

**MINUTES OF THE DECEMBER 22, 2025 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 December 22, 2025, at Headquarters Station 28, commencing at 5:00 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) 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.**

- Chief Gay presented the call summary report on behalf of AC Metz, who was unable to attend. The District is working through issues with the new CAD system. He further discussed testing opportunities and the forthcoming recruit academy.

**Announcements.** There were none.

- IV. **PUBLIC COMMENTS.** Former Fire Chief Mike Marrs gave public comment. He wanted to thank Commissioner Sitterley for his service. Commissioner Sitterley was instrumental to the success of the District. He recalled how Commissioner Sitterley came to be involved with the District. He affirmed to the Board that Commissioner Sitterley made him a better fire chief. There was no further public comment.
- V. **CORRESPONDENCE.** Chief Gay presented two letters to the Board, regarding great work that District crews performed on numerous EMS calls. Dr. Tom Rea specifically recognized the following responders: Seth Richmond, Troy Harris, Tyrone Guadiz, Tim Zimmisky, Matt Lemanu, Matthew Margot, Brandon Cowell, Ryan McWade, Ian Watkins, Stephen Mylett, Nicholas L. Turner, Austin Makowski and Geoffrey Pierce. There was also a letter from a Tiffany Turner, thanking the District for a birthday tour.
- VI. **I.A.F.F. LOCAL 1461 COMMENTS.** President Lemanu provided comment. He had nothing to report. The Local thanked Commissioner Sitterley for his service. The Local provided some parting gifts to him, one of which included a Carhartt jacket with the Local's emblem.
- VII. **ADMINISTRATION REPORTS.** Chief Gay delivered the Chief's Report as follows:

## **OPERATIONAL UPDATE:**

Chief Gay previously provided this update.

## **FIRE PREVENTION UPDATE:**

The District's Holiday Outreach was a success. There were 22 total stops, and there were 66 kids that received outreach. Chief Gay recognized numerous community organizations that assisted in the outreach.

Chief Gay also noted that the District is nearing the year's end, so inspections are being finalized.

**LABOR MANAGEMENT MEETINGS.** Chief Gay had nothing to report.

**FACILITIES.** Chief Gay had nothing to report.

## **PERSONNEL**

The District received a thank you email from Normandy Park Police Chief Dan Yourkoski, who thanked the District for participating in the Normandy Park Winterfest and supplying the ladder truck to transport Santa. He stated that "it was a big hit" and thanked the District for participating.

On December 9, the District had a successful administration day and family night for the five new hires. Chief Gay thanked all involved, in no specific order: A-Shift, Christina Parker, Troy Harris, John Crump and Rich Dutton. All these individuals participated in a full day of organizing and providing information to the new recruits and their families. Chief Gay has already sent out a thank you email to the crews. As previously mentioned, the pre-academy is set to begin January 26 with the academy starting on February 5, 2026.

On December 11, Chief Gay attended evaluation #3 for the recruits currently in RA21. All District recruits are doing well. Any issues noted were incredibly small. The recruits are entering into the EMT phase of the academy. Barring any unforeseen issues, they will all graduate January 27, 2026.

Chief Gay issued a friendly reminder regarding his annual performance evaluation.

## **EVENTS**

The City of Burien invited the duty crew and staff to their Winterfest celebration on December 17 from 12:00 to 3:00 p.m. Most of the front office was in attendance and the aid car made an appearance. It was an enjoyable event. Chief Gay thanked the City of Burien and their personnel for hosting us.

December 22, 2025

## **STRATEGIC PLANNING**

Chief Gay was curious as to whether the Board would like monthly or quarterly reports on the topic of strategic planning.

### **OTHER:**

Chief Gay discussed how the District is communicating with respect to the “no tax on overtime” rules.

The District had its SAO Exit review. There were no significant deficiencies in internal controls. The SAO did not find any material weaknesses, and there were no instances of noncompliance that were material to the financial statements. Chief Gay thanked Charles, who reminded the Board that the audit was definitely a team effort.

That concluded the Chief’s Report.

## **VIII. CONSENT AGENDA APPROVAL.**

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

- December 22, 2025 Chief’s Report
- Meeting Minutes: Minutes of the December 2, 2025 Regular Board Meeting
- Voucher Approval for December 2025:

Expense Fund: Voucher No. 251201001 through 251201085 in the amount of \$2,163,925.18 and due for payment December 31, 2025

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

## **IX. OTHER PRESENTATIONS.**

Chair Elwell declared a recess until 5:45 p.m. for everyone to go to the apparatus bay and celebrate Ted’s service. Many attendees voiced their appreciation for Commissioner Sitterley’s contributions to the District, and he voiced similar appreciation for the organization. He will be missed.

The Board reconvened into regular session at 5:45 p.m.

**X. UNFINISHED BUSINESS.** There was none.

**XI. NEW BUSINESS.** There was none.

- XII. **EXECUTIVE SESSION.** The Board convened into executive session pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Chair Elwell announced that the executive session would commence at 5:46 p.m., with the executive session to conclude at 6:01 p.m., unless extended by the Board.

The Board extended the executive session for an additional ten minutes. The Board reconvened into regular session at 6:11 p.m. with no action taken.

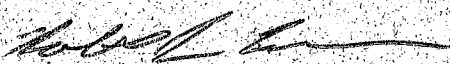
- XIII. **GOOD OF THE ORDER.** Commissioner Sitterley thanked the Board for its support through the years. District Secretary Quinn thanked Commissioner Sitterley for his service, as did Chair Elwell.

- XIV. **ADJOURNMENT.** Commissioner Sitterley, for the last time as a District commissioner, moved to adjourn the meeting at 6:12 p.m. Commissioner Ziegler seconded the motion, which carried unanimously, and the meeting was adjourned at 6:12 p.m.

Minutes Approved: January 6, 2026


  
Chris Elwell  
Board Chair

  
Mike Ziegler  
Commissioner

  
Bob Lawson  
Commissioner (abstained)

December 22, 2025

ATTEST:



Eric Quinn (Jan 7, 2026 10:27:44 PST)

Eric T. Quinn, District Secretary

ATTACHMENTS

- Attendance Roster
- Agenda
- Chief's Report
- TriMed Letter of Agreement
- Letter from Tiffany Turner
- Letter from Dr. Tom Rea

December 22, 2025






# 12.22.2025 KCFD2 Meeting Minutes\_Need E-Signature

Final Audit Report

2026-01-07

|                 |  |
|-----------------|--|
| Created:        | 2026-01-07                                   |
| By:             | Charles Chen (cchen@king2fd.org)             |
| Status:         | Signed                                       |
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## "12.22.2025 KCFD2 Meeting Minutes\_Need E-Signature" History

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