

**King County Fire District 20**  
**Board of Commissioners Regular Meeting Minutes**  
**March 9, 2020**  
**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 Building, 12424 76<sup>th</sup> Ave S, Seattle, WA 98178.

Commissioners present: Terry Miller, Cynthia Lamothe & Craig Buckton.

Staff present Eric Hicks, Agnes Goldingay, Sharon Greer, Leaha Johnson, Matt Bartlett & Ryan Hopper

Guests: Tom Cunningham

II. PLEDGE OF ALLEGIANCE

III PUBLIC COMMENT

Tom Cunningham thanked the Board & Admin Staff for recognizing his retirement at the annual banquet on March 7.

IV. MINUTE APPROVAL

\*M/S/C: Buckton/Lamothe/All: Motion to approve minutes for February 10, 2020 Regular Meeting.

V. UNFINISHED BUSINESS

- a. None

VI. NEW BUSINESS

- a. None

VII. CHIEF'S REPORT

Operations:

- a. Coronavirus update.

The health & safety of staff, families and community is our no. 1 priority.

Fire fighters in quarantine as of this date: 31 Kirkland; 6 show no symptoms; 3

Burien, 3 Woodinville, 10 Seattle.

Valley Dispatch center is screening calls and crews are being advised if personal protective equipment (PPE) is required. Crews are documenting PPE materials used.

Per COVID-19 protocols crews are staging at the front door & the patient is interviewed by the officer. New protocols are put in place each day.

Captain Wyckoff is working at Emergency Operations Center for Zone 3.

PIO Autry is attending meetings at Public Health in Seattle.

We are documenting emergency medical supplies being used.

Chief asked the board to approve placing staff who are placed in quarantine on paid administrative leave.

Plans are in place for State mobilization to cover for quarantined fire fighters.

Plans are in place to provide quarantined volunteer fire fighters salary reimbursement through the Board for Volunteer Fire Fighters (BVFF) and Provident Insurance.

There is a one week turn around on claims submitted. Claims can be filed

concurrently. BVFF pays 100% of COVID-19 test kit & \$85 a day; up to \$2,550/month; up to 6 months.

Provident pays up to \$1,000 per week up to five years.

Volunteers will continue to receive stipend pay for shift work scheduled.

Quarantine period is 14 days with no symptoms.

Freedom Foundation – No new reports.

b. Community Events:

Community meetings scheduled for the training room have been cancelled until end of March. We will revisit schedule in April.

c. Capital Projects

- d. Landscaping project for admin building is underway. Old bark & topsoil has been removed & replaced with new topsoil. Landscaper to plant dwarf trees and drought resistant plants. The project should be completed by March 15.

Recruitment – No report

\*M/S/C: Lamothe/Buckton/All: Motion to authorize Chief Hicks to place Fire Fighters exposed or potential exposure to COVID-19 virus on administrative leave. This motion to remain in effect until June 30.

VII. FINANCE REPORT

- a. Treasurer's report & bank accounts are reconciled.
- b. King County Finance announced due to COVID-19 virus staff in accounts payable will be working remotely and require a 5-day turn-around for checks. Checks will be available for pickup once a week on Wednesday. There will be no change in Cash Management procedure as they are able to operate remotely.
- c. Washington State Auditor offers a new Tracker that allowed public access to on-going audits in real time. Audit for 2017-2018 is complete and exit interview to be scheduled

VIII. CONSENT AGENDA

- a. Blanket Voucher 200301001 through 20001053 for \$151,672.14
- b. ACH for US Bank Visa Charges for \$6,049.11
- c. ACH for Volunteer Dues \$350.07
- d. 1<sup>st</sup> ACH Payroll for \$62,078.10
- e. ACH Payroll for Volunteers \$8,625.53
- f. 2nd Half Payroll for Career \$39,758.04
- g. 1<sup>st</sup> Half Payroll Taxes \$27,478.34
- h. 2<sup>nd</sup> Half Payroll Taxes for \$15,731.01

\*M/S/C: Buckton/Lamothe/All: Motion to approve entire consent agenda.

IX. GOOD OF THE DISTRICT

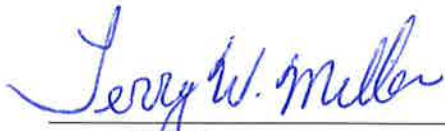
- a. Commissioner Lamothe may attend Washington Fire Commissioners Saturday Seminar on April 4 in Suquamish unless the conference is cancelled due to COVID-19 outbreak.
- b. Commissioner Miller to attend EMAK meeting & King County Fire Commissioners monthly meeting in Burien on Wednesday, March 11 unless cancelled due to COVID-19 outbreak.

X. CORRESPONDENCE – None.

XI. EXECUTIVE SESSION - None

XII. ADJOURNMENT

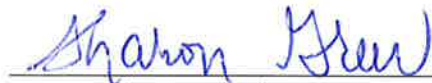
\*M/S/C: Buckton/Lamothe/All: There being no further business before the Board, the regular meeting was adjourned at 5:45 p.m.



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Terry Miller, Chairman of the Board

Attest:



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Sharon Greer, District Secretary

\*Motion/Second/Concur

