

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 April 12, 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 Daniel Meredith
Chief Brian Culp
Secretary Melinda Wall

In Attendance:

Lt. Scott Fleming
FF Dane Brookshear
FF Kyle Patterson
Robert Angrisano
Terri Divers
Dave Hart
Nora Hightower
George Robertson

BUSINESS FROM THE FLOOR:

Chief Culp – Oath of Office

Chief Culp took his Oath of Office.

Public Comment Period

No comments received.

APPROVAL OF MINUTES:

Commissioner Meredith stated that he appreciated the Board moving forward on the SCBA purchase last month and that he would have voted for it as well had he been in attendance.

On the Motion of Commissioner Meredith and a second by Commissioner Hansen, the Board approved the Minutes of the March 8, 2021 regular meeting. MOTION CARRIED.

WARRANTS:

The Board reviewed the various vouchers drawn on the Expense fund. Chief Culp briefed the Board on the Porta Count Fit Tester and Thermal Imager purchases.

On the Motion of Chairman Hollis and a second by Commissioner Meredith, the Board approved the following expenses: Vouchers No. 23471-23509 totaling \$93,030.46; Payroll and EFT Transactions totaling \$134,399.58. MOTION CARRIED.

FINANCIAL REPORTS:

The Board reviewed the budgets and financial statements. Chief Culp briefed the Board on the additional overtime expense incurred in March.

CORRESPONDENCE:

PDC (Public Disclosure Commission) F-1 Statements due 4/15/2021.

Candidate Filing Period; 5/17/2021 – 5/21/2021

Commissioner Meredith's (Position No. 3) on the ballot this year.

CHIEF'S REPORT

Alarms:

March 2021, the District responded to 23 Aid calls, 12 Medic calls, 18 Fire Calls, and 3 Service calls for 56 total calls. The year-to-date total is 206 calls compared to 184 calls in 2020.

Turn-out Time: March 2021 – The turnout time standard was achieved on 35 of 48 calls which is 72.9%. The 90% turnout time was 1:58.

Volunteer Firefighters / E Shift Program:

- Firefighter Greg Lussier tested for his National Registry on 4/9/2021 and is waiting his results.
- Firefighter Mitch Ruth will need to retest for his National Registry.
- 2021 Recruits – The recruits continue their training every week and will be finishing in June. We did lose one of our recruits.

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- All of the volunteers will participate in the MCO live burn training at the fire academy this month and will also be taking their required annual wildland safety training. We will not have a separate Wednesday night drill because of the extra training that we are holding.
- Over the next few months, we will be working with the volunteers to develop a Volunteer Management Policy to look at our recruit training process and volunteer requirements. Our goal is to have input from the volunteers to increase their training and increase their department participation. We would also like to look at support volunteers to help in other functions of the District, and possibly EMS volunteers who do not want to do firefighting.

Career Staff:

- Probationary Firefighter Jake Conroy will graduate from the Fire Academy on April 22, 2021. He will then return to shift on April 25.
- One of our career firefighters had an injury outside of work and was off for several shifts that had to be covered by overtime.

COVID-19:

- The District received over 6000 N-95 masks again from King County OEM. As a district, we are in good shape with PPE supplies. We are also going through all of the pandemic supplies to ensure a good inventory.
- The career staff has also been part of the mobile vaccination program. Both career and volunteer staff are part of the mass vaccination site located at the Snoqualmie Valley Hospital. Both programs are being reimbursed back to the District for the staffing.

SCBA Equipment Purchase:

- The SCBA units are ordered, and delivery will be within the next two to three months. Once we have received the new units, we will inventory them, train all personnel, and then place them in service.
- The Thermal Imager Camera has been installed on Engine-152.
- We have also received the new Fit Test Machine, and we are beginning to train on it so that we will be able to fit test both the SCBA and N-95 masks.

Station Projects:

- We moved the cardio equipment into the Auxillary Bay with the rest of the weight equipment, so it is in the same area.
- The room that housed the cardio equipment is now a central storage room for spare equipment.
- We are in the process of converting the storage room that is between the kitchen and bunkrooms into another bunkroom. The main reason for this is to avoid sending a volunteer home because we do not have enough bunkrooms. This bunkroom would have two beds and lockers for the volunteers.

Commissioner Meredith stated that he supported the room conversion. Further discussion ensued on safety and building code requirements.

UNFINISHED BUSINESS:

Information Technology (IT) Consultant

Chief Culp reported that Ted, the District's IT Consultant has been monitoring our systems and providing him with some training. Chief Culp stated that purchasing a block of hours as needed is working for him.

Fire District 75th Anniversary

Chief Culp stated that he would like to set a date in the next few months for an Open House that could be done outside. Recognition of past and current members and creating an official challenge coin for the District was discussed.

Chief Culp stated that Captain LeDoux has been working on a new patch design, incorporating the mountains, the river, and trees for our 75th anniversary. The District currently has two different designs between our uniforms and units and having one official patch design would be a motivation to the membership and community.

After discussion, the Board concurred with July 31st for the Open House and 75th Anniversary Celebration.

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SCBA Capital Purchase

Discussed in Chief's Report

Policy and Procedures

Draft Mission, Vision, and Value Statement for the District

Chief Culp discussed the draft statement with the Board and asked if they had any questions. He stated that he would like to send it out for comments to all of the members and bring back a final version next month for approval. The Board concurred and conveyed that they liked the simplicity and content of the statement.

Draft Records Management Policy

The draft policy was provided to the Board for review and comment. Chief Culp stated that there will be some additional procedures drafted in accordance with the State Archives retention schedules and best practices. Secretary Wall stated that she would forward the policy to Attorney Snure for review and then provide the final version to the Commissioners.

Commissioner Meredith discussed changing the policy numbering system from a date based to topic based. Chief Culp stated that he would be implementing a new numbering system by type of policy.

NEW BUSINESS:

Quarterly Training Update

Tabled to next month.

Records Management System

Chief Culp stated over the past two months, in evaluating the department operations, having a centralized records management system would be beneficial. Currently, the District has several databases, with some that run under a program that Microsoft no longer supports. We have information located within different files and folders within our server. A Records Management System (RMS) would allow consolidation of our personnel records, training, inventory, maintenance, schedule, rig checks, and run reports to manage our district operations.

Chief Culp stated that he has used Emergency Reporting's platform for the past four years and they have a solid program. This would be a reoccurring cost to the District, but the benefit of streamlining our operations would provide cost-savings to the District in the long run. The initial cost would be \$2,545, and then it would be \$1,795 a year after. He provided the order form to the Board for review and comments.

Commissioner Meredith stated that he looked at Emergency Reporting's website and the company is located in Bellingham. They serve thousands of agencies and their product is very standard and proven. He thought the cost was pretty economical and he had no reservations approving the purchase. Chairman Hollis and Commissioner Hansen concurred.

Commissioner Meredith Moved approval of implementing Emergency Reporting Packages as outlined in the proposal that Chief Culp provided and recognizing that there is an annual obligation of approximately \$1,800 going forward. Commissioner Hansen provided a second. MOTION CARRIED.

Resolution 2021-2 Declaration of Obsolete Equipment

Chief Culp stated Resolution 2021-2 is for disposal of obsolete bunker gear that the District can no longer use because it is over ten years old. The gear will be donated to First-In Training & Education (F.I.T.E), a 501(c)3 organization used by students who are not involved in Live-Fire Situations.

On the Motion of Commissioner Meredith and a second by Commissioner Hansen the Board approved Resolution 2021-2 Declaration of Obsolete Equipment. MOTION CARRIED.

OTHER:

Chairman Hollis asked Chief Culp to speak to the changes with the SCBA bid contract. Chief Culp reported that after review by Counsel the Marysville contract was not going to work for us. Instead, we used one from the Association of Oregon Cities. The cost was about \$1,800 more than the Marysville contract. The total package including the Thermal Imager and Porta Count FIT Tester, will put us about \$20,000 under budget.

General discussion on the purchase of safety equipment and extrication tools and the replacement of the Aid Car ensued. Chief Culp stated that he would like to delay the Aid Car purchase for a year or so and focus on the replacement of safety equipment and extrication tools. Currently we are replacing some

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Swiftwater dry suits and equipment and adding a storage cabinet on the trailer. He discussed his concerns with the extrication tool and stated that its replacement cost is between thirty and fifty thousand.

Commissioner Meredith stated that the Swiftwater equipment should be a focus right now, and he appreciated Chief Culp for bringing the equipment replacement needs to the forefront. Commissioner Meredith also suggested putting together a cost estimate and purchase timeline of the recommended equipment, to help the Board better understand what is needed and where the budget could be shifted around in the next couple of years.

Chairman Hollis asked for an update on the County's Dive Team operations. Lt. Fleming stated that he spoke with the Sheriff yesterday and King County has decreased but not totally disbanded their unit. They still have their Swiftwater Rescue Team and we have other local resources including Redmond PD, Seattle PD and Seattle Fire.

Adjournment:

With no further business to discuss the meeting was adjourned by Chairman Hollis at 8:08 p.m.

Attest:

Melinda Wall
District Secretary

Melinda Wall

[Signature]
Chairman

[Signature]
Commissioner

[Signature]
Commissioner

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