



King County Fire Protection District No. 47

Chairperson: Raymond A Poche`
Commissioner: Tracy Styles
Commissioner: Steve Hickey

Chief: Chris Doleshel
District Secretary: Shannon Anderson

MINUTES OF March 12, 2024

The regular monthly meeting of the Board of Commissioners of King County Fire Protection District #47 was called to order by Commissioner Poche`, 7:01 p.m. Also present were Commissioner Hickey, Commissioner Styles, and Secretary Anderson as well as Chief Doleshel.

The February 15, 2024, distributed minutes were reviewed. Steve made a motion to approve the minutes as distributed, Tracy denied the motion. A correction needs to be made under "Vouchers" section as the month was listed incorrectly. This will be corrected before February minutes are officially submitted. Tracy made a motion to approve minutes with this correction. Steve seconded the motion and the motion was carried unanimously.

SECRETARY'S REPORT:

CORRESPONDENCE:

FINANCIAL REPORT: Balance of funds on March 12, 2024...
Expense Fund: \$266,591.35
GO Bond Fund: \$1,106.76

VOUCHERS:

The February Expense fund vouchers were reviewed. Steve made a motion to approve payment of vouchers 2024038 through 2024062. Steve made the motion to approve the vouchers and review the updated Financial Report later when the financial report is available. Tracy seconded the motion; it was carried unanimously, and the February Expense fund vouchers were signed for \$7,633.15.

CHIEF'S REPORT:

1. 4 calls in February
2. SOPs/SOGs were sent acknowledgement to department members.
3. NetMotion: Cradle point modem installed, not yet working
4. Second LTE Carrier on AID: Installed in A88-working well. E88 and E89 will be installed during annual maintenance.
5. MVFR working with Enumclaw to share an IT Person. Willing to have us work with them as well. No update
6. Insurance up for renewal. Increased values of vehicles. Increased values of building contents.
7. Station 89 generator repaired and serviced.
8. Vehicles A88 to Hughes for service and backup camera
9. BR88 Tires need done
10. TN88-Needs to go to FL for oil leak
11. E88-Oil leak-approximately at month, approx. \$5,200.00
12. E89 in service
13. Still working on setting everyone up with an app on their phone for locks.

UNFINISHED BUSINESS:

1. Ray is working on updating address sign at Station 89 to correct house number
2. Hood Vent for HQ. Look into options for the Kitchen. Contacted Matt Reynolds- he will be providing us a bid this month. Duane will be making a FB post asking for local reliable hood vents contractors. No one has made a bid. FF Lee was tasked to research what is needed to get some bids to present next meeting.
3. Commissioner Poche' wants to continue the conversation of getting 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.
4. Howard created a strategic needs assessment. Steve wants to discuss and present plans at the March Meeting.
5. Tracy has noticed a need for standard order of procedures for the commissioners. She has suggested a Policy and Procedure Gap Analysis Committee. **Steve made a motion to approve this committee headed by Tracy Styles. Ray seconded the motion.**

NEW BUSINESS:

1. Steve meeting with Snoqualmie to review upcoming permits to support population projections tied to strategic plan efforts.
2. Conference in March, is it legal for commissioners to stay overnight and have department pay? Nothing in writing. Reservations for overnight not made. Miscommunication. Commissioners will not be staying over night this year. Determined that the District will need to write a policy for this.
3. Contract for Shannon Anderson needs to be created and signed. Tracy will create contract.
4. Record monthly meetings? Better to take notes this way, also could view for public. We'll start recording in April. Steve will take this project on.
5. Resolution book: 2022 Budget increase for expense levy not signed. Resolution book will stay in office. Does budget go to county?
6. Tracy proposed updating to QuickBooks. Motion to review cost for next month. Steve seconded this motion. Motion approved.
7. Admin password for email getting reset. Shannon still doesn't have access due to authentic code request?
8. Firefighter training-who can go into a burning building? Are our volunteers covered by our training? Chief Doleshel, yes if they're following policies and procedures. Does state require extra training-no
9. Chief contacted the group proposing a gravel pit in the Hobard area to ask for a full environmental and traffic study as part of the project review.
10. Howard has agreed to put together a level of effort plan related to Tender 89 to see what specifically needs to be addressed in what order.
11. Shannon to write a new budget resolution for 2023 and 2024.

GOOD OF THE ORDER:

1. Please be patient with Shannon Anderson as she transitions into her new role. We're still working on getting access to everything.

ADJOURNMENT:

Steve made a motion to adjourn the meeting; Tracy seconded the motion, and the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Shannon Anderson (District Secretary)