



# KING COUNTY FIRE DISTRICT #28

## BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES  
WEDNESDAY, JANUARY 25, 2016 – 5:30PM  
KCFD#28 Station 41 - Headquarters

Attendance: Stan McCall, Commissioner; Angie Stubblefield, Commissioner; Dave Hannity, Commissioner; Jim Zoll, Commissioner; Randy Fehr, Fire Chief; Ashley Van Dam, District Secretary; Mike Reynolds, Attorney

### 1. CALL TO ORDER

-Meeting called to order by Commissioner McCall at 5:30pm

### 2. FLAG SALUTE

-Led by Commissioner Zoll

### 3. AGENDA AMENDMENTS

#### A. Old Business

##### 1) Transparency

-Commissioner Stubblefield comments on the selection of Jim Zoll as 4<sup>th</sup> Commissioner and being transparent with the public about her vote. Comments on his integrity and states that she met with Commissioner Zoll after the selection meeting. Commissioner Stubblefield further goes on to welcome Commissioner Zoll to the board.

#### B. Public Comment

*This is an opportunity for the public to address the Board of Commissioners on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. Speakers are asked to stand to have their comments recorded. Speakers should state clearly their name(s) and address for the record. Please limit comments to three minutes per person.*

-Ted DeVol comments on selection of Jim Zoll and the Board being compromised of all government employees.

-Tony Mills decides to withdrawl from selection process for 5<sup>th</sup> Commissioner position.

### 4. EXECUTIVE SESSION

A. RCW 42.30.110(1) (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

##### 1) Selection of Commissioner

-Break at 5:41pm for 19 minutes.

-Reconvened at 6:00pm

### 5. ACTION ITEM

A. Swear in New Commissioner

-Commissioner McCall, entertains a motion

-Commissioner Hannity makes motion to swear in Amy Trachte as Commissioner, motion seconded by Commissioner Zoll, unanimously in favor

-Commissioner Hannity reads Oath to Amy

-Commissioner McCall thanks applicants and encourage to them to apply in the future, attend meetings and provide input.

### 6. ANNOUNCEMENTS & PRESENTATIONS

### 7. REGULAR BUSINESS

#### A. CORRESPONDENCE

##### 1) Fireline Newsletter 4<sup>th</sup> Quarter Edition

##### 2) 2016 Saturday Seminar Series

-Hannity & Stubblefield attended on Saturday, Commissioner Hannity comments on it

-Commissioner Stubblefield recommends attending seminar as a group to learn how to work with others, etc

- 3) WA State Dept of Natural Resources Wildland Fire Preparedness Grant
  - Chief Fehr comments on grant and will find out more information and report back to Board

## B. FINANCIAL REPORT

- 1) Cash Balances as of January 20, 2016
  - a) Expense Fund \$318,759.99
  - b) Special Rescue Fund \$33,446.35Cash Balances as of January 20, 2015
  - c) Expense Fund \$315,448.81
  - d) Special Rescue Fund \$35,190.36
- 2) Chief's Report
  - Chief Fehr presents updates on Department and financials, see supplemental information

## 8. MEETINGS

- A. Next Special Meeting – February 24, 2016 at 6:00pm City Hall Council Chambers
- B. Next Regular Meeting – March 16, 2016 at 6:00pm City Hall Council Chambers

## 9. NEW BUSINESS

- A. There was no new business.

## 10. OLD BUSINESS

- A. Board Policy Manual - Annual Review List
  - Pg 6 of Board Policy Manual has a list of annual items the Board needs to review
  - Commissioner Stubblefield goes through list
  - Chief Fehr presents 2015 accomplishments
  - Commissioner McCall entertains a motion, Commissioner McCall makes a motion to accept changes, Commissioner Stubblefield seconds, unanimously approved.
- B. Interlocal Agreement with City of Enumclaw for Dispatch Services, Vehicle & Equipment Services, and IT Services
  - Chief Fehr requests direction from Board. Requests two Commissioners to be on committee to start negotiations with City.
  - Motion to appoint the members, McCall makes requests, Commissioner Stubblefield makes motion to nominate Commissioner McCall and Commissioner Trachte, seconded by Commissioner Hannity, unanimously accepted.
- C. Transparency
  - Commissioner Stubblefield comments on the boards transparency with the public and representing everyone. Encourages public to comment if they feel the board is not going in the right direction.
- D. Seek Pro/Con Committees for Levy Lid Lift Proposition
  - Motion made by Hannity, seconded by Stubblefield to run 1 advertisement for pro/con committees

## 11. PUBLIC COMMENT

- A. *This is an opportunity for the public to address the Board of Commissioners on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. Speakers are asked to stand to have their comments recorded. Speakers should state clearly their name(s) and address for the record. Please limit comments to three minutes per person.*
  - Ted DeVol comments on annual review list and asks about the give and takes of the Local's contract agreement. Also, made comment about the legality of not contributing to social security. Chief comments that once the contract is approved he'd be happy to discuss the approved contract and the give and takes.
  - Bart Jensen asks about the saving for overtime and if its attributal to not going on state mobe in 2015, Chief Fehr responds stating that some of it is but there were also additional savings beyond state mobe from 2014. Commissioner Hannity comments on the decision made by Chief Fehr to not do be a pat
  - Lyle Bellah, Vice President of local. Addressed statement made by Ted DeVol about the wages and benefits comment made by Ted DeVol in regards to not contributing to social security being illegal. It was clarified that the comment was made about the legality of not contributing to social security with the private sector not the public sector. Public sector employees legally have the option to opt out of contributing to social security.

## 12. EXECUTIVE SESSION

A. Collective Bargaining Agreement with Local 3931

Break at 6:52pm, for 10 minutes

Reconvened at 7:02pm

-Commissioner McCall commented on the comprehensiveness of the contract and thanks everyone for their hardwork in putting it together.

**13. ACTION ITEM**

-Entertain motion, motion to reject contract made by Commissioner Stubblefield in its current form, seconded by Hannity, unanimously rejected until edit is made for portion that is not applicable to District.

**14. ADJOURNMENT**

-Motion to adjourn by Commissioner Hannity, seconded by Commissioner Stubblefield. Meeting adjourned at 7:05pm.

At conclusion of meeting Commissioner McCall flips coin for seating of chair 4 and 5, Commissioner Trachte selects heads. Heads was flipped. Commissioner Trachte selects to be seated for term expiring in 2019, position 5. Jim Zoll will be in position 4, term expiring in 2017.

# Chief's Report

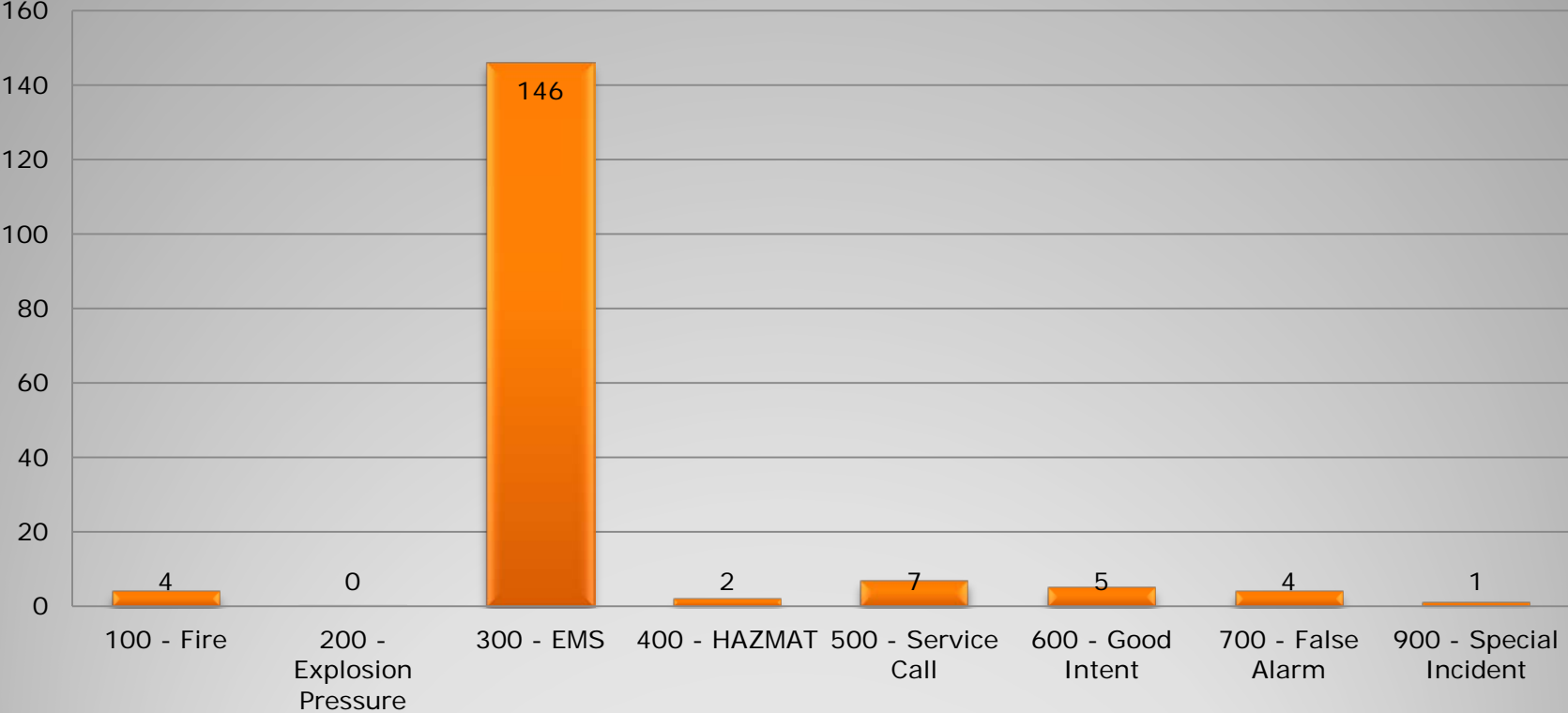
King County Fire District 28  
1/25/2016

# Follow up

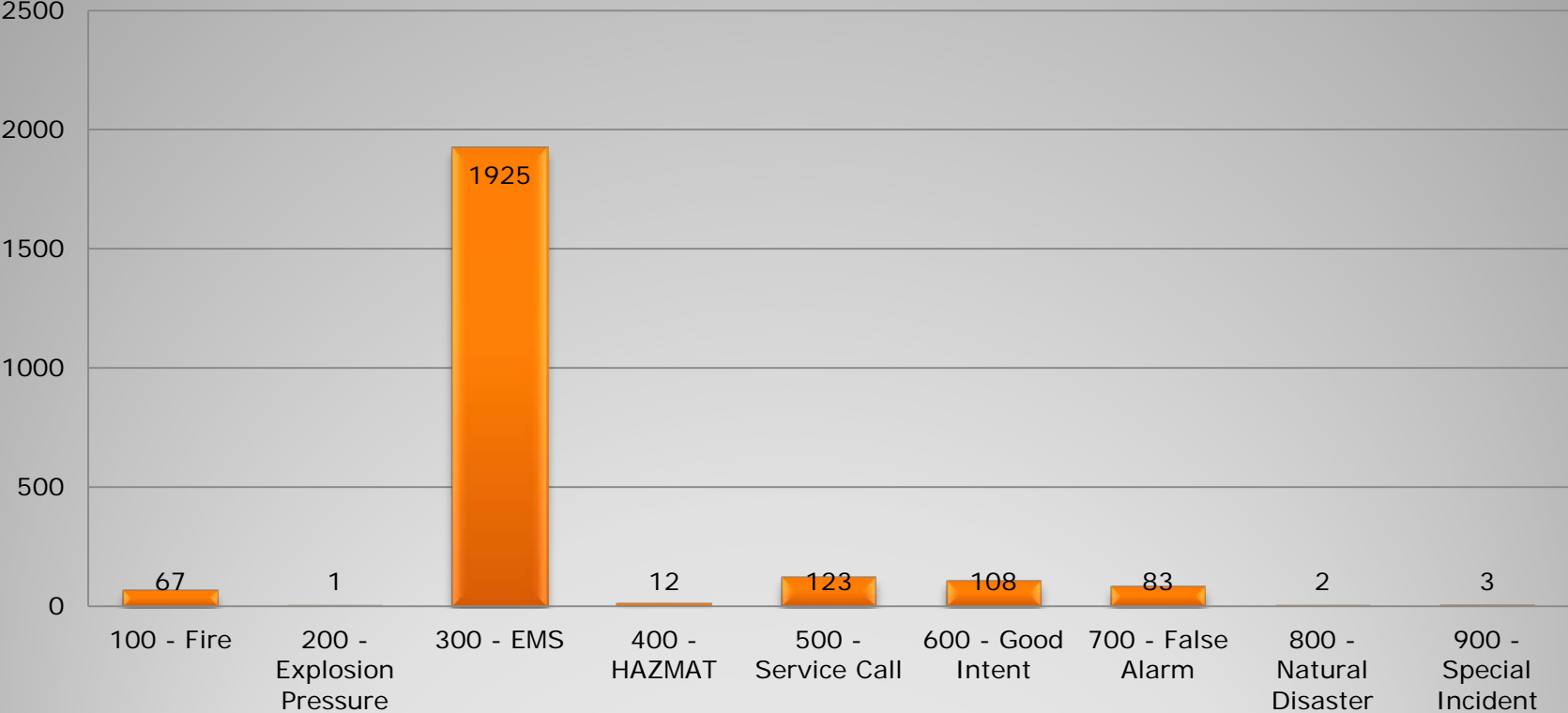
- Tony Stewart finished his pre-employment screening and began work on 1/7/15
- Contingent job offer made to Joe Dines. Pre-employment screening underway
- Follow up education occurred with KCEMS and our assisted living facilities on 1/11/16
- Operation warm- 60 coats delivered to Byron Kibler Elementary

**Call Volume**

# December Call Volume

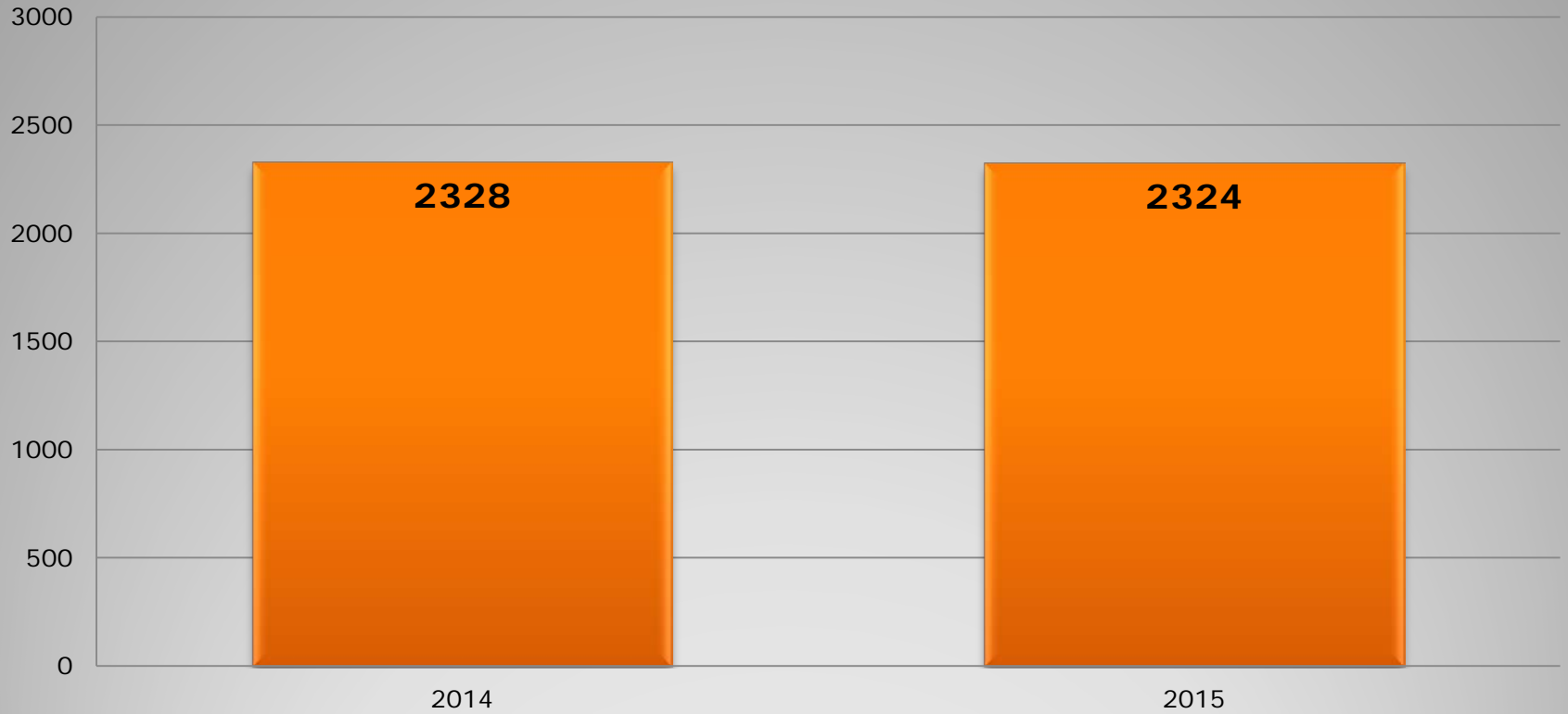


# Jan-Dec 2015



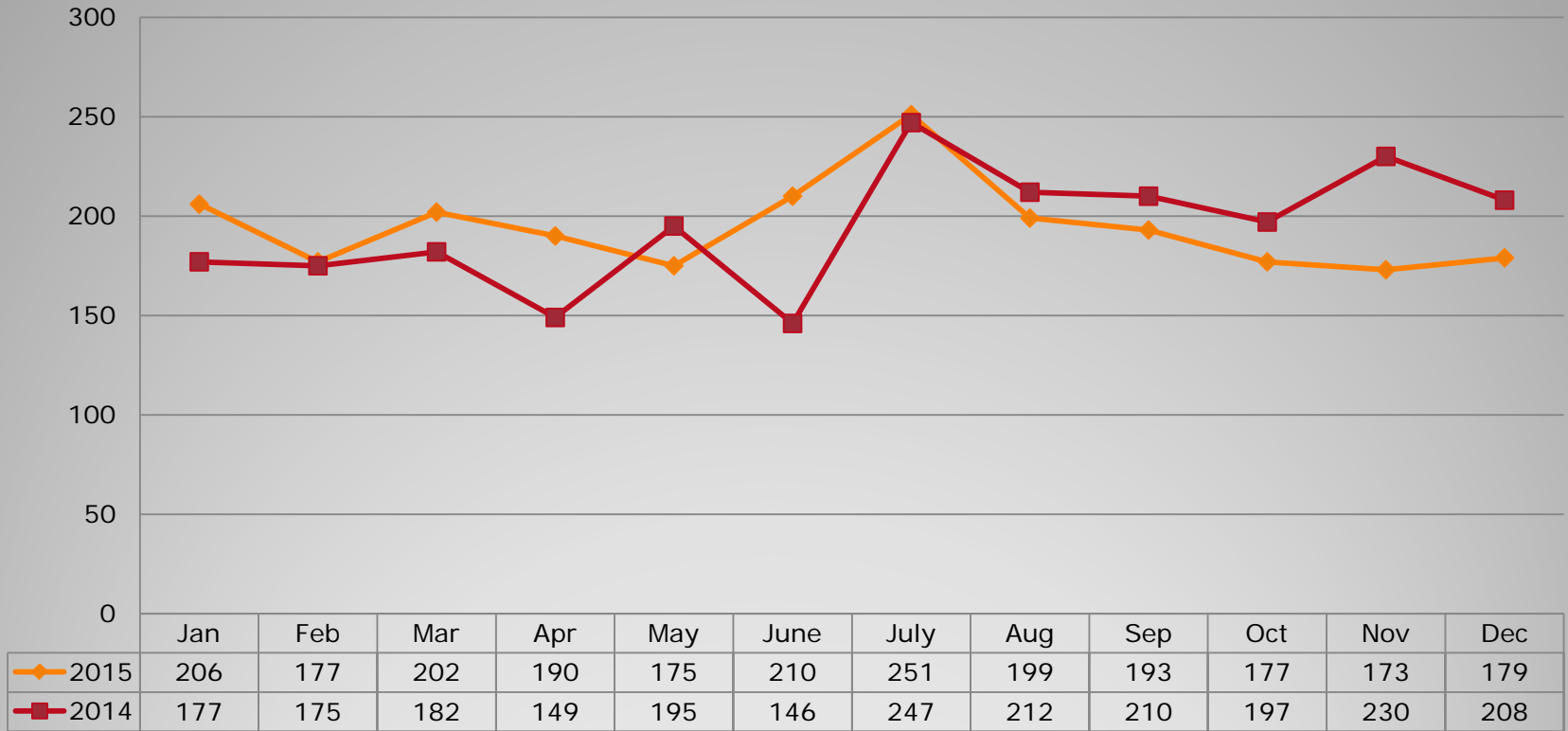


## 2014 vs 2015



**2014 vs 2015 Comparison**

## 2014 and 2015 Actual



**Call Volume – January-December**

# Budget & Financials

## ACTUAL REVENUE

	YTD			
	12/31/2015	2015 Budget	Difference	% of Budget
Fire Levy (\$1.08 Per \$1,000 AV) \$	2,165,134	\$ 2,165,529	\$ (395)	100%
Transport Revenue \$	362,349	\$ 350,000	\$ 12,349	104%
KCEMS Levy \$	303,367	\$ 299,500	\$ 3,867	101%
Grant Revenue \$	1,002,341	\$ 1,001,400	\$ 941	100%
Misc. Revenue \$	92,209	\$ 37,040	\$ 55,169	249%
<b>Total \$</b>	<b>3,925,401</b>	<b>\$ 3,853,469</b>	<b>\$ 71,932</b>	<b>101.9%</b>

# 2015 Budget

## ACTUAL EXPENDITURES

	YTD			
	12/31/2015	2015 Budget	Difference	% of Budget
Personnel (Wages & Benefits) \$	2,251,079	\$ 2,552,627	\$ (301,548)	88%
Administration Overhead \$	388,141	\$ 394,120	\$ (5,979)	98%
Operational Equipment & Supplies \$	116,396	\$ 174,850	\$ (58,454)	67%
Capital \$	1,125,573	\$ 1,118,000	\$ 7,573	101%
<b>Total \$</b>	<b>3,881,190</b>	<b>\$ 4,239,597</b>	<b>\$ (358,407)</b>	<b>91.5%</b>

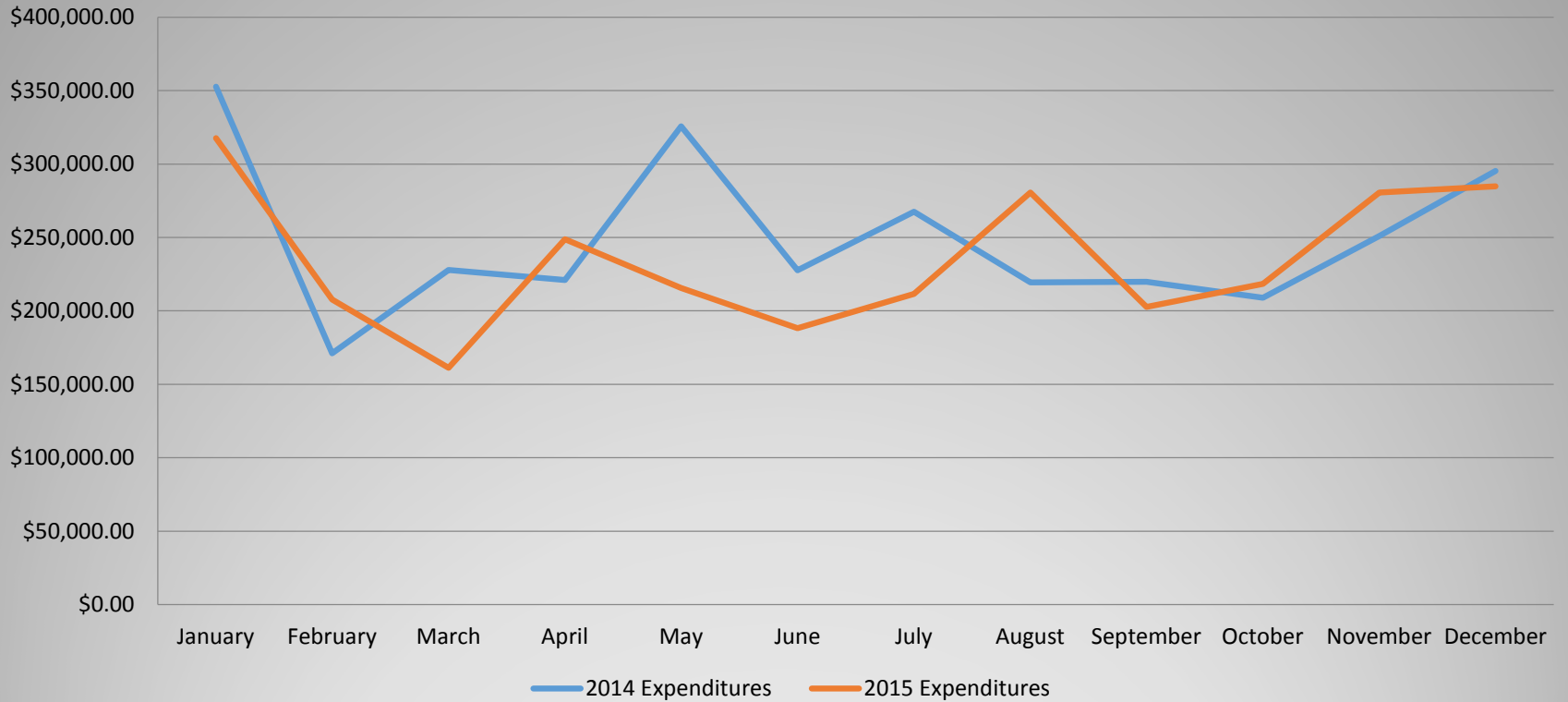
# 2015 Budget

## ACTUAL FUND BALANCE

	YTD			
	12/31/2015	2015 Budget		Difference
Beginning Fund Balance	\$ 486,968	\$ 486,968	\$	-
Change in Fund Balance (Rev - Exp)	\$ 44,211	\$ (386,128)	\$	430,339
<b>Ending Fund Balance</b>	<b>\$ 531,179</b>	<b>\$ 100,840</b>	<b>\$</b>	<b>430,339</b>

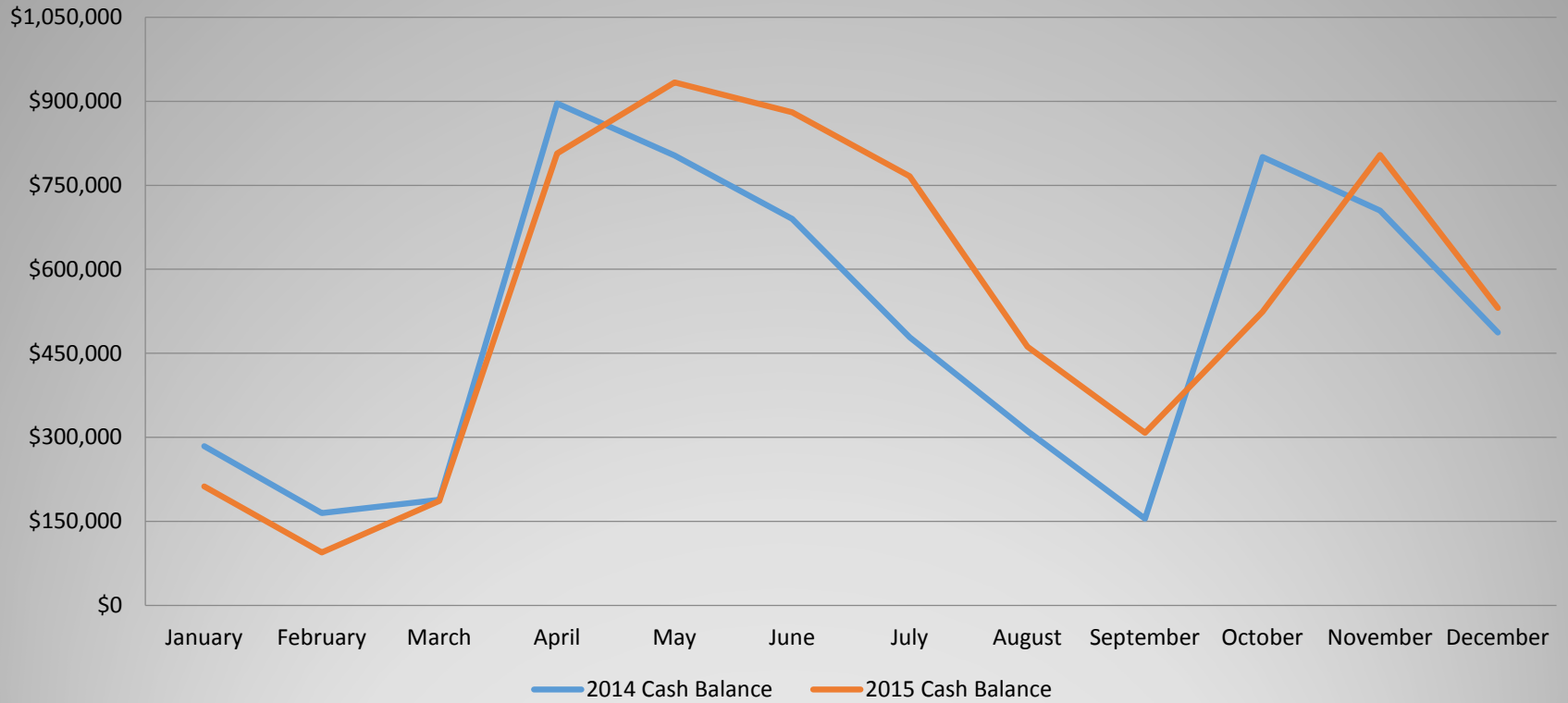
**2015 Budget**

## Monthly Expenditure Comparison



# Financials

## Cash Balance Comparison

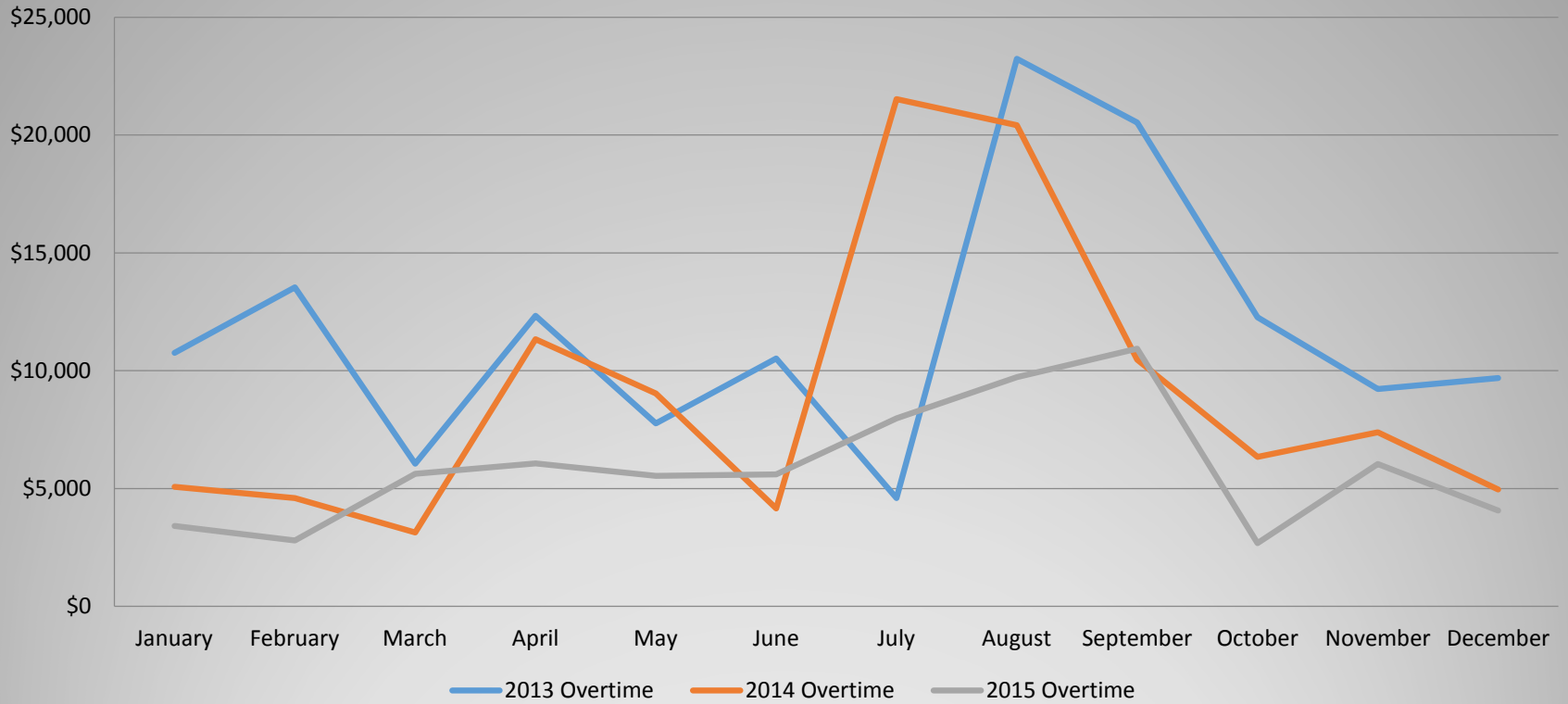


2014 = \$486,968    2015 = \$531,179

# Financials

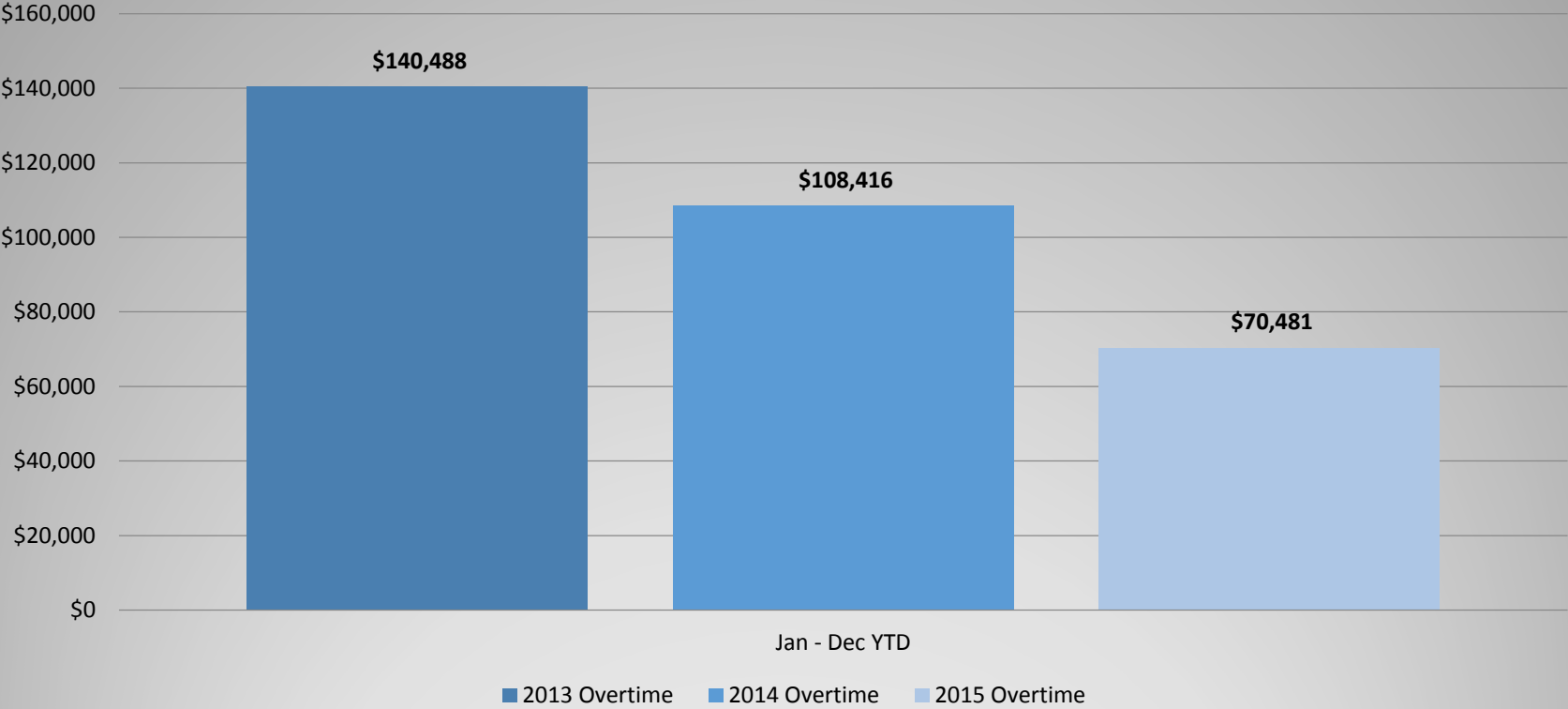


## Monthly Overtime Comparison



Overtime

# YTD Overtime Comparison - Jan-Dec



Overtime

- Hired a new District Secretary
- Adopted Commission Policy Manual
- Launched Lexipol Operational Policy Manual
- Posting financial reports and budgets to Fire Department website
- PowerPoint presentations added to commission meetings
- New budget format and annual projection of expenditures methodology
- Re-numbering of stations and apparatus, now consistent with the Zone 3
- Identified a potential \$90,000 increase in transport revenue
- Billing for responses outside of our jurisdictional boundaries which are not located in a fire district
- Contracts offered to residents outside of KCFD #28 jurisdictional boundaries
- Executed automatic aid agreement and tender agreement with KCFD #44
- Reduced patient contact by 29.2% at Assisted Living Facilities through education and policy change
- Captains promotional assessment center completed
- Established entry level firefighter eligibility list
- Resident Firefighter Coordinator appointed. All resident firefighter positions at Station 42 filled
- Joined SKCFTC
- Completed WSRB evaluation, no increase in rating
- Placed a ladder truck and engine into service
- Adopted 30 year Capital Facilities Plan
- Submitted Capital Facilities Plan to City of Enumclaw for incorporation to their Comprehensive Plan
- Brought back laid off firefighter
- Training Coordinator Appointed
- Reduced overtime by \$38,000 compared to 2014
- Tentatively agreed to a 3 year contract with Local 3931
- Placed a measure before the voters allowing our board to expand to 5 fire commissioners
- Finished 2015 under budget by 8.5%
- Insurance policies reviewed
- 13 new volunteers joined Department

# 2015 Annual Review