

**MINUTES OF THE OCTOBER 3, 2023 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 October 3, 2023, 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, Alexis Entrialgo and Ted Sitterley, Fire Chief Mike Marrs, Finance and HR Manager Trina Norsen, Chief-Elect Jason Gay, 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 Entrialgo seconded the motion. The motion carried 3-0.
- III. **PRESENTATIONS/ANNOUNCEMENTS.**

There were no presentations.

**Announcements**

**Oct 25-28, 2023** – WFCFA 2023 Annual Conference and Snure Pre-Conference Laws Update Seminar at the Tulalip Resort. Chairman Elwell will be attending WFCFA this year.

- IV. **PUBLIC COMMENT.** There was none.
- V. **CORRESPONDENCE.** There was none.
- VI. **I.A.F.F. LOCAL 1461 COMMENTS.** IAFF President Matt Ready had no comments.
- VII. **ADMINISTRATION REPORTS.** Chief Marrs delivered the chief's report as follows:

**OPERATIONS:** AC Metz gave an operational update. There was a residential fire. He commended the firefighters that responded. The cause was possibly electrical. There was also a shooting. AC Metz commended District responders for their quick thinking during their responses.

**PREVENTION UPDATE:** No report.

**FACILITIES:** Chief-Elect Gay discussed GLY evaluating the stations for pending tenant improvements.

**EQUIPMENT:**

There are several items under the Consent Agenda for surplus approval (*list attached*). The items include 27 work jackets with liners, 16 work jackets (shells only), 7 jacket liners, several cameras, and one iPhone.

Under New Business, there is a motion to approve the invoice from SeaWestern for turnout gear for 2 of the volunteers for approval. The invoice totals \$8,273.95.

**PERSONNEL:**

Chief-Elect Gay provided the following updates:

Under New Business is the 2023 Captain Promotional List for approval. The list is valid from November 1, 2023 through October 31, 2025.

Also, under New Business is a motion to approve the conditional offer of employment to 4 new firefighter recruits, for a tentative start date of January 29, 2024.

A Recruit was recently injured at the Fire Academy and is currently on light duty until cleared by his physician. We got word back from the academy that the recruit is a hardworking recruit that can carry over to the next academy. Chair Elwell inquired about the recruit completing the EMT portion of academy.

Chief Marrs provided an update on recruitment for the Administrative positions –

Finance Manager – candidate Charles Chen has accepted the conditional offer of employment, and work continues on his employment contract, for a tentative start date of around November 1, 2023.

HR Position – we continue to search for an individual to fill the open Human Resource position.

Chief-Elect Gay discussed the passing of A/C Dave Lawrence from legacy King 26.

Lindsey Mueller has passed her Licensed Independent Clinical Social Worker test. Congratulations to Lindsey!

**EVENTS:**

There are 2 Proxy Authority Forms for signature, which will allow Chairman Elwell to serve as proxy for Commissioners Sitterley and Entrialgo at the WFCMA conference at Tulalip Resort later in October.

Next Board meeting is October 24th.

That concluded the Chief's Report.

VIII. **CONSENT AGENDA APPROVAL.**

Commissioner Sitterley moved to approve the consent agenda as follows:

- October 3, 2023 Chief's Report
- Meeting Minutes: Minutes of the September 19, 2023 Regular Board Meeting
- Approve Declaration of Surplus for obsolete and/or damaged equipment not serviceable for current operations (list attached)

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

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

X. **NEW BUSINESS.**

A. Commissioner Sitterley moved to approve and authorize Chairman Elwell to execute the **2023 Captain Promotional List** to be effective November 1, 2023 through October 31, 2025. Commissioner Entrialgo seconded the motion, which passed 3-0.

B. Commissioner Sitterley moved to authorize Chief Marris to make a conditional offer of employment to the following four individuals: **Clyde Pruett, Joshua Jacobs, Derien Ward, and Ryan Lovercamp**, to be effective January 29, 2024. This conditional offer of employment is subject to each candidate's successful completion of a background check, medical and psychological tests, drug screen test, proof of Covid-19 vaccination, completion of fire academy, and subject to an eighteen-month probation period. Seniority ranking will be based on the numerical position on the entry level list, and as listed above. In the event that a candidate declines the offer or fails to meet the requirements of this conditional offer, Chief Marris is authorized to make a conditional offer to the next candidate on the entry level list. Commissioner Entrialgo seconded the motion, which passed 3-0.

C. Commissioner Sitterley moved to approve and authorize Chief Marris to purchase turnout gear from *SeaWestern Fire Fighting Equipment* for two volunteers. Purchase to be made from the current vendor list for a total price not to exceed \$8,500.00. Commissioner Entrialgo seconded the motion, which passed 3-0.

XI. **EXECUTIVE SESSION.** Chair Elwell announced that the Board would convene into executive session pursuant to RCW 42.30.110 (1)(g) to discuss the performance of a public employee and RCW 42.30.140 (4)(b) to plan or adopt the strategy or position to be taken during professional negotiations. Chair Elwell announced that there would be a 5-minute recess with executive session to begin at 5:20 PM and to last for 30 minutes to conclude at 5:50 PM, unless extended. In executive session were the Board, AC Desmarais, AC Metz, Trina Norsen, Chief-Elect Jason Gay, outgoing Fire Chief Mike Marris, and District Secretary/legal counsel Eric Quinn. Executive session concluded at 5:51 PM.

XII. **NEW BUSINESS (continued)**

- A. Commissioner Sitterley moved to terminate the probationary employment of recruit Nicholas Ricci, with termination to be effective immediately. Commissioner Entrialgo seconded the motion, which passed 3-0.
- B. Commissioner Sitterley moved to Fire Chief Mike Marrs to negotiate the contract of employment with Charles Chen for the position of finance manager. Commissioner Entrialgo seconded the motion, which passed 3-0.

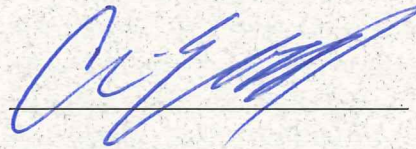
XIII. **GOOD OF THE ORDER.** From Chief Marrs: North Highline is working on updating their strategic plan.

XIV. **ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 5:53 PM. Commissioner Entrialgo seconded the motion, which passed 3-0.

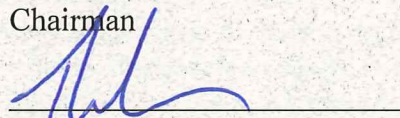
Minutes Approved: Oct 24, 2023

ATTEST:

  
Eric T. Quinn, District Secretary



Chris Elwell  
Chairman



Ted Sitterley  
Commissioner



Alexis Taylor Entrialgo  
Commissioner

ATTACHMENTS:

- Agenda
- Notice regarding Retired Chief Dave Lawrence
- List of Items for Surplus Approval
- Captain Promotional List
- Invoice from SeaWestern for bunker gear
- Employment Contract for Charles Chen
- WFCAs Proxy Forms

October 3, 2023