

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 February 14, 2022, at Station 152 located at 4301-334th Place SE, Fall City, Washington, 98024. The meeting was also available remotely with online video and audio conferencing.

Chairman Meredith called the meeting to order at 7:01 p.m.

Present:

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

In Attendance:

Lt. Scott Fleming
FF Dane Brookshear
FF Marcus Noble
FF Pete Montefusco
FF Rena Echols
Kristopher Belfield
Dave Hart
George Robertson

BUSINESS FROM THE FLOOR:

Local Board for Volunteer Firefighters

At 7:01 p.m. the Board convened into a Local Board for Volunteer Firefighters' meeting to discuss the annual pension participation certification and an invoice voucher for reimbursement of physicals. The Board convened back into the regular meeting at 7:06 p.m.

Public Comment Period – None Received

APPROVAL OF MINUTES:

On the Motion of Commissioner Hollis and a second by Commissioner Hansen, the Board approved the Minutes of the January 10, 2022, regular meeting. MOTION CARRIED.

WARRANTS:

The Board reviewed the various vouchers drawn on the Expense fund. Secretary Wall discussed the Department of Retirement state rate collection for Non-Leoff Employers that was posted for the 2021 DNR mobilizations.

On the Motion of Chairman Meredith and a second by Commissioner Hansen, the Board approved the following expenses: Vouchers No. 23821-23852 totaling \$53,845.57; Payroll and EFT transactions totaling \$141,490.22. MOTION CARRIED.

FINANCIAL REPORTS:

2021 Budgets

The final 2021 budgets and financial statements were provided to the Board for review.

2022 Budgets

The Board reviewed the monthly budgets and financial statements.

CORRESPONDENCE:

Seminars:

Attorney Brian Snure – Commissioner, Chief, Secretary Training – 4/2/2022 and 4/30/2022
Attorney Mike McCall – Personnel Problems & Litigation – 6/4/2022

On the Motion of Chairman Meredith and a second by Commissioner Hollis the Board approved compensation and attendance for the upcoming seminars. MOTION CARRIED.

CHIEF'S REPORT

Alarms :

For January 2022, the District responded to 43 Aid calls, 16 Medic calls, 14 Fire Calls, and 10 Service calls for 83 total calls. The year-to-date total is 83 calls compared to 79 calls in 2021.
Turn-out Times: January 2022 – The turnout time standard was achieved on 55 of 82 calls which was 67.1%. The 90% turnout time was 2:01.



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Volunteer Firefighters / E-Shift Program:

- Congratulations to Firefighter Amy Juliano on getting a conditional offer. She is currently going through the pre-employment requirements.
- Congratulations to Firefighters Echols, McKinnon, and Stevens for completing their first year with the department.
- We have our 2022 volunteer recruits that have started. Five of the recruits will be testing to get into the EMT Course, which begins in March until June. The sixth recruit is already an EMT and will be working on shift on the Aid-Car until the other five recruits are completed with their EMT, and then we will start them on the Firefighter training. While we have changed the training format, we hope that this new format will be very successful for all future volunteers.

Career Staff:

- Probationary Firefighter Greg Lussier started his Recruit Academy on January 27, 2022, in North Bend. Good luck to him on getting through the academy.
- I want to thank Lt. Springer for redoing our District Boundary Line signs that will be installed within the next few weeks.

Station/Equipment Projects:

- Boat 152 was taken to Seattle to repair some leaks and rehab. The engine to the boat was taken to Edmonds for repair and preventive maintenance.
- Engine 252 is at ESFR shops to repair some leaking valves and its annual testing.
- The station's HVAC ducts and dryer vents were cleaned on February 5, and they found that the system was filthy. We will be looking at a maintenance schedule to create a sound plan for the maintenance of the building.
- This year we will have some increased costs on maintaining our fire alarm and sprinkler system. The tamper switches in the vault need to be replaced due to age, and a five-year advanced inspection needs to be completed on the sprinkler system.
- Some light fixtures both inside and outside have been replaced due to ballasts going out or upgraded to LEDs. The replacement of batteries within our emergency exit and lighting fixtures have also been completed.
- I want to thank Firefighter Fleming for working on the tree carving project in getting it set up. Orchard View Design has been working on the carvings of a fire ax and the steelhead salmon.

Grants

- The FEMA SAFER grant was reviewed, but under the Notice of Funding, the project of applying for a training officer did not fit the NOFO.
- The FEMA Fire Prevention and Safety Grant closes out on February 18, and we will be applying for a wood chipper and a fire extinguisher training prop through the grant. If awarded, the wood chipper would be used for fuel reduction by creating a Firewise program in different areas of the District. The fire extinguisher prop would be part of fire prevention and training, a safe alternative to live fire and extinguishers.

Aid-Car

- The Aid-Car Committee is still working on the final drawings on some inside layouts. The biggest hang-up will be obtaining the chassis. The time frame for the build will still be around 300 days after the approval of the new Aid-Car.

Strategic Planning

- A final draft of the strategic plan for review (Unfinished Business).

COVID-19

- Cases of COVID-19 have fallen throughout the county. We have not had any additional cases



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within our station, but other departments still have cases. We are still receiving enough POC tests weekly to maintain being able to test all of the crews daily.

Community Involvement

- A reminder that Fall City Days will be on June 11, 2022, and we will be involved in that event.
- A local group within Fall City has trained several members to be part of the Community Emergency Response Team (CERT), and we will be working with them in the future. CERT is a program that educates volunteers on disaster preparedness. We provided some donated fire extinguishers to them to conduct their training.
- We continued to work within the Fall City Community Association on projects that will integrate our department within the community.

UNFINISHED BUSINESS:

Strategic Plan Draft

Chief Culp reviewed the following Initiatives of the Strategic Plan Draft:

- 1) Funding Initiative: Funding was a top concern for both internal and external surveys, ensuring for highly trained personnel, updating of equipment and capital assets. Goals - stabilize sustainable revenues and identify sustainable future staffing options.
- 2) Operational Planning / Policy and Procedures: Creating operational plans that allow the District guidance on short and long-term goals and projects. Continued development of policies and procedures, to have updated written standards, and to reduce liabilities of the District.
- 3) Training Standards / Professional Standards: Implementing effective and efficient training programs, annual training requirements, identifying additional needs and continued improvement. Goals - Create a Professional Development Program utilizing best practices, including continued education, mentorship program, ensuring succession planning within the District.
- 4) Interoperability with Allied Agencies: Identify partnerships with neighboring jurisdictions and strengthening relationships with other governmental agencies, evaluation and modifications of shared staffing.
- 5) Community Outreach: Increase relations with outreach programs; CERT, Boys and Girl's Scouts, Firewise. Evaluate Public Education and target audiences, increase public awareness of fire and injury prevention, community newsletter.

Discussion ensued. Chief Culp also discussed incorporating the strategic plan into a formal resolution for the Board to adopt at the next meeting.

NEW BUSINESS:

Draft Policy – Volunteer Management Policy

Chief Culp briefed the Board on the Volunteer Management Policy which outlines the rules and expectations for the District's volunteer program. The policy identifies performance and training standards for volunteers. Chief Culp stated that volunteer firefighters are required to maintain proficiencies similar to the career firefighters, and this policy will ensure that their required skills and training are up to date. The policy also incorporates a point system with minimum requirements established; points will be earned for training, meetings, station duty, and other approved activities.

Draft Policy – Nominal Fee Program Policy

Chief Culp stated that the Nominal Fee Policy is in conjunction with the Volunteer Management Policy. This will provide incentives for recruitment and retention. Volunteers will be eligible to participate in the Nominal Fee Program after completing 6 months of their 12-month probationary period provided that they meet the requirements of being a recruit. Reimbursements for required certifications and eligible activities are outlined in the policy. Chief Culp also discussed the annual reimbursement ceiling that would need to



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be implemented in order to keep within the guidelines established by the Department of Labor and the Fair Labor Standards Act.

Chief Culp asked the Board to review the policies further and if they had any questions or comments to let him know. He expected to have a final draft of both policies ready for approval at the next meeting.

OTHER:

Adjournment:

With no further business to discuss the meeting was adjourned by Chairman Meredith at 8:04 p.m.

Attest:

Melinda Wall
District Secretary

Melinda Wall

[Signature]
Chairman

[Signature]
Commissioner

[Signature]
Commissioner