

**MINUTES OF THE NOVEMBER 21, 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 November 21, 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 Jason Gay, Trina Norsen, Assistant Chief (AC) Ray Desmarais, 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 5:00 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.**

Presentations. Chief Gay held a pinning ceremony for Jeremy Trivelas (“JT”). Chief Gay thanked JT’s family for all of their support. Chief Gay discussed JT’s personal and fire-service background, which is extensive. For those reasons, Chief Gay recommended that the Board permanently assign JT to a Captain Position. Chief Gay then welcomed JT’s family up to perform the pinning. Chair Elwell then administered the Oath of Office to JT. Members of the audience congratulated JT. JT thanked everyone for their support and reiterated his dedication to service of the community and the district. The Board then took a 20-minute recess in order that members of the public could enjoy cake in celebration of JT.

Chair Elwell resumed the meeting. Chief Gay and the Board thanked Commissioner Entrialgo for her service. She thanked the Board. She said she learned a lot about the fire service in the last 8-9 months.

AC Metz presented the call summary reports, noting an increase of 404 calls compared to the previous year. He discussed a variety of interesting calls that the department responded to recently. A notable incident mentioned was a commercial fire that occurred on November 4.

Announcements.

December 6 is the tree Lighting will be held at 1800 at YB Tubless
December 20 is the delivery date for Holiday Outreach, with delivery to 25 families

- IV. **PUBLIC HEARING ON PROPOSED 2024 BUDGET.** Chair Elwell convened the legally required public hearing on the District's revenue source and following year's current expense budget, pursuant to RCW 84.55.120. No persons signed up for public testimony. The regular meeting of the Board resumed at 5:38 PM. The attached 2024 Proposed Budget and Budget hearing agenda, along with these minutes, may be construed as the report of said hearing.
- V. **PUBLIC COMMENT.** There was none.
- VI. **CORRESPONDENCE.** There was none.
- VII. **I.A.F.F. LOCAL 1461 COMMENTS.** President Matt Ready thanked Commissioner Entrialgo for her commitment to the District.
- VIII. **ADMINISTRATION REPORTS.** Chief Gay delivered the chief's report as follows:

OPERATIONS: AC Metz discussed a few training events over the past month. There is a new I-Gel airway certification that is necessary. There are going to be slight changes to how the department performs CPR. There will be some changes in February/March of 2024. The BC academy is coming up at the end of the month. AC Metz discussed recruit academies. Chair Elwell had a quick question on BC academy. AC Metz clarified that this academy applies to current and acting BCs. Chair Elwell further praised King County on its processes of CPR and survivability.

PREVENTION UPDATE: AC Desmarais provided the fire prevention update. Chris Reed will be starting in the FMO position very soon. He will bring a lot of value to that department. AC Desmarais discussed movement in the City of Burien process of hiring/appointing a Building Official.

FACILITIES:

- An order has been placed for Door Engineering safety panels for the lower portions of the apparatus bay doors at Station 28. The expected delivery timeframe is approximately 3-4 weeks.
- The new preliminary schedule for the Station 18 & 19 Tenant Improvement (TI) indicates a mobilization date of December 26, 2023, but it is likely to commence shortly after the new year. The contractual end date remains on schedule.

EQUIPMENT: Chief Gay reported that there is a scourge of masked individuals stealing equipment off of apparatus. There is currently no immediate solution for the issue of locking compartments on apparatus. The department is exploring various options for a quicker implementation in response to increasing boldness in criminal activities. The commissioners' packets include a description of a recent brazen theft of

equipment in the South King Fire and Rescue (SKFR) territory. On low acuity calls, the department is leaving the driver with the apparatus. The mechanic is still working with Pierce on whether the department can solidify locking compartments on its rigs. Commissioner Sitterley was curious about the price of locking compartments. Chief Gay discussed that.

PERSONNEL:

- Promotional interviews were conducted on November 9, 2023, to fill the vacated Captain position resulting from Chief Gay's promotion to Fire Chief. The top three candidates from the promotional list were interviewed for the promotion, and a fourth candidate was considered for the open day shift position in inspections. Captain Chris Reed will transition to the fire inspector role starting December 1, 2023.
- A motion is requested to approve the recommendation of Jeremy Trivelas for promotion to Captain, effective December 1, 2023, with a 12-month probation period and shift realignment to occur in January.
- Notification was received of Chaplain Liz's retirement. The department will explore options for moving forward.
- The personal services contract for Fire Chief Gay is included in the commissioners' packets and is ready for signatures.

EVENTS: See the announcements above.

OTHER: Chief Gay presented a draft take-home vehicle policy for consideration by the commissioners. Chief Gay personally thanked Commissioner Entrialgo for her service to our community. He has appreciated her time and the conversations they have had. He wished her the best in whichever endeavor she pursues in the future.

That concluded the Chief's Report.

IX. CONSENT AGENDA APPROVAL.

Commissioner Sitterley moved to approve the consent agenda as follows:

- **Chief's Report**
- **Meeting Minutes:** Minutes of the November 7, 2023 Regular Board Meeting
- **Voucher Approval for November 2023:**

Expense Fund: Voucher No. 231101001 through 231101071 in the amount of \$1,499,567.11 and due for payment November 30, 2023.

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

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

XI. **NEW BUSINESS.**

1. Motion: Resolution 2023-03 Adopting a Budget for the 2024 Year

Commissioner Sitterley moved to approve and sign Resolution 2023-03 Adopting a Budget for the 2024 Year, based on final levy figures received from King County as of November 9, 2023. Commissioner Entrialgo seconded the motion, which passed 3-0.

2. Motion: Resolution 2023-04 Regarding the Real Property Tax

Commissioner Sitterley moved to approve and sign Resolution 2023-04 Regarding the Real Property Tax based on assessed valuation of real properties. Commissioner Entrialgo seconded the motion, which passed 3-0.

3. Motion: 2024 Property Tax Levy Request

Commissioner Sitterley moved to approve and authorize Chairman Elwell to sign the Levy Request Certificate for the 2024 tax year. Commissioner Entrialgo seconded the motion, which passed 3-0.

4. Motion: Permanent Appointment to Captain – Jeremy Trivelas

Commissioner Sitterley moved to authorize Chief Gay to promote Jeremy Trivelas to a permanent Captain position. The start date for the position is December 1, 2023 with a probation period of twelve-months. This promotion is from the 2023-2025 Captain Promotional List. Commissioner Entrialgo seconded the motion, which passed 3-0.

5. Motion: Approve and Sign the Employment Contract for Chief Jason Gay

Commissioner Sitterley moved to approve and sign the Employment Contract for Chief Jason Gay. The effective date of the Employment Contract is November 1, 2023. Commissioner Entrialgo seconded the motion, which passed 3-0.

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

XIII. **GOOD OF THE ORDER.** Commissioner Sitterley wished everyone a Happy Thanksgiving. Chair Elwell and Commissioner Sitterley thanked Commissioner Entrialgo for her services.

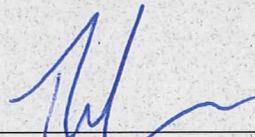
XIV. **ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 5:54 PM.

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

Minutes Approved: 12/5/23,



Chris Elwell
Chairman



Ted Sitterley
Commissioner

Alexis Taylor Entrialgo
Commissioner

ATTEST:


Eric Quinn via Adobe

Eric T. Quinn, District Secretary

ATTACHMENTS:

- Attendance Roster
- Agenda
- Chief's Report
- Budget and Property Tax Resolutions
- Call Summary Reports
- Budget Hearing Agenda and Report

November 21, 2023

Signature: 
Eric Quinn (Dec 15, 2023 09:24 PST)

Email: ericquinn@firehouselawyer2.com






11.21.2023 KCFD2 Meeting Minutes

Final Audit Report

2023-12-15

Created:	2023-12-14
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