

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 8, 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	George Robertson
Lt. Scott Fleming	Dave Hart
FF Dane Brookshear	Rick Reynolds
FF Parker McKinnon	

BUSINESS FROM THE FLOOR:

Public Comment Period

Dave Hart commented about holding in-person Commissioner meetings at the fire station.

George Robertson was in support of having in-person Commissioner meetings. He also asked about opening the meetings with the pledge of allegiance.

FF Fleming stated that he was also in support of having in-person meetings and including the pledge of allegiance at the meetings.

The Board concurred that they should be able to start having in-person meetings and would like to include the pledge of allegiance as well.

APPROVAL OF MINUTES:

On the Motion of Commissioner Meredith and a second by Commissioner Hansen, the Board approved the Minutes of the 10/11/2021 regular meeting, and 10/21/2021 special meeting.

MOTION CARRIED.

WARRANTS:

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

On the Motion of Commissioner Meredith and a second by Commissioner Hansen, the Board approved the following expenses: Vouchers No. 23723-23753 totaling \$36,058.98; Payroll and EFT Transactions totaling \$125,242.22. MOTION CARRIED.

FINANCIAL REPORTS:

The Board reviewed the monthly budgets and financial statements. Secretary Wall stated that she would provide updated budgets when the tax revenue reports for October were available.

CORRESPONDENCE:

CHIEF'S REPORT

Alarms :

For October 2021, the District responded to 38 Aid calls, 19 Medic calls, 17 Fire Calls, and 14 Service calls for 88 total calls. The year-to-date total is 802 calls compared to 645 calls in 2020.

Turn-out Times: October 2021 – The turnout time standard was achieved on 58 of 83 calls which was 69.9%. The 90% turnout time was 2:02.

Volunteer Firefighters / E-Shift Program:

- Congratulations to Firefighter Amy Juliano, who graduated from the Washington State Fire Academy yesterday.



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- Several of our volunteers have conditional offers with other fire departments and may be leaving us soon.
- We are still taking applications for our 2022 recruit academy. Currently, we have nine applications and will be having a meeting with the applicants to start the testing and interview process.

Career Staff:

- We have finished the testing of firefighter candidates and have created an eligibility list for 2021-2022.
- We have completed the Lieutenant Testing and have created an eligibility list for the next two years. Congratulations to Dane Brookshear, Parker McKinnon, Noah Fleming, and Marcus Noble for testing. I also want to thank DC LeDoux for building the testing process and making it very successful. I also want to thank all of the agencies that provided personnel for the assessments and interviews. Without everyone working together, this would not have happened without spending around \$15,000 to bring in a company to conduct our Lieutenant testing.
- Congratulations to Probationary Firefighter Conroy for finishing his Probationary book.

Equipment Update:

- We have a loaner vehicle from ESFR that will help with our staff vehicles situation. It is a Tahoe that will be used to move the boat trailer. We are currently looking at new vehicle options to purchase after the 1st of the year. I want to thank ESFR for helping us out.
- We have finished placing the new decals on all of the apparatus. I want to thank the crews for helping with this project. The apparatus all look nice with the new patch design on them.

Station Projects:

- We have obtained an additional quote for the cleaning of the HVAC air vents. The vendor with the lower quotation will be able to clean the ducts in February 2022.
- The stove within the kitchen needs replacement. The oven door hinges are breaking, and we cannot find any replacement hinges to replace them.
- We are looking at getting quotes for the replacement of the fence around the station. The current fence which was installed in 2004 needs to be replaced. We have looked at building this into the new budget.

Grants

- The Assistance to Firefighters Grant (AFG) opened today. We will be applying for the continued replacement of some of our equipment on apparatus and bunker gear replacement that will be expiring within the next few years. The goal is to supplement our operational budget with grant funding if awarded.
- Firehouse Subs has a grant that will open up in January. I am looking at the type of funding they provide and an excellent project to apply for that grant.

Aid-Car

- We are working on getting the final design for the new Aid-Car for final approval.

Strategic Planning

- As of Thursday, November 4, we have had 26 people respond to the community survey. It gives excellent insight into our strengths and areas that we need to look at for improvement.
- The crews have conducted their SWOT Analysis and have turned them in. I want to thank the crews for their hard work in sitting down and completing the SWOT Analysis. It was a positive experience to look at the internal strengths and weaknesses and our external opportunities and threats.
- I will take all of the SWOT analyses and put them together to conduct our next step of identifying problems and project priorities to finish the planning process. I hope to have the strategic plan completed by the next of January 2022.

COVID-19

- We have one career and one volunteer firefighter on a 45-day LOA.
- We hosted a COVID-19 and Flu Shot Clinic at the station on November 7. The plan will be to hold



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at least one additional COVID-19 Vaccination clinic within 21 days.

Community Involvement

- I was able to attend the 7th Annual Watch D.O.G.S. pizza night at FC Elementary on October 20. What a great program, and it was great to see all of the Dads out at the event.
- The crews were also able to attend the Fall City Pirate Parade that was held on October 23. While it was a small event, the kids could see the Fire Engine and talk with the crews.
- The Halloween event at the station was a great success which we had **A LOT** of kids stop by.
- I am working with community member Susan Miller to establish a Firewise program within the Fall City area. There is already one within the Lake Alice area. The goal is to reduce the fire load within some areas of our community and possibly look at grant funding opportunities for fuel reduction.
- Along with King County and the Fall City Community Association, the fire department is looking at disaster planning like major flooding and fire. The planning process will be a continued long-term goal that will take a lot of planning and effort.
- The Union, along with the Fire Department, will be having Operational Santa. Additional information will be coming out soon.
- On Saturday, December 4, the fire department will be involved in the tree lighting event at 5 PM.

UNFINISHED BUSINESS:

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

Secretary Wall stated that the Auditor is finalizing the audit and a review by the Audit Manager is underway. The exit conference will need to be scheduled and Secretary Wall provided some tentative dates and times to the Board.

NEW BUSINESS:

Quarterly Training Update

DC LeDoux updated the Board on the following:

- 782 year-to date training activities, courses, drills, or events completed in Target Solutions, our Learning Management System. Additionally, 194 training events completed in the ERS (Emergency Reporting System).
- Two Probationary Career Firefighters finishing their first-year requirements.
- One Volunteer Firefighter completed the recruit academy in North Bend. One Volunteer Firefighter passed his National Registry and is awaiting his EMT certification.
- Four Recruits finished their live burn training, search and rescue, and firefighting fundamentals. They are currently assigned to e-shifts.
- Swiftwater Rescue Program; 8 career firefighters certified and everyone else is at the awareness level. Lt. Fleming is putting a procedures manual together for the boat training.
- Daily Blue card incident command training. This is a Zone 1 model that is being standardized.
- Acting Officer Program task book utilizing best practices has been completed. Three employees completed the task book.

DC Ledoux thanked the Board for their support in the ongoing training efforts. The Board reciprocated their appreciation to DC LeDoux for all the hard work that's been going into the training program.

2022 Draft Budget

The 2022 draft budget and tax levy worksheet were provided to the Board for review. The preliminary tax levy showed an increase of \$52,754 of which \$30,878 was new construction values. The levy rate was at \$1.01 per thousand. The M&O levy for 2022 will be \$676,000. A new line item, Reserve Transfers In, was added to the revenue side of the budget for allocating funds from the reserves that would be used for the District's Apparatus purchases.

Chief Culp reviewed the expense line items with the Board with emphasis on Salaries and Benefits, Overtime, Training, and Capital Expenditures. The budget includes funding for an additional Firefighter in 2022. The Utilities line item was segregated into two categories breaking out the Wireless costs and



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Software as a Service into its own line item. Further discussion ensued on facility maintenance costs. Chief Culp also discussed possible grant funding that he would be pursuing next year.

The Board scheduled a special meeting for November 30th at 1:00 p.m. for the Auditor's exit conference and the Budget Hearing meeting on November 30th at 7:00 p.m.

Chief Culp's Annual Performance Review

After discussion, the Board requested that Chief's review be added to the agenda for the special meeting. The Board also concurred with Commissioner Meredith drafting an outline for Chief's evaluation.

EXECUTIVE SESSION:

At 8:05 p.m. the Board convened into a 15-minute Executive Session with Chief Culp and DC LeDoux in accordance with RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

At 8:20 p.m. the Board convened back into the regular meeting.

OTHER:

Appreciation Banquet – Chief Culp stated that we're looking at the last weekend in January.

Adjournment:

With no further business to discuss the meeting was adjourned by Chairman Hollis at 8:23 p.m.

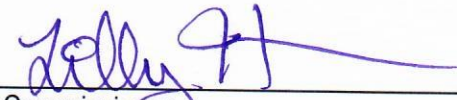
Attest:

Melinda Wall
District Secretary

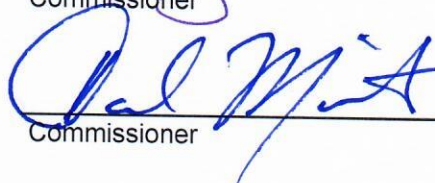
Melinda Wall



Chairman



Commissioner



Commissioner