

**MINUTES OF THE SEPTEMBER 2, 2025 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF KING COUNTY FIRE DISTRICT NO. 2**

The regular meeting of the Board of Commissioners of King County Fire District No. 2 was held on September 2, 2025, 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 GoToMeeting, were Commissioners Chris Elwell, Ted Sitterley and Mike Ziegler, Fire Chief Jason Gay, 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 5:00 p.m. and led the Board in the Pledge of Allegiance.
- II. **AGENDA APPROVAL.** The agenda was approved by unanimous vote.
- III. **PRESENTATIONS/ANNOUNCEMENTS.**

Presentations. There were none.

Announcements.

- October 22-25, 2025 are the dates for the WFCA 2025 Annual Conference (Tulalip)
- October 22, 2025 will be the Snure Seminar
- Chief Gay introduced Shawna Quinn, the District's new receptionist, to the Board. Shawna indicated that she is excited to get to work. Her contract is being placed before the Board for approval.

- IV. **PUBLIC COMMENTS.** There was none.

- V. **CORRESPONDENCE.** The District received a letter from Shawn Bachtler thanking the District crews for their work at a scene. The crew included Capt. Jamie Cissell, FF Kevin Underhill, and FF Jared Bowser. His letter is attached to these minutes.

Chief Gay also discussed correspondence pertaining to WFCA health insurance-premium increases of approximately 15%, which is on top of the 6% increase from last year. Chair Elwell discussed that briefly.

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

- VII. **ADMINISTRATION REPORTS.** Chief Gay delivered the Chief's Report as follows:

OPERATIONAL UPDATE:

AC Metz discussed three significant events, two of which were shootings, and the third of which was a residential fire. He also discussed the testing process and the pump

simulator. He also discussed recruit academy. There were 759 applicants for the next hiring process.

FIRE PREVENTION UPDATE:

AC Desmarais discussed Kids Day planning. He also discussed some other recent fires and fire-related issues.

EQUIPMENT:

There was nothing to report under equipment.

FACILITIES:

With respect to the EOC, all data and electrical lines have been routed through the walls to their necessary final locations. Drywall work begins 9/3, and installation of the equipment is scheduled for 9/8. Provided all installation and testing takes place as scheduled and anticipated, the District's new A/V system should be operational at the next Board meeting.

PERSONNEL:

The administrative team conducted the second-round interviews for the open receptionist position. The finalists were all capable of performing the desired tasks and filling the position. The administrative team mutually agreed upon one candidate best fit for the organization: Shawna Quinn, who Chief Gay previously introduced. Shawna started working today, September 2.

As a follow-up, regarding the re-alignment of some of the administrative staff positions: On August 26, Chief Gay sent the board job descriptions for the HR Assistant and Finance Assistant. Chief Gay inquired as to whether there was any input on that. He advised all Board members that if they would rather provide guidance separately, to please let him know of when they would be available for that, in order that he can accommodate. Chief Gay wishes to have the positions adjusted and contracts completed prior to the end of 2025.

New recruit academy (RA21) started on 8/22. The District has three recruits in the academy. The academy ends at the conclusion of January, 2026.

Under New Business, Chief Gay is requesting a motion to permanently appoint Eric Williamson to the rank of Captain. Eric has completed his 12-month probation period. Chief Gay spoke highly of Eric.

EVENTS:

Chief Gay thanked the crews for participating in the following:

- On August 23rd, District crews participated in the Boulevard Park Block Party in North Burien.
- On August 28th, the District was represented at the CJTC “Chief for a Day” event by FF Bowser and FF Tayag. He thanked them for their participation.

Chief Gay discussed the upcoming, important dates:

- September 8 through 10 will be Captains promotional testing. Chief Gay indicated that this takes a lot of people to administer.
- September 9 is the 2nd meeting with the City of Burien pertaining to the newly established Emergency Management Committee.
- September 13 is Kids Day! Chief Gay discussed the timeline for that.
- September 15 through 18 are the dates for the new-hire interviews for Recruit Academy 22.
- September 30 through October 2, Chief Gay will be attending the KCFCA Annual Leadership Summit.

OTHER:

Chief Gay requested Board input on (1) a policy pertaining to artificial intelligence and (2) the SKCFTC ILA. He also indicated that these matters have been forwarded to Mr. Quinn, legal counsel.

That concluded the Chief’s Report.

VIII. CONSENT AGENDA APPROVAL.

Commissioner Sitterley moved to approve the consent agenda, consisting of the following items:

- September 2, 2025 Chief’s Report
- Meeting Minutes: Minutes of the August 19, 2025 Regular Board Meeting

Commissioner Ziegler seconded the motion, which carried unanimously.

IX. UNFINISHED BUSINESS. There was none.

X. NEW BUSINESS.

- Commissioner Sitterley moved to authorize Chief Gay to appoint Eric Williamson to a permanent Captain position effective September 1, 2025, as he has completed his twelve-month probation period.

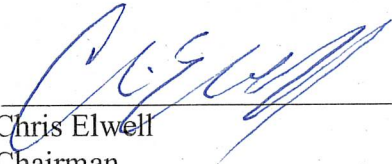
Commissioner Ziegler seconded the motion, which carried unanimously.

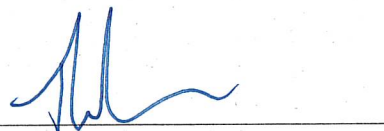
XI. **EXECUTIVE SESSION.** There was no need for an executive session.

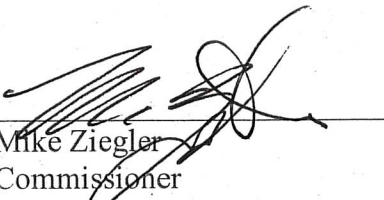
XII. **GOOD OF THE ORDER.** Commissioner Sitterley received a preemptive Happy Birthday.

XIII. **ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 5:23 pm. Commissioner Ziegler seconded the motion and the meeting was adjourned at 5:23 pm.


Minutes Approved: 10/7/2025


Chris Elwell
Chairman


Ted Sitterley
Commissioner


Mike Ziegler
Commissioner

ATTEST:


Eric Quinn (Oct 8, 2025 08:33:42 PDT)
Eric T. Quinn, District Secretary

ATTACHMENTS

- Attendance Roster
- Agenda

September 2, 2025

- Call-Summary Reports
- Letter from Shawn Bachtler
- Chief's Report
- WFOA Notice re premium rates
- AI policy
- SKCFTC ILA
- Advertisement re Snure Seminar

September 2, 2025






09.02.2025 KCFD2 Meeting Minutes_Need E-Signature

Final Audit Report

2025-10-08

Created:	2025-10-08
By:	Charles Chen (cchen@king2fd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAASSb4Ke4a7x29w5atdo7Q5dhzhsmggrJw

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-  Document created by Charles Chen (cchen@king2fd.org)
2025-10-08 - 0:48:39 AM GMT
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2025-10-08 - 0:48:44 AM GMT
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2025-10-08 - 3:33:02 PM GMT
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Signature Date: 2025-10-08 - 3:33:42 PM GMT - Time Source: server
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