

# 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 November 11, 2014 at Station No. 271 located at 4301 334th PL SE in Fall City, Washington.

Chairman Hollis called the meeting to order at 4:02 p.m.

### Present:

Chairman Hollis  
Commissioner Hansen  
Commissioner Meredith  
Chief Connor  
Secretary Evans

### In Attendance:

FF Jessen

## BUSINESS FROM THE FLOOR:

### APPROVAL OF MINUTES:

On the Motion of Commissioner Meredith and a second provided by Commissioner Hansen, the Board approved the minutes of the October 14, 2014 Regular Meeting.

Motion Carried.

### WARRANTS:

A correction to the October 1, 2014 payroll report was noted and initialed by the Board.

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

On the Motion made by Chairman Hollis and a second provided by Commissioner Meredith, the Board approved the following expenses:

Voucher No. 20601-20634 totaling \$32,098.02

Voucher No. 20635-20659 totaling \$4,547.56

Payroll and EFT transactions totaling \$110,622.40

Motion Carried.

### FINANCIAL REPORTS:

The Board reviewed the monthly budgets and financial statements. Secretary Evans stated that the Bond payment is scheduled for December 1, 2014.

### STATION USER AGREEMENTS:

Amy Scofield – Youth Soccer Team, November 4, 2014, 5:00 – 6:00 p.m.

Approved

### CORRESPONDENCE:

USDA Rural Development Program

Information about the USDA low interest loan program for municipalities in rural communities was received and shared with the Board.

### CHIEF'S REPORT:

#### **Alarms**

In October, the District responded to 36 BLS Aid calls, 19 ALS Aid calls, 10 Fire calls and 12 Service calls for a total of 77. The fiscal year to date total at the end of the month was 77 alarms, compared to 59 in the 2014 fiscal year. The calendar year to date total at the end of the month was 691 alarms compared to 624 in 2013. The District requested mutual aid on 7 alarms of which we cancelled 4 times. The District provided mutual aid on 29 alarms of which we were cancelled 18 times.

The 01:30 turnout time standard was achieved on 37 of 69 calls which is 53.6%. The 90% turnout time was 02:04. Alarm Charts for the month were provided for review.

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

Chief Connor reported that three recruits are attending the EMT class. One recruit is scheduled to attend live fire training this month.

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### **NORCOM**

Chief Connor reported that the regular monthly Governing Board meeting is scheduled for this coming Friday morning.

### **Shared Staffing**

Chief Connor reported that one additional employee has expressed an interest in the shared staffing program. Due to staffing the remaining orientations are not likely to occur this year.

### **ESO Electronic Patient Care Records (EPCR)**

Chief Connor reported that beginning on November 1, 2014 all Medical Incident Report Forms (MIRF) are being entered into ESO, using the web based interface. Paper MIRF's are still being completed. Phase 2 will implement use of the mobile based (tablet) interface for MIRF entry into the new system. It is expected that Phase 2 (tablets) would be in use beginning the first of the year.

### **Dry Sprinkler System**

Chief Connor stated that the sprinkler system work had been completed and the system was thoroughly flushed. A low point drain above the kitchen was installed and an access panel will be added to facilitate access to the drain point.

### **Furniture**

Chief Connor reported that the new furniture for the living room had been ordered. It is expected to arrive later this month. He further stated that the old furniture is in poor condition and didn't think there was much surplus value. The Board conveyed that there would be little value in trying to sell it and approved disposal of the furniture.

### **Employee Yancey**

Chief Connor reported that Firefighter Josh Yancey is nearing completion of the Fire Training Recruit Academy at Bates Technical College in Tacoma. A graduation ceremony is scheduled for this Thursday November 13, 2014 at 7:00 p.m. Josh will continue training until the day before Thanksgiving.

### **Employee Disabilities**

Chief Connor reported that two career employees are currently unable to work due to on duty injuries. One is expected to be resolved within a month; the other is long term and may last nine to eleven months. He conveyed that our overtime budget for next year may need to be increased. Chairman Hollis asked if our temporary employee could be utilized further. Chief Connor replied that he helps with our third person staffing but he can't be scheduled in the second firefighter position and there would need to be some discussion with the Local. Chief Connor stated that FF Yancey will be scheduled for 24 hour shifts once he completes the academy but we will still be down one firefighter. Further discussion on staffing and the overtime budget ensued.

### **UNFINISHED BUSINESS:**

#### **Engine Procurement**

Chief Connor reported that the District had received some information from Spartan from the pre-construction conference for review, but not the actual change order documents. The pre-construction conference was held on August 19<sup>th</sup> and 20<sup>th</sup>. The Spartan Representative was confident that this would not lead to any delays in the engine construction.

#### **Public Comment Procedures**

Chairman Hollis provided a draft document addressing rules of conduct at the Commissioner's meeting and public hearings. Commissioner Meredith stated that the intent is to formalize procedures that we already have and to retain our informal approach but to have the guidelines in place if needed. Chief Connor suggested taking these procedures and putting them in a resolution for the Board to formally adopt.

#### **2015 Budget**

Chief Connor stated that a Draft Budget had been sent to each Board Member via E-Mail on October 31<sup>st</sup> for review. The Board had discussed having a special meeting and public hearing on Monday November 24, 2014. Chief Connor reviewed the draft budget summary with the Board and asked for some direction in order to prepare the resolutions that will need to be adopted. Chairman Hollis discussed earmarking some funds to the District's reserve accounts. He suggested 35% of the District's annual operating cost as a goal for the reserves. Chief Connor stated that if we finance \$400,000 for the engine this would include the additional \$100,000 that was expended in this year's budget. The Board discussed

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earmarking \$100,000 into the reserves, \$70,000 for operational reserve and \$30,000 for apparatus. The funds that are recouped from financing could remain in the cash account. Chairman Hollis stated that we may need to re-evaluate the overtime expense and earmarks some additional dollars there. The Board also discussed not collecting the full amount of the M&O levy due to the regular levy and assessed values coming in much higher than expected. The Board discussed between \$325,000 and \$350,000 for the M&O levy dependent on any other adjustments needed in the budget, specifically the overtime expense.

The Board scheduled the Special Meeting/Public Hearing for Tuesday, November 25 at 7:00 p.m.

**NEW BUSINESS:**

**Petition to Annex into the District**

Chief Connor reported that the District had received a petition for annexation into the District from the property owner residing at 4101 356<sup>th</sup> DR SE. In 2009, it was discovered that this property along with one other nearby parcel were not within the boundaries of the District. A letter was sent to each of the property owners at that time. Chief Connor stated that once the petition document is completed the Board will need to hold a public hearing; upon Board approval it would then be forwarded to the King County Council and the Boundary Review Board for their review and concurrence. Chief Connor expected that the process would take a couple of months. Chief Connor stated that he would like to contact the other property owner to see if he had any interest to annex into the district at this time. The Board concurred.

**OTHER:**

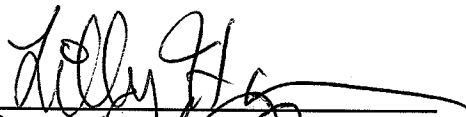
**Adjournment:**


With no further business to discuss the meeting was adjourned by Chairman Hollis at 5:53 p.m.

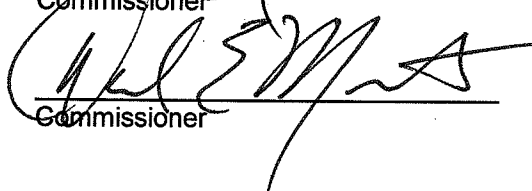
Attest:

Melinda Evans  
Board Secretary

Melinda Evans

  
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Commissioner

  
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Commissioner

  
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Commissioner

