

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 August 12, 2019 at the Fire Station located at 4301-334th PL SE in Fall City, Washington.

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

Present:

Chairman Daniel Meredith
Commissioner Lilly Hansen - via phone
Commissioner Eric Hollis
Chief Chris Connor
Secretary Melinda Wall

In Attendance:

see attached list

BUSINESS FROM THE FLOOR:

Public Comment Period:

Dave Hart provided for the record, a copy of Chief Correira's 8/1/19 memorandum in response to EFR's briefing document. He further commented on bunker gear procurement, hiring the 12th firefighter, and potential lateral hiring at EFR.

FF Josh Yancey thanked the Commissioners and Chief Connor for the recent action taken to improve three-person career staffing coverage.

John Reeves commented on bunker gear, equipment procurement, and hiring the 12th firefighter.

Local Board for Volunteer Firefighters' Meeting

The Board convened into a Local Board for Volunteer Firefighter meeting at 7:05 p.m. The Board convened back into the regular meeting at 7:09 p.m.

APPROVAL OF MINUTES:

On the Motion of Chairman Meredith and a second provided by Commissioner Hansen, the Board approved the Minutes of the July 8, 2019 regular meeting and July 15 and July 29, 2019 special meetings. Motion Carried.

WARRANTS:

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

On the Motion of Chairman Meredith and a second provided by Commissioner Hollis, the Board approved the following expenses: Voucher No. 22773-22807 totaling \$49,395.86; Payroll and EFT transactions totaling \$122,543.23. Motion Carried.

FINANCIAL REPORTS:

The Board reviewed the budgets and financial statements. Chief Connor stated that the amendments to line items 17 and 56 approved at the last meeting have been incorporated into the budget.

STATION USER AGREEMENTS:

CORRESPONDENCE:

Snure Seminar 10/23/19 and WFCFA Conference 10/24-10/26/19

Commissioner Hollis stated that he would like to attend the Snure seminar and the Wednesday presentations of the WFCFA Conference.

On the Motion of Chairman Meredith and a second provided by Commissioner Hollis, the Board approved compensation and attendance for the Snure Seminar and WFCFA Conference in October. Motion Carried.

Secretary Wall requested Board approval for Commissioner Hollis' compensation for the labor negotiation meetings.

On the Motion of Chairman Meredith and a second provided by Commissioner Hansen, the Board approved compensation for Commissioner Hollis' attendance at the labor negotiation meetings. Motion Carried.



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CHIEF'S REPORT:

Chief Connor addressed a couple of comments from the last meeting; the cost of a tender which he estimated at about \$400k. Suggested remount of the aid car; he reported that the District had considered this but it was not recommended for our aid car. He also stated that the amount of the highest combined levies had been \$2.12 not \$1.93 as reported last month.

Chief Connor reported on the Encompass birthday party; he thanked FF Yancey for stepping up and taking the lead on this.

Chief Connor reported on the EMS Core Services grant. He would like to apply the \$3,363 to the power load equipment for the aid car. Discussion ensued. Chairman Meredith requested to add this item to the agenda for the September regular meeting.

Alarms

In July, the District responded to 33 BLS Aid calls, 17 ALS Aid calls, 18 Fire calls and 8 Service calls for a total of 76. The fiscal year to date total at the end of the month was 654 alarms, compared to 635 in the 2018 fiscal year. The calendar year to date total at the end of the year was 486 alarms compared to 539 in 2018. The District requested mutual aid on 12 alarms of which we cancelled 6 times. The District provided mutual aid on 33 alarms of which we were cancelled 11 times.

The 01:30 turnout time standard was achieved on 36 of 67 calls which is 53.7%. The 90% turnout time was 01:56. Alarm Charts for the month were provided for review.

Volunteer Firefighters / E Shift Program

Three of the four new recruits for 2019 were recently assigned to begin working shifts. Two of the three will be attending EMT training later this month.

NORCOM

Chief Connor reported that the NORCOM Governing Board meeting was held last Friday at 09:00. The 2020 budget was approved to move forward. The net result is a slight decrease in the user fee for the District. He also discussed the grant that had been received for NORCOM's RAADAR program.

Shared Staffing

Work continues, to schedule and complete Shared Staffing orientation training for 2019.

Social Media and Imagery Policy

Chief Connor reported that a Social Media and Imagery Policy had been developed and a draft of the policy was provided to the Board for review and comment. Chairman Meredith suggested that individual comments from the Commissioners could be sent to Chief Connor directly.

Exterior Painting

Chief Connor reported that he had used the MRSC small works roster and asked for quotes for painting of the exterior of the Fire Station. The result being that no quote(s) were actually received by the deadline last Thursday. He will proceed with the next steps in getting some bids.

Sprinkler System

Chief Connor reported that the dry sprinkler system valve needs to be replaced at an estimated cost of \$3,700. In addition, two small leaks were found in a 4" dry sprinkler system pipe which has been temporarily repaired but requires replacement.

Outboard Boat Motor Repairs

Chief Connor reported that the outboard boat motor had been taken in for repairs but still has an ongoing issue. Some additional damage occurred on Saturday while testing the previous repair. It is going back down for repair tomorrow.

Other Miscellaneous

Chief Connor reported the following miscellaneous items were recently completed or are in progress: Officer meetings are continuing on a monthly basis; A new server was recently procured and will be configured, we will then be poised to move our files into a cloud based sharepoint site; After the server is in place, we will begin replacement of the workstations; The boat trailer was recently modified, adding an upper rack to facilitate carry of the catamaran; The On Board Mobile gateways used on A152 and E152 will be at the end of their support life on 12/31/2020.



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UNFINISHED BUSINESS:

Collective Bargaining Agreement

Chief Connor reported that he had requested a list of meeting dates and received an answer back today.

Hiring Additional Career Firefighter

Chief Connor reported on the (6 shift -19 day) schedule and the expected start date. Commissioner Hollis discussed preparations for hiring an additional firefighter. The EFR briefing document and Chief Correira's memo were discussed; the Commissioners also had some interest in attending the next EFR meeting. Chairman Meredith discussed the need for more financial information before committing to hiring the next firefighter. After further discussion, the Board concurred that the preliminary steps for hiring personnel should be taken and requested an update on the District's hiring list for the next meeting.

Financial Projections

Chief Connor provided and reviewed with the Board a levy/rate collection sheet with historical and projected information. In 2020 a 15% increase in AV was projected, and 5% in years 2021-2024. The new construction amounts were projected at \$15 million for each of the years, 2020-2024. Discussion ensued on the relational effect on the levy rates and assessed values. Chairman Meredith stated that it's more about asking for a specific amount, rather than focusing on the rates. Further discussion on levy lid lifts and multi-year lid lifts ensued.

Chief Connor requested input on the projected values. Chairman Meredith state that the new construction amount is a small part of this and if the assessed values go up 5, 10, or 15 percent you're going to get the same result in the model; it's back to the excess levy amount and figuring out what that number needs to be. He discussed the variable with the Collective Bargaining Agreement and also suggested revisiting the equipment replacement schedule. After further discussion, a special meeting to discuss the projections was tentatively scheduled for 9/23/19 at 7:00 p.m.

Draft Procurement Policy

Chief Connor stated that the changes to the draft policy requested by the Board had been made and incorporated into a final version for Board consideration and adoption.

Commissioner Hollis made a Motion to approve Administrative Policy No. 19-01, Procurement Policy. A second was provided by Chairman Meredith. Motion Carried.

Performance Evaluations: Fire Chief, Administrative Assistant

The annual performance review of Chief Connor was due July 1, 2019. The annual performance review of Administrative Assistant / Secretary Wall was due August 1, 2019. Chairman Meredith stated that the Board would convene into Executive Session to discuss Secretary Wall's performance evaluation; action may be taken after that session. A second Executive Session to discuss the collective bargaining strategy may also be needed.

At 8:15 p.m. a five minute break was taken to sign meeting documents.

Executive Session:

The Board convened into a ten minute Executive Session with Chief Connor at 8:20 p.m. in accordance with RCW 42.30.110(1)(g); to review the performance of a public employee. At 8:30 p.m. an additional ten minutes was requested to continue the discussion. At 8:40 p.m. and additional four minutes was needed. At 8:44 the Board convened back into the regular meeting.

On the Motion of Commissioner Hollis and a second by Chairman Meredith the Board authorized an increase of 3% percent to Secretary Wall's annual compensation, effective August 1, 2019. Her paid vacation for 20-24 years will be 184 hours per year, and for 25+ years will be 208 hours per year. Motion Carried.

The Employment Policy for Non Uniformed Administrative Support Personnel - to be updated.

The second requested Executive Session to discuss the collective bargaining strategy was not needed.

NEW BUSINESS:

OTHER:

King County Fire Protection District No. 27

Adjournment:

With no further business to discuss the meeting was adjourned by Chairman Meredith at 8:46 p.m.

Attest:

Melinda Wall
District Secretary

Melinda Wall

[Signature]
Chairman

[Signature]
Commissioner

[Signature]
Commissioner

[Signature]

King County Fire Protection District No. 27
Board of Commissioners' Meeting

Attendee List – August 12, 2019

BC Craig Hooper (EFR)
FF Scott Fleming
FF Marcus Noble
FF Joshua Yancey
FF Shaun Baker
FF Parker Dumas
Jay Blucher
Noel Eby
Terri Divers
Virginia Fulton
Dave Hart
Nora Hightower
Jane Krein
John Reeves
George Robertson

*may not be a complete list