

# 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 8, 2013<sup>7:11</sup> at Station No. 271 located at 4301 334th PL SE in Fall City, Washington.

Chairperson Williams called the meeting to order at 7:02 p.m.

### Present:

Chairperson Williams  
Commissioner Hollis  
Chief Connor  
Secretary Evans

### In Attendance:

Captain Larson  
FF Noble  
FF White - 7:11

Nancy Moore  
Del Moore

Commissioner Meredith absent and excused.

### BUSINESS FROM THE FLOOR:

#### APPROVAL OF MINUTES:

On the Motion made by Chairperson Williams and a second by Commissioner Hollis the Board approved the minutes of the December 11, 2012 Regular meeting.

Motion Carried.

#### WARRANTS:

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

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

Voucher No. 19799 -19835 totaling \$42,759.68  
Payroll and EFT transactions totaling \$85,204.52  
Motion Carried.

#### FINANCIAL REPORTS:

The Board reviewed the monthly budgets and financial statements.

#### STATION USER AGREEMENTS:

Snoqualmie Valley Soccer Assoc., Request to change previous rental date of January 19 to January 12, 2013. Board Approved.

#### CORRESPONDENCE:

Woodinville Fire & Rescue; RFA Informational Meeting for Zone One Agencies is scheduled for Wednesday, January 16, 2013. Chief Connor stated that he may attend.

#### CHIEF'S REPORT:

##### **Alarms**

In December, the District responded to 45 BLS Aid calls, 11 ALS Aid calls, 12 Fire calls and 1 Service calls for a total of 69. The fiscal year to date total at the end of the month was 176 alarms, compared to 159 in the 2012 fiscal year. The calendar year to date total at the end of the month was 772 alarms compared to 656 in 2011. The District requested mutual aid on 7 alarms of which we cancelled 2 times. The District provided mutual aid on 25 alarms of which we were cancelled 9 times.

The 01:30 turnout time standard was achieved on 58 of 63 calls which is 92.1%. The 90% turnout time was 01:28. Alarm charts for the month and the annual summary chart were provided for review.

##### **Volunteer Recruit Training**

Chief Connor reported that one of the two newest recruits has taken and passed the National Registry EMT written test and the other recruit should be taking it soon.

##### **Volunteer Firefighters / E Shift Program**

Chief Connor stated that there have not been any significant changes in the past month. The recruit class that usually begins in January has been postponed until a needs assessment can be done.

Commissioner Hollis asked about the current applicant list, and Chief Connor replied that we have many however most don't live in the District. He stated that he would have more to report on in the next couple of weeks.

## King County Fire Protection District No. 27

### **NORCOM**

Chief Connor reported that the regular monthly Governing Board meeting will be held this Friday morning. At the last meeting EFR announced that they would be providing notice of termination because of their unhappiness with the New World Systems (NWS) Integrated CAD & Records Management (ICRM) project. Prior to the first of the year Snoqualmie Pass and Duvall provided notice as well. Commissioner Hollis asked what their other option will be. Chief Connor stated that right now there is no other option, and this will become problematic for District 27 because we need to be on a common dispatch center with our neighboring fire agencies. Discussion ensued regarding NORCOM's performance and unsuccessful launch of their ICRM project.

### **VHF Radio**

Chief Connor stated that the VHF narrow banding project is now complete. The alphanumeric paging receiver will still need to be installed, although this is not related to the VHF narrow banding project.

### **Canon Copy Machine**

We received notice that our maintenance agreement for our Canon copier would not be renewed. A merger of IKON office systems into Ricoh occurred in 2008, and as a result parts for the Canon machine will no longer be guaranteed after the first quarter of 2013. The machine was purchased in March 2008 at a cost of about \$4,600, the current copy count is approximately 100K copies. Chief Connor stated that we will continue to utilize it if it fails we may need to find someone to service it, or on a short term basis leasing another machine, it still is operating well.

### **Data Conversion Project**

Chief Connor reported that a number of years ago the District began using a suite of software provided by Microsoft to create word processing, spreadsheet, and database files. Microsoft has since discontinued the software and will no longer provide support after the first quarter of 2013. A number of files have already been converted to files which can be opened in Word, Excel, and Access. There is still a considerable number of files which either need to be converted or abandoned. A list is being created and the goal is to complete conversion of the word processor and spreadsheet files in the first quarter of 2013. There are just over 100 database files and their conversion is much more difficult and time consuming and expected to take longer.

### **L&I Issue**

Chief Connor reported that when he was on leave he had told L&I that the District had planned on keeping him on salary, and that he was going to use sick leave for the hours not worked. After further discussion with L&I they responded that the District could not do that under the current provisions. Chief Connor stated the hours and payroll have been rectified.

### **Engine 272**

Chief Connor reported that Engine 272 has been out of service for about two weeks. The pump was working inefficiently and required a new priming motor and intake valves. It is expected that the engine will be back in service within the next day or two.

### **UNFINISHED BUSINESS:**

#### **Bond Refinance – Martin Nelson & Co.**

Chief Connor reported that all the Bond re-financing documents were executed and it closed on December 27 as expected. Chief Connor stated that he had the press release ready to go out as well.

#### **Future Options – Revenue and Expenses**

Chief Connor reported on the following election dates and filing deadlines:

<u>Election Dates</u>	<u>Resolution Filing</u>
February 12, 2013	→ December 28, 2012
April 23, 2013	→ March 8, 2013
August 6, 2013	→ May 10, 2013
November 5, 2013	→ August 6, 2013

Chief Connor discussed election costs which are proportioned by the agencies on the ballot, and number of registered voters in the agencies.

### **Outdoor Burning**

Commissioner Hollis inquired if there have been any more comments about the new rules. Chief Connor stated that things have appeared to settle down a bit. Captain Larson stated that he has fielded some complaints during his shifts.

**King County Fire Protection District No. 27**

**2013 Draft Budget**

Chief Connor reported that the Assessor's Office provided a revised levy limit worksheet showing the District's final levy amount at \$1,55,982. He recommended posting the new levy amount to the budget and then moving to adopt the budget.

On the Motion of Commissioner Hollis and a second by Chairperson Williams the Board approved adoption of the 2013 budget as presented with the revised levy amount.  
Motion Carried.

**NEW BUSINESS:**

**OTHER:**

Commissioner Hollis and Chairperson Williams stated that they planned on attending EFR's Partnership Banquet on January 24<sup>th</sup>.

Nancy Moore stated that she had looked at the District's website and she could not find the agenda for tonight's meeting. Chairperson Williams recalled from the last meeting that the Board would discuss it; but she had reservations with posting the agenda because it could change at the last minute. She stated that the District will work on getting the approved minutes on the website, and the agendas for special meetings will be posted. Del Moore asked if the District could email the agenda to the local Yahoo group. Chairperson Williams conveyed that this could become burdensome for staff and would advise against it, if a group wants to link to the District's website and get information out that would be fine.

**Adjournment:**

With no further business to discuss the meeting was adjourned by Chairperson Williams at 7:45 p.m.

Attest:

Melinda Evans  
Board Secretary

Melinda Evans

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Commissioner  
  
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