

**MINUTES OF THE MAY 23, 2023 SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF KING COUNTY FIRE DISTRICT NO. 2**

A special meeting of the Board of Commissioners of King County Fire District No. 2 was held on May 23, 2023, at Headquarters Station 28, commencing at 5:00 p.m., pursuant to proper notice. District officials in attendance, either in person or pursuant to virtual meeting software Go To Meeting were: Commissioners Chris Elwell, Alexis Entrialgo and Ted Sitterley, Fire Chief Mike Marrs, Finance and HR Manager Trina Norsen, Assistant Chief (AC) Wayne Metz, Local President Matt Ready, and District Secretary Eric Quinn, and several others as reflected on the attached attendance roster.

- I. **CALL TO ORDER AND FLAG SALUTE.** Chair Elwell called the meeting to order at 5:00 PM and led the Board in the Pledge of Allegiance.
- II. **AGENDA APPROVAL.** Commissioner Sitterley moved to approve the agenda as presented and Commissioner Entrialgo seconded the motion. The motion carried 3-0.
- III. **PRESENTATIONS/ANNOUNCEMENTS.**

Lindsey Mueller, an employee of Sound Mental Health, presented on the CARES program. The presentation was very thorough and helpful. Commissioner Sitterley voiced his admiration for the program and others spoke highly of it. Chair Elwell described CARES as being a “a very needed piece of the puzzle” due to resource impacts resulting from low-acuity calls.

Warren Merritt from Prothman Consulting presented to the Board on the chief's recruitment process. Mr. Merritt entertained questions from the Board. Chair Elwell commented that the proposal is self-explanatory and stated his appreciation for engagement with the stakeholders.

AC Metz provided the call summary reports. He discussed various fires, many of which were fully involved. The crews did really well. One of the causes of a specific fire was a lit cigarette which was laid on some paper. AC Metz discussed the trio of shootings. One was at a Mexican restaurant; another was at a Safeway. There were no fatalities in these shootings. A third shooting involved a good Samaritan who saw two individuals fighting and was shot. This individual was transported to an area hospital after being shot. There was also a stabbing. AC Metz also reported on an incident involving a DUI.

Announcements

- **June 3, 2023** will be the WFCAs Spring Seminar at Lake Chelan. Commissioners Elwell and Entrialgo will be attending.
- **June 7, 2023** is projected to be the PSERN Switch to Digital

• **June 27, 2023** will be the Graduation for Recruit Academy 16 (details to be provided at a later meeting)

IV. **PUBLIC COMMENT.** There was none.

V. **CORRESPONDENCE.** There was none.

VI. **I.A.F.F. LOCAL 1461 COMMENTS.** Local President Matt Ready gave comments. He thanked the Commissioners for their time. He will be sending out an email to the Commissioners about getting together to discuss the future of the department.

VII. **ADMINISTRATION REPORTS.** AC Wayne Metz delivered the chief's report as follows:

OPERATIONS. AC Metz provided an update on training as to multiple groups in Zone 3. On May 15-18, the District sent two individuals to red-card training. May 22-26 will be a truck academy and many District members will be instructors in that. AC Metz discussed a variety of training opportunities. We are going to have some great recruits coming out of academy on June 27. In addition, the next group of recruits will begin their "zero week" with the department on August 21st, and begin the Academy on August 28th. The instructors at academy are informing AC Metz that they can always tell when King 2 is sending recruits, because they perform so well.

FIRE PREVENTION. AC Metz had one note from fire prevention. There was a dumpster fire recently which turned out to be an arson, and an arrest was made. Chair Elwell wondered whether the arson was connected with others, but that is unknown at this time.

FACILITIES. Nothing to report.

EQUIPMENT. We got our new F-550. That will be our dedicated brush truck. The next stop for the F-550 is the Fab Shop to put on the skid mound and other items. We are set for PSERN to go digital. There will be a motion under New Business to pay for the quote to renew Office 365.

PERSONNEL. With the Rule of 3 interviews being complete, we are ready to make a recommendation as to who the new Battalion Chief should be. There will be a motion under New Business to reflect that. There will be a motion under New Business to promote Captain Jason Gay to an Acting Chief position for up to six months. Joe Guild from the legacy Burien department passed away recently.

EVENTS.

Trina Norsen is still doing great work on the annual audit report that is due next week. AC Metz inquired about moving the Board meetings to July 11 and July 25. The Board

voiced no concern with that and therefore special Board meetings will be held on July 11 and 25. Chair Elwell wondered how the change in scheduling will play into the Prothman recruitment process and meetings in August. AC Metz and the Board discussed this.

That concluded the Chief's report.

VIII. CONSENT AGENDA APPROVAL.

Commissioner Sitterley moved to approve the consent agenda as follows:

A. May 23, 2023 Chief's Report

B. Meeting Minutes:

May 2, 2023 Regular Board Meeting

C. Voucher Approval for May 2023:

Expense Fund: Voucher No. 230501001 through 230501082 in the amount of \$1,587,149.42 and due for payment May 31, 2023.

Commissioner Entrialgo seconded the motion, which carried 3-0.

IX. UNFINISHED BUSINESS. There was none.

X. NEW BUSINESS.

1. Motion: Permanent Appointment to Battalion Chief

Commissioner Sitterley moved to authorize Chief Marrs to appoint Tim Zimnisky to a permanent Battalion Chief position. The start date for the position is July 1, 2023 with a probationary period of twelve-months. This promotion is from the 2022 – 2024 Battalion Chief Promotional List.

Commissioner Entrialgo seconded the motion, which carried 3-0.

2. Motion – Temporary Appointment to Acting Assistant Chief

Commissioner Sitterley moved to authorize Chief Marrs to appoint Jason Gay to a temporary Acting Assistant Chief position. The start date for the temporary position is June 1, 2023, and will be for a period of not more than six-months.

Commissioner Entrialgo seconded the motion, which carried 3-0.

3. Motion: Purchase of Nine Desktop Computers from Dell

Commissioner Sitterley moved to approve and authorize Chief Marrs to purchase nine (9) desktop computers for a price not to exceed \$10,000.00 from Dell NASPO Computer Equipment.

Commissioner Entrialgo seconded the motion, which carried 3-0.

4. Motion: Renewal of Office 365 Licenses

Commissioner Sitterley moved to approve and authorize Chief Marrs to renew one-hundred and one (101) Office 365 licenses, for the term July 1, 2023 – June 30, 2024, for a price not to exceed \$11,500.00. Purchase to be made from CDW-G.

Commissioner Entrialgo seconded the motion, which carried 3-0.

5. Motion: Prothman Contracts

Commissioner Sitterley moved to approve and authorize Commissioner Elwell to sign the Prothman contracts for recruitment and screening services, for the following:

- **Position of Fire Chief**, for a fee of \$18,500 plus expenses, as outlined
- **Position of Finance Manager**, for a fee of \$10,500 plus expenses, as outlined
- **Position of Human Resources Manager**, for a fee of \$10,500 plus expenses, as outlined

Commissioner Entrialgo seconded the motion, which carried 3-0.

XI. **EXECUTIVE SESSION.** There was none.

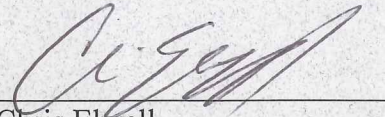
XII. **GOOD OF THE ORDER.** There was none.

XIII. **ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 5:27 PM. Commissioner Entrialgo seconded. The motion carried 3-0 and the meeting was adjourned at 5:27 PM.

Attachments:

- Agenda
- Attendance Roster
- CARES Program - Power Point
- Call Summary Report (2 files)
- Quote from Dell
- Quote from CDW-G
- Prothman Contracts for Fire Chief, Finance Manager, & Human Resource Manager

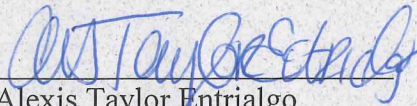
Minutes Approved: June 6, 2023



Chris Elwell
Chairman




Ted Sitterley
Commissioner



Alexis Taylor Entrialgo
Commissioner

ATTEST:


Eric Quinn (Jun 6, 2023 18:39 PDT)
Eric T. Quinn, District Secretary






05.23.2023 KCFD2 Minutes

Final Audit Report

2023-06-07

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