SOUTH KING FIRE AND RESCUE
BOARD OF FIRE COMMISSIONERS MEETING
February 23, 2023
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 January 24, 2023
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. MOU Re: Civilian Employee Standby Pay
8. Administrative Team Report
9. February Budget
10. Approval of Vouchers
11. The Board may adjourn into Executive Session to discuss the Request for Revisions to the Purchase and Sale Agreement to the 320th Property per RCW 42.30.110 (1) (g). 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.
12. The Board may adjourn into Executive Session per RCW 42.30.140 (4) (b) relative to collective bargaining. RCW 42.30.140 provides, in pertinent part: "that this chapter shall not apply to... (4) (b) that portion of a meeting during which the governing body is planning on adopting the

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.

13. 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
January 24, 2023
Station 68 and Virtual

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

The Pledge of Allegiance was led by Commissioner Berger.

Commissioner Gates asked that we have a moment of silence to remember Retired Fire Chief Bud Thorson who passed away a few days ago. He was certainly active in the fire service whether it be locally here in Federal Way and all the way up to the State level. He was also a leader in our community and being a leader back then, we were not a city so there was no city government or city council. In 1977 the Federal Way Citizen of the Year was given to Retired Chief Thorson and the volunteers from Fire District 39.

To listen to the full meeting, please following the links; https://kcfd39-my.sharepoint.com/:v:/g/personal/laurip_southkingfire_org/Ee5zutPDTsVArrDk0wlrEx4Bq8k2LdxJJ5HCJO5lHxSVdQ

APPROVAL OF MINUTES
Commissioner Gates asked for approval of the Regular Meeting Minutes from the December 27, 2022, meeting. Commissioner Thompson made a Motion to approve the minutes for December 27th. Motion was seconded by Commissioner Berger. Motion carried unanimously.

COMMISSIONER COMMENTS
Commissioner Thompson reported that he had the opportunity to attend the Federal Way City Council Workshop/Retreat with Chief Mataftin and Commissioner Berger. The main topic of discussion was the downtown core redevelopment and the funding model that they are considering. They are presently considering a tax increment financing which will have a significant impact to our fire district because we would not be getting any revenue from the project for up to 25 years. Plus, the revenue that we are currently getting from this area would be frozen at whatever the rate is when they initiate the tax increment financing. So basically, we would be providing services to this area without the total cost of compensation. There are some supporters on the Federal Way City Council that are looking out for our best interests. We are working on scheduling a meeting with the city to see if we can negotiate some mitigations that will provide us some revenue. Commissioner Thompson echoed the comments made by Commissioner Gates about Retired Chief Bud Thorson and his forward thinking and vision for the department in the future. He ushered in the early mergers.

Commissioner Vadino had no comments at this time.

Commissioner Fuller noted that in reading the monthly report the thing that caught his attention is the amount of things you focus on accountability and training, it's a very positive attitude. The only complaint that he has is that Santa went by his house too fast and he didn't get to run out there and wave back.

Commissioner Berger will reserve his comments for other items on the agenda.

Commissioner Gates had no comments at this time.

ELECTION OF BOARD CHAIR FOR 2023

Commissioner Gates asked for nominations for Board Chair for 2023. Commissioner Berger nominated Bill Gates for chair, adding that he has been chair for a number of years. The nomination was seconded by Commissioner Thompson. Commissioner Gates once again asked if there were any additional nominations for Board Chair for 2023, there were no other nominations. The Board voting unanimously for Commissioner Gates to be Board Chair in 2023.

ELECTION OF BOARD VICE CHAIR FOR 2023

Commissioner Gates asked for nominations for Board Vice Chair for 2023. Commissioner Fuller nominated Mark Thompson as Board Vice Chair. The nomination was seconded by Commissioner Vadino. Commissioner Gates once again asked if there any additional nominations for Board Vice Chair in 2023, there were other nominations. The Board voted unanimously for Commissioner Thompson to be Board Vice Chair in 2023.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER COMMITTEE REPORTS

Commissioner Gates made a comment in regard to the Commissioner Guidelines that were passed at the December meeting. He added that he went down to Station 62 to pick up his packet on Friday and there was no packet there so he sent Lauri an email and inquired if the packets were ready yet and she replied something like the packets will be emailed out per the Commissioner Guidelines. He replied back that he missed that change...so at this time Commissioner Gates would like is to have the Guidelines updated with the ones that were sent out in August and the two additional ones 8.1 and 15 and have a hard copy sent out to the Board for their review and see if there are any changes you want to make, anything you want to discuss. After the Guidelines are sent to the Board, Commissioner Gates asked if you have any changes that you would like the committee to review to please send them to Lauri and she will schedule a Policy and Procedure Meeting. Commissioner Berger asked for a clean version of the Commissioner Guidelines along with a red line version.

APPROVAL OF THE STRATEGIC BRIDGE PLAN

Commissioner Thompson moved approval of the Strategic Bridge Plan as presented. Motion was seconded by Commissioner Berger. Commissioner Fuller asked if the performance measures will roll out with objective of the specifics, he added that we needed this to sort of memorialize this and going forward we are going to begin to fill in the blanks so to speak. Commissioner Thompson complimented everybody that worked on this, there's a lot of thought and work that went into this. He added that there is a need based on the comments through the Organizational Health Assessment that this is the driver behind these and we need to aggressively and open minded rely on the work on this plan to carry us into the future. Commissioner Gates added that we got a lot of information put together during a short period of time. Commissioner Berger congratulated and thanked Director Lee for his leadership and doing this massive effort involving dozens and dozens of people at all

levels of the organization in a very short period of time, it's an impressive document. Commissioner Fuller added that a lot of work is going to be required to implement the plan in two year that are set out here. There was a lot of discussion on this topic. Motion passed unanimously.

RESOLUTION 626 – AUTHORIZING MILEAGE AND PER DIEM RATES

Chief Mataftin read Resolution 626 into record. Commissioner Fuller made a Motion to approve Resolution 626. Motion was seconded by Commissioner Thompson. Motion passed unanimously.

RESOLUTION 627 – DISTRICT HOLIDAY SCHEDULE

Chief Mataftin read Resolution 627 into record. Commissioner Vadino moved approval of Resolution 627. Motion was seconded by Commissioner Berger. Commissioner Berger asked who brought this forward a Commissioner or staff, Chief Mataftin replied staff. Commissioner Berger added that it is certainly appropriate with both Congress and our state legislature having approve this. Commissioner Gates asked about the Christmas holiday either the day before Christmas of the day after, does the District decide which day will be the holiday. Executive Director added that some of our labor contracts are already specified that they receive Christmas Eve off, this is a group that does not currently receive that benefit. We wanted to leave it up to the group to provide input on that and it allows the District to be flexible to decide which one. Executive Director Ganem added that this is something that we have been wanting to do for a long time but unfortunately it has been on the back burner. We didn't have a record of how the Board has adopted holidays, so we felt it was appropriate to bring forth a new schedule via a resolution for your approval. Motion passed unanimously.

ADMINISTRATIVE TEAM REPORT

Chief Mataftin

Chief Mataftin reported that you should have received a pretty thorough staff report. Commissioner Berger had requested DC Chaney give a report but prior to that he asked if the Commissioners had any specific questions of any staff member. There were some discussion about the staff reports.

DC Chaney gave a brief presentation and answered questions on the Strategic Leadership Development Proposal.

JANURARY BUDGET

Executive Director Ganem mentioned that it is the time of year when we transition from one year to another. It's not uncommon for us to be a bit over budget at this time of the year as there is always a late push in December to get things expensed. Sometimes they don't always fall into the fiscal year that we had planned and there is typically a lot of payments due at the beginning of the year. We are currently .88% over budget. Hopefully it will be like last year and we will trend the year at or under budget.

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

Mid-Month Utility Warrants (#117450-117469) totaling	$343,411.86
Accounts Payable Warrants (#117470-117551) totaling	$1,559,436.86

Payroll Direct Deposit Document for 188 indiv. DD026841-027028 totaling	$1,493,568.76
Payroll Warrants VOIDED 23 - #100229-100251	0
Payroll Warrant for 22 individual #100252-100273	$36,808.28
Payroll Electronic Federal Tax Payment totaling	$344,276.27
Medical Claims as of January 17, 2023	$174,008.55
TOTAL approval	$3,951,510.58

APPROVAL OF VOUCHERS

Commissioner Gates requested a Motion and a second to approve tonight's vouchers. Commissioner Thompson moved approval of vouchers as presented. Motion was seconded by Commissioner Fuller. Motion carried unanimously.

EXECUTIVE SESSION

Commissioner Gates noted that at this time we will be going into Executive Session per RCW 42.30.140 (4) (b) that portion of a meeting during which the governing body is planning on adopting the 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.

Joining the Board in Executive session will be Chief Mataftin, Executive Director Ganem, Division Chief Crossen, Executive Secretary Lauri Perry, Director Lee, Division Chief Smith and Assistant Chief Van Valkenburg and legal counsel.

At this time we will recess for 5 minutes to get everyone transferred into Executive Session. We anticipate Executive session lasting 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 over to the Regular meeting.

At 1746 hours the meeting recessed into Executive session.

At 1806 hours Executive Session was extended 15 minutes.

At 1821 hours Executive Session ended and we began to transition back into the Regular Meeting.

At 1823 hours the Regular meeting reconvened.

APPROVAL OF AMENDMENTS TO THE FLEET/FACILITIES/PLANS EXAMNER/FMO ADMIN ASSISTANT/FIRE & LIFE SAFETY INSPECTOR CBA

Commissioner Thompson made a Motion to approve the amendments Articles 11, 13, 14 and 22 for the addition of the Prevention Admin Assistant and Fire and Life Safety Inspector positions to the Fleet/ facilities, plans examiner contract as presented. Motion was seconded by Commissioner Berger. Motion passed unanimously.

EXECUTIVE SESSION

Commissioner Gates noted that at this time we will be going 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 discipline 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 Board in Executive Session will be Chief Mataftin. 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 Regular Meeting.

At 1826 hours the meeting recessed into Executive Session.

At 1901 hours Executive Session was extended 15 minutes.

At 1916 hours Executive Session was extended 15 minutes.

At 1931 hours Executive Session was extended 15 minutes.

At 1946 hours Executive Session was extended 10 minutes.

At 1956 hours Executive Session ended and we began to transition back to the Regular meeting.

Commissioner Gates reported that there is no action to be taken at this time.

Meeting adjourned at 2003 hours.

DRAFT

_____
COMMISSIONER (CHAIR)

_____
COMMISSIONER (VICE CHAIR)

_____
COMMISSIONER

_____
COMMISSIONER

_____
COMMISSIONER

_____
BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER

DRAFT