

**King County Fire District 20**  
**Board of Commissioners Special Meeting Minutes**  
**April 3, 2017**  
**5:00p.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 76<sup>th</sup> 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 Kolar, FF Cunningham, FF Jaworski, Vol FF Bandel, PIO Nelson, Vol FF Correa, @ 5:45 pm Vol FF Jeppesen arrived.

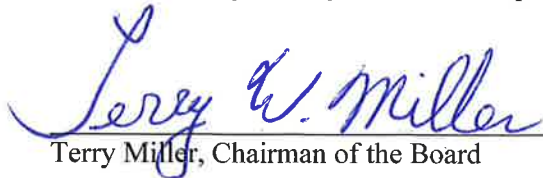
Guests: Lou LeCroy and Brian McMahan

II. FIRE CHIEF & ADMIN STAFF TRANSITION (Update/Discussion/Action)

- Proposals for Contracted Services – it does not appear that contracting with another fire department for Interim Fire Chief is an option due to staffing at this time. Discussion followed concerning other options.
- Fire Chief Job Description – Board directed CFO to update Fire Chief Job Description and discussed options to select interim chief, advertise for permanent Chief or use executive search firm. Volunteer Association President Selby submitted a proposed timeline for chief selection process to the board.
- Admin Staff Transition – most important items for Admin are signatures, vouchers and payroll. Investigate MRSC Small Works Roster & Consulting for options. Most important items for CFO are Annual Report to Auditor, Recruitment of Fire Chief and Oversight of Payroll & Payables.
- Received four letters of interest for Fire Chief Position. Staff was directed to schedule special meetings for executive session per RCW 42.30.110(1)(g) to interview potential interim chief candidates. Discussion followed. Motion made to seek permanent Chief using executive search firm or offer permanent position to one of the four applicants who have submitted letters of interest or advertise a permanent chief position. Discussion followed. It was decided to schedule chief interview next Monday or Tuesday to participate in interview under executive session. Board to work on interview questions.

III. ADJOURNMENT

\*M/S/C: LAMOTHE/LUX/ALL: There being no further business before the Board, the special meeting was adjourned at 7:16 p.m.

  
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Terry Miller, Chairman of the Board

Attest:

  
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Eugene Lux, District Secretary

\*Motion/Second/Concur