

**MINUTES OF THE FEBRUARY 20, 2024 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 February 20, 2024, 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, 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 PM and led the Board in the Pledge of Allegiance.
- II. **AGENDA APPROVAL.** Commissioner Sitterley moved to approve the agenda as presented and Commissioner Ziegler seconded the motion. The motion carried 3-0.
- III. **PRESENTATIONS/ANNOUNCEMENTS.**

**Presentations.**

AC Metz provided the call summary reports, summarized as follows:

- The District is up 243 calls compared with the same period last year. There have been a lot of stabbings this month, including a suicide attempt. All three stabbings resulted in transports to Harborview.
- There was also a gun incident involving a 15-year-old child that resulted in a fatality, as was reported in the media.
- There was a fire that resulted in 12 displaced people. AC Metz also discussed a commercial fire. The Board had no questions for AC Metz.

**Announcements.**

Chief Gay reminded members of the Board to file their Form F-1 Personal Financial Affairs Statement with the Public Disclosure Commission. In the Board packets was a PDC publication relating to completing F-1's. Chair Elwell mentioned an additional item about reporting involvement in non-profit organizations.

- IV. **PUBLIC COMMENT.** There was none.
- V. **CORRESPONDENCE.** There was none.
- VI. **I.A.F.F. LOCAL 1461 COMMENTS.** President Matt Ready stated that he invited Chief Gay to participate in the LERA conference, which he accepted.

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

**OPERATIONS:**

AC Metz provided the operational update. Training is off and running for the rest of the year. There were multiple night drills conducted this month. There was a firefighter that successfully completed his probationary period. AC Metz discussed a variety of training opportunities that District firefighters are availing themselves of, including but not limited to a confined space rescue course.

AC Metz discussed changes in the Blue Card model within the zone. AC Metz discussed a variety of multi-company drills as well.

We will be having some initial interviews for new hires, shortly. Our recruits are also doing well.

**FIRE PREVENTION UPDATE:**

AC Demarais is on vacation and therefore did not provide the fire prevention update.

**FACILITIES:**

Chief Gay discussed the alerting system at both stations. Due to compatibility issues, there has been a change order request amounting to approximately \$48,770. There will also be the split of the alerting systems, with an engineering cost totaling approx. \$5,600. This is within the budgeted tolerance. There will be another change order for demo and abatement, and that should cost somewhere around \$10,000. Chair Elwell inquired as to why the abatement issues were not addressed in the initial assessment of the property. The Board discussed this.

Chief Gay indicated that as to Station 19, there haven't been as many "surprises" as were experienced with St 18. He informed the Board that there was approximately 600 additional sq ft of ACM under the sleep rooms area and in tiles in the overhead above the drop ceiling. There will be a cost for the additional demo and abatement of approx. \$10,000.

Chief Gay was looking for a motion to approve him signing the Change Order Request or finalized CCD for the Station 19 alerting system, not to exceed \$50,000.

**EQUIPMENT:**

Chief Gay indicated that he will be having a meeting with Pierce (fire engine manufacturer) regarding the engine purchase and completion timeline. Chair Elwell

implored Chief Gay to inquire with Pierce as to whether there are any anticipated changes coming to diesel fuel options.

Chief Gay also reported that the District ordered the new truck for training.

**PERSONNEL:**

Chief Gay informed the Board that Colby Cruz declined the District's offer for re-employment.

Chief Gay is asking the Board to approve Christina Parker's contract with the change to the name of her position. This will not change her compensation model at this time. Charles Chen discussed the title of "Finance Specialist" and how that is currently being used at approximately 7 or 8 neighboring departments.

Chief Gay informed the Board that District firefighter Bowser completed his probation on 2/15. Congratulations to firefighter Bowser! Chief Gay requested a motion to appoint firefighter Bowser to a permanent firefighter position.

**EVENTS:**

Chief Gay will be attending the 47th LERA conference 3/28 and 3/29 in Tacoma. He further informed the Board that he would like to attend the WA Fire Chiefs Annual Conference in Kennewick 5/20-5/23, 2024. He believes this is a good opportunity to continue to learn and network as a Chief. Looking for input. He included a course breakdown in the commissioner packet.

**OTHER:**

Chair Elwell inquired as to the reproductive health policy and Chief Gay discussed that. There have been a couple of great LMC meetings. Chief Gay provided a short list of the policies that are under consideration.

Chair Elwell also had a question about what constitutes the "PEERS" policy. That relates to peer support and the District has seen positive results from that.

Chief Gay also discussed the CARES policy. The District's model of having a firefighter and a mental health professional on a CARES car is effective. The CARES policy will be ready for approval in future months. Chair Elwell inquired further as to publishing the metrics for the success of our CARES program, for purposes of maintaining alignment with the City.

That concluded the Chief's Report.

**VIII. CONSENT AGENDA APPROVAL.**

Commissioner Sitterley moved to approve the consent agenda, which included the following items:

1. Chief's Report
2. Meeting Minutes: Minutes of the February 6, 2024 Regular Board Meeting
3. Voucher Approval for February 2024:

Expense Fund: Voucher No. 240201001 through 240201080 in the amount of \$1,794,354.01 and due for payment February 29, 2024.

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

**IX. UNFINISHED BUSINESS.** There was none.

**X. NEW BUSINESS.**

1. Commissioner Sitterley moved to appoint Jared Bowser to a permanent firefighter position effective February 15, 2024, as he has completed his eighteen-month probation period. Commissioner Ziegler seconded the motion, which passed 3-0.
2. Commissioner Sitterley moved to approve the position change for Christina Parker from Accounting Specialist to Finance Specialist, effective January 1, 2024. Monthly base pay will remain the same. Her Job Description has been completed. Commissioner Ziegler seconded the motion, which passed 3-0.
3. Commissioner Sitterley moved to approve and authorize Chief Gay to sign the Change Order Request to install an Alerting System at Station 19 for a total price not to exceed \$50,000. Commissioner Ziegler seconded the motion, which passed 3-0.

**XI. EXECUTIVE SESSION.** No executive session was needed.

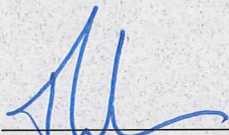
**XII. GOOD OF THE ORDER.** There was none.

**XIII. ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 5:32 PM.

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


Minutes Approved: 3/5/2024

  
Chris Etwell  
Chairman

  
Ted Sitterley  
Commissioner

  
Mike Ziegler  
Commissioner

ATTEST:

  
Eric T. Quinn, District Secretary

ATTACHMENTS:

- Attendance Roster
- February 20, 2024 Agenda
- Chief's Report
- Draft Policies Re Employee Reproductive Health
- Commissioner F-1 Filing Instructions
- February 2024 Call Volume and Station Reports
- KCFD#2 Job Description: Finance Specialist
- PSRFA Notices Re Charges
- Station 19 TI Change Orders
- Invoice from Seawestern
- Notices Re WFCAs Conferences