

King County Fire District 20
Board of Commissioners Regular Meeting Minutes
May 11, 2020
5:00 p.m.

I. CALL TO ORDER

Commissioner Terry Miller called the meeting to order at 5:04 p.m. at virtual meeting.
By roll call Commissioners present: Terry Miller, Cynthia Lamothe. Craig Buckton arrived at 5:15 p.m.

Staff present Eric Hicks, Agnes Goldingay, Sharon Greer, Leaha Johnson, Tracy Wyckoff and Chelsea Motzer.

II. MINUTE APPROVAL

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

III. CHIEF'S REPORT

Operations:

- a. Chief thanked the career staff, both Operations & Administrative for their hard work during the COVID-19 pandemic.
- b. Due to an off duty COVID-19 exposure, day shift firefighters were re-assigned to 24 hour shifts to limit exposure and impact to the department. This change was originally planned for July 2020. After evaluation it was determined this was the best way to manage risk exposure and protect staff. The firefighter was placed in self quarantine for 14 days and has been cleared for duty.
- c. Career FF Chelsea Motzer was brought home early from academy and assigned to B Shift. She is already certified Fire Fighter 1 and Emergency Medical Technician (EMT).
- d. Career FF Kiel Hicks is completing his EMT certification in Academy and is scheduled to graduate June 2020. He will be assigned to C Shift.
- e. Volunteer firefighters are allowed to work extra shifts on their assigned shifts only to protect crews from unnecessary exposure to the COVID virus.
- f. Volunteer stipends have increased as an incentive.
 - i. \$240.00 Full Stipend / Weekday / Weekend day shifts
 - ii. \$120.00 Half Stipend / Weekday / Weekend day shifts
 - iii. \$150.00 Full Stipend / Community events
 - iv. \$75 Half Stipend / Community events
 - v. \$40 Regularly Assigned night Shift
- g. Safety Fair – Chief reached out to twenty vendors who have participated in previous safety fair and 8 vendors responded. We are looking at possible changes due to COVID-19 and plan to come back strong next year.
- h. Engine 22 participated in a drive-by birthday parade for birthdays celebrated in the community who are unable to have traditional parties due to the pandemic.
- i. Captain Tracy Wyckoff is in charge of inventory of supplies for COVID-19 for King County. He is doing a good job managing this project. The on-duty crews are helping with deliveries and pick-ups.
- j. We are tentatively planning a Volunteer Academy in September to fill 2 volunteer positions.

- k. No report on Capital Projects this month.
- l. COVID-19 budget cost so far \$48,000. Staff is working on reimbursement for COVID-19 cost.

IV. FINANCE REPORT

- a. Treasurer Reports Fund Totals and Account Totals including Imprest Account, Deposit Account, Payroll Direct Deposit & Petty cash have been reconciled
- b. 2020 Budget Position including COVID-19 expenses was shared with the Board.
- c. We received revenue in the amount of \$1,444.66 from Systems Design under the federal government CARES Act to provide relief Healthcare providers.
- d. The updated Financial Intelligence Tool (FIT) from the State Auditor's Office to include was shared with the Board. This report can also be found on the State Auditor's website.
- e. Electronic paystubs will be emailed to all department members in advance of direct deposit. Paper copies will no longer be available on a monthly basis.

V. CONSENT AGENDA

- a. Blanket Voucher 200501001 thru 200501036 in the amount of \$118,783.75
- b. US Bank Visa Electronic Payment for \$4,076.31
- c. ACH Volunteer Dues \$350.07
- d. 1st ACH Payroll Career \$60,893.55
- e. ACH Payroll Volunteer \$16,410.45
- f. 2nd ACH Payroll Career \$39,868.15
- g. 1st ACH Payroll Taxes Career & Volunteer \$28,561.72
- h. 2nd ACH Payroll Taxes \$15,770.28

Auditing Officer submitted Blanket Voucher to King County on behalf of the Board per Resolution 2019-02 in order to meet payroll & accounts receivable due dates. Second voucher will be submitted on May 18. A copy of these minutes will be attached to the Fire District copy of voucher on file.

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

VI. GOOD OF THE DISTRICT

- m. The department received a thank you from a community member, acknowledging the care of a family member during an Aid call provided by the duty crew.
- n. Commissioner Miller reports no King County Fire Commissioner General Membership meeting or EMAC meeting this month due to COVID pandemic.
- o. No news to report on Spouse and Orphans Fund.

VII. CORRESPONDENCE

- a. None

VIII. ADJOURNMENT

*M/S/C: Lamothe/Buckton/All: There being no further business before the Board, the regular meeting was adjourned at 5:44 p.m.

Terry Miller, Chairman of the Board

Attest:



Sharon Greer, District Secretary

*Motion/Second/Concur

