SOUTH KING FIRE
BOARD OF FIRE COMMISSIONERS MEETING
December 23, 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 November 26, 2024 and Special Meeting on December 4, 2024 and December 19, 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 659 – Adopting 2025 Regular Meeting Dates
8. Resolution 660 – Updating FMO Fee Schedule
9. Resolution 661 – Adoption of Internal Controls
10. Resolution 662 – Authorizing the Procurement of Tractor Dawn Aerial and related Equipment
11. Resolution 663 – Approval of Employee Handbook
12. Administrative Team Report
13. December Budget
14. Approval of Vouchers
15. 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.
16. Good of the Order
17. 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 26, 2024
Station 68 and Virtual

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

The Pledge of Allegiance was led by Battalion Chief Charoni.

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 October 29, 2024, and the Special Meeting Minutes from November 13, 2024. Commissioner Burrus moved approval of both sets of minutes. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Fuller reported that he agreed with what the Chief said at the end of the report. He said that your hard work, compassion and commitment are inspiring, and Commissioner Fuller added an exclamation mark to that statement.

Commissioner Burrus reported, like he said last meeting, it is nice to see all of the chairs full.

Commissioner Vadino had no comments.

Commissioner Baruso thanked everyone for their work during our windstorm, it is much appreciated.

PUBLIC COMMENTS

Nich Gullickson, Vice President of Local 2024, thanked the Board for the work they are doing as it pertains to the Fire Benefit Charge right now. I know that implementing a new tax structure is not the easiest thing in the world to do and I commend you guys for the work that you're doing. I also want to thank you guys for your commitment to the future of this organization and allowing us to work with ESCI this last couple of weeks. It is very much appreciated. And I would also be remiss if I didn't recognize my members who continue to be part of the local government process and show up here month in and month out. I think it's really important for everyone to understand, much like you just said about having all of the seats filled, that you know the decisions that this Board makes not only affect the citizens we represent, but also the employees that work here. So again, thank you for the work that you guys are doing.

COMMISSIONER COMMITTEE REPORTS

There were no committee reports.

DRAFT

RESOLUTION 656 – ADOPTING THE 2025 BUDGET

Chief Van Valkenburg read Resolution 656 into record. Commissioner Burrus moved adoption of Resolution 656. Motion was seconded by Commissioner Vadino. Commissioner Fuller added that he has been around enough times to know the budget. He appreciates everyone having input into the budget and allocating funds to those projects based on priorities and what people need, thanks to the Administration folks. Motion was approved 4-0

RESOLUTION 657 – IMPOSING A BENEFIT CHARGE ON PERSONAL PROPERTY AND IMPROVEMENTS TO REAL PROPERTY WIHIN THE DISTRICT IN 2025

Chief Van Valkenburg read Resolution 657 into record. Commissioner Burrus made a Motion to approve Resolution 657. Motion was seconded by Commissioner Fuller. Motion carried

RESOLUTION 658 – REGARDING REAL PROPERTY TAX

Commissioner Burrus moved approval of Resolution 658. Motion was seconded by Commissioner Vadino. Commissioner Fuller asked what is included in real property. Chief Van Valkenburg wasn't sure and deferred the question to Executive Director Ganem. Executive Director Ganem replied that it is real property (land) and the regular taxes levied. Motion carried.

LADDER TRUCK PRESENTATION

Chief Van Valkenburg introduced Captain Todd Williams and Lt. Brian Moore; they gave a presentation on the work that the Apparatus committee has done in regard to the District ordering a Ladder Truck. Please visit our website to listen to the recording of the meeting for their full presentation.

ADMINISTRTIVE REPORT

Chief Van Valkenburg added that the Commissioners should have received their Staff Report, and he asked if there were any questions. Chief Van Valkenburg reported that he, Deputy Chiefs Crossen and Smith, District Chief Andersen, IT Manager Tucker, Ravin, and Chris met to discuss our Emergency Operating Center and things that worked and things that needed to be looked at. We also have our Semi-Annual Recognition Event on December 5th, where we will recognize years of service and promotions. Commissioner Fuller inquired about the (new) shift bid process, what is it? Chief Van Valkenburg responded that the process is going well, BC Michaels is managing the process we are now doing vacation picks.

Chief Van Valkenburg added that he will be holding one on one meetings with the Deputy Chiefs to have more consistent communication. The Executive meetings will also expand to include all Chief Officers, Fire Marshal and Director Lee.

NOVEMBER BUDGET

Executive Director Ganem thanked the Board for approving the budget; this is going to be our largest budget in our 75 years at $55M. Next year we will have our largest employee head count at 207 people. We couldn't do it without the public's support.

Financially, we've been tracking pretty good as we enter the last month of the year. At this time, we would expect to be at 91.67% and we are currently at 91.02%, so we are .47% under budget. 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.
Finance Supervisor Kelsey Barrett read into the record the list of expenditures for the month of November.

Mid-Month Utility Warrants (#119844-119864) totaling	$ 115,434.51
Accounts Payable Warrants (#119865-119955) totaling	$1,448,490.24
Payroll Direct Deposit Document for 213 indiv. DD005749-005961 totaling	$1,625,745.76
Payroll Electronic Federal Tax Payment totaling	$ 362,227.33
Medical Claims as of November 19, 2024	$ 276,130.53
TOTAL approval	$3,828,028.37

Voided Direct Deposit Numbers 005535-005748 due to Software Issue

APPROVAL OF VOUCHERS
Commissioner Vadino made a Motion to approve the vouchers. Motion was seconded by Commissioner Burrus. Motion carried unanimously.

EXECUTIVE SESSION
At 1732 hours Commissioner Baruso reported that the Board will convene into Executive Session per RCW 42.30.11. (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; Action may or may not be taken after Executive Session.

Joining the Board in Executive Session will be Chief Van Valkenburg, Executive Director Ganem, Director Lee, Executive Secretary Perry, Legal Counsel, Matt Andersen and Evan Schneider.

At this time, we will recess for 2 minutes to get everyone transferred into Executive Session. We anticipate Executive Session lasting for 15 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 to the Regular meeting.

At 1749 hours Executive Session ended, and we began to transition back to the Regular meeting.

At 1751 hours Commissioner Baruso announced that we are back in the Regular Meeting. Commissioner Vadino made a Motion on behalf of South King Fire, I move to direct Executive Director Ganem to sign the Purchase and Sale Agreement for the 320th property with MK Holdings. Motion was seconded by Commissioner Burrus. Motion carried.

EXECUTIVE SESSION
At 1753 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 60 minutes. At the end of Executive Session, we will take a 2-minute recess to get everyone transferred back over to the Regular Meetings.

At 1757 hours Jim Walkowski joined the Executive Session.

At 1855 hours Jim Walkowski left Executive Session, and it was extended 30 minutes.

At 1925 hours Executive Director Ganem and Executive Secretary Perry joined Executive Session.

At 1955 hours Executive Session was extended 15 minutes.

At 2010 hours Executive Session was extended 15 minutes.

At 2025 hours Executive Session was extended 5 minutes.

At 2030 Executive Session ended and we began to transition back to the Regular Meeting.

At 2032 Commissioner Baruso reported that we are back in the Regular meeting. Commissioner Vadino made a Motion to commission the services of a third-party investigator for purposes of supplementing the ongoing internal audit presently being performed by District Administration. Motion was seconded by Commissioner Burrus. Motion carried.

Commissioner Fuller moved to direct Executive Director Ganem and staff to work with legal counsel to update policies for Board review and adoption at the December 23rd regular meeting. Policies to be included are Fuel Policy, Procurement Policy, Travel Policy and the Credit Card Policy. Motion was seconded by Commissioner Vadino. Motion carried.

Commissioner Burrus moved to direct Executive Director Ganem and staff to work with legal counsel and provide the Board with an updated Non-Represented Handbook for review and adoption at the December 23rd Regular Meeting. Motion was seconded by Commissioner Vadino. Motion carried.

The meeting adjourned at 2036 hours.

_____
COMMISSIONER (CHAIR)

_____
COMMISSIONER (VICE CHAIR)

_____
COMMISSIONER

_____
COMMISSIONER

DRAFT

_____

COMMISSIONER

_____

BOARD SECRETARY

SOUTH KING FIRE IS AN EQUAL OPPORTUNITY EMPLOYER

DRAFT

SOUTH KING FIRE
December 4, 2024
Station 68 and Virtual

Commissioner Baruso called the regular meeting to order at 1701 hours with Commissioners Gates, Vadino, Gates, Fuller and Burrus in attendance. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Executive Secretary Perry.

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

COMMISSIONER COMMENTS

Commissioner Gates had no comments.

Commissioner Vadino had no comments.

Commissioner Burrus had no comments.

Commissioner Fuller had no comments.

Commissioner Baruso had no comments.

EXECUTIVE SESSION

At 1703 hours the Board convened 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 minutes recess to get everyone transferred back over to the Regular Meeting.

At 1805 hours Executive Session was extended 45 minutes.

At 1850 hours Executive Session was extended 10 minutes.

At 1900 hours the Executive Session ended and the transition back to the Special Meeting.

DRAFT

At 1902 hours the Special Meeting reconvened. Commissioner Baruso announced that we are out of Executive Session.

Commissioner Vadino moved that Fire Chief Dave Van Valkenburg be placed on administrative leave with pay, effectively immediately, to conclude at 9:00 am, December 20th, subject to further notice. This administrative leave period is pending investigation into misconduct that is separate and distinct from the performance evaluation of the Fire Chief presently being conducted by Emergency Services Consulting International. Motion was seconded by Commissioner Burrus. Motion passed unanimously.

Commissioner Gates moved that the Board appoint Kevin Crossen as Acting Fire Chief of South King Fire, working under the direction of Executive Director Ganem with said appointment to conclude at 9:00 am, December 20th, 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.

The meeting adjourned at 1904 hours.

_____
COMMISSIONER (CHAIR)

_____
COMMISSIONER (VICE CHAIR)

_____
COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

_____
BOARD SECRETARY

DRAFT

SOUTH KING FIRE
December 19, 2024
Station 68 and Virtual

Commissioner Baruso called the regular meeting to order at 1701 hours with Commissioners Gates, Vadino, Gates and Burrus in attendance. Commissioner Burrus was excused. 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 Burrus had no comments.

Commissioner Vadino had no comments.

Commissioner Gates had no comments.

Commissioner Baruso had no comments.

EXECUTIVE SESSION

At 1701 hours the Board convened 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 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 Regular Meeting.

At 1708 hours Commissioner Fuller arrived.

At 1733 hours Executive Session was extended 30 minutes.

At 1803 hours Executive Session was extended 30 minutes.

At 1833 hours Executive Session was extended 10 minutes.

DRAFT

At 1843 hours the Executive Session was extended for 5 minutes.

At 1848 hours Executive Session ended, and we began the transition back to the Special Meeting.

At 1850 hours the Special Meeting reconvened. Commissioner Baruso announced that we are out of Executive Session.

Commissioner Burrus moved to extend Fire Chief Dave Van Valkenburg's administrative leave with pay until Tuesday, January 7, 2025, at 9:00 am, subject to further notice due to the ongoing investigation into misconduct that is separate and distinct from the performance evaluation of the Fire Chief presently being conducted by Emergency Services Consulting International. Motion was seconded by Commissioner Fuller. Motion carried unanimously

Commissioner Vadino 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 Tuesday, January 7, 2025, at 9:00 am, 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.

The meeting adjourned at 1859 hours.

DRAFT

_____
COMMISSIONER (CHAIR)

_____
COMMISSIONER (VICE CHAIR)

_____
COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

_____
BOARD SECRETARY

SOUTH KING FIRE
KING COUNTY, WASHINGTON

RESOLUTION NO. 659

A RESOLUTION of the Board of Commissioners of South King Fire, King County, Washington, Adopting the Regular Meeting Schedule for 2025

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 2025.

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 2025:

Tuesday, January 28, 2025, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, February 25, 2025, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, March 25, 2025, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, April 22, 2025, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, May 27, 2025 beginning at 5:00 pm at Station 68 and Virtual
Tuesday, June 24, 2025, beginning at 5:00 pm at Station 68and Virtual
Tuesday, July 29, 2025, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, August 26, 2025, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, September 23, 2025, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, October 28, 2025 beginning at 5:00 pm at Station 68 and Virtual
Tuesday, November 25, 2025, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, December 23, 2025 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 23rd day of December, 2024, the following Commissioners being present and voting.

_____ CHAIRMAN/COMMISSIONER

_____ VICE CHAIR/COMMISSIONER

_____ COMMISSIONER

_____ COMMISSIONER

_____ COMMISSIONER

ATTEST:

_____ Secretary

SOUTH KING FIRE
KING COUNTY, WASHINGTON

RESOLUTION NO. 660

A RESOLUTION of the Board of Commissioners of South King Fire, King County, Washington, Regarding the Adoption of the IFC Permit Fee Schedule, After Hours Inspection Fee Schedule and Preventable Response Fees

WHEREAS, South King Fire (SKF) is a municipal corporation and political subdivision of the State of Washington that has been delegated the authority to perform the fire prevention provisions of the International Fire Code (IFC) within the boundaries of SKF, by interlocal agreement with the cities of Des Moines and Federal Way and Unincorporated King County; Resolution 660 supersedes and rescinds Resolution 646, Resolution 640, Resolution 625, Resolution 605, and Resolution 596.

WHEREAS, the Board of Commissioners considered the cost associated with the dedication of personnel and resources to the work of inspecting, approving and issuing IFC permits and

WHEREAS, the Board of Commissioners, after considering these costs has decided that applicants for certain permits should bear the costs associated with the issuance of said permits.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of SKF as follows:

a. SKF hereby adopts the following fee schedule for IFC Permits, reinspection fees, and preventable response fees allowed by the codes adopted by the respective jurisdictions: See the attached Exhibit A, which is incorporated herein by reference.

b. SKF reserves the ability to modify the fees set forth in Exhibit A without notice. At any time, the fees are modified, a new Exhibit A shall be appended to this resolution and shall supersede the previous Exhibit A.

c. This resolution shall take effect on January 1, 2025.

ADOPTED at a regular meeting of the Board of Commissioners of South King Fire this 23rd day of December 2024, the following Commissioners being present and voting.

_____
CHAIRMAN/COMMISSIONER

_____
VICE CHAIR/COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

ATTEST:

_____
Secretary

International Fire Code (IFC) Permit Fee Schedule for 2025
Appendix A - SKF Commissioner's Resolution #660

Operational Permit Fee Schedule:

Permit Type	2024 Fee Schedule
PLACES OF ASSEMBLY 50-299	$100
COMPRESSED GASSES - INCLUDES CO2 & MED GAS	$50
REPAIR GARAGE AND MOTOR FUEL DISPENSING FACILITIES	$100
FLAMMABLE COMBUSTIBLE LIQUIDS	$50
HAZARDOUS MATERIALS	$125
LP GAS	$50
LP GAS – OPEN FLAME COOKING DEVICE (1 FIVE-GAL TANK)	No Charge
PLACES OF ASSEMBLY 300+	$125
HIGH PILED STORAGE	$100
MOTOR FUEL DISPENSING FACILITIES	$100
HOT WORK OPERATIONS	$100
CUTTING & WELDING	$100
FLAMMABLE COMBUSTIBLE LIQUIDS - INCLUDING GENERATOR FUEL TANKS	$50
SPRAYING OR DIPPING	$100
DRY CLEANING	$50
OPEN FLAMES AND CANDLES	$50
MOBILE FOOD PREP VEHICLES	$125
REFRIGERATION EQUIPMENT	$100
LIQUID OR GAS-FUELED INDOOR EQUIPMENT	$100
AEROSOL PRODUCTS	$100
TEMP MEMBRANE STRUCTURES AND TENTS	$125
EXPLOSIVES	$100
CRYOGENIC FLUIDS	$100
FIREWORKS	$125
COVERED & OPEN MALLS	$200
SPECIAL EVENT	$125
MISC COMBUSTIBLE STORAGE	$100
ALL OTHER PERMIT TYPES	$100

Permit fee covers up to ½ hour of a plan and code review, initial site inspection, and a reinspection.

Nonprofit 501(c)(3) Organizations: 50% reduction on all operational permit fees

All Operational fees are billed via a third-party vendor on behalf of SKF and are subject to a $18.50 service fee per occupancy (excluding No Charge permits).

Construction Permit Fee Schedule:

Permit Type	2024 Fee Schedule
FLAMMABLE COMBUSTIBLE LIQUIDS (limited to):	
RESIDENTIAL – Install, remove or decommission per tank	$ 50.00
COMMERICAL – Install, remove or decommission per tank	$ 125.00
TEMPORARY MEMBRANE STRUCTURES AND TENTS	$ 125.00
ALL OTHER PERMIT TYPES *	S 125.00

*This fee schedule excludes permit types that are issued through the city of Des Moines and Federal Way Building Departments

Permit fee covers up to ½ hour of a plan and code review, initial site inspection, and a reinspection.

Any Construction fee billed via a third-party vendor on behalf of SKF is subject to a $18.50 service fee per occupancy. Construction fees collected by the City of Federal Way or the City of Des Moines are subject to any service fee they charge.

Inspection Fee Schedule for all inspections:

Initial Inspection	Free
1st Reinspection	Free
2nd Reinspection if corrections are completed	Free
2nd Reinspection if corrections are not completed	$100
3rd Reinspection if corrections are completed	Free
3rd Reinspection if corrections are not completed	$100
4th Reinspection if corrections are completed	Free
4th Reinspection if corrections are not completed	$300
Each Reinspection after 4th Reinspection correction not completed	$300
Each Reinspection after 4th Reinspection with corrections completed	Free

The inspection fee schedule applies to all inspections conducted by SKF personnel. SKF personnel have the authority to waive or reduce the reinspection fees if the occupant is actively working on completing the required corrections.

After Hours Inspection Fees

After-hours inspections (during off hours or on weekends/holidays) requested by customers for construction projects shall be charged at the employee's overtime hourly rate with a minimum 2-hour charge.

Any Construction fee billed via a third-party vendor on behalf of SKF is subject to a $18.50 service fee per after-hours inspection.

Preventable Response Fees

Fire department responses that are deemed to be preventable include the following types of responses:

- Improper type, installation, sensitivity, or maintenance of automatic detectors.
- Improper installation (including unapproved or incompatible components) or maintenance of fire alarm systems including systems with no apparent reasons for repetitious alarms.
- Erroneous transmission of an alarm including the reporting of trouble signals by fire alarm monitoring companies.
- Work on a fire system or automatic extinguishing system connected to an alarm system when reasonable steps were not taken to prevent reporting of an alarm to the fire department.
- Fire drills or tests of alarm or extinguishing systems when reasonable steps were not taken to prevent reporting of an alarm to the fire department.
- Work including painting, welding, cleaning, cooking, dust-producing, or other activities when reasonable steps could have been taken to prevent reporting of an alarm and initiate a response.
- Smoke or fumes resulting from closed fireplace dampers, cooking activities, smoking of tobacco products, etc., including opening a door to a corridor equipped with detectors to ventilate such smoke or fumes.
- Elevator service calls that are unfounded or unnecessary

When a building or site is found to have created a preventable response, the building owner, contractor, or representative shall be subject to the following fees:

Fee Schedule:

- There is no fee for the first preventable response during the calendar year.
- $150.00 will be charged for the second preventable response during the calendar year.
- $200.00 for each subsequent preventable response during a calendar year.

*If the building owner takes corrective action that will prevent future alarms, the fees may be waived at the discretion of the Fire Marshal.

All preventable responses will be billed via a third-party vendor on behalf of SKF and are subject to a $18.50 service fee per preventable response.

SOUTH KING FIRE
RESOLUTION NO. 661

A RESOLUTION of the Board of Fire Commissioners of South King Fire, King County, Washington, Regarding the Adoption of Internal Control Policies

WHEREAS, a critical function of the Board of Commissioners' is to adopt policies that establish internal controls meant to safeguard valuable public funds and assets, and

WHEREAS, it has been determined through an Accountability Audit Finding report, issued by the Washington State Auditors Office (SAO), that District practices and policies are insufficient to provide adequate safeguards to protect the public's interest, and

WHEREAS, the advice received from the SAO and the District's legal counsel is that the Board of Commissioners adopt updated policies to ensure adequate controls are in place.

NOW THEREFORE BE IT HEREBY RESOLVED, the Board of Fire Commissioners adopt the following policies and associated procedures:

a. **Credit Card Usage** – Establishes acceptable use of District credit cards for official government purchases and acquisitions.

b. **Procurement Policy** – Covers the acquisition of goods and services procured by the District and the associated record keeping, documentation and oversight to ensure compliance and to provide historical records for purposes of effective management of resources.

c. **Fuel Policy** – Ensures accurate accounting of fuel use and cost to comply with state and audit requirements.

d. **Travel Policy** – Establishes and maintains effective internal controls over the District's travel done solely in the conduct of official business.

ADOPTED at the Regular meeting of the Board of Commissioners of South King Fire this 23rd day of December 2024, the following Commissioners being present and voting.

Chair Baruso

Vice Chair Vadino

Commissioner Gates

Commissioner Fuller

DRAFT

_____

Commissioner Burrus

ATTEST:

_____

District Secretary

DRAFT

SOUTH KING FIRE
KING COUNTY, WASHINGTON

RESOLUTION NO. 662

A RESOLUTION of the Board of Commissioners of South King Fire, King County, Washington, Authorizing Procurement Through a Cooperative Purchasing Arrangement, for the Purchase of a Tractor Drawn Aerial and Related Equipment from Rosenbauer Minnesota, LLC. and Waiving Competitive Bidding

WHEREAS, the Board of Commissioners has been advised that the Executive Director has been provided with a formal legal opinion by legal counsel that the District may enter into a cooperative purchasing arrangement through Sourcewell, a Minnesota cooperative purchasing agency and public agency, to purchase directly from Rosenbauer Minnesota, LLC.;and

WHEREAS, the District has previously entered into an interlocal agreement for cooperative purchasing with Sourcewell; and

WHEREAS, the purpose of the competitive bid laws of Washington and Minnesota have been satisfied through the cooperative competitive process utilized by Sourcewell.

NOW THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1. The Executive Director is hereby authorized to purchase, and to execute all necessary documents to purchase, one (1) Rosenbauer Tractor Drawn Aerial (ladder truck) with a Rosenbauer Commander chassis and Rosenbauer Viper Aerial, through the Sourcewell Contract, based on the provided specifications and drawings.

Section 2. Since the purpose of the Washington bid law—RCW 52.14.110—has been accomplished by Sourcewell's compliance with the comparable laws and statutes of the State of Minnesota, competitive bidding is not required, pursuant to RCW 39.34.030 (5).

Section 3. Based on a fifteen-year (15) apparatus replacement schedule, the District's Capital Improvement Plan identifies the purchase and replacement of one (1) aerial ladder truck in 2025. However, due to current manufacturing timelines, an order must be placed no later than December 31, 2024 to avoid a 3% increase in total price effective January 1, 2025.

DRAFT

Section 4. The District will utilize the Capital Reserve Funds to purchase one (1) Rosenbauer Tractor Drawn Aerial (ladder truck), which is approximately $2,500,000.00 with an approximate delivery schedule between 24 + months.

Section 5. The legal opinion on this cooperative purchase shall be maintained on file and attached to this resolution.

ADOPTED by the Board of Commissioners of South King Fire, King County, Washington, at a regular meeting of the board, this 23rd day of December, 2024, with the following Commissioners being present and voting.

_____ _____

CHAIR/COMMISSIONER COMMISSIONER

_____ _____

COMMISSIONER COMMISSIONER

_____

COMMISSIONER

ATTEST:

_____

SECRETARY

DRAFT

SOUTH KING FIRE
RESOLUTION NO. 663

A RESOLUTION of the Board of Fire Commissioners of South King Fire, King County, Washington, Regarding the Adoption a Non-Represented Employee Handbook

WHEREAS, a function of the Board of Commissioners is to approve compensation and benefits provided to all employees of the District and;

WHEREAS, it is a function of the Board of Commissioners to adopt policies and procedures governing said benefits.

NOW THEREFORE BE IT HEREBY RESOLVED that the Board of Fire Commissioners as follows:

a. **The Board hereby adopts the South King Fire Employee Handbook for Non-Represented Personnel**
    a. Effective: January 1st, 2025
    b. Revision: 01.A
b. **Expectations for routine Employee Handbook changes:**
    a. Non-substantive changes (e.g., editorial changes, formatting updates) to the aforementioned Employee Handbook shall be proposed by District staff, submitted to the Policy and Procedure Committee, and approved by the Executive Director.
        i. Non-substantive changes shall be documented in the Handbook Revision page using an alphabetical designator.
    b. Substantive changes[1] to employee benefits, compensation, leave accruals, and other benefits of employment set forth in the Employee Handbook must be approved by the Board of Commissioners.
        i. Substantive changes shall be documented in the Handbook Revision page and identified using a numerical designator.

ADOPTED at the Regular meeting of the Board of Commissioners of South King Fire this 23rd day of December 2024, the following Commissioners being present and voting.

Chair Baruso

Vice Chair Vadino

[1] "Substantive changes" refer to specific alterations of employee benefits and working conditions, rather than formatting/ministerial corrections.

Commissioner Gates

Commissioner Fuller

Commissioner Burrus

ATTEST:

District Secretary

DRAFT

Resolution 663