

**MINUTES OF THE SEPTEMBER 19, 2023 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF KING COUNTY FIRE DISTRICT NO. 2**

A regular meeting of the Board of Commissioners of King County Fire District No. 2 was held on September 19, 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 GoTo Meeting were: Commissioners Chris Elwell, Alexis Entrialgo and Ted Sitterley, Fire Chief Mike Marrs, Finance and HR Manager Trina Norsen, Chief-Elect Jason Gay, 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.**

Chief-Elect Jason Gay presented the call summary reports. The District is at 600 calls for the month of September. There was a minor fire that turned into a residential fire, but it was controlled by sprinklers. There was a second residential fire. There was also a motor vehicle accident involving medics. The patient in that case is doing fine. Kudos to the crew for their responses,

Announcements

September 19-20, 2023 will be the Captains Test.

The chiefs interviews for the next recruit academy will be September 27-28, 2023.

- IV. **PUBLIC COMMENT.** There was none.
- V. **CORRESPONDENCE.** There was a letter from Dr. Rea regarding a CPR Save (cardiac arrest). Dr. Rea thanked the following District FF/EMTs for their work on this CPR Save: Matt Ready, Ryan Anderson, Calen Regnier, Vinh Pham, Kevin Underhill, Steven Root and Jim Reed.
- VI. **I.A.F.F. LOCAL 1461 COMMENTS.** There was no comment from the Local this evening.
- VII. **ADMINISTRATION REPORTS.** Chief Marrs delivered the chief's report as follows:

OPERATIONS: AC Metz was not present but Chief Marrs discussed the Captains testing process.

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PREVENTION UPDATE: AC Desmarais was not present.

FACILITIES: Chief Marrs discussed the I-Net interlocal agreement (ILA) and its history. The ILA will be available for consideration by the commissioners in October. Chair Elwell inquired as to the maintenance fees due under the ILA and Chief Marrs reported that those were based upon the length of fiber lines, essentially.

EQUIPMENT: Nothing under equipment.

PERSONNEL:

Steven Root and Cole Manahan became 1st Class Firefighters on September 1st, after completing 3-years of service with the District – congratulations to them.

Chief Marrs will be presenting a draft conditional offer letter for the Fire Chief position under New Business.

Chief Marrs provided an update on recruitment for the Administrative positions:

Finance Manager – candidate Charles Chen is attending today. There will be an Executive Session to meet him and ask questions. His cover letter, resume, and the Prothman assessment are included with the meeting materials.

As for the HR Manager position, the only viable candidate, (from Estes Park CO), has withdrawn from consideration for the position. Chief Marrs will keep the Board apprised. The only update on Captains Testing is that the testing process is going well.

EVENTS:

See the above presentations and announcements. Chief-Elect Gay thanked many District officers and employees for their participation in Kids Day. We had a great turnout and there were 16 different vendors that arrived in support of this cause for the kids. Chair Elwell commended everyone that was involved in Kids Day.

That concluded the Chief's Report.

VIII. CONSENT AGENDA APPROVAL.

Commissioner Sitterley moved to approve the consent agenda as follows:

- Chief's Report
- Minutes of the Following Board Meetings:
 1. **August 29, 2023** Special Meeting (Chief Finalist Meet & Greet)
 2. **August 30, 2023** Special Meeting (Chief Finalist Interview Day)
 3. **September 5, 2023** Regular Meeting

- **Voucher Approval for September 2023:**
Expense Fund: Voucher No. 230901001 through 230901084 in the amount of \$1,494,050.67 and due for payment September 29, 2023.

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

IX. **UNFINISHED BUSINESS.** There was none.

X. **NEW BUSINESS.**

Commissioner Sitterley moved that the Board approve the Conditional Offer of Employment Letter for the position of Fire Chief, and authorize Chief MARRS to present the Conditional Offer Letter to Jason Gay, with the appointment date to be established by professional services contract. Commissioner Entrialgo seconded the motion, which carried 3-0.

A new item was added under new business by amendment to the regular-meeting agenda. This item is addressed below.

XI. **EXECUTIVE SESSION.** Chair Elwell announced that the Board would convene into executive session pursuant to RCW 42.30.110 (1)(g) to discuss the qualifications of an applicant for public employment—specifically appointment to the District Finance Manager position. Chair Elwell announced that there would be a 5-minute recess with executive session to begin at 5:25 PM and to last for 30 minutes to conclude at 5:55 PM, unless extended. In executive session were the Board, North Highline Commissioner Julie Hiatt, Trina Norsen, Chief-Elect Jason Gay, Fire Chief Mike MARRS, candidate Charles Chen, and District Secretary/legal counsel Eric Quinn. Chair Elwell announced an extension of five minutes at 5:57 PM (with two minutes being necessary to transfer out of GoToMeeting), with the extension to begin at 5:57 PM to conclude at 6:02 PM. Executive session concluded at 6:02 PM.

Commissioner Sitterley made a motion to amend the agenda to include a new item under New Business with respect to extending a conditional offer of employment. Commissioner Entrialgo seconded and the motion carried 3-0.

New Business. Commissioner Sitterley moved that the Board authorize Chief MARRS to extend a conditional offer of employment to Charles Chen in the Finance Manager position, with an appointment date to be established by professional services contract. Commissioner Entrialgo seconded and the motion carried 3-0.


XII. **GOOD OF THE ORDER.** Commissioner Sitterley congratulated Charles Chen on his appointment. Charles thanked the Board for the opportunity and voiced his excitement about the new position. Chief MARRS inquired as to whether the second meeting of


October may be moved to October 24 rather than October 17. No members of the Board voiced opposition to that.

XIII. **ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 6:08 PM. Commissioner Entrialgo seconded the motion, which carried 3-0. The meeting was adjourned at 6:08 PM.


Minutes Approved: Oct 3, 2023


Chris Elwell (Oct 4, 2023 08:35 PDT)
Chris Elwell
Chairman


Ted Sitterley
Commissioner


Alexis Taylor Entrialgo
Commissioner

ATTEST:


Eric Quinn (Oct 4, 2023 11:14 PDT)
Eric T. Quinn, District Secretary

ATTACHMENTS:

- September 19, 2023 Meeting Agenda
- Letter from Dr. Rea
- Sept 2023 Station Report
- Sept 2023 Call Volume Report by Incident Type
- Conditional Offer Letter to Jason Gay
- Admin Position Candidate Materials: Cover Letter, Resume and Prothman's Assessment for Charles Chen, who joined the meeting tonight.

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