

King County Fire District 20
Board of Commissioners Regular Meeting Minutes
March 6, 2017
5:00 p.m.

I. CALL TO ORDER

Chairman Terry Miller called the meeting to order at 5:05 p.m. at the King County Fire District 20 Administration Training Room, 12424 76th Ave S, Seattle, WA 98178.

Commissioners present: Terry Miller, Cynthia Lamothe and Eugene Lux
Staff present: CFO D. MaKaeli, AA Greer, AA M. MaKaeli, IBC Wyckoff, Lt. Bartlett, Lt. Fitzgerald, FF Cunningham, FF Jaworski, Volunteer FF Correa and PIO Nelson
Guest: @ 6:00 p.m. Chief Cowan arrived

II. PUBLIC COMMENT – Sharon Greer: Wanted to thank the Board for listening to staff at the last meeting in regards to the next Chief.

III. MINUTES APPROVAL

*M/S/C: LUX/LAMOTHE/ALL: Motion to approve February 6, 2017 Regular Meeting minutes and February 27, 2017 Special Meeting minutes with the following corrections: On February 6 minutes, Section IV. F. “Chie” corrected to “Chief” and in Section XI Executive Session move the part about IBC Wyckoff to a new number XII as it was not done in Executive Session. Under Discussion Commissioner Lamothe inquired about the maximum of 20 hours per week of OT for IBC Wyckoff as noted in the approved Transition Plan. CFO MaKaeli replied that the MOU that the Board approved did not limit the hours to 20 nor designate only “Chief” duties for OT so all of the hours that IBC Wyckoff works are being paid at the higher IBC rate and the corresponding OT rate with no cap. No additional action was taken.

IV. UNFINISHED BUSINESS (see below)

Moved to the end of the meeting pending the anticipated arrival of Chief Cowan later in the meeting.

V. NEW BUSINESS

a. Resolution 2017-003 Surplus Chair

*M/S/C: LAMOTHE/LUX/ALL: Motion to approve Resolution 2017-003

VI. OPERATIONS REPORT

- IBC Wyckoff reported to the board that everything is so far so good. Nothing out of the ordinary. The District is sending a group of five recruits to the fire academy in April.
- Volunteer FF Schmidt has been hired by the Port of Seattle.
- Calls are up by maybe 41.

VII. FINANCIAL REPORTS

- CFO MaKaeli met with insurance provider Gordon MacIvvennie for the annual overview of the District’s insurance policies. One potential savings for the District is to change the deductible for property claims from \$1,000 to \$2,500 and by doing this the District will save \$1,300/year in the premium. The District will sell the surplusd

Darley engine prior to the renewal date so it will no longer be on the auto insurance policy.

- All 2016 annual finance reports have been included in the packet along with the regular monthly financial reports. No questions from the board.
- The lower station power bill was extremely high. Staff researched the issue and it was discovered that someone had turned on the heat at the lower station and left the baseboards on which is likely the main reason for the excessive use of power. The officers are aware of the issue and people were encouraged to double check that all heat is shut off when leaving the station and that non-essential items are unplugged.

VIII. CONSENT AGENDA APPROVAL OF EXPENDITURES

*M/S/C: LAMOTHE/LUX/ALL: Motion to approve vouchers and payroll expenses.

- a. Blanket Vouchers 03001 through 03058 for \$77,620.09
- b. 1st ACH Payroll \$42,914.40
- c. 1st Payroll Taxes \$20,997.90
- d. 2nd ACH Payroll \$24,250.88
- e. 2nd Payroll Taxes \$11,089.40

IX. GOOD OF THE ORDER

- a. Washington Fire Commissioners Saturday Seminar March 25th – Ocean Shores (Special Meetings and Health Care Update) Commissioner Miller will attend and Commissioner Lux is a maybe.
- b. PDC Filing Due April 17, 2017
- c. Washington Fire Commissioners Saturday Seminar June 3rd – Chelan (no lodging is available) Commissioner Miller asked admin staff to try to book hotel rooms for next year's conference.

X. CORRESPONDENCE

- a. Wildland Fire/DNR Funding; HB 1074
- b. Empire Way Apartments Building Permit. Question on what is the District's involvement when a building permit is issued in our district. Discussion followed.
- c. VFIS Insurance Coverage
- d. Commissioner's Association to host possible meeting here
- e. Chairman Miller noted he had received a request for participants on the EMS Levy Task Force and he had volunteered.

UNFINISHED BUSINESS – Continued

Discuss Duties of Fire Chief/Hiring Process

(Chief Cowan, President of King County Fire Chiefs and Chief of Shoreline Fire was present for discussion)

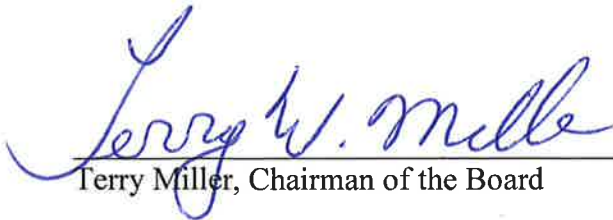
- Educational requirements?
 - Chief Cowan believes the new chief will need at least an AA if not a Bachelor's or Master's degree. He noted that if a candidate is working on their degree but not quite finished, that is still of value and can be of value to the District.
- How to get the right chief for the District?

- Focus on the selection process
- Ask specific questions in the interview that are geared towards character, core values and motivation.
- How long should the chief's contract be? 2, 5 or 10 years?
 - Try to work on incorporating longevity incentives in the contract
 - Find out what their motivation is.
 - It's important that the chief can grow and contribute within the District.
- The job must have a good salary and benefits package to help get the right fit for the District. However, money cannot be the only driving factor or that person is not going to be the right fit.
- How many days' notice should the Chief be required to give?
 - A notice of six months would be great but not likely going to happen. Asking for two – three months would be a good place to start.
- Do we use a search firm again or do the Chief selection process ourselves? Seems that the process we have used in the past has not produced the results the District was hoping for.
- The District needs to determine the desired minimum qualifications for our new Chief. Then the District can work on the interview questions and the interview process to set ourselves up for success with the new Chief.
- Chief Cowan is available to help the District with the recruitment process or answer any questions that the Board or District may have.

XI. EXECUTIVE SESSION per RCW 42.30.110(g) – None

XII. ADJOURNMENT

*M/S/C: LAMOTHE/LUX/ALL: There being no further business before the Board, the regular meeting was adjourned at 7:31 p.m.


Terry Miller, Chairman of the Board

Attest:


Eugene Lux, District Secretary

*Motion/Second/Concur