

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 November 14, 2017 at Station No. 271 located at 4301 334th PL SE in Fall City, Washington.

Chairperson Hansen called the meeting to order at 7:04 p.m.

Present:

Chairperson Hansen
Commissioner Hollis
Commissioner Meredith
Chief Connor
Secretary Evans

In Attendance:

Cpt. Larson Robert Angrisono
FF Noble
FF Jessen
FF M. Larson

BUSINESS FROM THE FLOOR:

APPROVAL OF MINUTES:

On a Motion made by Commissioner Meredith and a second provided by Commissioner Hollis, the Board approved the minutes of the October 10, 2017 regular meeting and October 23, 2017 special meeting. Motion Carried.

WARRANTS:

The Board reviewed the various vouchers drawn on the expense fund.

On a Motion made by Commissioner Meredith and a second provided by Commissioner Hollis, the Board approved the following expenses:

Voucher No. 21969-22028 totaling \$74,931.70
Payroll and EFT transactions totaling \$107,174.02
Motion Carried.

FINANCIAL REPORTS:

The Board reviewed the monthly budgets and financial statements.

STATION USER AGREEMENTS:

King County Water & Land Resources – Fall City Community Stakeholders Meeting
November 15, 2017, 2:30-5:30 p.m. – Approved.

The Fall City Community Association has an interest in moving their meeting to the second Tuesday of the month at 7:00 p.m. The Board concurred and didn't think there would be any conflict with them having their meeting on the same evening as the District.

CORRESPONDENCE:

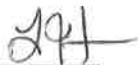
CHIEF'S REPORT:

Wildfire Deployment

Chief Connor briefed the Board on the wildfire season and the request to send personnel to the California fires. He discussed the requirement to have an EMAC (Emergency Management Assistance Compact) agreement in place for personnel to respond to the California fires. EMAC is a mutual aid agreement between states and territories of the United States and covers all types of emergency responses. Chief Connor provided an overview of the agreement. After discussion Chairperson Hansen requested further information on EMAC.

Alarms

In September, the District responded to 33 BLS Aid calls, 9 ALS Aid calls, 20 Fire calls and 16 Service calls for a total of 78. The fiscal year ended with 866 alarms, compared to 807 in the 2016 fiscal year. The calendar year to date total at the end of the month was 678 alarms compared to 617 in 2016. The District



King County Fire Protection District No. 27

requested mutual aid on 6 alarms of which we cancelled 3 times. The District provided mutual aid on 35 alarms of which we were cancelled 16 times.

The 01:30 turnout time standard was achieved on 44 of 70 calls which is 62.9%. The 90% turnout time was 02:02.

In October, the District responded to 26 BLS Aid calls, 11 ALS Aid calls, 8 Fire calls and 5 Service calls for a total of 50. The fiscal year total at the end of the month was 50 alarms, compared to 73 in the 2017 fiscal year. The calendar year to date total at the end of the month was 728 alarms compared to 690 in 2016. The District requested mutual aid on 3 alarms of which we cancelled 1 times. The District provided mutual aid on 19 alarms of which we were cancelled 9 times.

The 01:30 turnout time standard was achieved on 29 of 45 calls which is 64.4%. The 90% turnout time was 02:24.

Alarm Charts for the month were provided for review.

Volunteer Firefighters / E Shift Program

One Volunteer is re-locating out of State and has left the Department. Two recruits from 2017 are attending the EMT class which continues until the middle of December. A new recruit class is planned and initial contact with applicants has recently occurred.

City of Snoqualmie

Chief Connor stated that the City of Snoqualmie, after learning of the status of the discussions with Fire District 10 just prior to our September meeting had affirmed an interest in pursuing cooperative efforts with the District. Chief Correira continues to affirm that the City has an interest in having a discussion to explore interest and feasibility. Chief Connor asked if the Board was interested in having the Fire Chief and an elected official from each agency meet to explore further.

The Board was open to meeting with Snoqualmie Officials to discuss their ideas. Chief Connor will follow up with Snoqualmie and schedule a meeting.

NORCOM

Chief Connor reported that NORCOM Governing Board meetings were held on October 13, 2016, and last Friday November 3, 2017. There is a possibility that two new agencies will join NORCOM as Principal's, the City of Normandy Park and the Snoqualmie Tribe, both agencies require Police dispatch services. Next month the Governing Board will hold a public hearing and adopt the 2018 budget.

Shared Staffing

Shared Staffing re-orientation training of our personnel is complete with the exception of one person who will need initial orientation.

Cooperative Operation Exploration

This group includes Duvall, Fall City & Snoqualmie. There has been not been much recent activity to report.

King County Land Acquisition Strategy & Community Engagement

Chief Connor stated that the next meeting will be held tomorrow, Wednesday 11/15/17. At the last meeting the County shared financial information for all of the parcels they have identified that they may have an interest in either acquiring fee title or development rights thereto. They would acquire interest in the parcels over the next 30 years.

Vehicle Replacement

The new Ford F350 pickup truck arrived on October 19, 2017 and was licensed and insured immediately after delivery. The installation of decals and striping is expected to occur this week. We have obtained all of the emergency lighting equipment, and the installation should begin later this week.

Worker Hours Reporting to Labor & Industries

Chief Connor discussed the reporting of worker hours with the Board and the opinion of Attorney Brian Snure. Brian suggested at the time the issue arose that to remove any uncertainty a carefully worded letter could be sent to the State. After Secretary Evans returned from vacation, it was learned that she has some additional documentation from the State. Chief Connor stated that we have not shared this with Attorney Snure yet. After Attorney Snure has a chance to review the documentation he will provide an opinion as to whether we should send the suggested letter or not.



King County Fire Protection District No. 27

E Mail Hosting

Chief Connor reported that the E-mail hosting service we are using does not offer an easy compliance solution to preserve E-mail communications that may be considered a public record. The District also does not have an easy way to archive and search E-mails in order to respond to a public records request. After lengthy research of options and learning what other agencies are doing for compliance Chief Connor recommended migrating the E-mail hosting to Microsoft Office 365. In order to do so, we would incur monthly costs of about \$175 for a total of fifteen accounts. There would be some one-time costs for account setup and to migrate existing mail to the new online platform. The one-time costs are estimated to be about \$2,500.

Commissioner Meredith stated that upgrading to the new platform is a good idea; he anticipated that this will improve our procedures and provide for some efficiencies as well. The Board concurred with Chief Connor's recommendation.

Edge Physical Therapy

Chief Connor reported that in an effort to reduce injuries the District had contacted a physical therapy firm to evaluate some of our procedures and techniques and develop an educational presentation for our personnel. This same firm had previously provided a similar service to Snoqualmie Fire & Rescue. In order to attempt to include all personnel, three sessions will be provided and are planned to occur before the end of the year. The total cost is estimated to be \$2,050.

Surplus Equipment

Chief Connor provided a surplus equipment list to the Board for review. After discussion it was suggested that the defibrillators on the list should be donated.

A Motion was provided by Commissioner Meredith to declare the list of items as surplus and a second was provided by Commissioner Hollis.

Motion Carried.

A Motion was provided by Commissioner Meredith to authorize Chief Connor to donate the defibrillators to a qualifying agency and a second was provided by Commissioner Hollis

Motion Carried.

Chief Connor also recommended that a minimum price should be established for some of the items in an Executive Session.

UNFINISHED BUSINESS:

District 10 Financial Consolidation Model

Chief Connor stated that he anticipates receiving the FBC data from D10 next week. He also briefed the Board on the automatic aid agreement and the Eastside Metro Training Group (EMTG) that were discussed at the D10/D27 joint meeting.

Brush Truck – Slip In pump Unit

Chief Connor briefed the Board on the slip in pump unit and its weight requirements.

SRT Program / River Rescue Equipment

Chief Connor stated that they were in the process of evaluating the inflatable kayaks and were also looking at equipment that the KC Sheriff's rescue team uses. Chairperson Hansen asked if he could provide a list of recommendations at the next meeting.

Dedicated Daytime Training Officer

Chief Connor briefly discussed a previous proposal of earmarking the FF3 overtime funds to this position.

12/24 Hr. Floater Position

The Board asked if any ideas had been considered and Commissioner Meredith stated if there are any options that are feasible the Board would like to hear them. FF Jessen stated that the Local was in the process of compiling some data to review with Chief Connor on this issue.

Officer Meeting

Chief Connor reported that the Officer meetings were occurring and the next one was scheduled in the first week of December.



King County Fire Protection District No. 27

Other Revenue Sources

Chairperson Hansen stated that this item should remain on the agenda for future discussion.

Fall City Day – FF Pancake Breakfast Committee

No report.

Policy & Procedures Manual

Chief Connor briefed the Board on the updates to the safety policies and public records policy. Commissioner Meredith suggested that the EMTG training group may have some templates available.

Roundtable Meeting

Roundtable Meeting at the Fall City Roadhouse is scheduled for November 18th at 8:00 a.m. Secretary Evans will send out a reminder and the special meeting notice would be posted.

NEW BUSINESS:

Resolution 2017-2 Cancelling Warrant

Secretary Evans reported that an invoice to Sierra Wireless had been processed twice and she requested to cancel the warrant.

On a Motion made by Commissioner Meredith and seconded by Commissioner Hollis the Board approved Resolution 2017-2 Cancelling Warrant No.15105498 dated 7/18/2017.

Motion Carried.

2018 Draft Budget

The 2018 draft budget was provided to the Board for review. Chief Connor reviewed the tax revenues which included \$475,000 for the M&O levy. The tax levy worksheet illustrated that the regular tax levy increased by 0.95% or \$14,411 and the new construction amount was \$12,124. The expected revenue from the regular tax levy was \$1,544,248. This amount will change slightly once the final numbers come in from the county.

Chief Connor further reviewed the expense line items with emphasis on salaries and overtime. He briefed the Board on the possibility of replacing the copier. He also discussed the need to replace the SCBA units in 2021 and developing a plan for this. Discussion on the cost of the SCBA's and the possibility of getting a grant ensued.

Chief Connor stated that a budget hearing needs to be scheduled. The Board scheduled the budget hearing and special meeting for November 27, 2017 at 4:30 p.m.

OTHER:

Robert Angrisono addressed the Board and discussed his experience with computer network security and offered his support. He also presented a model agreement that had been used by Kittitas County 8 a few years prior to their merger. He also discussed his view on the FBC and how it may affect taxpayers in Fall City.

Adjournment:

With no further business to discuss the meeting was adjourned by Chairperson Hansen at 9:27 p.m.

Attest:

Melinda Evans
Board Secretary

Melinda Evans

[Signature]
Commissioner

[Signature]
Commissioner

[Signature]
Commissioner