

**MINUTES OF THE DECEMBER 5, 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 December 5, 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, Ted Sitterley and Mike Ziegler, Fire Chief Jason Gay, Trina Norsen, Assistant Chief (AC) Wayne Metz, AC Ray Desmarais, Finance Manager Charles Chen, 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 5:01 PM and led the Board in the Pledge of Allegiance.

II. **AGENDA APPROVAL.** Commissioner Sitterley moved to approve the agenda as presented and Chair Elwell seconded the motion. The motion carried 3-0.

III. **PRESENTATIONS/ANNOUNCEMENTS.**

Presentations. Chair Elwell administered the oath of office for newly elected commissioner, Mike Ziegler.

Announcements. There were none.

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

V. **CORRESPONDENCE.** There was a letter from King County Water District No. 20 expressing its gratitude and appreciation of retiring Fire Chief Mike Marrs and his 31 years of service to the community.

VI. **I.A.F.F. LOCAL 1461 COMMENTS.** There were none.

VII. **ADMINISTRATION REPORTS.** Chief Gay delivered the chief's report as follows:

OPERATIONS: AC Metz provided the operational update. There have been a couple of arsons over the last couple of days.

PREVENTION UPDATE: There was nothing to report from prevention.

FACILITIES: Chief Gay presented the I-NET agreement between the District and the City of Burien. Chair Elwell made inquiry as to the I-NET agreement and its function. Chief Gay discussed that.

EQUIPMENT: Chief Gay further discussed thefts from apparatus in neighboring departments, which has also occurred on District apparatus. Many of the thefts have

been performed by individuals in masks. Chief Gay raised this issue at the last King County Chief's meeting.

PERSONNEL: The Union and the District extended some MOUs. Firefighter Mylett, an employee on light duty, is back in fire academy.

EVENTS: Chief Gay discussed the forthcoming Christmas Tree Lighting.

OTHER:

Chief Gay stated that there would be a motion under new business to renew the contract for service with Eric T. Quinn, P.S. He also discussed an invoice for software renewal with Streamline, and an invoice for the Ready Rebound program. AC Desmarais discussed the benefits of the Ready Rebound program and how it has saved on overtime costs.

That concluded the Chief's Report.

VIII. CONSENT AGENDA APPROVAL.

Commissioner Sitterley moved to approve the consent agenda as follows:

1. December 5 Chief's Report
2. Meeting Minutes: Minutes of the November 21, 2023 Regular Board Meeting

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

IX. UNFINISHED BUSINESS. There was none.

X. NEW BUSINESS.

1. Commissioner Sitterley moved to approve and authorize Chief Gay to sign the 2024 Professional Services Contract for Legal Services with Eric T. Quinn, P.S. The contract stipulates a monthly contract fixed fee of \$1,000. Unused dollars, if any, will carry over to the next month, and to succeeding months if still unused, in accordance with the terms of the agreement. Commissioner Ziegler seconded the motion, which carried 3-0.
2. Commissioner Sitterley moved to approve and authorize Chief Gay to purchase Cloud Services, Admin Portal License and iPad Support, with the purchase to be made from Streamline, for a total price not to exceed \$7,800.00. Commissioner Ziegler seconded the motion, which carried 3-0.

3. Commissioner Sitterley moved to approve and authorize Chief Gay to renew the annual service agreement with Ready rebound for the period 1/1/24 – 12/31/24, for a total price of \$16,488.00. Commissioner Ziegler seconded the motion, which carried 3-0.
4. Commissioner Sitterley moved to approve and authorize Chief Gay to enter into the I-net franchise agreement with the City of Burien once they have a signed franchise agreement with Comcast of Washington IV, Inc. Commissioner Ziegler seconded the motion, which carried 3-0.


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

XII. **GOOD OF THE ORDER.** The Commissioners welcomed Commissioner Ziegler to the Board. Commissioner Ziegler thanked everyone that helped with his campaign.

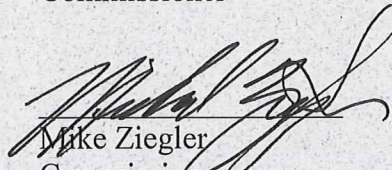
XIII. **ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 5:17 PM.

Commissioner Ziegler seconded the motion, which passed 3-0. The meeting was adjourned at 5:17 PM.

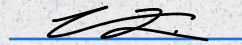
Minutes Approved: 12/19/2023


Chris Erwell
Chairman


Ted Sitterley
Commissioner


Mike Ziegler
Commissioner

ATTEST:


Eric Quinn (Dec 22, 2023 10:24 PST)

Eric T. Quinn, District Secretary

December 5, 2023

ATTACHMENTS:

- Attendance Roster
- Agenda
- Chief's Report
- Mike Ziegler Oath of Office
- Certificate of Election
- Letter from Water District 20
- Email pertaining to stolen equipment
- Contract for Legal Services with Eric T. Quinn
- Annual Service Agreement Renewal with Streamline
- Ready Rebound—Annual Service Agreement






12.05.2023 KCFD2 Meeting Minutes

Final Audit Report

2023-12-22

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