

**King County Fire District 20**  
**Board of Commissioners Regular Meeting Minutes**  
**September 11, 2017**  
**5:00 p.m.**

I. CALL TO ORDER

Chairman Terry Miller called the meeting to order at 5:18 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; Gene Lux was excused.

Staff present: Chief Eric Hicks, Captain Tracy Wyckoff, Firefighter John Jaworski, Office Admin. Bonnie Netherby and Admin. Assistant Sharon Greer.

II. PUBLIC COMMENT – None.

III. MINUTES APPROVAL

\*M/S/C: LAMOTHE/LUX/ALL: Motion to approve meeting minutes with amendments for regular meeting August 7 and Special Meeting August 15, 2017.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

Resolution 2017-008, a resolution regarding balance transfer and closing of Bond Funds 10-020-8510 and 10-020-8511 and transfer balances to General Expense Fund.

\*M/S/C: Miller/Lamothe/All: Motion to adopt Resolution 2017-008.

VI. CHIEF REPORT

1. Operations

- a. Chief reports it has been a busy month with 222 dispatches that include double shooting fatality, auto accident fatality, and a couple arson fires on Beacon Coal Mine Road. The arson suspect has been arrested.
- b. We received a grant from FEMA for retention and recruitment of firefighters. Grant amount is \$209,000 over 4 years. Bonnie is grant coordinator.

2. Community Events

- a. The fire department participated in the Skyway Parade on August 19. Chief thanked fire personnel & fire explorers who participated in the staging operation, parade and block party.
- b. The annual safety fair was held on August 26. Chief thanked fire personnel who participated in this event. Alajawan Brown Foundation gave away 518 backpacks with school supplies. The Safety Trailer was a big hit with the kids.

3. Excess Levy

- a. Chief updated Levy Fact Sheet to be presented at West Hill Community Association meeting on September 13. The fact sheet will be distributed to various business.

4. Capital Projects

- a. Contractor has been selected to paint & carpet the training room and offices in admin building; fix the electrical issues on the flag pole and drill yard; and paint the offices and carpet with rubber on both sets of stairs in station 22. Project start date is 9/18/2017 with completion date of 10/10/2017.
- b. We are working on a new phone system with our IT contractor. The proposed Voice Over Internet Phone will come in under budgeted amount and will be a big improvement from the current phone system.

5. Recruitment

- a. We have 22 recruit candidates to interview for 8 spots in the Spring 2018 Fire Training Academy. Interviews are scheduled for October 4 and 5 and will be held at the meeting room at the Skyway Water & Sewer offices due to remodel plans.

6. Personnel

- a. We have one career firefighter on medical leave. He is healing from his surgery and is expected to return to light duty in the next two weeks.

VII. FINANCIAL REPORTS

- a. The Board reviewed the monthly financial reconciliation and balance of funds.
- b. Approximately \$74,000 will be transferred from the Bond Fund to General Obligation Fund.
- c. Reports look a little different as we have switched from Fire Admin Software to Bias Software. Payroll module will be uploaded in the next few months.
- d. System Design billing for BLS transport is current for May, June & July.
- e. Staff requests the budget meeting scheduled for October 16 be cancelled.

VIII. CONSENT AGENDA APPROVAL OF EXPENDITURES

- \*M/S/C; LAMOTHE/MILLER/ALL: Motion to approve vouchers and payroll expenses.
- a. Blanket Vouchers 170901001 through 170901072 for \$95,684.55
  - b. 1<sup>st</sup> ACH Payroll for \$45,710.76
  - c. 1<sup>st</sup> Payroll Taxes for \$22,341.48
  - d. 2<sup>nd</sup> ACH Payroll for \$26,726.12
  - e. 2<sup>nd</sup> Payroll Taxes for \$11,350.30

IX. GOOD OF THE ORDER

- b. Commissioner Miller has been registered for National Association of Elected Fire Officials (NAEFO) Conference September 18-19.
- c. Chief Hicks has been registered King County Fire Chiefs' Assn Leadership Summit September 27-28
- d. Commissions Miller & Lamothe and Chief Hicks have been registered for Washington Fire Commissioner Conference October 25-28.

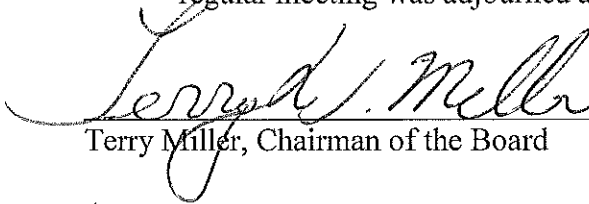
X. CORRESPONDENCE

None

XI. EXECUTIVE SESSION  
None

XIII. ADJOURNMENT

\*M/S/C: LAMOTHE/MILLER/ALL: There being no further business before the Board, the regular meeting was adjourned at 5:49 p.m.

  
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Terry Miller, Chairman of the Board

Attest:

  
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Cynthia Lamothe, Commissioner

\*Motion/Second/Concur