

King County Fire District 20
Board of Commissioners Regular Meeting Minutes
April 9, 2020
5:00 p.m.

I. CALL TO ORDER

Commissioner Terry Miller called the meeting to order at 5:00 p.m. at virtual meeting.

Roll Call:

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

Staff present Eric Hicks, Agnes Goldingay, Sharon Greer, Leaha Johnson, Tracy Wyckoff, Eric Autry, Matt Bartlett & Brian White

IV. MINUTE APPROVAL

*M/S/C: Buckton/Lamothe/All: Motion to approve minutes for March 9, 2020 Regular Meeting.

V. UNFINISHED BUSINESS

- a. None

VI. NEW BUSINESS

- a. Resolution 2020-003 Declaring office furniture surplus and authorizing disposal.
*M/S/C: Buckton/Lamothe/All: Authorizing Chief Hicks to dispose of two broken office chairs; Asset Tag 1410 & 1411.

VII. CHIEF'S REPORT

Operations:

- a. Chief thanked administration support staff and operations staff for their support hard work during the COVID virus epidemic.
- b. We have started receiving property tax revenue and another bump expected next month.
- c. Remodel of the new building has been postponed until further notice.
- d. We continue to move forward on the purchase of a new engine.
- e. SAO audit 2017-2018 wrap up
 - i. Tracking and monitoring of theft sensitive assets.
 - ii. Procurement public works projects.
 - iii. Accounts Payable – electronic funds transfers (EFT); and
 - iv. Unemployment self-insurance
- f. Chief addressed tracking & monitoring of assets & was able to find items requested & procurement of public works projects.
- g. Agnes addressed Accounts Payable EFT and Unemployment Self-Insurance.
 - i. Conclusion: Current policies did not have specific language addressing EFT process as required per BARS Manual. Auditor was satisfied with the process as walked through by Agnes.
 - ii. Action item: amend current Account Payable policy to include new EFT language.
 - iii. Conclusion: We report in our Annual Report submission that KCFD20 is self-insured or “reimbursable” type. Therefore, any claims of unemployment would be passed onto KCFD20 to pay back Employment Security Dept (ESD). However, we do not have a line item in the budget to address this.

- iv. Action Item: Specify an amount (to encumber) in our budget via resolution to be presented and approved to the commissioners.

VII. FINANCE REPORT

- a. Treasurer's report and bank accounts through February and petty cash through March are balanced.
- b. Current year-to-date budget was shared with the Board.
- c. New report specifically for COVID19 expenses included.
- d. BLS reports and charts updated to reflect rolling 12 months whereas previously presented as year-to-date (YTD).
- e. Consent agenda includes a \$0 net journal entry moving \$70.53 from general fund, 001, to Excess Levy fund, 005, to resolve a negative balance.
- f. In order to meet King County's adjusted blanket voucher timelines (due to KC employees working remote), blanket vouchers were submitted prior to board meeting. Agnes signed as auditing officer as authorized by resolution 2019-02.

VIII. CONSENT AGENDA

- a. Blanket Voucher 200401001 thru 200401049 in the amount of \$155,062.90 (auditing officer)
- b. Blanket Voucher 200302001 in the amount of \$22,396.00 (auditing officer)
- c. US Bank Visa Electronic Payment for \$6,236.46
- d. ACH Volunteer Dues \$366.74
- e. 1st ACH Payroll Career \$67,285.28
- f. ACH Payroll Volunteer \$11,045.34
- g. 2nd ACH Payroll Career \$39,761.72
- h. 1st ACH Payroll Taxes Career & Volunteer \$23,013.39
- i. 2nd ACH Payroll Taxes \$15,727.33

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

VIII. GOOD OF THE DISTRICT

- a. Commissioner Miller was unable to attend the monthly King County Commissioner General Membership meeting or EMAC. Meetings were cancelled due to COVID-19 outbreak.

IX. CORRESPONDENCE

- a. Washington Fire Commissioners Annual Report 2019 was shared with the Board.

X. PUBLIC COMMENT –

- a. Public comment was added to the agenda. PIO Eric Autry commended Chief Hicks for his work supporting King County COVID website providing tools and resources that entities are using across the country.

XII. ADJOURNMENT

*M/S/C: Lamothe/Buckton/All: There being no further business before the Board, the regular meeting was adjourned at 5:35 p.m.

Terry Miller, Chairman of the Board

Attest:



Sharon Greer, District Secretary

*Motion/Second/Concur

