



## **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 June 11<sup>th</sup>, 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, Secretary Anderson, as well as Chief Doleshel.

The May 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. Shannon stated that she has been keep track of hours worked and for April-current and each month is increasing due to records request, and other items. She asked that she receive an increase in pay and can evaluate in a couple months to see if work load is still increasing or has slowed down. Increase by \$500 per month on going. It was unanimously approved.
2. State audit should be done soon. Shannon should have an update by next meeting regarding state audit.

### **Correspondence:**

1. Five records requests have been received since May 24<sup>th</sup>. Currently there are three that are on-going.
2. Use of Credit Card Policy/Agreement. Already sent to commissioners for review via email and handed out tonight. Change wording on section 126.4.1 "employed". Tracy made the motion to adopt these guidelines regarding credit card authorization and use of credit card. Motion was carried unanimously.

### **Financial Report:**

**Balance of funds on June 11<sup>th</sup>, 2024...**

**Expense Fund:** \$421,635.43-\$59,305.46 (May Expense Vouchers)=\$**362,329.97**

**GO Bond Fund: \$1,118.44**

### **Vouchers:**

The May Expense fund vouchers were reviewed. Ray made a motion to approve payment of vouchers 2024207 through 2024267. Tracy seconded the motion; it was carried unanimously, and the May Expense fund vouchers were signed for \$59,305.46.

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

- Calls: 12 calls in May
- Administrative:
  - a SOPs/SOGs: Credit card SOG revisions in process
- IT: no update
- Segale: No update
- Operations: Hose and ladder testing completed
- Equipment:
  - a Breathing air compressor ordered
  - b Vehicles:
    - i A88
    - ii TN89-Finished
    - iii BR88-Tires need done
    - iv TN88-Needs to go to FL for oil leak
    - v E88-Oil Leak-Approximately at month. Approx \$5,200
    - vi E89-At Huges for Service, waiting parts for foam system

**At 7:08pm, executive meeting was called for 15 minutes by Commissioner Hickey to discuss findings from last meeting. Chief, three commissioners and Secretary.**

**At 7:38 pm executive meeting was completed and meeting was held back in order by Commissioner Hickey.**

### **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. Steve and Tracy are going to research and reach out to Snure. **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.
2. 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. **June Update:** Steve has insurance meeting next week. A couple things to solve before figuring out new stations, 1. geography (a central location may cause problems from an insurance standpoint because of distance, even if we have a better response time. Commissioner Hickey has heard back from county and there are no large communities into planning. Nothing that should be completed in the next five year. There are single family permits, but that is it.
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 30% has been reviewed and updated.

4. Monthly meetings are now being recorded. Steve is ordering a card and Shannon will start uploading them to the website after meetings.
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. Probably will implement in a couple months.
7. Should we add another auditor for authorization in case something happens to Shannon. Will add Tracy to form. Forgot to add her name to new form that we just signed changing Steve Hickey as Chairperson. Will add Tracy to Auditor section and have her sign for June meeting.
8. Shannon will contact Bank of America to see if we could change the billing cycle end date and due date-Ongoing
9. Travel expense, create policy. Mileage up to 50 miles, hotel up to \$250 a night. Meal allowances=\$100 per day. How many night will be approved via vote. Tracy will create document and vote will happen next month. Also to include how much someone would get in addition to their normal pay for attending. (depends on position that person holds)
10. Scanner for Shannon to bring home. Can we get the old one working? Shannon will bring old one to office with new cord to see if someone more IT savvy can get it work. Otherwise a new one will be ordered. Shannon will also need to update to one of the new laptops that are in the office.
11. Budget numbers for this year. Chief will talk to Shannon about this.
12. Motion to contact Snure ASAP regarding the Levy Lid Lift. Steve will contact Snure with 24-48 hours. Steve will create steps on how we can get the Levy on the ballot so we don't lose taxpayer funds. Steve made motion, and Tracy seconded motion. June update: Commissioner Hickey talked to Snure, has another call next week to go over protocols regarding Lid Lift, add to Ray's packet.

## **New Business**

1. Tracy spoke about the on-going investigation and the special meeting that was held on 05/24/24. Tracy made a motion for a third party to continue with the third party and funding for the on-going investigation. Ray seconded the motion.
2. Steve is continuing his voluntary leave of absence until July 9<sup>th</sup>, 2024.

## **Public Comment:**

Commissioner Styles made a motion that public comment be a maximum of 5 minutes per person. Commissioners Hickey and Poche seconded the motion.

1. Laura Higgins spoke and stated that she will be sending digital copies of her findings. Her involvement with the department was as District Secretary for a few years, 01/2022-12/2023

(roughly). Her official complaint is that potential misuse of public funds that paid a contractor that was unlicensed.

2. Chris Scottie spoke. Chris spoke about work that was performed and money spent by Meridian Build Group on his residence.
3. Laura spoke again regarding the misuse of Commissioner Hickey's position as commissioner and fire fighter/EMT with his access.
4. Jonathan Choe wanted to address the commissioners. He talked about how he was allegedly accused of lying on the record.

Tracy made a comment to close public comment. Ray seconded the motion.

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

### **Adjournment:**

Ray made a motion to adjourn the meeting; Tracy seconded the motion, and the meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Shannon Anderson (District Secretary)