



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 April 9, 2024

The regular monthly meeting of the Board of Commissioners of King County Fire Protection District #47 was called to order by Commissioner Poche`, 7:05 p.m. Also present were Commissioner Hickey, Commissioner Styles, and Secretary Anderson as well as Chief Doleshel.

The March 12th 2024, distributed minutes were reviewed. Steve made a motion to approve the minutes as distributed, Tracy seconded the motion and the motion was carried unanimously.

SECRETARY'S REPORT: Update on vouchers from last meeting. I will be picking checks up from county in Seattle and mailing out ASAP. Checks for March, dated in April will be uploaded first thing tomorrow so county will cut checks this week.

CORRESPONDENCE: Received engraved year tab from WFCA.

FINANCIAL REPORT: Balance of funds on April 9th, 2024...
Expense Fund: \$282,769.78
GO Bond Fund: \$1,110.36

VOUCHERS:

The March Expense fund vouchers were reviewed. Steve made a motion to approve payment of vouchers 202475 through 2024119. 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 March Expense fund vouchers were signed for \$17,653.34

CHIEF'S REPORT:

1. 9 calls in March
2. SOPs/SOGs were sent acknowledgement to department members. Waiting for some responses.
3. NetMotion: Cradle point modem installed, and now 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. Annual Insurance premium \$17,589.00 and is up \$2,014.00 (+13%) from expiring due to the increase in property values and the increased changed on AV on the vehicles.
7. Segale: Proposal to build asphalt in our district and aggregate plant. Enumclaw Fire as retained an attorney. Do we want to try to retain same lawyer?
8. Patient outcomes set up in ESO, effective 04/09/2024
9. A88 studded tires removed

10. BR88 Tires need done
11. TN88-Needs to go to FL for oil leak
12. E88-Oil leak-approximately at month, approx. \$5,200.00
13. E89 in service (Hughes) for charging system

14. 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. No update from Jay, will update next month.
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. 10-12 parcels for houses (lots), head count increase/tax revenue increase. Sugarloaf will have to do wells, not water from water district. Steve should get report next week. May revamp locations, centralize locations? Repurpose locations, will talk to chiefs. Waiting on revenue numbers before talks with chiefs.
5. 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.
6. 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. We started recording this meeting!
7. Resolution book: 2022 Budget increase for expense levy not signed. Resolution book will stay in office. Does budget go to county? Resolution items on Admin laptop in a folder.
8. Tracy proposed updating to QuickBooks. Motion to review cost for next month. Steve seconded this motion. Motion approved. We did research and found other small districts use Springbook. Tracy signed up for a demo with Springbook. Will follow up next month.

NEW BUSINESS:

1. Should we add another auditor for authorization in case something happens to Shannon. Will add Tracy to form.
2. Shannon will contact Bank of America to see if we could change the billing cycle end date and due date.
3. Webinar for Commissioners, Steve and Tracy need to register. It's been paid for and has a lot of good information.
4. Ray found out that Chairperson is supposed to be nominated. Currently it's been Ray, most senior commissioner. Ray then nominated Steve for Chairperson. Tracy seconded the motion. As of May commissioner meeting, Steve will be the Chairperson.
5. Colleen brought retirement paperwork, certified/notarized paperwork for herself. Commissioners and Secretary signed the paperwork. Department will need to send in the paperwork. Congrats Colleen!
6. Key Bank is where we have deposit box, maybe use them for credit cards if Bank of America won't allow us to change billing cycle.

7. Secretary to provide bank up for bank balances for future monthly meetings.
8. We have audit coming up, and Shannon and Tracy have kickoff audit meeting next week. Will send invite to Ray and Steve.
9. Records Request was received from mid March. Chief is working with Shannon on it. Shannon will respond that we're working on this request.
10. Discussion of commissioner procedures regarding conversations that should be meetings etc.

GOOD OF THE ORDER:

ADJOURNMENT:

Ray made a motion to adjourn the meeting; Steve seconded the motion, and the meeting was adjourned at 8:12 p.m. 8:15pm Ray motion to open meeting, Steven second the motion. Shannon will be on vacation for next meeting. She'll send email for new meeting day that works for everyone. Shannon read Oath for District Secretary. Steve made motion to adjourn the meeting at 8:20pm, Tracy seconded the motion.

Respectfully submitted,

Shannon Anderson (District Secretary)