

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

I. CALL TO ORDER

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

By roll call Commissioners present: Terry Miller, Cynthia Lamothe & Craig Buckton

Staff present Eric Hicks, Agnes Goldingay, Sharon Greer, Leaha Johnson, Tracy Wyckoff & Kiel Hicks

II. MINUTE APPROVAL – Discussion: Moved as corrected, Item V. Consent Agenda, Craig motioned and Lamothe seconded.

*M/S/C: Lamothe/Buckton/All: Motion to approve minutes for June 8, 2020 Regular Meeting with corrections as noted.

III. NEW BUSINESS - Following approved with the correction made to title of Resolution 2020-005 from Appointing of District Secretary to Appointing a District Secretary.

a. Resolution – 2020-004 Resolution Declaring Alerting System and Misc. Network Device Obsolete and Authorizing Disposal

* M/S/C: Lamothe/Buckton/All: Motion to approve

b. Resolution – 2020-005 Resolution Appointing a District Secretary

*M/S/C: Buckton/Lamothe/All: Motion to approve

Oath of office was administered by Commissioner Terry Miller for Leaha Johnson.

c. Resolution – 2020-006 Resolution Declaring Panasonic Toughbook Surplus & Authorizing Disposal

*M/S/C: Lamothe/Buckton/All: Motion to approve

d. Resolution – 2020-007 Resolution Declaring Pagers Surplus and Authorizing Disposal

*M/S/C: Buckton/Lamothe/All: Motion to approve

IV. CHIEF'S REPORT

Operations: COVID-19 Report: We had an exposure incident in the station on June 27. As a result of the incident we had two firefighters tested and one tested negative and the other tested positive and has fully recovered. Chief Hicks put the member on leave for 14 days, until his household was symptom free for 72 hours. After reviewing current screening procedures and received feedback on the process. Chief Hicks is now requiring members to check in with their duty officer before returning to shift after an illness for an extra layer of screening.

4th of July Report: Chief Hicks thanked all who took time away from their families to work 4th of July holiday. King County Fire District 20 was able to staff 2 engines, aid car, rehab, and Public Information Officer.

Commissioner Cynthia Lamothe was able to do a ride along with Chief Hicks. Ride along experience was great and informative, business as usual, in regard to prepared/trained for this while at a fire putting it out.

Calls: Vehicle Accident – 1, Residential Fire – 2, Brush fire with exposures – 1, Automatic fire alarm – 1, Aid calls – 6

Community Events:

- a. June 28, on behalf of the department Chief attended the Heal the Hood Community Rally and March here in Skyway. King County Fire District 20 supplied chairs and table for the community gathering at Grocery outlet. Leaha Johnson was also helping, she was asked to staff a table and do some firefighting recruitment, she made 30 contacts and handed out 10 recruiting packets.
- b. King County Fire District 20 has partnered up with West Hill Association and distributed Hand Sanitizer and cloth reusable mask while at the rally. We are storing the Personal Protection Equipment for the West Hill Association for community distribution. We are planning a Personal Protection Equipment drive through event soon.

Capital Projects:

No report

Recruitment:

- a. KCFD20 held a virtual open house, 20+ individuals participated. King County Fire District 20 has 78 registered for the virtual Screening interview that will last 8 minutes each. Each candidate will be asked 4 questions. Those who pass will be moved on the second round of interviews.

V. FINANCE REPORT

- a. A revised April Treasurer's Report is included this month that reflect debits that were not posted in time for the June regular meeting. May Treasurer's Report is reconciled.
- b. Accounts Payable checks continue to be mailed. King County Accounts Payable remain 100% work from home through at least Labor Day. In addition, Account Payable batches are submitted every two weeks instead of monthly to allow the longer lead time Account Payable needs to process and distribute the checks.
- c. Starting July, Department of Retirement Systems (DRS) payments will be transitioning from check payment to electronic payments. This affects contributions to the following retirement plans:
 1. Deferred Compensation Plan (DCP).
 2. Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF II); and
 3. Public Employees' Retirement System (PERS II).
- d. An extra payroll and payroll tax batch were run for upstaffing during the activist riots.
- e. New charts were presented but not included in the packet for the two main revenue sources through May as compared to previous 3 years during the same month:

1. Bar chart of Property Tax collections thru May is tracking behind by 9% compared to May 2019.
2. Bar chart of Maintenance and Operating (M&O) Tax Levy collections thru May is tracking ahead by +17% compared to May 2019; and
3. Pie chart of 2020 Budget for all revenue sources by amount and total budget allocation.

Property Taxes make up 60% of total revenue sources; and M&O Tax Levy make up 19% of total revenue sources.

Background: Due to COVID19 and the financial and health impacts in King County, the April 30th deadline for first half taxes was extended to June 2nd for property owners that pay direct. The original deadline remains unchanged for property owners who pay through escrow accounts. According to King County Assessor, 55% of tax payments are through escrow whereas 45% of tax payments are direct from property owners. King County is now offering payment plans.

Commissioner Lamothe noted:

1. 2020 property tax collections were slightly behind 2017 by -1%.
 2. M&O levy is collected for 4 years starting 2018 thru 2021. Excess Levy thru May is higher by 17% from 2019
- f. More discussion on how M&O is collected and processed. Chief Hicks advised that current tax rate is \$1.17 + \$0.53 per \$1,000 assessed value whereas previous M&O was \$0.41 per \$1,000 assessed value.
Agnes is tasked with obtaining more information on process and provide that update in the next meeting.

V. CONSENT AGENDA

- g. Blanket Voucher 200603001 thru 200603026 in the amount of \$59,357.81
- h. Blanket Voucher 200701001 thru 200701020 in the amount of \$43,467.00
- i. Blanket Voucher 200702001 thru 200702006 in the amount of \$36,708.82
- j. ACH US Bank Visa for \$3,054.96
- k. ACH Volunteer July Dues \$333.40
- l. 1st ACH Payroll Career \$60,440.79
- m. ACH Payroll Volunteer \$10,765.80
- n. 1st Auto Withdrawal Payroll Taxes Career & Volunteer \$26,944.04
- o. 2nd ACH Payroll Career \$39,741.31
- p. 2nd Auto Withdrawal Payroll Taxes \$15,742.58
- q. Auto Withdrawal Deferred Comp. \$900.00
- r. Auto Withdrawal DRS LEOFF II \$18,694.28
- s. Auto Withdrawal DRS PERS II \$4,084.19
- t. ACH June Payroll Special \$2,168.15
- u. Auto Withdrawal June Payroll Taxes \$434.90
- v. Interfund Transfer \$112.10

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 July 10, 2020. A copy of these minutes will be attached to the Fire District copy of voucher on file.

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

VI. GOOD OF THE DISTRICT

- a. Commissioner Miller reported Washington Fire Commissioners Association conference in Spokane this year has been cancelled due to COVID-19. They are looking into virtual options for conference and reach out regarding plans moving forward.

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 5:35 p.m.

Terry Miller, Chairman of the Board

Attest:



Leaha Johnson, District Secretary

*Motion/Second/Concur