

**MINUTES OF THE DECEMBER 19, 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 December 19, 2023, at Headquarters Station 28, commencing at 5:02 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, 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 5:02 PM and led the Board in the Pledge of Allegiance.
- II. **AGENDA APPROVAL.** Commissioner Sitterley moved to approve the agenda as presented and Chair Elwell seconded the motion. The motion carried 3-0.
- III. **PRESENTATIONS/ANNOUNCEMENTS.**

**Presentations.** AC Metz provided a call summary report. The district is up 425 calls compared to the same time last year. AC Metz discussed some notable calls, which included two extrications. There was also a commercial fire.

Chief Gay called for a recognition ceremony of Former Fire Chief Mike Marrs. The Board recessed at 5:05 and was scheduled to reconvene at 5:35 PM after the recognition ceremony, which was held in the apparatus bay at Station 28. The recognition ceremony lasted until 5:42 PM and the regular meeting was reconvened at that time.

**Announcements.**

On December 20, 2023, the District will be doing Holiday Outreach for 25 families. Prevention has done a wonderful job of preparing for that.

January 23, 2024 will be Legislative Day in Olympia, WA. Legislative Day will take place at the Helen Sommers Bldg. This is sponsored by the Washington Fire Commissioners Association (WFCA).

- IV. **PUBLIC COMMENT.** There was none.
- V. **CORRESPONDENCE.** There was a letter from Chief Marrs thanking the commissioners for their support over the years. In his almost 25 years as Fire Chief, he could not think of a group of commissioners he would have been more honored to work with. He is excited to see how the district will grow in the future.
- VI. **I.A.F.F. LOCAL 1461 COMMENTS.** There were none.

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

**OPERATIONS:** AC Metz discussed various testing and training events that are forthcoming. Recruit Academy 17 recruits will graduate very soon. There were no questions from the Board on that.

**PREVENTION UPDATE:** There was no report from AC Desmarais.

**FACILITIES:** The Station 18 & 19 remodel will be starting in January. The contractor will start mobilizing the week prior to the remodel. Chair Elwell inquired as to the timeline on these remodels. Chief Gay stated that the work must be completed before May 3.

**EQUIPMENT:** There was nothing to report under Equipment.

**PERSONNEL:**

Two administrative staff contracts are in the packet and should be extended by 12/31/23. Chief Gay requested an executive session to discuss the contracts, followed by motions to approve the contract extensions and obtaining signatures post-approval.

A new-hire posting is active. Initially, four hires were planned for RA18, but only three were finalized. With FF Walsh's resignation effective 12/31/23, an additional academy slot for RA19 is needed, which is included in the budget.

A current personnel issue requires an executive session for discussion.

Chief Gay discussed an issue regarding chaplain personnel. Chair Elwell implored Chief Gay to look into a job description for that position.

**EVENTS:**

Local 1461 hosted their annual Christmas party on 12/9, with good attendance and appreciation for the administration's invitation.

Holiday outreach delivery is scheduled for December 20th, with crews delivering to 25 families.

**OTHER:**

The district received notification from the WFCA about the rate increase per commissioner meeting/event from \$128 to \$161 starting in 2024.

Chief Gay announced that a motion will be required to approve the mileage reimbursement rate for 2024 at 67.0 cents per mile, up 1.5 cents from the current year.

The King County Accounts Payable Authorized Signature Form has been updated to add Commissioner Ziegler, Chief Jason Gay, and Finance Manager Charles Chen as authorized signers. All commissioners need to sign this form.

Comcast has signed the I-NET franchise agreement with COB. The agreement is now in effect.

That concluded the Chief's Report.

**VIII. CONSENT AGENDA APPROVAL.**

Commissioner Sitterley moved to approve the consent agenda as follows:

1. December 19, Chief's Report
2. Meeting Minutes: Minutes of the December 5, 2023 Regular Board Meeting
3. Voucher Approval for December 2023:

Expense Fund: Voucher No. 231201001 through 231201081 in the amount of \$1,785,879.19 and due for payment December 31, 2023.

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

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

**X. NEW BUSINESS.**

Commissioner Sitterley moved to approve Resolution 2023-05 for Year 2024 Mileage Reimbursement in the amount of 67.0 cents per mile effective January 1, 2024. Commissioner Ziegler seconded the motion, which carried 3-0.

**XI. EXECUTIVE SESSION.** Prior to moving forward to executive sessions, Chair Elwell asked Finance Manager Charles Chen to research per diem rates. Chair Elwell announced that the Board would convene into executive session pursuant to two different sections of the Open Public Meetings Act:

1. The Board first convened into executive session to discuss professional negotiations per RCW 42.30.140(4)(b). The executive session convened at 5:55 PM to conclude at 6 PM unless extended by the Board. The executive session concluded at 6 PM, with no action having been taken.
2. The Board then convened into executive session to review the performance of a public employee per RCW 42.30.110(1)(g). Chair Elwell announced that five minutes would be needed for executive session. Executive session convened at 6:01 PM to conclude at 6:06 PM, unless extended by the Board. At 6:06 PM, Chair Elwell announced that the executive session would be extended for an additional five minutes, to conclude at 6:11 PM unless extended by the Board. The executive session concluded at 6:11 PM. No action was taken.

**XII. NEW BUSINESS Cont'd**

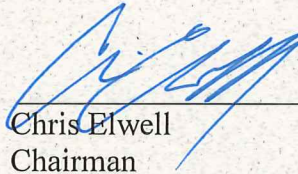
1. Commissioner Sitterley moved to approve the Employment Contract for Erin Halter for the position of Accounting Specialist/Office Administrator/Receptionist as submitted. The contract shall be effective January 1, 2024 through December 31, 2026. Commissioner Ziegler seconded the motion, which carried 3-0.
2. Commissioner Sitterley moved to approve the Employment Contract for Christina Parker for the position of Accounting Specialist as submitted. The contract shall be effective January 1, 2024 through December 31, 2026. Commissioner Ziegler seconded the motion, which carried 3-0.

**XIII. GOOD OF THE ORDER.** The very first meeting for the commissioners is January 2 and Chief asked that it be moved to January 9. Chief Gay also asked that the second commissioner meeting be moved to January 23. The Board approved both requests.

**XIV. ADJOURNMENT.** Commissioner Sitterley moved to adjourn the meeting at 6:14 PM.

Commissioner Ziegler seconded the motion, which passed 3-0. The meeting was adjourned at 6:14 PM.

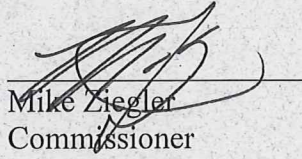
Minutes Approved: 1/9/2024

  
Chris Elwell  
Chairman

December 19, 2023

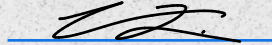


Ted Sitterley  
Commissioner



Mike Ziegler  
Commissioner

ATTEST:



[Eric Quinn \(Jan 10, 2024 09:24 PST\)](#)

Eric T. Quinn, District Secretary

ATTACHMENTS:

- Attendance Roster
- King County AP Authorized Signature Form
- WFCAs notice re commissioner compensation increase
- December 2023 call volume by incident type report
- December 2023 station report
- Announcement re Recruit Academy 17
- IRS announcement re mileage rates
- WFCAs Legislative Day announcement
- Resolution 2023-05 re IRS mileage reimbursement
- Employment Contract: Erin Halter
- Employment Contract: Christina Parker
- December 19, 2023 Agenda
- Chief's Report

December 19, 2023






# 12.19.2023 KCFD2 Meeting Minutes

Final Audit Report

2024-01-10

Created:	2024-01-10
By:	Charles Chen (cchen@king2fd.org)
Status:	Signed
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## "12.19.2023 KCFD2 Meeting Minutes" History

-  Document created by Charles Chen (cchen@king2fd.org)  
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-  Document emailed to Eric Quinn (ericquinn@firehouselawyer2.com) for signature  
2024-01-10 - 4:59:03 PM GMT
-  Email viewed by Eric Quinn (ericquinn@firehouselawyer2.com)  
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-  Document e-signed by Eric Quinn (ericquinn@firehouselawyer2.com)  
Signature Date: 2024-01-10 - 5:24:43 PM GMT - Time Source: server
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