountable to the standards expected of a public governing body. Your involvement is invaluable to our decision-making process and to the integrity of our fire district.

Let us now begin with the public comment period. We are here to listen and engage constructively with our community. Again, public comment will be limited to ten (10) minutes with two minutes per commenter.

PUBLIC COMMENTS

Public comments were made by the following individuals:

- Lt. Brooks Werner
- Fire Marshal Sean Nichols
- Deputy Chief Lisa Defenbaugh

COMMISSIONER DECISION RELATING TO CLARIFICATION AND DECISION ON MOTION APPOINTING FIRE CHIEF

Commissioner Thompson noted that during the Fire Chief selection process, there were specifically things that the Board was looking for such as bringing people together; be able to articulate that vision and bring people together as a team. All the Candidates were present at the Meet and Greet on Friday, December 1st. It was interesting to listen to the different members ask the Candidates different questions. The questions were very well thought out and some had consequences. Commissioner Thompson added that he also talked to some of our firefighters that were present, and the strong consensus was that they like Chief Van Valkenburg as our next Fire Chief. So that is something that was weighing on my mind when we were deliberating. Dave Van Valkenburg was very relaxed, very prepared, the other candidates were somewhat prepared.

Commissioner Berger reported, first, let's take a step back and talk about the process we went through. Commissioner Berger added that he is very proud of this Board and the District for having given the opportunity for anybody who felt that they had the qualifications could apply. There were both external and internal candidates. We had a very, very thorough professionally led and supported process both by our search firm Mercer and Associates and Mike Letcher. We had tremendous talent that was attracted to our organization. As Commissioner Thompson described it was a very thorough process, tons of questions, good questions and tough questions. Commissioner Berger is very pleased to be

able to have concluded that no one that he saw during the interview process did better than Chief Van Valkenburg. In spite of the fact, he only has a relatively short amount of time as Chief of the Department. However, he has lots and lots of experience and management with two other organizations. There were Chiefs that he was competing against, particularly as a finalist last Saturday, that had years of experience, good instincts, good experience. No one did better than Dave Van Valkenburg and he has the additional advantage of course being here and understanding our issues intimately that someone else would have to learn. So that does nothing, other than validate the fact that through an extensive search, he was the best of the best.

Commissioner Vadino reported that she also thought it was a great process. We got to see a lot of really great candidates. We got to allow the community and firefighters the opportunity to meet them as well at our open house on Friday. We got a lot of talent, and it was a hard choice, but I think we went through a great process and made the right decision.

Commissioner Gates added that he also thinks the process went very well. Early on you know a couple of months ago during the planning and working on the timeline you really don't know what it is going to look like and stay on track. The Open House on Friday night was nice. It was a great idea; I wish more people would have shown up. A few things that we were looking for in a Chief was somebody that is a good communicator, relationship building in the community, continues the Strategic Bridge Plan, and knows what the funding issues are. We knew what we were looking for.

POTENTIAL ACTION BY YHE BOARD TO RATIFY APPOINTMENT OF FIRE CHIEF

Commissioner Thompson made a Motion that the Board appoint Dave Van Valkenburg to the position of Fire Chief of South King Fire, contingent upon the successful negotiation of a professional services contract. Motion was seconded by Commissioner Vadino.

Commissioner Thompson added that we completed a nationwide search, it was tough competition, but he strongly supports Dave Van Valkenburg as our next Chief.

Commissioner Gates added that he also strongly supports Dave Van Valkenburg as the next Chief adding that he was the only candidate that provided the Board with a Year 1 plan, of all the things that he thinks needs to be accomplished in the first year, including a timeline. None of the other candidates provided this kind of detail. Motion passed unanimously.

Meeting adjourned at 1540 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

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SOUTH KING FIRE
KING COUNTY, WASHINGTON

RESOLUTION NO. 641

A RESOLUTION of the Board of Commissioners of South King Fire, King County, Washington, Adopting the Regular Meeting Schedule for 2024

WHEREAS, the Board of Commissioners have agreed that Regular meetings shall normally be held on the fourth Tuesday of every month beginning at 5:00 pm (1700 hours), with exceptions allowed due to scheduling conflicts; and

WHEREAS, the Board of Commissioners now desires to formally establish the Regular meeting schedule for 2024.

NOW, BE IT RESOLVED, by the Board of Commissioners of South King Fire that the following dates shall be adopted for the Regular Meetings of the Board in 2024:

Thursday, January 25, 2024, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, February 27, 2024, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, March 26, 2024, beginning at 5:00 pm at Station 68 and Virtual
Thursday, April 25, 2024, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, May 28, 2024 beginning at 5:00 pm at Station 68 and Virtual
Tuesday, June 25, 2024, beginning at 5:00 pm at Station 68and Virtual
Thursday, July 25, 2024, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, August 27 2024, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, September 24, 2024, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, October 29, 2024 beginning at 5:00 pm at Station 68 and Virtual
Tuesday, November 26, 2024, beginning at 5:00 pm at Station 68 and Virtual
Monday, December 23, 2024 beginning at 5:00 pm at Station 68 and Virtual

NOW, BE IT FURTHER RESOLVED that all Regular Meetings shall normally be held at Station 68, (1405 SW 312th Street, Federal Way, WA) and the meetings will also be available virtually until further notice.

ADOPTED at a Regular Meeting of the Board of Commissioners of South King Fire this 21st day of December, 2023, the following Commissioners being present and voting.

_____ CHAIRMAN/COMMISSIONER

_____ VICE CHAIR/COMMISSIONER

_____ COMMISSIONER

_____ COMMISSIONER

_____ COMMISSIONER

ATTEST:

_____ Secretary