COMMISSIONERS' MEETING MINUTES
February 10, 2025

Chairman Entze called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

Present: Commissioners Entze, Urvina, Fleming, and Hayden; Fire Chief D. Doan; Deputy Chief's N. Langlow, S. Booth, J. Johnson; Division Chief S. Peterson, Division Chief T. Wescott, Technology & Communications Specialist M. Herzog, IS Manager T. Wagenmann, Finance Director K. Hackmeister (virtually), and Executive Assistant L. Medved.

APPROVAL OF THE AGENDA
Commissioners Urvina and Fleming moved and seconded approval of the agenda. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

COMMISSIONER ABSENCE
Commissioners Urvina and Fleming moved and seconded approval of Commissioner Nelson's absence from tonight's meeting. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

COMMUNICATIONS

MINUTES AND VOUCHERS
Commissioners Urvina and Entze moved and seconded approval of January 27, 2026, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Urvina and Fleming moved and seconded a motion to approve accounts payable checks #3083 – 3109, and payroll checks 3111 – 3122, and ACH payroll transfers, as outlined in the agenda for a total consideration of $1,546,870.59. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

FC Doan reported:
- WSRB Update: I will join Dr. Lori Moore-Merrell's OIC WSRB study group and attend the Tukwila meeting on Wednesday.
- Presented Leslie's certificate for the completion of her one-year probationary period.
- Presenting with the prevention team at Rotary next Tuesday.
  Teaching Officer Development in Spokane on February 23–24; will be absent from the next meeting due to travel.

STANDING COMMITTEE REPORTS
- Awaiting mediation dates for negotiations; counsel jointly filed with PERC and agreed on two mediator names.
- Awaiting date for auditor exit meeting.

FINANCIAL REPORT

CHAIRMAN'S REPORT

2022 CAPITAL BOND PROJECTS UPDATE

- **Stations 53/57:** One-year walkthrough completed today; minor issues were identified and are being addressed.
- **Station 51:** Demolition began last Monday; the last major structure was demolished today. Fencing was breached and a large extension cord was stolen but was returned today.
- **Training Tower:** Fourth floor has been poured, and the non-structural wall construction is underway. Lower floors are being cleaned in preparation for burn props, which may arrive and be installed one month ahead of schedule.
- **2026 Workplan:**
  - **Training Campus:** Estimated completion by end of May.
  - **Station 51:** Significant site work planned for this year; foundation to be laid and building to begin soon.
  - **Stations 58/59:** Design Committee forming. General concept established; next steps include design finalization and conditional land/use permits.

OLD BUSINESS

NEW BUSINESS

A. COOP Plan

- Policy and Procedure Subcommittee reviewed the draft plan and recommended its adoption as Policy 1000.

Commissioners Urvina and Hayden moved and seconded approval of the policy. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

B. Draft 2026 Workplan

FC Doan reported:

- DC Oldenburg will present work plan at the next meeting; once all presentations are complete, approval will be requested.
- **Strategic Plan**: High-level, long-term goals; costly and not used routinely.
- **Work Plan**: Practical, nimble tool for weekly meetings and team coordination.
- **5-Year Strategic Priorities**:
  - Complete bond projects.
  - Invest in long-term business plan with instructors and agency partnerships for training campus.
  - Integrate new equipment requiring training and deployment.
  - Continuously adjust emergency service response to align with community needs and risks.
  - Use data-driven strategies to improve outcomes.
  - Modernize policies, procedures and software.
  - Build and support strong teams; empower staff.
  - Leadership transition planning in light of upcoming retirements.
  - Strengthen relationships with mayor, council, county leadership, and legislators.

DC Langlow reported:

- **Operations**
  - Conduct staffing analysis (fill ratio for street coverage).
  - Complete ladder truck evaluations (phase 2 of 3; update expected end of Q1).
  - Validate Operations SOGs.
  - Rebuild Interra SitStat and analytics (in-house configuration, collaboration with Travis).
  - Continue fire boat research and specifications.
  - Eligibility testing for Driver Operator and TRT.
  - Place new apparatus in service.
  - Enhance Wildland program.
  - Officer succession planning.
  - Develop future FF/EMT and FF/PM hiring strategy (no hiring in 2026).
- **EMS**
  - Maintain EMS service levels and expand care facility education program to reduce unnecessary transports.
  - Optimize EMS supply and procurement processes.
  - Manage EMS certifications.
  - Improve billing and charting for Medicaid compliance.
  - Train EMS instructors/evaluators for in-house EMT classes.
  - Implement 2026 OTEP plan (every 5 years).
- **Training**
  - Continue onboarding 6 new hires.
  - Integrate LMS/SOG (Vector Solutions tracking).
  - Develop live fire cadre and acquired structure program.
  - Open training support building.
  - Strengthen partnerships with neighboring agencies.
  - Conduct acquired structure training.
  - Expand UL-FSRI Xplor Labs program.
  - Officer training and live fire hosting for all shifts.
- **Apparatus Updates (Division Chief S. Peterson)**
  - Final inspection for Type 1 in May; Type 3 and tender in mid-March. Delivery anticipated early Q2.
  - IT equipping at factory (HPUEs, headsets, mobile radios).
  - Verification during final walkthrough and upon delivery.
  - Commissioner Hayden commended DC Peterson's efforts.

DC Booth reported:

- **<u>2025 Carryover</u>**
  - Finalize Safety SOGs
  - Advance Community Risk Reduction (CRR) initiatives and focus on fall prevention and elder support.
- **<u>New for 2026</u>**
  - Expand Peer Support Team (survey department; add 5-6 members by end of Q1).
  - Leadership training by Consultant Mike McHargue (2-day session in May).
  - Grow Peer Fitness Team, shift from reactive to proactive approach.
  - Implement Ops-level mental health training (new instructor/topic; prior focus on sleep/nutrition).
  - Broaden Xplor Labs program to all middle schools.
  - Launch recruitment/intro event for fire service careers at training center and establish an ongoing program.

PUBLIC COMMENT

GOOD OF THE ORDER

- DC Langlow reported plans to resume Crunch Time in September.

SPECIAL INTERESTS/UPCOMING EVENTS

- Grail Testing at Station 50 on March 5th from 8AM-1PM. All operations employees are eligible. Commissioners, non-uniformed employees, spouses and retirees may participate at a cost of $649.
- Lee Plunket's retirement party is on Friday, February 27th at 12PM at the shop.

EXECUTIVE SESSION

At 5:50PM Chairman Entze announced a 30-minute Executive Session as allowed by RCW 42.30.110(1)(g) to review the performance of a public employee. No action will be taken. Will call back to order at 6:20PM.

At 6:16PM Chairman Entze extended the Executive Session for 10-minutes and will call back to order at 6:30PM.

Chairman Entze reconvened the meeting at 6:30PM. No action taken.

ADJOURNMENT

There being no further business to discuss, Chairman Entze adjourned the meeting at 6:30PM.
The next regular meeting will be Tuesday, February 24, at 5:00 p.m.

K L Entze
Kevin L Entze (Feb 27, 2026 13:04:34 PST)
Chairman/Commissioner

Joe Urvina (Feb 27, 2026 10:52:03 PST)
Commissioner

Commissioner

Matthew Fleming
Matthew Fleming (Mar 2, 2026 17:32:34 PST)
Commissioner

Phil Hayden
Phil Hayden (Feb 28, 2026 07:18:23 PST)
Commissioner

Dennis Doan
Dennis Doan (Mar 10, 2026 17:21:20 PDT)
Attest: District Secretary