

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 January 10, 2012 at Station No. 271 located at 4301 334th PL SE in Fall City, Washington.

Commissioner Hollis called the meeting to order at 7:05 p.m.

Present:

Chairperson Williams
Commissioner Hollis
Chief Connor
Secretary Evans

In Attendance:

FF Springer
FF Fleming
FF White
Jeff Madden
Kristi McClelland
Peter Rosenberg

Commissioner Meredith absent and excused.

BUSINESS FROM THE FLOOR:

Oath of Office

Commissioner Williams read and signed her Oath of Office for Commissioner Position 1.

Firewise Presentation

Jeff Madden, Firewise Consultant and Kristi McClelland, King County Forester presented information about the Firewise program. Firewise is a national voluntary program that provides education to home and property owners about reducing the risks of wildfires. Mr. Madden became involved after the 2003 Carnation wildfire. He has helped support the program in Carnation and Duvall and is currently assisting Peter Rosenberg with the Fall City Orchards Tract Community Plan. Discussion ensued on the known wildfire risk factors for the Orchard Tract and Lake Marie area.

Mr. Madden stated that having the support of the local fire department is pretty important for the program; fire department personnel can assist by providing assessments of properties that fall in the higher risk areas. Ms. McClelland stated that there is some King County grant money available for the Firewise program through 2012 as well as DNR grants for fire agencies. She also stated that DNR will be hosting a two day Urban Interface training seminar in Chelan for fire agency personnel if the District had any interest.

Mailers have gone out to the Fall City Community announcing the Firewise meeting which is scheduled on January 25 at the Fall City Library from 6:30 - 8:30 p.m. Ms. McClelland and Mr. Madden are hoping to get some additional interest from the community and would be grateful if the fire department could be represented at the meeting. Chief Connor replied that he will be out of state but will send someone in his behalf. Discussion continued regarding the process of getting recognized as a Firewise Community/USA status and how additional federal funding could become available. Chief Connor stated that the protection plan publication for the Orchards Tract Community was done very well and he saw a lot of beneficial information in the document that could be useful for many areas of the Fall City area. Commissioner Williams suggested that this summer the fire department could also send out a press release to help get the word out about the Firewise program. The presentation was concluded and the Board thanked them for their presentation.

Chair Election

After a brief discussion Commissioner Hollis nominated Commissioner Williams to serve as Chair. On the Motion of Commissioner Hollis and a second by Commissioner Williams the Board appointed Commissioner Williams for the two year Chair position of the Board.
Motion Carried.

Local Board for Volunteer Firefighters – Commissioner Representative

Chief Connor stated that the Local Board is represented by the Chair of the Board, one appointed Commissioner, the Fire Chief, the Board Secretary, and one Volunteer Representative who is voted in by the Volunteer Members.

On the Motion of Chairperson Williams and a second by Commissioner Hollis the Board appointed Commissioner Hollis to the Local Board for Volunteer Firefighters as the Commissioner Representative.
Motion Carried.

The Board convened into a Local Board for Firefighter meeting at 7:31 p.m. to discuss an invoice voucher for reimbursement of physical exams. The Board convened back into the Regular meeting at 7:32 p.m.

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APPROVAL OF MINUTES:

On the Motion made by Commissioner Hollis and a second by Chairperson Williams the Board approved the minutes of the December 13, 2011 regular meeting.
Motion Carried.

WARRANTS:

Secretary Evans stated that last month there was an invoice from Public Safety Testing that was posted in error to the vendor Public Safety Center which was listed as voucher no. 19378 on the documents provided last month. The error was caught and corrected prior to sending the information to King County for warrant processing. The financial records have been duly noted and corrected as well.

Secretary Evans reported that King County has transitioned into a new Oracle financial reporting system for 2012. The process for the District includes generating an additional report that parallels the County's new Oracle spreadsheet. The authorization document for the vouchers has changed and includes a date stamp that is also printed on the voucher spreadsheet that is submitted to the County for warrant processing. Secretary Evans provided a copy of the new report to the Board. New authorization forms for the electronic remittances; payroll, retirement, and tax deposits have been implemented by the County as well; those documents were provided for review.

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

On the Motion by Commissioner Hollis and a second by Chairperson Williams the Board approved the following expenses and signed the authorization documents.

Voucher No. 19387 -19421 totaling \$42,656.58
Payroll and EFT transactions totaling \$88,746.90
Motion Carried.

FINANCIAL REPORTS:

The Board reviewed the monthly budgets and financial statements. Chief Connor noted that the beginning cash balance for 2012 expense fund was about \$8,800 less from the beginning balance of 2011.

STATION USER AGREEMENTS:

CORRESPONDENCE:

2012 WFCM Saturday Seminar Series
KC Fire Commissioners Installation Banquet
The mailers were provided to the Board.

Commissioner Hollis stated that he received an invitation to the January 26th EFR Partners banquet and he may attend. Chairperson Williams stated that she would not be attending.

CHIEF'S REPORT:

Chief Connor let the Board know that he would be out of the state for several days beginning January 25.

Alarms

In December, the District responded to 27 BLS Aid calls, 8 ALS Aid calls, 10 Fire calls and 5 Service calls for a total of 50. The fiscal year to date total at the end of the month was 159 alarms, compared to 153 in the 2011 fiscal year. The calendar year to date total at the end of the month was 656 alarms compared to 697 in 2010. The District requested mutual aid on 4 alarms of which we cancelled 2 times. The District provided mutual aid on 15 alarms of which we were cancelled 10 times.

The 01:30 turnout time standard was achieved on 34 of 43 calls which is 79.1%. The 90% turnout time was 02:01. Alarm Charts for the month were provided for review.

Volunteer Recruit Training

Chief Connor reported that one of the three recruits that had completed the EMT class in November has passed the National Registry written test; we are awaiting results for the other two. One of the recruits from 2010 that had to re-take the EMT written exam was not successful.

Volunteer Firefighters / E Shift Program

Chief Connor reported that one member is on maternity leave, one member is having shoulder surgery next week, one member is on a short term leave and one member is voluntarily terminating at the end of the month. Chief Connor reported that with two members leaving and three on various forms of leave it will not be possible to fill both E Shift spots each night. Chairperson Williams conveyed some concerns with the scheduling and would like some assurances that the District will have at least three person coverage at night; two career and one volunteer. Chief Connor stated that in 2011 we were successful in

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filling both E-shift positions and had four and sometimes five on shift at night. Even with the drop in our volunteer coverage we will still have a minimum of three person coverage at night and most likely there will be four.

NORCOM

Chief Connor reported that a Governing Board meeting will be held this coming Friday morning. Chief Connor advised the Board that the Chairperson had retired at the end of the year and that the Vice Chair had ascended to the Chairperson position, and that he had been elected to fill the Vice Chair position on the NORCOM governing Board. Next year in April, he will assume the role of Chairperson. This two year commitment does involve some additional work and attendance at meetings.

Regional Fire Authority

Chief Connor reported that the District had received the refund payment of \$4,394.75 from King County Fire District No. 10.

Tall Chief Country Club Plat

Chief Connor stated that he had attended the preliminary plat hearing on December 15, 2011. Chief Connor stated that he did not testify due to some legal and procedural issues, and that the hearing was continued until January 4, 2012. During breaks and following the hearing, discussion of the fire protection issues with the developer and Deputy Fire Marshal resulted in a reasonable compromise. The developer has voluntarily agreed to provide an emergency access connection at the South end of the plat, and to provide at least two fire hydrants, unless they are prohibited by the water purveyor.

UNFINISHED BUSINESS:

Future Options – Revenue and Expenses

Chief Connor provided a list of options that could be used as a starting point in the discussions. He also stated that the District's apparatus replacement should be included in the discussions as well. The Board tentatively scheduled a special meeting for either January 23 or 24 upon confirming Commissioner Meredith's schedule.

NEW BUSINESS:

King County Sheriff's Office Lease No. 1819

The two year lease agreement with the Sheriff's Office beginning January 1, 2012 was provided to the Board. The lease amount of \$250 per month remained unchanged from the prior lease period.

On the Motion of Chairperson Williams and a second by Commissioner Hollis the Board approved Lease Agreement No. 1819 and authorized Chairperson Williams to sign.
Motion Carried.

OTHER:

Adjournment:

With no further business to discuss the meeting was adjourned by Chairperson Williams at 8:24 p.m.

Attest:

Melinda Evans
Board Secretary

Melinda Evans

Jessie Williams
Commissioner
[Signature]
Commissioner

Commissioner