

King County Fire District 20
Board of Commissioners Regular Meeting Minutes
February 11, 2019
5:00 p.m.

I. CALL TO ORDER

Commissioner 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 and Craig Buckton. Cynthia Lamothe is excused.

Staff present: Chief Eric Hicks, Lt. Fitzgerald, Bonnie Netherby, Agnes Goldingay & Sharon Greer.

Guest Present: Molly Fitzgerald

II. PUBLIC COMMENT

- a. Molly Fitzgerald expressed heartfelt thanks to members of the department & especially Chief Hicks on behalf of the Fitzgerald family for their participation in the memorial service for Retired Chief Mark Fitzgerald.

III. MINUTES APPROVAL

*M/S/C: Buckton/Miller/All: Motion carried to approve regular meeting minutes for January 10, 2019 and Special Meeting January 23, 2019.

VI. UNFINISHED BUSINESS

- a. Rehab Unit. The District has requested W-9 from SVI in order to process pre-payment in March.

VII. NEW BUSINESS

- a. Purchase Policy 6040 was adopted to provide a standard guideline to safeguard district assets and ensure authorized purchasing. Purchases less than \$100 do not require a purchase requisition. Purchases \$100 to \$4,999 must be approved by the Fire Chief or designee by use of the online purchase request form. Purchases \$5,000 or greater must be approved by the Fire Chief or designee by use of the online Purchase Request form and require a purchase order to be processed by the designated administrative support person. Purchases with an anticipated delivery date greater than 30 days from the date of the order may require a purchase order as determined by the Fire Chief or designee.
- b. Travel Policy 6043 was adopted to establish a standard guideline for travel expenses incurred by District employees while on District business or job-related training and to safeguard assets and ensure property accounting of all transaction. All requests for training/travel must be submitted for approval by use of the online Training/Travel Request form and approved by the Fire Chief or his designee.

*M/S/C: Buckton/Miller/All: Motion to adopt Purchase Policy 6040 and Travel/Training Policy 6043 approved.

VIII. CHIEF REPORT

- a. The Department was on storm watch February 8-11 with extra staff working to cover the calls including a house fire on Saturday and a cat rescue. A-22 was dispatched to Boeing

Airport to transport a patient to Harbor View. Chief thanked Captain Wyckoff, Career Staff, Volunteer Firefighters and Admin Staff for working during the snow storm that closed schools and many businesses.

IX. FINANCE REPORT

a. All funds and bank accounts are reconciled. We anticipate a pre-payment of 50% of the acquisition costs of the new rehab unit. Agnes is working on finance reports.

X. CONSENT AGENDA

- a. Blanket Voucher 190201001 through 190201043 for \$45,858.69
- b. Blanket Voucher 190202001 through 190202009 for \$48,088.77
- c. ACH for US Bank Visa for \$5,069.70
- d. 1st ACH Payroll for Career & Commissioners \$55,599.07
- e. 2nd ACH Payroll for Career \$36,056.78
- f. ACH Payroll for Volunteers \$9,486.76
- g. 1st Half Payroll Taxes for Career & Volunteer \$23,528.14
- h. 2nd Half Payroll Taxes for Career \$14,603.24
- i. ACH for Volunteer Dues \$350.07

*M/S/C: Buckton/Miller: Motion to approve consent agenda.

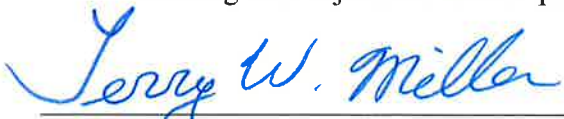
XI. GOOD OF THE DISTRICT - None

XII. CORRESPONDENCE - None

XIII. EXECUTIVE SESSION – None

XIV. ADJOURNMENT

*M/S/C: Buckton/Miller/All: There being no further business before the Board, the regular meeting was adjourned at 5:15 p.m.



Terry Miller, Chairman of the Board

Attest:



Sharon Greer, District Secretary

*Motion/Second/Concur