

King County Fire District 20
Board of Commissioners Special Meeting Minutes
April 17, 2017
5:00 p.m.

I. CALL TO ORDER

Chairman Terry Miller called the meeting to order at 5:00 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: IBC Wyckoff, Lt. Fitzgerald, AA Greer, AA M. MaKaeli, FF Jaworski. FF Blair arrived at 5:15 p.m.
Guest: Mark Horaski, CFO, Valley Regional Fire Authority

II. ADMIN STAFF TRANSITION

a. Contract Services:

Board discussed proposal submitted by CFO of Valley Regional Fire Authority to contract financial services to include payroll, payables and Annual Financial Statement.

Motion to ask CFO of VRFA to prepare a draft ILA based on proposal presented.

M/S/C: LAMOTHE/LUX/ALL

b. Purchase Order Authorization

Due to staffing changes, staff requested Board give current member of staff authority to approve Purchase Orders. Motion made to give Admin Assistant Greer authority to approve purchase orders up to \$5,000 provided that copies of invoices and purchase orders be available for review at board meetings. M/S/C: LAMOTHE/LUX/ALL

c. Auditing Officer & Public Records Officer

Due to staffing changes, staff requested Board appointment an Auditing Officer and Public Records Officer. Board directed staff to investigate process for appointing auditing officer. Board made a motion to appointment Admin Assistant Greer as Public Records Officer and to authorize her to have the ability to seek legal advice when necessary. M/S/C: LAMOTHE/LUX/ALL

III. DISCUSSION ON EXCESS LEVY

The Board directed staff to provide calendar from King County that provides deadline to place excess levy on the November 2017 Ballot or April 2018.

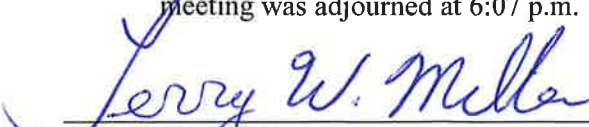
IV. EXECUTIVE SESSION PER RCW 42.30.110(1)(g)[Insert general purpose here]

At 5:43 p.m. Board Chair called for executive session to last for 10 minutes until 5:53 with possible action to follow executive session.

At 5:53 extended for 5 minutes until 5:58pm; at 5:58 p.m. extended for 5 minutes until 6:05pm. At 6:0355 p.m. Board returned to open session. No action taken.

III. ADJOURNMENT

*M/S/C: LAMOTHE/LUX/ALL: There being no further business before the Board, the special meeting was adjourned at 6:07 p.m.



Terry Miller, Chairman of the Board

Attest:



Eugene Lux, District Secretary

*Motion/Second/Concur