

**King County Fire District 20**  
**Board of Commissioners Regular Meeting Minutes**  
**February 12, 2018**  
**5:00 p.m.**

I. CALL TO ORDER

Vice Chair Cynthia Lamothe called the meeting to order at 5:06 p.m. at the King County Fire District 20 Administration Training Room, 12424 76<sup>th</sup> Ave S, Seattle, WA 98178.

Commissioners present: Cynthia Lamothe and Craig Buckton. Terry Miller is on vacation and excused.

Staff present: Chief Eric Hicks, Office Administrator Netherby, Admin. Assistant Greer and PIO Autry. Lt. Fitzgerald arrived at 5:24 pm.

II. PUBLIC COMMENT – none

III. MINUTES APPROVAL

\*M/S/C: BUCKTON/LAMOTHE/ALL: Motion carried to approve regular meeting minutes for January 8, 2018.

VI. UNFINISHED BUSINESS

Per RCW 52.14.080 District Secretary Sharon Greer was sworn in by Chief Hicks.

VII. NEW BUSINESS

a. Resolution 2018-001 declaring Whirlpool washer surplus and authorizing disposal.  
\*M/S/C: BUCKTON/LAMOTHE/ALL: Motion to adopt Resolution 2018-001 with correction to change “ranges” to “washer” in paragraph 4.

VIII. CHIEF REPORT

- a. Verizon proposal to install a cell tower on fire district property was discussed. The first proposal to install a cell tower on roof of Station 22 above the dorm rooms. Another proposal included building flag pole 70 feet high with 7-foot base. It was decided neither of these proposals would not be a good fit for the department.
- b. Chief shared a draft copy of updated Standard Operating Policies. The policies will be discussed at the monthly officer’s meetings. Any suggestions from members to be submitted through chain of command. Discussion followed.
- c. Zone 3 Explorers summer school for Renton area youth ages 14-18. It will cost \$8,000 and grant money will be used. Summer school is scheduled July 16-28 at the fire training center.
- d. Calls this month include apartment fire at Green Tree and a mutual aid fire in Renton.
- e. As part of community outreach, on January 11 a group of our volunteer firefighters visited Boy Scout Pack 319 in Shoreline with bunker gear. Thanks to Firefighters Correa, Compton, Hagee and Lee.
- f. Our KCFD20 stair climb team held a fundraiser this Sunday at the Renton Fred Meyer just down the hill. The team wore bunker gear and used the Stairmaster to raise awareness and funds the Leukemia and Lymphoma Society. The Stair climb is coming up on March 11.

Team members are Lt. Bartlett, Kyle Hagge, Ryan Doherty, Mathew Lee, Adam Wilkinson and Peter Selby.

IX. FINANCE REPORT

- a. The monthly bank statements and finance reports were shared with the Board.
- b. No word from the Auditor; exit interview date to be determined.
- c. Bias software upgrade for payroll and accounts payable is going well. Admin staff to attend Bias Rally in Spokane February 20-22. Purchas order module should be ready by February 28. The financial reports will be in a better format.
- d. Effective February 1 we switched to Crew Sense scheduling software. This program will provide great data on leave used and everyone is able to view the duty schedule at a glance. This program will eliminate the need for paperwork.

X. CONSENT AGENDA

- a. Blanket Voucher 180201001 through 180201076 for \$140,578.67
  - b. 1<sup>st</sup> ACH Payroll for Career & Commissioners \$43,552.44
  - c. ACH Payroll for Volunteer \$5,675.79
  - d. 1<sup>st</sup> Payroll Taxes for Career & Volunteers \$19,393.98
  - e. 2<sup>nd</sup> ACH Payroll for Career 28,744.59
  - f. 2<sup>nd</sup> ACH Payroll for Career \$28,127.25
  - g. 2<sup>nd</sup> Payroll Taxes for Career \$11,991.90
- \*M/S/C: BUCKTON/LAMOTHE/ALL: Motion to approve consent agenda.

XI. GOOD OF THE DISTRICT

- a. Chief received great comments on the Awards Banquet. All uniformed personnel wore Class A uniforms and the newly organized Honor Guard was a success. The Honor Guard will be available to attend other events as needed.
- b. The Skyway Parade is scheduled for August 18, 2018. The first planning meeting is February 13 at the Skyway Library at 6pm.
- c. The Safety Fair is scheduled for August 25, 2018. Event planning will be discussed at monthly Officer's meeting.
- d. Chief is planning a family breakfast event for the department members and family. Date and time to be determined.
- e. PIO Autry is working on the CERT Team program. Tentative classes to be scheduled fall/early winter.
- f. Commissioner Lamothe attended King County Fire Commissioner Saturday Seminar Fire Commissioner101 class in Shoreline Fire Department on February 3. Information on required certifications and filings and executive sessions was shared with the board. Chief Hicks and Commissioner Buckton will attend the Saturday Seminar in Ocean Shores on April 7.

XII. CORRESPONDENCE - None

XIII. EXECUTIVE SESSION – None

XIV. ADJOURNMENT

\*M/S/C: BUCKTON/LAMOTHE/ALL: There being no further business before the Board,  
the regular meeting was adjourned at 6:19 p.m.

  
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Cynthia Lamothe, Vice-Chairman of the Board

Attest:

  
\_\_\_\_\_  
Sharon Greer, District Secretary

\*Motion/Second/Concur