

**King County Fire District 20**  
**Board of Commissioners Regular Meeting Minutes**  
**September 10, 2018**  
**5:00 p.m.**

I. CALL TO ORDER

Chairman Terry Miller called the meeting to order at 5:02 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 and Cynthia Lamothe. Craig Buckton is excused.

Staff present: Chief Eric Hicks, Office Administrator Bonnie Netherby, Administrative Assistant Sharon Greer, Lt. Matt Bartlett, FF Kevin Blair & FF John Jaworski. Captain Tracy Wyckoff arrived at 5:07 pm.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT - None

IV. MINUTES APPROVAL

\*M/S/C: LAMOTHE/MILLER/ALL: Motion to approve regular meeting minutes for August 9, 2018.

V. UNFINISHED BUSINESS

- a. Remodel Training Tower – Chief shared Scope of Work Agreement from Lawhead Architects. Phase 1 Programming Needs/Pre-design Report \$23,500; Phase 2 Schematic Design & special Permit (conditional use or special overlay) \$26,720 and Phase 3 Construction Documents/Construction Administration \$139,680 for a total of \$189,900. After reviewing the scope of work; Chief revised his request to remove 2<sup>nd</sup> floor, move footprint from drain & no showers. Chief plans to use funds from sale of Station 21.
- b. Bryn Maw Property – no appraisal has been ordered. Waiting on new scope of work from architect on training tower remodel.

VI. NEW BUSINESS

- a. None

VII. CHIEF'S REPORT

- a. Operations Report – No major fires to report.  
One drive by shooting at involving a 16 years old male.  
Chaplain Folmar is retiring from King 20 effective October 10, 2018.
- b. Community Events:
  - 1) National Night Out on August 7 was a great success. Member of the department were able to attend several Block Watch events.
  - 2) Pancake Breakfast was sponsored by Local 3740 and Volunteer Association and was attended by community members and members of the department as well as volunteers working the Skyway Parade.
  - 3) Skyway Parade on August 18 was attended by career & volunteer staff.
  - 4) Health & Safety Fair: 255 backpacks give away; 138 from 98178 zip code.

- 5) Seahawks backpack give away in partnership with RAYS. Thanks for Sharon Greer, PIO Eric Autry & Firefighters John Jeppesen, Jordan Neff, Steve Andersen & Mat Lee
  - 6) Lakeshore Fire Department Fundraisers on August 18 raised \$3,231.71 that will be donated to the Fire Department.
- c. Capital Projects
- 1) Exterior paint was completed on August 18.
  - 2) The next project will be lettering on station 22 & updating the two signs for Station 22 and Administration building.
  - 3) New workout room – Mat Lee is cleaning up the space for the new gym in the tower and ordering exercise equipment for firefighter & staff fitness.
- d. Recruitment
- 1) Volunteer recruits in academy until December 15. Thanks for Lt. Bartlett, FF Andersen & FF Compton for helping with the joint academy.
  - 2) Career firefighter Ryan Doherty started Recruit Academy at the Training Consortium on September 4. He is scheduled to graduate December 2018.
  - 3) Probationary Firefighter John Jeppesen is on light duty and plans to return to full duty in six weeks.
- e. Strategic Plan – Long Range Goal – Respiratory policy

#### VIII. FINANCE REPORT

- a. All accounts are balanced. Budget position report was discussed.
- b. Staff will start working on Budget for 2019.
- c. July overtime did not calculate for August 2018 Payroll. Special ACH for payroll and payroll taxes are including in September 10 packet under consent agenda.

#### IX. CONSENT AGENDA

- a. Blanket voucher 180901001 thru 180901050 for \$98,687.62
- b. Blanket voucher 180902001 thru 180902009 for \$38,766.53
- c. Blanket voucher 180903001 thru 180903003 for \$12,350.88
- d. ACH US Bank Visa for \$6,177.13
- e. ACH US Bank Voyager Fleet Systems for \$1,866.55
- f. 1<sup>st</sup> ACH Payroll for Career/Commissioners \$57,346.85
- g. ACH Payroll for Volunteers for \$10,717.53
- h. ACH Special Payroll for OT \$9,883.58
- i. 2<sup>nd</sup> ACH Payroll for Career \$31,618.90
- j. 1<sup>st</sup> Payroll Taxes for Career & Volunteer \$27,746.85
- k. 2<sup>nd</sup> Payroll Taxes for Career \$13,186.03
- l. Payroll Taxes Correction for Career \$2,769.41

\*M/S/C: LAMOTHE/MILLER/ALL: Motion to approve consent agenda.

#### X. GOOD OF THE DISTRICT

- a. Snure Seminar October 24, 2018. Commissioners Miller & Lamothe to attend.

- b. Leadership Conference for Fire Chiefs on September 25-27, 2018. Chief Hicks, Captain Wykoff and Firefighter Jaworski to attend.
  - c. King County Fire Commissioners on September 10, 2018. Commissioner Miller to attend.
  - d. The Board acknowledged anniversary of 9/11.
  - e. Chief Henry Retirement Party on September 15, 2018. Sponsored by Local 3470 and Volunteer Firefighters Association
- \*M/S/C: LAMOTHE/MILLER/ALL: Motion to name the training room Don Henry Room in honor of Chief Henry's fifty years of volunteer service and asked that a plaque be ordered.

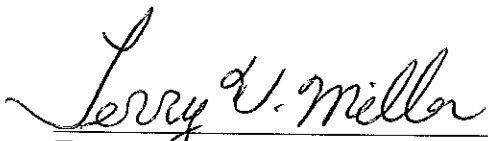
XI. CORRESPONDENCE - None

XII. EXECUTIVE SESSION

a, The Board will be going into executive session pursuant to RCW 42.30.140 relating to collective bargaining issues & negotiations and per RCW 42.30.110(l)(g) to review the performance of a public employee. The executive session will be for 60 minutes until 6:25. Action expected. Extended at 6:25 pm for 20 minutes. At 6:25 Board took a 5 minutes break. At 6:50 pm session ended. Board returned to regular meeting. The following action taken. \*M/S/C: LAMOTHE/MILLER/ALL: Motion to authorize Chief to present counter proposal to union representative.

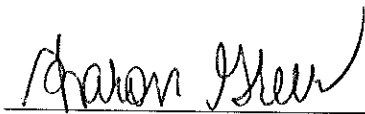
XIII. ADJOURNMENT

\*M/S/C: MILLER/LAMOTHE/ALL: There being no further business before the Board, the regular meeting was adjourned at 6:55 pm.



Terry W. Miller, Chairman of the Board

Attest:



Sharon Greer, District Secretary

\*Motion/Second/Concur