

# King County Fire Protection District No. 27

## Minutes

A regular meeting of the Board of Commissioners of King County Fire Protection District No. 27 was held on October 11, 2021. Due to the COVID-19 Pandemic the meeting was held remotely with Online Video and Audio Conferencing.

Chairman Hollis called the meeting to order at 7:00 p.m.

### **Present:**

Chairman Eric Hollis  
Commissioner Lilly Hansen  
Commissioner Dan Meredith  
Chief Brian Culp  
Secretary Melinda Wall

### **In Attendance:**

DC Patrick LeDoux  
Lt. Steve Bandy  
Lt. Scott Fleming  
Terri Divers  
Robert Angrisano  
George Robertson

### **BUSINESS FROM THE FLOOR:**

#### **Public Comment Period**

No public comments

#### **APPROVAL OF MINUTES:**

On the Motion of Commissioner Meredith and a second by Commissioner Hansen, the Board approved the Minutes of the 9/13/2021 regular meeting.

MOTION CARRIED.

#### **WARRANTS:**

The Board reviewed the various vouchers drawn on the Expense fund. Chief Culp stated that the combi extrication tool which was received from LN Curtis was included for payment. Secretary Wall briefed the Board on the Diamondback Northwest voucher.

On the Motion of Chairman Hollis and a second by Commissioner Meredith, the Board approved the following expenses: Vouchers No. 23692-23722 totaling \$69,234.44; Payroll and EFT Transactions totaling \$141,859.80. MOTION CARRIED.

#### **FINANCIAL REPORTS:**

The Board reviewed the monthly budgets and financial statements.

#### **CORRESPONDENCE:**

#### **CHIEF'S REPORT**

##### **Alarms :**

For September 2021, the District responded to 47 Aid calls, 13 Medic calls, 12 Fire Calls, and 10 Service calls for 82 total calls. The year-to-date total is 714 calls compared to 574 calls in 2020.

Turn-out Times: September 2021 – The turnout time standard was achieved on 67 of 78 calls which was 85.9% The 90% turnout time was 1:41.

##### **Volunteer Firefighters / E-Shift Program:**

- Several of our volunteers have conditional offers with other fire departments and may be leaving us soon. I will say that I am saddened at the possibility of losing some of our volunteers as they obtain a career firefighter position. I will say that it shows that Fall City Fire helps give opportunities to our volunteers to go career.
- Firefighter Kristopher Belfield has resigned from the department due to time commitments with his job and family. I want to thank him for his time with the Fall City Fire Department, as he started with the department in January 2017 and was a valuable part of the team.
- We are taking applications for our 2022 recruit academy. We will be restructuring the recruit academy and are looking at our options to allow our recruits and current volunteers to obtain IFSCA certifications at the Firefighter I level.



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- Firefighter Juliano is doing well at the Fire Academy for the weekend Recruit Academy and will graduate on November 7.
- Recruit Stevens is going well in his EMT course through King County EMS. Thank you to the crews for helping him study.

### Career Staff:

- We are currently in the process of Interviews for the creation of a firefighters list. The goal is to start the new Firefighter at the first of the year. Seven of our current volunteers have put in applications plus two from the outside. Good luck to all of them as they test.
- We have started the process of the creation of a Lieutenant's list for the department. They will be taking a written exam, have interviews and scenarios during October. Good luck to the candidates.
- Congratulations to Firefighter McKinnon, Fleming, and Brookshear for the completion of their Acting Officer task book. The task book started in May of this year to build on the professional development of the firefighters before they become acting officers.
- Firefighter Lindberg was on a wildland deployment for two weeks at a fire on the state's Eastside. He went with a group from King County to provide EMT coverage at the fire.

### Equipment Purchase:

- We received our last piece of extrication equipment, and it has been placed in service on the Aid Car. I want to thank the Commission for their support in upgrading our extrication equipment on the Engine and Aid-Car. While I hope that it never needs to be used, the reality is that we have the equipment required to perform the job. Thank you
- The recruit's new bunker gear has arrived and is assigned to them.

### Station Projects:

- We are still obtaining additional quotes for the cleaning of the HVAC air vents. We hope to have at least one other quote.
- The records management program, Emergency Reporting, that the District purchased this year was purchased by ESO. We currently use ESO for our fire and EMS reporting, so we are familiar with the program. Emergency Reporting will integrate into ESO and all of the information that we have is entered into Emergency Reporting. I am waiting on additional details on what will be the end cost to us.

### Aid-Car

- The Aid-Car Committee has met with a vendor, and we are putting together a final draft design to present to the membership for last comments before we come to the Commission for approval.

### COVID-19

- All career staff except for one will be receiving their COVID-19 Vaccinations. The one career staff will be going on the 45-day LOA.
- Firefighter Portugal will be moved from a volunteer to a Temp Firefighter starting October 24 to provide coverage for the LOA.
- All volunteers except for one have received their COVID-19 Vaccinations. The one volunteer will be going on a 45-day LOA.
- A COVID-19 Vaccination Clinic was hosted at the station on October 3 and had a total of 135 vaccinations were given. All three vaccines were offered, and it was a mix of first-time vaccinations, 2<sup>nd</sup> shots, and booster shots.

### Strategic Planning

- A review of the Strategic Planning process and a presentation of survey questions that will go out to the community via Facebook and the website were reviewed with the Board. Chief Culp stated that he will also be sitting down with the career staff and volunteers to conduct a SWOT Analysis with them. He will also start to meet with the Commissioners to discuss the strategic plan within the next month. Chief Culp requested some dates for those discussions.



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The Board congratulated Chief Culp on his completion of his Master's Degree in Public Administration.

**UNFINISHED BUSINESS:**

**State Auditor's Office – District's 3-Year Audit (2018-2020)**

Secretary Wall stated that she had participated in a risk assessment meeting with the Auditor this morning. The Auditor would also like to schedule risk assessment meetings with the Chief and at least one member of the Board. Commissioner Meredith stated he was available to do the risk assessment meeting. Secretary Wall discussed the Auditor's entrance conference and asked the Board for their availability and interest in attending. A meeting on October 21 was tentatively scheduled.

**NEW BUSINESS:**

**Credit Card Policy**

Chief Culp discussed the Credit Card policy that was e-mailed to the Board for review. After discussion the Board moved to approve.

On the Motion of Chairman Hollis and a second by Commissioner Meredith the Board approved the Credit Card Policy Article # 100.8.1. MOTION CARRIED.

**Resolution 2021-4 Cancelling Warrant No. 9926589**

Secretary Wall stated that the resolution cancels a warrant that was issued last month to an incorrect vendor.

On the Motion of Commissioner Meredith and a second by Commissioner Hansen the Board approved Resolution 2021-4 Cancelling Warrant No. 9926589. MOTION CARRIED.

**OTHER:**

**Appreciation Banquet**

Commissioner Hansen asked if there was any planning underway for the Appreciation Banquet this year. After a brief discussion, Chief Culp stated that he would poll the members for their interest in participating.

**Adjournment:**

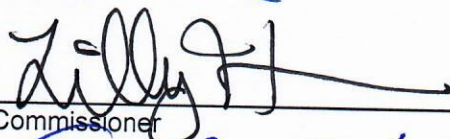
With no further business to discuss the meeting was adjourned by Chairman Hollis at 7:50 p.m.


Attest:

Melinda Wall  
District Secretary

Melinda Wall

  
Chairman

  
Commissioner

  
Commissioner