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BOARD MEETING MINUTES

BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
MARCH 29, 2023

The Board of Fire Commissioners met for its Regular Board Meeting on March 29, 2023 at the Penny Farcy Training Center located at 10011 SW Bank Rd, Vashon, WA 98070. Chairperson King (Zoom) opened the meeting at 6:30pm with Commissioners Brown, Staczek and McCullough (Zoom) present. Others attending the meeting were Fire Chief Matt Vinci and Finance/HR Director Christina Bosch, Charlie Simonds and Forest Hooker (Zoom). https://us06web.zoom.us/j/81922606912

Chairperson King welcomed those in attendance and led all in the Pledge of Allegiance, followed by a Moment of Silence in honor of Commissioner John Simonds.

Agenda
Motion was made and seconded to move Resolution 23-413 Honoring Commissioner John Simonds directly following the approval of the agenda. Motion carried unanimously.

Resolution 23-413: Honoring Commissioner John Simonds
Vice-Chair Brown read the resolution verbatim, further stating that Commissioner Simonds will be missed by all. Commissioners Staczek and King moved and seconded to accept Resolution 23-413, honoring Commissioner John Simonds. Motion carried unanimously.

- Charlie Simonds, Commissioner Simonds' son, was presented with Commissioner Simonds' wooden names plate and monogrammed sweatshirt. He thanked all in attendance for the touching tribute to his dad.

Correspondence
The Board reviewed the following correspondence:

- Condolence Card from the staff of Mountainview Fire & Rescue

Executive Session
At 6:37 motion was made and seconded to recess into Executive Session for ten (10) minutes pursuant to RCW 42.30.110(I); to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency beginning at 6:38pm.

At 6:48pm the meeting reconvened, with no decisions made.

Commissioners McCullough and King moved and seconded to authorize the Fire Chief to move forward with the proposed resolution by the district's legal counsel regarding a pending personnel matter. Motion carried unanimously.

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Forest Hooker – Presentation of Architectural Services for Station 55 Renovation
Forest Hooker presented information on the Architectural Services of Station 55 Renovation. He gave a brief overview of the project:

- 1.8 million budgeted for construction.
- Project will be completed in two (2) phases.
- The First floor will be completed as part of phase 1 and will include an aide room, two (2) private exam rooms for walk-ins, a shower area, a decontamination area. This will take approximately six (6) weeks to complete.
  - The second phase will include the remodeling and expansion of the second floor of the station.
  - Construction is expected to begin in February 2025.

Approval of Meeting Minutes

- Commissioners King and Staczek moved and seconded to approve the Special Board Meeting Minutes of February 16,2023, as presented. Motion carried unanimously.
- Commissioners Staczek and King moved and seconded to approve the Special Board Meeting Minutes of February 25, 2023, as presented. Motion carried unanimously.
- Commissioners McCullough and King moved and seconded to approve the Special Board Meeting Minutes of March 20, 2023, as presented. Motion carried unanimously.

Expenditure Approvals

- Commissioners Staczek and King moved and seconded to approve Administrative Memorandum 23.03.01. Motion carried, with Commissioner McCullough abstaining.
- Commissioners Brown and McCullough moved and seconded to approve Administrative Memorandum 23.03.02. Motion carried, with Commissioner McCullough abstaining.

Chief' s Report (Link)

- Conditional Offers have been presented to Scot McDonald for Division Chief of Operations and EMS Services and to Ben Davidson for Division Chief for Training and Support Services. Both have accepted the offers, with anticipated start dates of May 1, 2023.
- The district has received twelve (12) applications for the District Secretary position.
- The district has received over 120 requests for the advertised CPR courses.
- WSRB (water rating bureau) is returning August 30 for updates on Burton Station situation. It is hoped that if the levy is approved by the voters, the area will receive a more favorable rating.

Finance Director's Report (Link)

- As of March 27, 2023, the district's overall cash balance is $58,959,838.62.
- April tax collections are expected to be approximately $1.8M.
- The staff will be working on a 2023 budget revision.
- The Finance/HR director is now ready to have the Fire Chief & one (1) Fire Commissioner per month review the district's monthly financial reports. Once reviewed, the Treasurer's Reports will be posted to the district's website.
- 2022 payroll and hours audits are complete.

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New Business

Contract with TCA Architects for Station 55 Renovation
Commissioners Brown and King moved and seconded to authorize the Fire Chief to execute the contract with TCA Architects for the next two (2) phases of the remodel of Station 55. Motion carried unanimously.

Resolution 23-412 Declaring the 1980 Ford Pierce Pumper Surplus
Commissioners Brown and King moved and seconded to approve Resolution 23-412 declaring the 1980 Ford Pierce Pumper surplus. Motion carried unanimously.

Adoption of Strategic Plan
Commissioners Brown and Staczek moved and seconded to adopt the district's strategic plan. Motion carried unanimously.

Resolution 23-414 6-Year Lid Lift Levy
Chief Vinci presented a review of the plan for the 6-Year Lid Lift Levy. It was announced that the final approval of the Resolution would take place during a Special Meeting scheduled for April 5, 2023, beginning at 6:30pm.

Filling the Board Vacancy
An announcement will be posted for two (2) weeks beginning April 3, 2023, requesting letters of interest in the Fire Commissioner position. If more than one (1) letter of interest is received, a Special Board Meeting will be scheduled to conduct interviews.

Old Business

District Secretary Hiring Process/Timeline
Chief Vinci and Finance/HR Director will create a process and timeline for the District Secretary Hiring process and will communicate that with the Board as soon as possible.

Public Comments

- None were offered.

With nothing further to come before the Board, at 8:51pm motion was made and seconded to adjourn the Regular Board Meeting of March 29, 2023. Motion carried unanimously

**The next Regular Meeting of April 26, 2023 is canceled. A Special Meeting in lieu of the Regular Meeting will be held Tuesday, April 25, 2023 at 6:30pm.*

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Approved:

Board Chair: DocuSigned by: Pam King 7F963F660478447... Date: 5/16/2023

Vice Chair: DocuSigned by: 2631642F580F458... Date: 5/12/2023