



King County Fire Protections District No. 47

Chairperson: Steve Hickey

Chief: Chris Doleshel

Commissioner: Tracy Styles

Commissioner: Raymond Poche

District Secretary: Shannon Anderson

Minutes of July 9th, 2024

The regular monthly meeting of the Board of Commissioners of King County Fire Protection District #47 was called to order by Commissioner Hickey at 7:00pm. Also present were Commissioner Styles, Commissioner Poche, and Secretary Anderson.

The June minutes were distributed and reviewed. Ray made a motion to approve the minutes as distributed, Tracy seconded the motion and the motion was carried unanimously.

Secretary Report:

1. State audit -no update. They're still not finished with it. They're working on other things. Shannon should have an update by next meeting regarding state audit.

Correspondence:

1. Received Official Property Value Notices for Taxes due in 2025.
2. We received an email today regarding a complaint against a current fire fighter.

At 7:10 pm, executive session was called for 10 minutes by Commissioner Hickey to discuss findings the complaint that was received today. The three commissioners and Secretary left for executive session.

At 7:20 pm executive session was completed and meeting was held back in order by Commissioner Hickey.

Commissioner Hickey made a motion to investigate the fire fighter and to contact Chief after meeting tonight. Commissioner Styles seconded the motion.

Financial Report:

Balance of funds on July 9th, 2024...

Expense Fund: \$364,292.99-\$26,868.92 (June Expense Vouchers)=**\$337,424.07**

GO Bond Fund: \$1,122.67

Vouchers:

The June Expense fund vouchers were reviewed. Ray made a motion to approve payment of vouchers 2024281 through 2024307. Tracy seconded the motion; it was carried unanimously, and the June Expense fund vouchers were signed for \$26,868.92.

Chief's Report:

- Calls: 11 calls in June
- Administrative:
 - a SOPs/SOGs: revisions in process
- COVID Grant: Emma is working on final submission for administrative costs
- IT: primary phone line is not working, Emma is working with Comcast
- Segale: Met with Attorney. Will likely be a joint representation with KCFPD 28/Enumclaw.
- Personnel:
 - a Lost one member
 - b Received one application-applicant has extensive previous experience.
- Equipment:
 - a Breathing air compressor repaired
 - b Vehicles:
 - i Annual Maintenance in progress
 - ii A88
 - iii TN89
 - iv BR88-Tires need done
 - v TN88-Needs to go to FL for oil leak warranty repair
 - vi E88-Needs to go to Cummins or FL for oil leak repair
 - vii E89-Foarm system repaired but we haven't tested yet to verify
- Other:
 - o Funeral for Chief Higgins will be held Thursday August 1st. Details are still being worked out. Reception will be held at Station 88.

Unfinished Business:

1. Commissioner Poche wants to continue the conversation of getting the levy lid lift on the ballot for next years elections. If this is something we want to pursue in the future, we will need to put it to vote by commissioners. We can aim for the 2024 November election, and we will leverage Snure for guidance. June update: Commissioner Poche talked about an email that was sent to all commissioners that included a levy lid lift that Maple Valley used. Maple Valley stated if we need any help to reach out to them. **July update:** Commissioner Poche said to table this for now. Ray will talk to Snure and will send update to Secretary.
2. Strategic assessment. Commissioner Hickey talked to Chief and Chief wants to sit down go over it. Tender replacement (potentially), adding new Tender 89. Chief wants to go over plan before signing off on it, sounded like he was a little concerned about it. The committee stated that yes we do need a new truck. Howard has rough timeline and numbers from Hughes Sales person. More conversation about this...
3. Tracy has noticed a need for standard order of procedures for the commissioners. She has suggested a Policy and Procedure Gap Analysis Committee. Do we have commissioner procedure/policy binder for admin processes? A few months before list of processes. On going for the next few months. About 35% has been reviewed and updated.

4. Tracy presented Board of Commissioners Operating Guideline for Business Travel Reimbursement for Commissioners and Secretary. (Chief writes policies for rest of department). Commissioner Hickey made a motion to approve this draft, Commissioner Poche seconded the motion.
5. Tracy had the demo with Springbook but no pricing yet. She believes this will be the best fit for us and will bring more info next month. **Update:** Tracy followed with Springbook, we have a new sales rep so we don't have a cost. It's not a high priority right now, but before the year is over, maybe go live October?
7. Bank of America-Need to update contacts on account.
8. Scanner for Shannon to bring home. Shannon working with Tracy on new laptop. Tracy is going to work on new laptop next week. Once new laptop is running, look into scanner for home.
9. Budget numbers for this year. Chief will talk to Shannon about this. Update: Shannon will work with Chief on what is outstanding with this.

New Business

1. Tracy spoke about the on-going investigation and is still looking for a third party company/lawyer. She's been searching but it's been difficult to find someone.
2. Station 89 break-in from Sunday July 7th, 2024. All doors were open, items on floor, items were stolen. Right now about \$20k-\$25k worth of stolen stuff. Sheriff has filed a report (Case number C24022859). Universal key was stolen so we have temporary locks right now. New radio needs to be ordered. Commissioner Hickey made a motion to replace radio, Commissioner Styles seconded the motion. Chief will need to contact insurance when he gets back from vacation. Discussion about ordering cameras for stations. Approval for up to \$2k for ordering cameras. Talked about increasing Ray's credit limit to cover costs of new locks.
3. Thrive Fitness-saying we're not paid up. Jay and Shannon talked about this last week. Shannon called and Thrive Fitness said they're good. We haven't paid them this year. Shannon will go into the gym on Thursday to try and resolve this.
4. Duane is going to look into cameras for buildings.
5. Colleen asked for access to the building to get things ready for the funeral service. Also discussed helping with uploading pictures, etc.
6. Discussion of how much do we charge if someone/group uses the building for a meeting etc. This policy will be reviewed at another time.

Public Comment:

Good of the Order:

Adjournment:

Commissioner Hickey made a motion to adjourn the meeting; Tracy seconded the motion, and the meeting was adjourned at 8:24 p.m.

Respectfully submitted,

Shannon Anderson (District Secretary)