



## **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 August 13th, 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 7:02pm. Also present were Commissioner Styles, Commissioner Poche, Chief Chris Doleshel and Secretary Anderson.

The July 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 is still working on audit and should have an update by the end of this week.

### **Correspondence:**

1. We received some letters and donations in honor of Chief Higgins. Where do the checks get deposited/which account? Donations will be made to Volunteer Association. Some letters may get posted on our website.

### **Financial Report:**

Balance of funds on August 13th 2024...

**Expense Fund:** \$332,967.75-\$34,284.45 (July Expense Vouchers)=\$**298,683.30**

**GO Bond Fund:** \$1,127.06

### **Vouchers:**

The July Expense fund vouchers were reviewed. Ray made a motion to approve payment of vouchers 2024311 through 2024352. Tracy seconded the motion; it was carried unanimously, and the June Expense fund vouchers were signed for \$34,284.45.

### **Chief's Report:**

- Calls: 11 calls in July
- Administrative:
  - a SOPs/SOGs: revisions in process
- COVID Grant: Emma is working on final submission for administrative costs
- IT: primary alarm phone line is not working, Emma is working with Comcast and Fire Systems West
- Segale: Met with Attorney. Will likely be a joint representation with KCFPD 28/Enumclaw.
- Personnel: no update
- Equipment:

1. Bunker gear orders this week, 4 sets and should be under budget
  2. Vehicles:
- ❖ Annual Maintenance in progress
    - i. A88-Done
    - ii. TN89-Done
    - iii. BR88-Tires need done
    - iv. TN88-Needs to go to FL for oil leak warranty repair
    - v. E88-At Hughes. Needs to go to Cummins or FL for oil leak repair
    - vi. E89-Done
  - Other:
    - Station 89 break in on July 7<sup>th</sup>, 2024. Insurance claim in progress

## Unfinished Business:

1. Levy Lift-not enough time for November ballot. Meeting with Commissioners and Snure will need to be set so we can try to get the Levy Lift on Ballot for February, the sooner the better. A special meeting will probably need to put in place before next monthly meeting.
2. Strategic assessment. Commissioner Hickey has a proposal coming in for the Strategic plan. Budget has been received from Chief. From Howard's submissions where the stations are at and concerns. Commissioner Hickey will send proposal to Shannon to send to Commissioners for review, and discuss next meeting. 3/5/10 plan
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 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?
5. Budget numbers for this year. Our system doesn't give an option for much detail, so it's more totals of what has been spent, but not too much detail. Once we get new software we should be able to give more detail. We can provide month by month.
6. Tracy spoke about the on-going investigation and found a third party company/lawyer. She's going to schedule a meeting with third party, Chief and Snure. Company is a law firm, Thompson, Guildner & Associates Inc P.S. and they have a legal investigator, \$190 per hour.
7. Duane looked into cameras for buildings from Amazon. Discussion about ordering cameras for stations. Duane is going to give proposal to Chief for approval. \$2k limit was made.

## New Business

1. Commissioner Poche brought up vouchers from 2022-2024 in regards to Officers receiving pay for volunteering and drill points etc. Commissioner Poche was concerned about the amount for a 2+ year period that the Officers have received. Lots of discussion on the semi-annual volunteer payments. Confusion on how much Officers should be receiving for Drill points/calls/mowing

lawn/maintenance duties etc in addition to their monthly stipend. We have to be careful not to assign any hours for drill points etc so we don't cause problems with L&I. It was determined that Chief will do some research and make a plan that will be **followed up within 60 days (October Commissioner meeting)**

2. Commissioner Poche asked what is the Officer responsibility when a fire call comes in? Chief stated it everyone's responsibility to show up if they're available. No real question was asked after this and Commissioner Poche said he'll follow up with the Chief personally.
3. Commissioner Poche said Bank of America will not increase our limit. Currently it's \$1k for all cards combined. Commissioner Poche went to Key Bank and they will open an account but will need \$15k. Shannon stated that the county's recommendation is to issue the check to Key Bank. We can't issue a check to ourselves. How would we code the \$15k if we do this? The county has our bank account and information so if we did issue a \$15k check to Key Bank and some funds were spent, we don't have a way to track or code this correctly since the county does our General Ledger etc. Bank of America reported us so we can't increase our limit? Tracy is going to talk to Bank of America and find out if we have any other options. Commissioner Hickey suggested pulling our credit score.
4. Another complaint was made that wasn't brought up last meeting regarding an alleged violation of Open Meetings Act. This will be investigated by the law team that is performing our other investigation along with our lawyer from Snure.

### **Public Comment:**

- Jay made a comment on behalf of firefighter association (Vice President). Regarding the training stuff, restricting the training will degrade the services that we provide. Why does the volunteers receive \$100 per month, and what are the volunteers supposed to do with this? Jay made a request that the volunteer association meets with whoever is in charge to discuss why they're receiving the \$100 monthly and what the responsibilities are. General comment: "I'm hoping operational matters are discussed within department and whether or not I don't really understand the whole cast and roles of commissioners, but I'm hoping that it is within your scope what is being is discussed and if not, keeping track, making sure no one is stepping over the boundaries.

### **Good of the Order:**

- Commissioner Styles wanted to thank the department for the excellent job that they did for the funeral for Chief Higgins. Colleen and Jay did a lot of work, along with the members of the department and it turned out beautifully. Colleen concurred with this.
- The guy that stole Colleen's truck was caught so everyone should be a little safer that the guy is off the streets.

## **Adjournment:**

Commissioner Poche made a motion to adjourn the meeting; Tracy seconded the motion, and the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Shannon Anderson (District Secretary)