SOUTH KING FIRE AND RESCUE
BOARD OF FIRE COMMISSIONERS MEETING
December 27, 2022
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 22, 2022 and the Special Meeting on December 9, 2022

4. Commissioners Comments

5. 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 SKFR 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.

6. Commissioner Committee Reports

7. Resolution 624 - 2023 Meeting Dates

8. Resolution 625 – Adoption of the IFC Permit Fee Schedule

9. Administrative Team Report

10. DEI & Workforce Strategic Plan

11. December Budget

12. Approval of Vouchers

13. The Board may adjourn into Executive Session per RCW 42.30.110 (1)(g) *to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.* Action may or may not be taken after Executive Session.

14. 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 & RESCUE
November 22, 2022
Station 68 and Virtual

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

The Pledge of Allegiance was led by Commissioner Berger.

APPROVAL OF MINUTES

Commissioner Gates asked for approval of the Regular Meeting Minutes from the October 25, 2022, meeting. Commissioner Thompson moved approval of the minutes of the October 25th Regular Meeting. Motion was seconded by Commissioner Berger. Motion carried unanimously.

Commissioner Gates asked for the approval of the Special Meeting/Public Hearing Budget Workshop Minutes from the November 7, 2022 meeting. Commissioner Berger so moved approval of the minutes. Motion was seconded by Commissioner Thompson. Commissioner Berger added with the following sentence added towards the end of the minutes "*Executive Director Ganem and other District staff present responded to questions by Commissioners regarding several proposed line items during this budget workshop/public hearing.*" Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Fuller wished everybody a Happy Thanksgiving.

Commissioner Berger wished everybody a Happy Thanksgiving, hope you enjoy the holiday with friends and family.

Commissioner Thompson thanked everybody, the program managers and the individuals involved with developing the budget. We have a lot of new people this year and this is their first time doing it and they did a really good job. We have a really good budget this year and he wished everyone a Happy Thanksgiving.

Commissioner Vadino wished everyone a Happy Thanksgiving.

Commissioner Gates wished everyone a Happy Thanksgiving.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates noted that the notes from the Budget, Finance and Audit committee are in your packet. He is not aware of any other committee meetings.

RESOLUTION 621 – ADOPTING THE 2023 BUDGET

Chief Mataftin read Resolution 621 into record. Commissioner Thompson moved adoption of Resolution 621. Motion was seconded by Commissioner Berger. Motion passed unanimously.

RESOLUTION 622 – PROERTY TAX COLLECTION

Chief Mataftin read Resolution 622 into record. Commissioner Thompson moved approval of Resolution 622. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

ADMINISTRATIVE TEAM REPORT

Chief Mataftin

Chief Mataftin noted that the work that Executive Director Ganem and team have put into developing the 2023 budget simply can't be ignored. They did a wonderful job and he thanked them for all their hard work.

Commissioner Fuller had a few questions for DC Crossen in regards to growth in the City of Federal Way. DC Crossen responded that the City is looking at development similar to what you see being built at 348th and 1st, in the downtown area and practically in the areas of the light rail including the then the south sound station. Most will be mixed use buildings, retail on the bottom floor and residential above it typically 5-7 story buildings.

Commissioner Fuller noted that we will have a great presence in Des Moines and Federal Way with the Burning the Boat Festival and the Santa parades.

Commissioner Fuller added that the Emergency Management in Federal Way is taking off again. Chief Mataftin added that DC Crossen will be participating in the interviews for the new Emergency Manager.

Commissioner Fuller added that a lot of planning is going into the Strategic Bridge Plan, he is anxious to see how it works out. Chief Mataftin added that he is looking forwarding to moving forward with the Plan and setting the direction for us. There has already been several meetings and many more to come.

Executive Director echoed everyone else's comments about the budget process. We appreciate everyone's efforts and he believes that we put forth a balanced budget. Executive Director Ganem added that we are currently 5.11% under budget. He was hoping that we were closer to zero but as he touched on during the Budget Hearing there are a number of factors that contribute to why we are under budget, we have had projects delayed due to inventory supply issues, and recently hired new managers.

NOVEMBER BUDGET

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

Mid-Month Utility Warrants (#117194-117211) totaling	$176,210.85
Accounts Payable Warrants (#117212-117295) totaling	$1,114,003.42
Payroll Direct Deposit Document for 188 indiv. DD026279-026465 totaling	$1,281,906.36
Payroll Warrant for 0 individual #	$0
Payroll Electronic Federal Tax Payment totaling	$277,046.64
Medical Claims as of November 15, 2022	$176,369.12
TOTAL approval	$3,025,536.39

APPROVAL OF VOUCHERS

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

EXECUTIVE SESSION

Commissioner Gates noted that at this time we will be going 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.

Joining the Board in Executive Session will be Chief Mataftin, Assistant Chief Van Valkenburg, Executive Director Ganem, Executive Secretary Lauri Perry, Legal Counsel, Matt Anderson and Evan Schneider. At this time we will recess for 5 minutes to get everyone transferred into Executive Session. We anticipate the 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 two minute recess to get everyone transferred back over to the Regular meeting.

At 1724 hours the Regular Meeting recessed into Executive Session.

At 1759 hours Executive Session was extended for twenty minutes.

At 1819 Executive Session ended and the meeting transferred back into the Regular Meeting.

At 1821 the Regular Meeting resumed with no action to be taken as a result of the Executive Session.

Meeting adjourned at 1822 hours.

_____
COMMISSIONER (CHAIR)

_____
COMMISSIONER (VICE CHAIR)

_____
COMMISSIONER

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COMMISSIONER

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COMMISSIONER

_____

BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER

DRAFT

SOUTH KING FIRE & RESCUE
December 9, 2022
Special Meeting
Station 68 and Virtual

Commissioner Gates called the special meeting to order at 1300 hours with Commissioners Fuller, Vadino and Berger in attendance in person or virtually. Commissioner Thompson is running a few minutes late. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Berger.

COMMISSIONER COMMENTS

Commissioner Fuller noted that this year's Santa Parades have been great with lots of positive comments from our citizens. He also wished everyone a Merry Christmas.

Commissioner Berger wished everyone a happy holidays.

Commissioner Vadino didn't have any comments.

Commissioner Gates wished everyone a happy holidays.

EXECUTIVE SESSION

Commissioner Gates reported that the Board will adjourn into Executive Session per RCW 42.30.110 (1) (c). To discuss offers and 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 value. However final action selling or leasing public property shall be taken in a meeting open to the public.

Joining the Commissioners in Executive Session will be Chief Mataftin, Executive Director Ganem, Assistant Chief Van Valkenburg, Division Chief Smith, Director Lee and Executive Secretary Perry, Legal Counsel, Matt Anderson and Evan Schneider. At this time we will recess for 5 minutes to get everyone transferred into Executive Session. We anticipate the 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 Special meeting. At 1304 hours the meeting began transferring into Executive Session.

At 1339 the Executive Session ended and we began transitioning back into the Special meeting.

At 1341 hours the Special Meeting reconvened.

Commissioner Gates noted that as a result of Executive Session there is action that we will be taking. Chief Mataftin read Resolution 623 into record. Commissioner Thompson made a Motion to approve Resolution 623. Motion was seconded by Commissioner Berger. Motion carried unanimously. Commissioner Berger thanked Heartland LLC and specifically Matt Anderson and Evan Schneider for all

of their hard work and getting the transaction to this point. Commissioner Berger also thanked Commissioner Thompson for his involvement on the Ad Hoc Committee and our attorneys Joe and Eric Quinn for leading us through this process. Motion carried unanimously.

Commissioner Gates reported that the Board will adjourn into Executive Session per RCW 42.30.140 (4) (b) relative to collective bargaining. Executive Director Ganem will brief the Board on the status of collective bargaining. RCW 42.30.140 provides in pertinent part; that portion of a meeting during which the governing body is planning or adopting strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings or reviewing the proposals made in the negotiations or proceedings while in progress. Action may or may not be taken after Executive Session.

Joining the Commissioners in Executive Session will be Chief Mataftin, Executive Director Ganem, Assistant Chief Van Valkenburg, Division Chief Crossen, HR Director Stevens, Director Lee and Executive Secretary Perry. At this time we will recess for 5 minutes to get everyone transferred into Executive Session. We anticipate the 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 Special meeting. At 1346 hours the meeting began transferring into Executive Session.

At 1421 hours Executive Session has ended we will be transitioning back into the Special Meeting.

At 1423 the Special Meeting reconvened.

Commissioner Gates reported that the Board will adjourn into Executive Session per RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However subject to RW 42.30.140 (4), discussion by governing body of salaries, wages and other conditions of employment to be generally applied with the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual or class of employees or discharging or disciplining an employee that action shall be taken in a meeting open to the public. Action may or may not be taken after Executive Session.

Joining the Commissioners in Executive Session will be Chief Mataftin, Executive Director Ganem, Assistant Chief Van Valkenburg and Executive Secretary Perry. At this time we will recess for 5 minutes to get everyone transferred into Executive Session. We anticipate the 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 Special meeting. At 1424 hours the meeting began transferring into Executive Session.

At 1459 hours Executive Session was extended 10 minutes.

At 1509 hours Executive Session was extended 10 minutes.

At 1519 hours Executive Session was extended 10 minutes.

At 1529 hours Executive Session has ended we will be transitioning back into the Special Meeting.

At 1531 hours the Special Meeting reconvened.

Commissioner Gates noted that there is no action to be taken as a result of Executive Session.

Meeting adjourned at 1532 hours.

_____	_____
COMMISSIONER (CHAIR)	COMMISSIONER (VICE CHAIR)
_____	_____
COMMISSIONER	COMMISSIONER
_____	
COMMISSIONER	
_____	
BOARD SECRETARY	

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SOUTH KING FIRE AND RESCUE
KING COUNTY, WASHINGTON

RESOLUTION NO. 624

A RESOLUTION of the Board of Commissioners of South King Fire and Rescue (aka KCFPD #39), King County, Washington, Adopting the Regular Meeting Schedule for 2023

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 2023.

NOW, BE IT RESOLVED, by the Board of Commissioners of South King Fire and Rescue that the following dates shall be adopted for the Regular Meetings of the Board in 2023:

Tuesday, January 24, 2023, beginning at 5:00 pm at Station 68 and Virtual
Thursday, February 23, 2023, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, March 28, 2023, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, April 25, 2023, beginning at 5:00 pm at Station 68 and Virtual
Thursday, May 25, 2023 beginning at 5:00 pm at Station 68 and Virtual
Tuesday, June 27, 2023, beginning at 5:00 pm at Station 68and Virtual
Tuesday, July 25, 2023, beginning at 5:00 pm at Station 68 and Virtual
Thursday, August 24 2023, beginning at 5:00 pm at Station 68 and Virtual
Tuesday, September 26, 2023, beginning at 5:00 pm at Station 68 and Virtual
Thursday, October 26, 2023 beginning at 5:00 pm at Station 698 and Virtual
Tuesday, November 28, 2023, beginning at 5:00 pm at Station 68 and Virtual
Thursday, December 21, 2032 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 and Rescue this 27th day of December, 2022, the following Commissioners being present and voting.

_____ _____
CHAIRMAN/COMMISSIONER VICE CHAIR/COMMISSIONER

_____ _____
COMMISSIONER COMMISSIONER

_____
COMMISSIONER

ATTEST:

_____
Secretary

DRAFT

SOUTH KING FIRE AND RESCUE
KING COUNTY, WASHINGTON

RESOLUTION NO. 625

A RESOLUTION of the Board of Commissioners of South King Fire and Rescue (aka KCFPD #39), King County, Washington, Regarding the Adoption of the IFC Permit Fee Schedule

WHEREAS, South King Fire & Rescue (SKFR) 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 SKFR, by interlocal agreement with the cities of Des Moines and Federal Way and Unincorporated King County; Resolution 625 supersedes and rescinds Resolution 605 and Resolution 596 and

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 SKFR as follows:

a. SKFR hereby adopts the following fee schedule for IFC Permits required by the codes adopted by the respective jurisdictions: See the attached Exhibit A, which is incorporated herein by reference.

b. SKFR 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, 2023.

ADOPTED at a regular meeting of the Board of Commissioners of South King Fire and Rescue this 27th day of December 2022, the following Commissioners being present and voting.

_____
CHAIRMAN/COMMISSIONER

_____
VICE CHAIR/COMMISSIONER

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COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

ATTEST:

_____
Secretary

DRAFT

International Fire Code (IFC) Permit Fee Schedule for 2023
Appendix A - SKFR Commissioner's Resolution #625

Operational Permit Fee Schedule:

Permit Type	2023 Fee Schedule
PLACES OF ASSEMBLY 50-299	$90
COMPRESSED GASSES - INCLUDES CO2 & MED GAS	$50
REPAIR GARAGE AND MOTOR FUEL DISPENSING FACILITIES	$90
FLAMMABLE COMBUSTIBLE LIQUIDS	$50
HAZARDOUS MATERIALS	$120
LP GAS	$50
PLACES OF ASSEMBLY 300+	$120
HIGH PILED STORAGE	$90
MOTOR FUEL DISPENSING FACILITIES	$90
HOT WORK OPERATIONS	$90
CUTTING & WELDING	$90
FLAMMABLE COMBUSTIBLE LIQUIDS - INCLUDING GENERATOR FUEL TANKS	$50
SPRAYING OR DIPPING	$90
DRY CLEANING	$50
OPEN FLAMES AND CANDLES	$50
MOBILE FOOD PREP VEHICLES	$120
REFRIGERATION EQUIPMENT	$90
LIQUID OR GAS-FUELED INDOOR EQUIPMENT	$90
AEROSOL PRODUCTS	$90
TEMP MEMBRANE STRUCTURES AND TENTS	$120
EXPLOSIVES (INCLUDING FIREWORKS)	$90
CRYOGENIC FLUIDS	$90
FIREWORKS	$120
COVERED & OPEN MALLS	$200
SPECIAL EVENT	$120
MISC COMBUSTIBLE STORAGE	$90
ALL OTHER PERMIT TYPES	$90

Permit fee covers up to ½ hour of a plan and code review, initial site inspection, and two reinspections. Additional plan review time, site visits and, additional reinspection's to secure compliance are billed at $100 for visits three and four, and $300 for visits five and higher.

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

All Operational fees are billed via a third-party vendor on behalf of SKFR are subject to a $18.50 service fee per occupancy.

Construction Permit Fee Schedule:

Permit Type	2023 Fee Schedule
FLAMMABLE COMBUSTIBLE LIQUIDS (limited to):	
RESIDENTIAL – Install, remove or decommission per tank	$ 50.00
COMMERICAL – Install, remove or decommission per tank	$ 120.00
TEMPORARY MEMBBRANE STRUCTURES AND TENTS	$ 120.00
SOLAR PANEL (PV Systems)	$ 120.00
ALL OTHER PERMIT TYPES *	S 120.00

*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 two reinspection's. Additional plan review time, site visits and, additional reinspection's to secure compliance are billed at $100 for visits three and four, and $300 for visits five and higher.

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

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