

**MINUTES OF THE NOVEMBER 18, 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 November 18, 2025, at Headquarters Station 28, commencing at 5:05 p.m., pursuant to proper notice. District officials in attendance, either in person or via GoToMeeting, were Commissioners Chris Elwell, Ted Sitterley and Mike Ziegler, Fire Chief Jason Gay, Assistant Chief (AC) Wayne Metz, 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 5:05 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.

- AC Metz presented the call-summary reports. The District is down 511 calls compared to last year at this time. He further discussed calls of note, one of which involved a shooting.

Announcements.

- December 22 is the delivery date for holiday outreach. Chair Elwell also noted that commissioner-elect Bob Lawson was present at the Board meeting.

IV. PUBLIC HEARING (RCW 84.55.120)

Chair Elwell called the yearly budget hearing to order, stating the purpose of the hearing and the ground rules for said hearing. He further discussed the budget documents and levy materials. There was no public discussion. The public hearing was then closed at 5:10 p.m. and the regular meeting of the Board resumed.

- V. **PUBLIC COMMENTS.** There were none.
- VI. **CORRESPONDENCE.** There was none.
- VII. **I.A.F.F. LOCAL 1461 COMMENTS.** There were none.
- VIII. **ADMINISTRATION REPORTS.** Chief Gay delivered the Chief's Report as follows:

OPERATIONAL UPDATE:

AC Metz discussed academy opportunities and other training. On November 5 there was an ESO regional meeting.

FIRE PREVENTION UPDATE:

AC Desmarais was not present.

LABOR-MANAGEMENT MEETINGS

The next Labor-Management Meeting will be on November 20.

EQUIPMENT:

There was nothing to report under equipment.

FACILITIES:

Chief Gay received the final quote as to Plymovent exhaust-capture systems being installed at Stations 28 and 29, as well as improvements to the systems at Stations 18 and 19. The District has already budgeted for this cost, including any potential additional costs for electrical and mechanical contractors through Air Exchange Inc. The District is hopeful to commence the project quickly after the start of the year. The District is having another walkthrough for measurements on November 20.

PERSONNEL:

The five new-hire candidates for RA22 are progressing through the process on schedule. The District is waiting on some last items prior to sending out offers of employment.

EVENTS:

The rollout of the Provident Employee Assistance Program (EAP) is complete. District employees Lindsey and Tony have met with each shift to give information on what services are offered through the EAP, and further instructed crews as to how to utilize the EAP.

OTHER:

Chief Gay sought input on the policies brought forward last meeting regarding Initiation of Discipline, and PPE (Bunker Gear Maintenance). If there is no input, Chief Gay will bring forward the policies at the upcoming Labor-Management Meeting on November 20.

Holiday outreach is scheduled for December 22, 2025. If any commissioners have a desire to participate, please inform Chief Gay and you will be scheduled to assist.

Chief Gay included a professional services contract in the agenda packet. The contract would be a continuation of legal services with the Law Office of Eric T. Quinn, P.S. The price would remain the same as the District has been paying approximately \$1,000 for services per month in 2025, with unused dollars utilized for overage costs for months of more extended use. Chief Gay requested a motion to authorize him to sign and execute the contract for another year.

The State Auditor's Office (SAO) would like to conduct its exit interview for the current audit on Tuesday, December 16. If any of the commissioners would like to be present for the interview, please inform Chief Gay.

STRATEGIC PLANNING:

The outward-facing Strategic Plan was included in the packets. This plan will be available to the public via the District website. Chief Gay requested a motion to approve the plan.

One of the "year one implementation priorities" of the Strategic Plan is establishing a capital-reserve account to ensure District apparatus and equipment are properly maintained and replaced. Chief Gay requested a motion for Resolution 2025-08, which would establish a Capital Fleet and a Capital Facilities Fund, as well as re-routing specified tax dollars into these newly established funds.

That concluded the Chief's Report.

IX. CONSENT AGENDA APPROVAL.

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

- November 18, 2025 Chief's Report
- Meeting Minutes: Minutes of the November 4, 2025 Regular Board Meeting
- Voucher Approval for November 2025:

Expense Fund: Voucher No. 251101001 through 251101066 in the amount of \$1,716,062.33 and due for payment November 28, 2025.

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

X. UNFINISHED BUSINESS. There was none.

XI. NEW BUSINESS.

- Commissioner Sitterley moved to approve and authorize Chair Elwell to sign the Levy Request Certificate for the 2026 tax year.

- Commissioner Sitterley moved to approve and sign Resolution 2025-06 Adopting a Budget for the 2026 Year, based on final levy figures received from King County as of November 6, 2025.
- Commissioner Sitterley moved to approve and sign Resolution 2025-07 Regarding the Real Property Tax based on assessed valuation of real properties.
- Commissioner Sitterley moved to approve and sign Resolution 2025-08 to establish Capital Fleet and Capital Facilities Funds.
- Commissioner Sitterley moved to approve the King County Fire District #2 Strategic Plan 2026.
- Commissioner Sitterley moved to approve and authorize Chief Gay to sign the 2026 Professional Services Contract for Legal Services with Eric T. Quinn, P.S. 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 all of the above motions, all of which passed 3-0.

XII. **EXECUTIVE SESSION.** There was none.

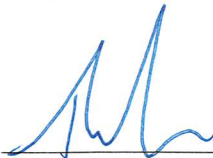
XIII. **GOOD OF THE ORDER.** Commissioner Sitterley welcomed Bob Lawson to the Board. Chief Gay echoed Chair Elwell's commendation of those District members involved in the formulation of the strategic plan.

XIV. **ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 5:22 p.m. Commissioner Ziegler seconded the motion, which carried unanimously, and the meeting was adjourned at 5:22 p.m.

Minutes Approved: December 2, 2025



 Chris Elwell
 Board Chair



 Ted Sitterley
 Commissioner

November 18, 2025



Mike Ziegler
Commissioner

ATTEST:



Eric Quinn (Dec 2, 2025 19:13:33 PST)

Eric T. Quinn, District Secretary

ATTACHMENTS

- Attendance Roster
- Agenda
- Call-Summary Reports
- Chief's Report
- Professional Services Contract with Eric T. Quinn, P.S.
- King County Fire District No. 2 Strategic Plan

November 18, 2025






11.18.2025 KCFD2 Meeting Minutes_Need E-Signature

Final Audit Report

2025-12-03

Created:	2025-12-03
By:	Charles Chen (cchen@king2fd.org)
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