



# KING COUNTY FIRE DISTRICT #28

## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

WEDNESDAY, JUNE 15, 2016 – 6:00PM

### ENUMCLAW CITY HALL COUNCIL CHAMBERS

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***Fire District Commissioner Meetings are wheelchair accessible. If other accommodations are required, please call the Fire District Office Manager at 360-825-5544 five (5) days preceding the meeting so arrangements can be made.***

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

#### 1. CALL TO ORDER

- Meeting called to order by Commissioner McCall at 6:00pm.

#### 2. FLAG SALUTE

- Led by Commissioner Trachte

#### 3. AGENDA AMENDMENTS

#### 4. 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.*

#### 5. ANNOUNCEMENTS & PRESENTATIONS

- A. PSE Lighting Incentive Program
  - Captain Greg Schipper and Firefighter Tony Stewart presented lighting incentive program from PSE to switch to a more energy efficient lighting option in all 3 fire stations.
  - **BOARD ACTION:** Commissioner Hannity makes motion to approve project based on budget funds available, seconded by Commissioner Zoll, unanimously approved to begin project and to complete in stages as funds are available.

#### 6. APPROVAL OF MEETING MINUTES

- A. Special Meeting May 25, 2016
  - 1) **BOARD ACTION:** Motion made by Commissioner Hannity to approve May 25<sup>th</sup>, 2016 meeting minutes, seconded by Commissioner Trachte, unanimously approved.

#### 7. REGULAR BUSINESS

##### A. CORRESPONDENCE

- 1) WFCA Fireline Newsletter 2<sup>nd</sup> Quarter (emailed)

##### B. FINANCIAL REPORT

- 1) Approval of Vouchers & Payroll
  - a) Vouchers
    - a. Expense Fund 06001-06037 \$97,582.01
    - b. Special Rescue 06001 \$40.18
  - b) Payroll
    - a. May Regular- \$140,528.92
    - b. April Regular - \$142,933.48
    - c. March Regular - \$134,492.09
    - d. **BOARD ACTION:** Motion made by Commissioner Hannity, seconded by Commissioner Zoll to approve Expense Fund Vouchers 06001-06037 for \$97,582.01; Special Rescue Fund Voucher 06001 for \$40.18; Payroll for \$140,528.92, unanimously approved.

- 2) Cash Balances
  - a) May 31, 2016
    - a. Expense - \$915,672.86
    - b. Special Rescue - \$28,545.74
  - b) June 9, 2016
    - a. Expense - \$925,127.79
    - b. Special Rescue - \$28,545.74
- 3) Chief's Report
  - Chief Fehr and Ashley Van Dam present monthly reports on call volume, finances, etc. See attached presentation.
  - Commissioner Trachte asks Chief about the impact of summer events at the fairground. Chief responds that large events at fairgrounds are required to hire an ambulance service whether it is KCFD #28 or someone else.
  - Commissioner Zoll asks Chief about Crisis Intervention Training and if that will be covered by SKC Training Consortium. Chief Fehr will follow-up.
  - Commissioner Hannity asks Commissioner Zoll what the program is about.

#### C. RESOLUTIONS

- 1) None

### 8. MEETINGS

#### A. Next Regular Meeting

- 1) Move to July 13, 2016 at 6:00pm
  - a) **BOARD ACTION:** Motion made by Commissioner Stubblefield, seconded by Commissioner Zoll to cancel July 20<sup>th</sup> Regular Meeting and reschedule Special Meeting for July 13<sup>th</sup>, unanimously approved.

### 9. OLD BUSINESS

#### A. Conflict of Interest

- Commissioner Stubblefield discusses concerns with the bill from attorney regarding a public records request made by her to another city agency. Attorney Reynolds provided clarification. Lengthy discussion occurred.
- Commissioner Hannity makes point of order in regards to motion that was previously made to keep Attorney Reynolds as legal council that was voted on 4 to 1.
- Commissioner Stubblefield makes point of order.
- Commissioner Zoll references board policy section related to board members acting on behalf of the board without board approval.

### 10. NEW BUSINESS

#### A. KCFD44 Interlocal Cooperative Purchase Agreement (RCW 39.34 Interlocal Cooperation Act)

- **BOARD ACTION:** Motion made by Commissioner Hannity, seconded by Commissioner Trachte to give Chief permission to sign agreement, unanimously approved.

#### B. Tablets for Board of Commissioners

- Chief Fehr discusses that a commissioner brought a request for tablets to him.
- **BOARD ACTION:** Commissioner Hannity makes motion to table the request for the Board of Commission to get tablets until they can be researched and budgeted for, seconded by Commissioner Zoll, unanimously approved.

#### C. Legal Services Contract

- Chief Fehr discusses the request of whether or not the attorney should be at every meeting.
- Commissioner Stubblefield adds her comments to the discussion.
- Commissioner Zoll comments his opinions and thinks attorney should be at all meetings.
- Commissioner Hannity comments his opinions and thinks attorney should be at all meetings.
- Commissioner McCall comments his opinions and thinks attorney should be at all meetings.
- Commissioner Stubblefield continues her discussion on the topic.
- Attorney Reynolds comments.
- **BOARD ACTION:** Commissioner Zoll, seconded by Commissioner Hannity seconds. Commissioner Trachte asks the Chair what is best practice. Commissioner McCall comments that best practice is to have all your resources available if possible. Motion passed 4 to 1, No Vote was made by Commissioner Stubblefield.

**11. EVENTS**

**12. PUBLIC COMMENT**

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**13. EXECUTIVE SESSION**

- A. ILA Contracts with City of Enumclaw

1) RCW 42.30.110 d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs)

- Attorney Reynolds and Commissioner Zoll excuse themselves to eliminate controversy or conflict of interest.
- No action will be taken, Commissioner Zoll and Attorney Reynolds are excused from meeting at 7:45pm
- Called at 7:45pm, extended for 15 minutes, extended an additional 15 minutes, extended an additional 5 minutes. Returned from executive session at 8:23pm.

**14. ADJOURNMENT**

**BOARD MOTION:** Motion to adjourn meeting was made by Commissioner Stubblefield, seconded by Commissioner Trachte. Meeting adjourned at 8:25pm.

Approved by:

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Stan McCall, Chairperson

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Ashley Van Dam, District Secretary

# Chief's Report

King County Fire District 28

6/15/2016

# Follow up/Information

- Three Firefighters have completed Rescue Swimmer Training. The remainder will complete the training by the end of the Month.
- Work continues on the strategic planning document
- Remain in a holding pattern for the GEMT program. Plan is still being finalized at the state level.
- Resident firefighters were interviewed. Three were offered positions. Pre-employment screening has begun.
- We are near completion of our re-validation process with Medicare. This allows us to bill for transport for Medicare patients. Deadline is 8/31.
- Ladder 41 will become Quint 41. This will not affect WSRB Rating

## **Narcan will become a BLS skill.**

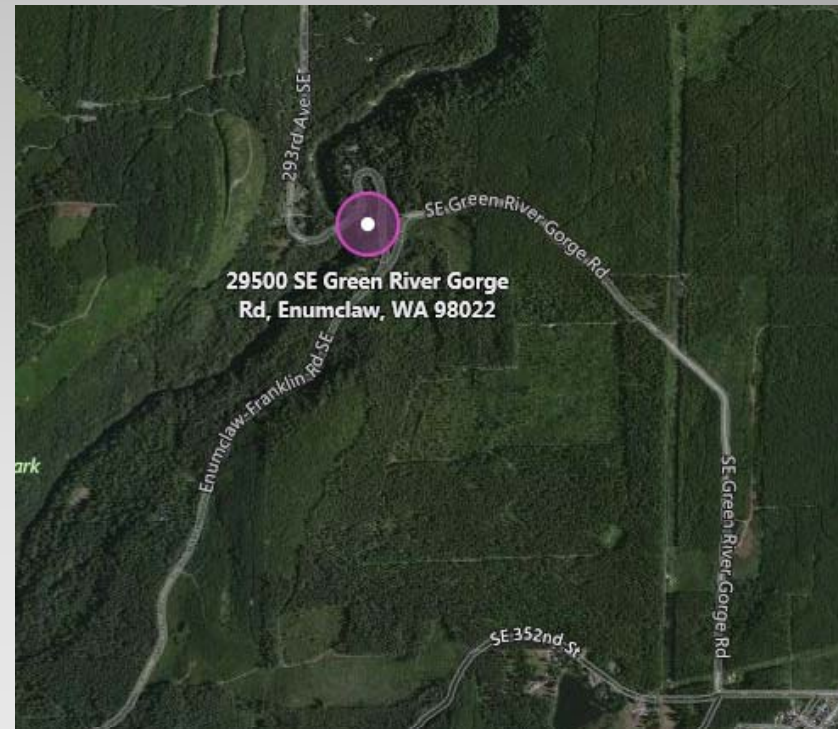
- Pilot program to begin this summer
- Training will be complete by 2017
- Phased roll out

## **County wide automatic aid program**

- Will remove barriers existing between zones
- Passport accountability change coming.
- Will be tracked through CAD
- Possible county wide station and apparatus numbering change coming

**King County Fire Chiefs**

- Call received at 0211 on 6/10 for unconscious unresponsive
- Station 42 Resident Firefighters responded
- Arrived on scene in less than 7 minutes
- Initiated CPR, De-fib Protocols
- Aid 42 arrived 11 minutes prior to Aid 41



## Calls of Significance

## Congratulations!

- Austin Walsh
- Brandon Williams
- Jared Johnson
- Joey Temple
- TJ Poe
- Sam Woestwin



**Recruit School**



## Thank you!

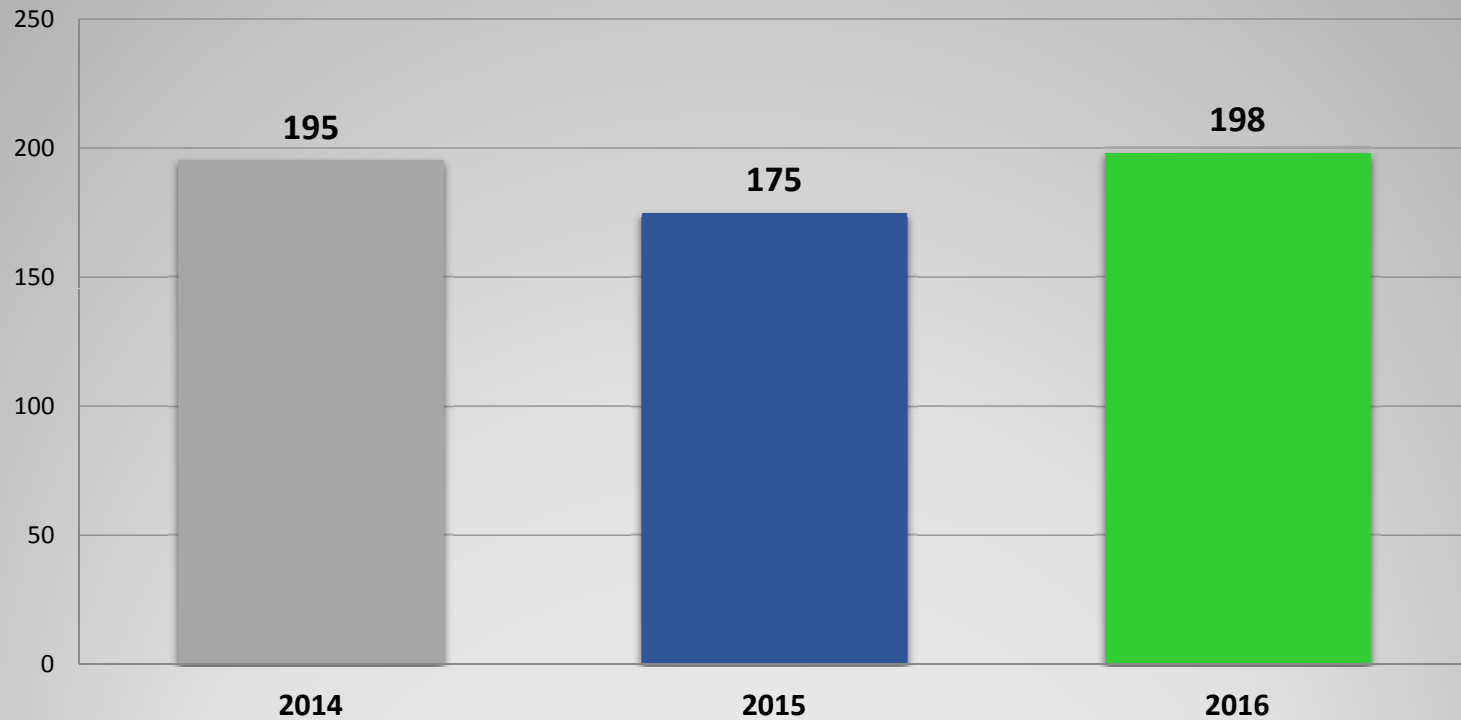
- Captain Adams
- Firefighter Davis
- Firefighter Deveglio
- Firefighter Freeburg
- Firefighter Hettick
- Firefighter Racey
- Firefighter Sneed
- EMT Wheelis



**Recruit School**

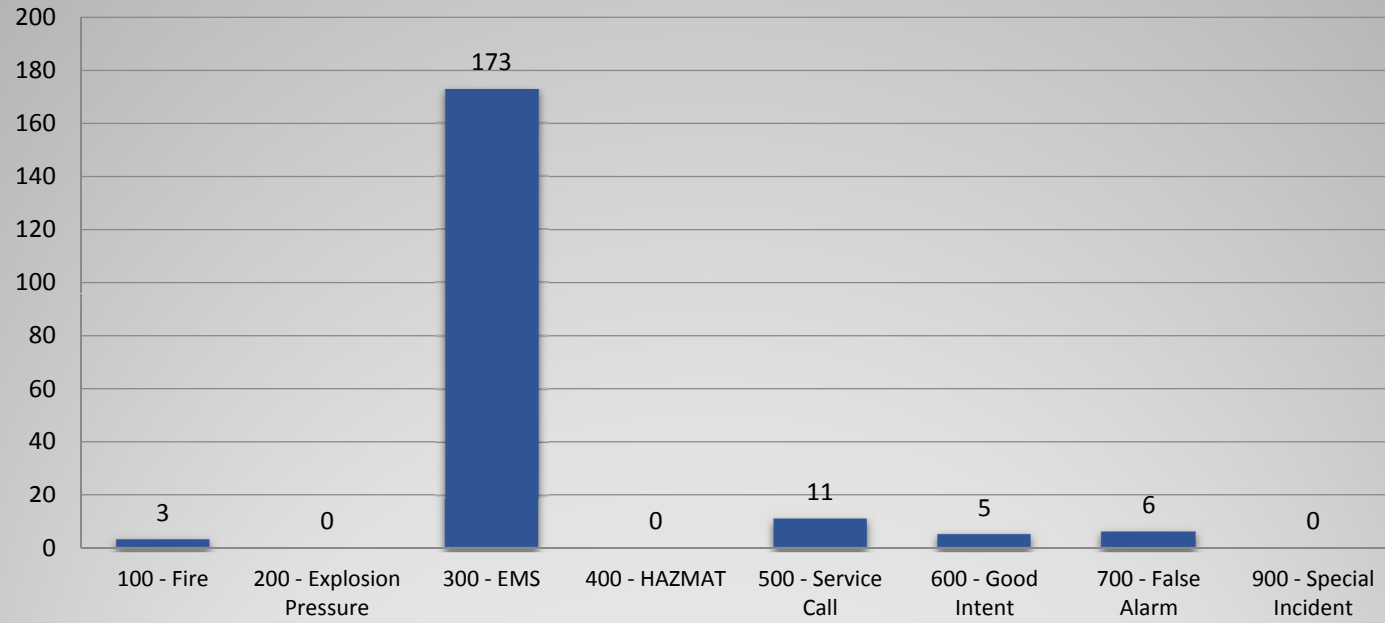
**Call Volume**

## May Call Volume Totals



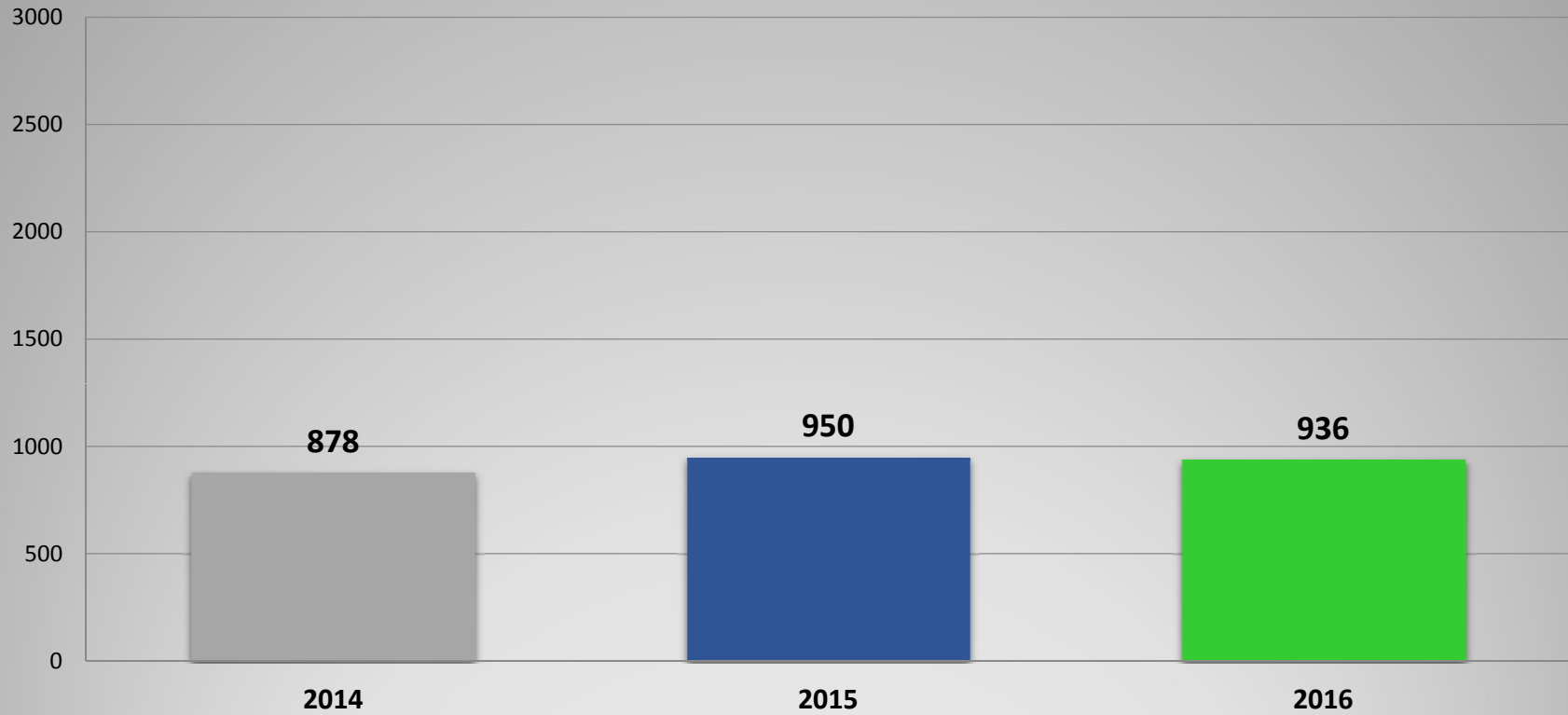
**Call Volume Comparison**

## May 2016 Call Volume



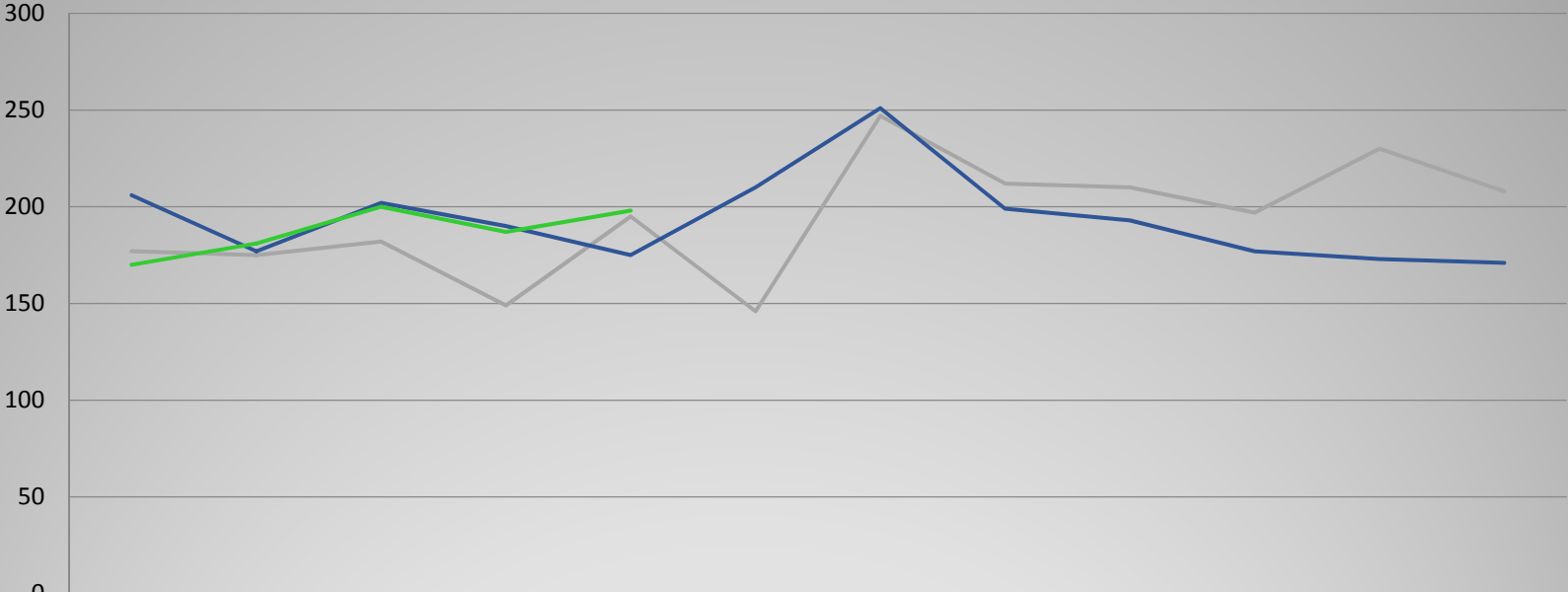
**Call Breakdown**

## January - May Call Volume Totals



**YTD Call Volume Comparison**

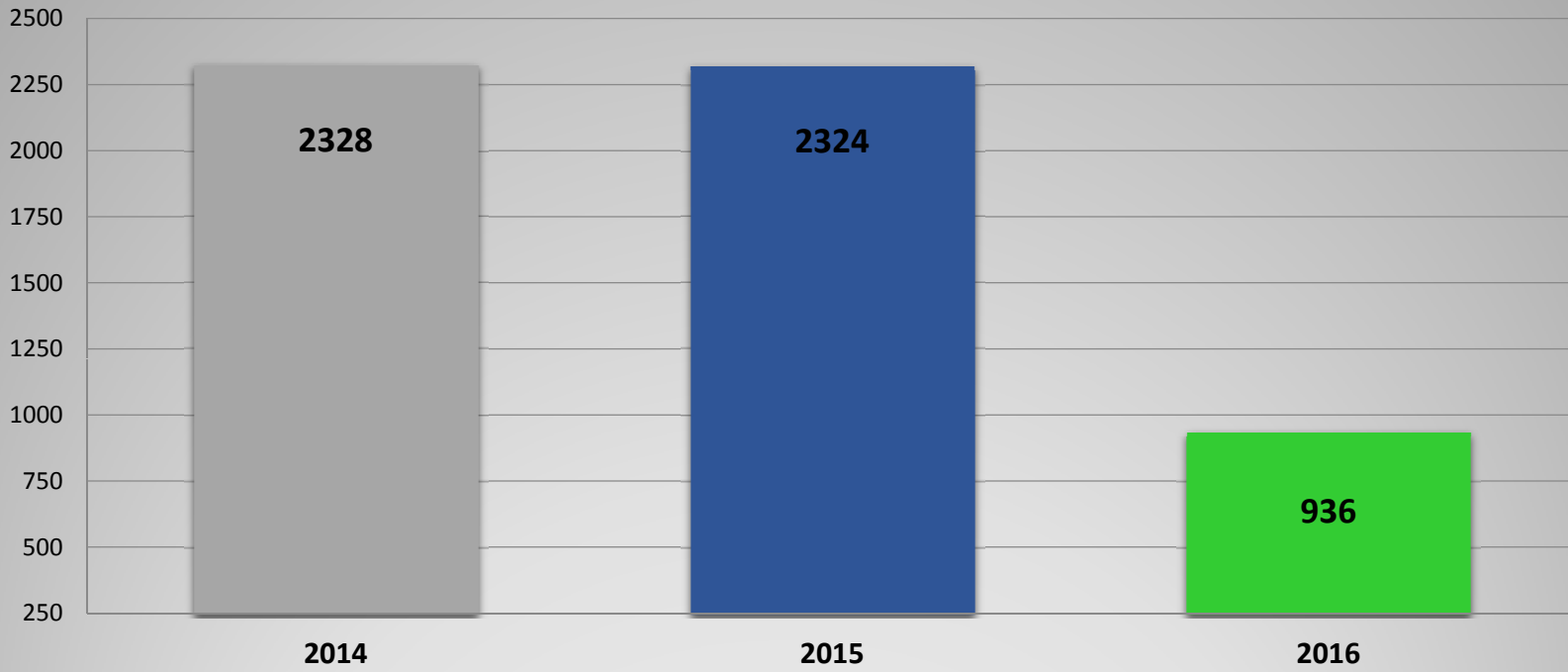
### Monthly Call Volume Comparison



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
— 2014	177	175	182	149	195	146	247	212	210	197	230	208
— 2015	206	177	202	190	175	210	251	199	193	177	173	171
— 2016	170	181	200	187	198							

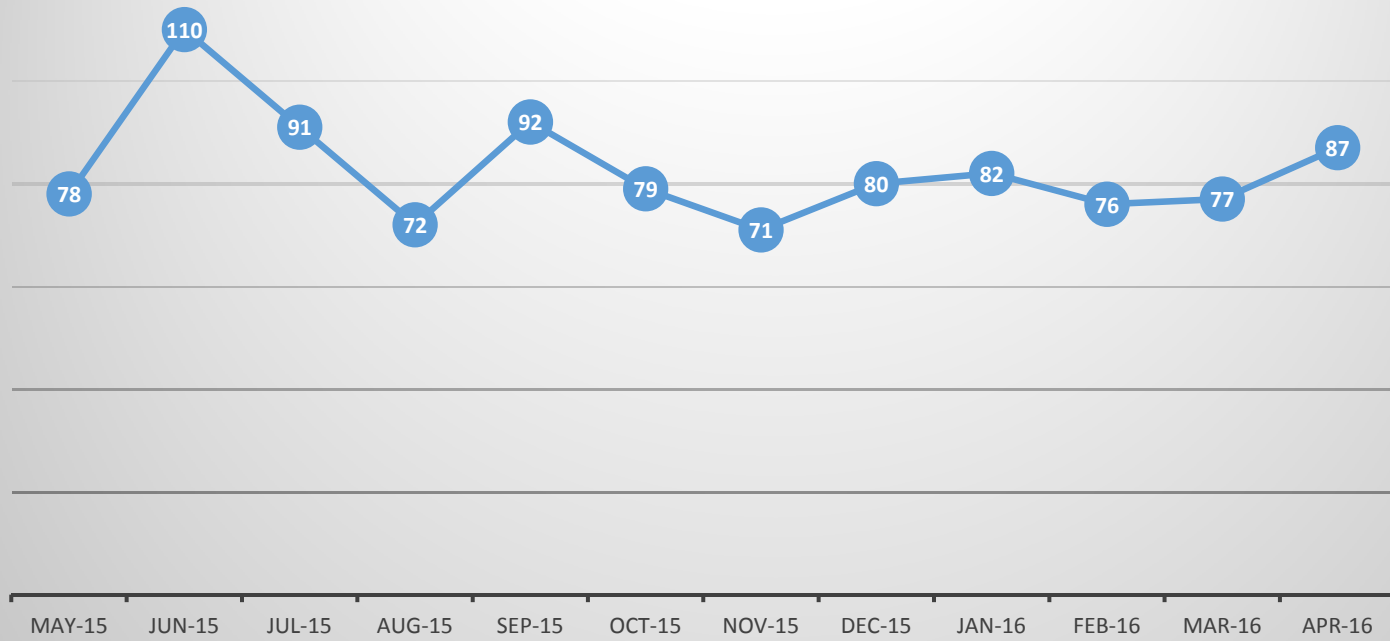
# YTD Call Volume Comparison

### Annual Call Volume Totals



## Annual Call Volume Comparison

Number of Transports by Month



**Transports**



# Budget & Financials

## REVENUE

	YTD 5/31/2016	2016 Estimated Actual	2016 Budget	Difference	% of Budget
Fire Levy (\$1.025 Per \$1,000 AV) \$	1,176,398	\$ 2,205,000	\$ 2,205,000	\$ -	100%
Transport Revenue \$	144,847	\$ 347,632	\$ 360,000	\$ (12,368)	97%
KCEMS Levy \$	307,427	\$ 307,427	\$ 307,000	\$ 427	100%
Grant Revenue \$	2,390	\$ 2,390	\$ 2,350	\$ 40	102%
Misc. Revenue \$	11,267	\$ 27,949	\$ 27,980	\$ (31)	100%
<b>Total \$</b>	<b>1,642,328</b>	<b>\$ 2,890,397</b>	<b>\$ 2,902,330</b>	<b>\$ (11,933)</b>	<b>99.6%</b>

# 2016 Budget

## EXPENDITURES

	YTD	2016 Estimated			
	5/31/2016	Actual	2016 Budget	Difference	% of Budget
Personnel (Wages & Benefits) \$	1,041,139	\$ 2,347,944	\$ 2,440,280	\$ 92,336	96%
Administration Overhead \$	139,782	\$ 448,477	\$ 504,950	\$ 56,473	89%
Operational Equipment & Supplies \$	42,998	\$ 210,284	\$ 202,700	\$ (7,584)	104%
Capital \$	33,639	\$ 71,210	\$ 71,210	\$ -	100%
<b>Total \$</b>	<b>1,257,558</b>	<b>\$ 3,077,915</b>	<b>\$ 3,219,140</b>	<b>\$ 141,225</b>	<b>95.6%</b>

# 2016 Budget

## FUND BALANCE

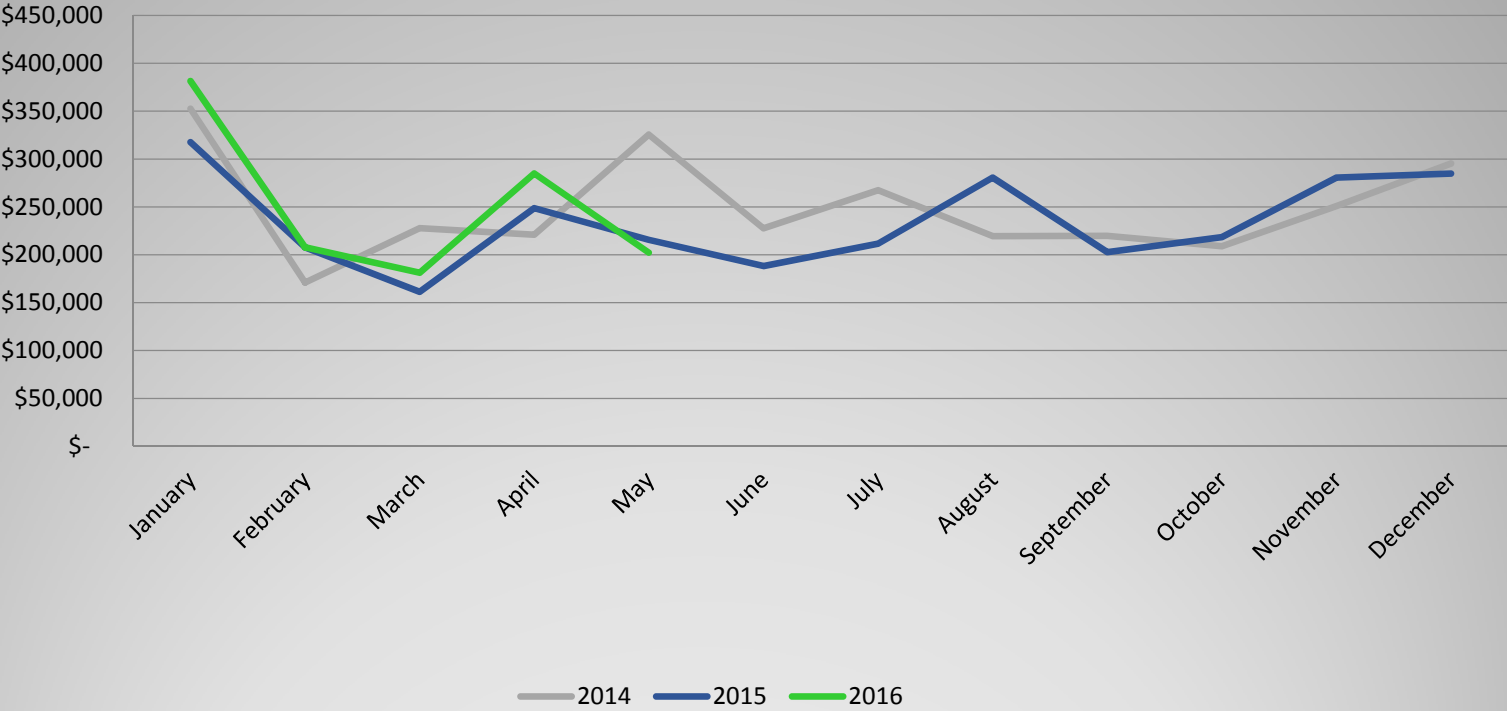
	YTD 5/31/2016	2016 Estimated Actual	2016 Budget	Difference
Beginning Fund Balance	\$ 531,179	\$ 531,179	\$ 502,767	\$ 28,412
Change in Fund Balance (Rev - Exp)	\$ 384,770	\$ (187,517)	\$ (316,810)	\$ 129,293
<b>Ending Fund Balance</b>	<b>\$ 915,949</b>	<b>\$ 343,662</b>	<b>\$ 185,957</b>	<b>\$ 157,705</b>

## FUND BALANCE

	YTD 4/30/2016	2016 Estimated Actual	2016 Budget	Difference
Beginning Fund Balance	\$ 531,179	\$ 531,179	\$ 502,767	\$ 28,412
Change in Fund Balance (Rev - Exp)	\$ 402,105	\$ (168,964)	\$ (316,810)	\$ 147,846
<b>Ending Fund Balance</b>	<b>\$ 933,284</b>	<b>\$ 362,215</b>	<b>\$ 185,957</b>	<b>\$ 176,258</b>

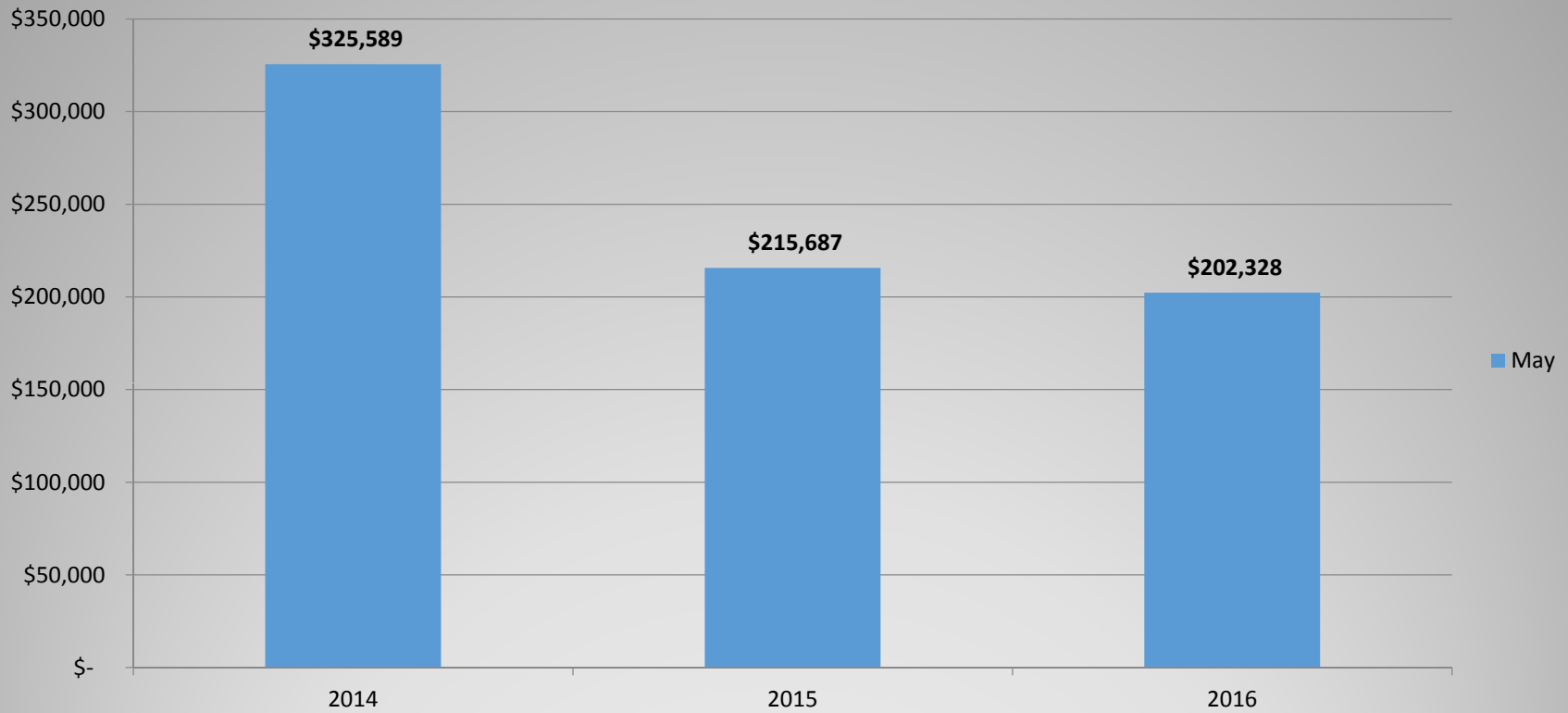
**2016 Budget**

### Monthly Expenditure Comparison

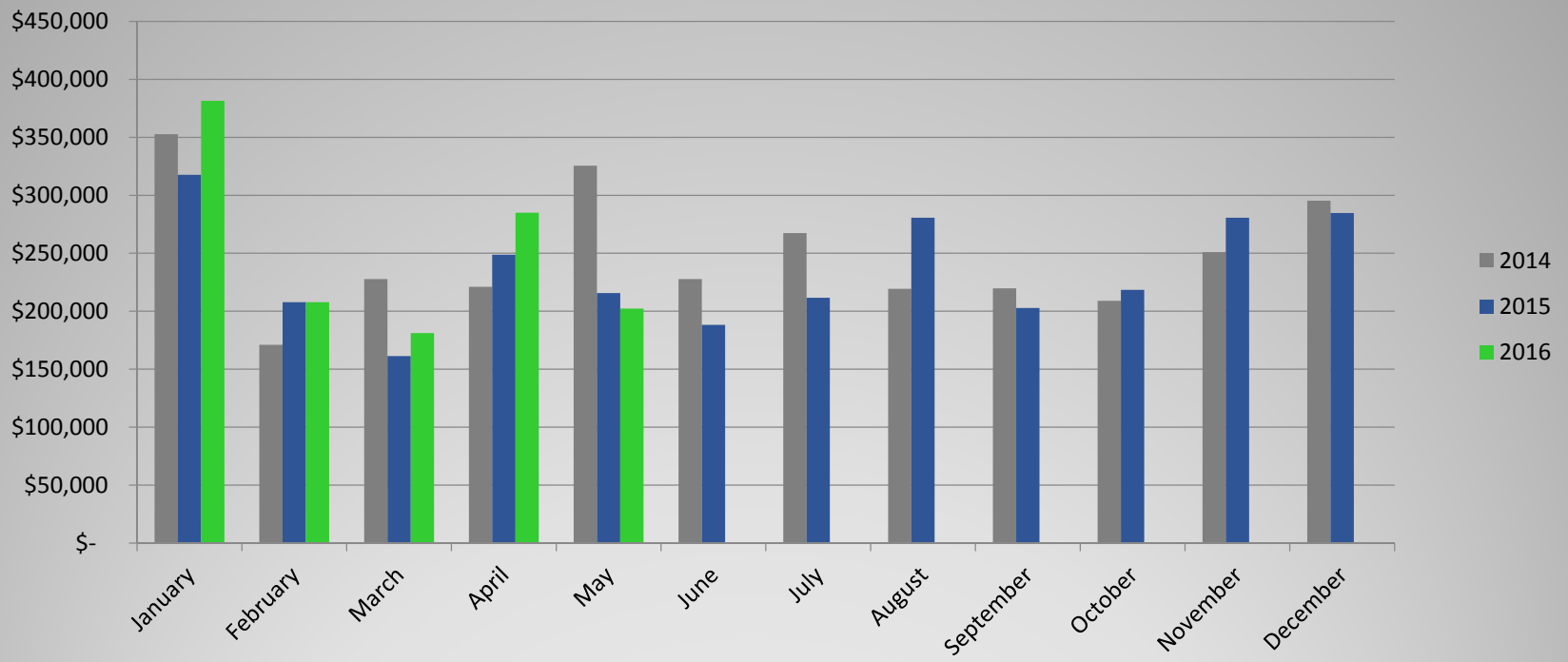


Monthly Expenses

## May

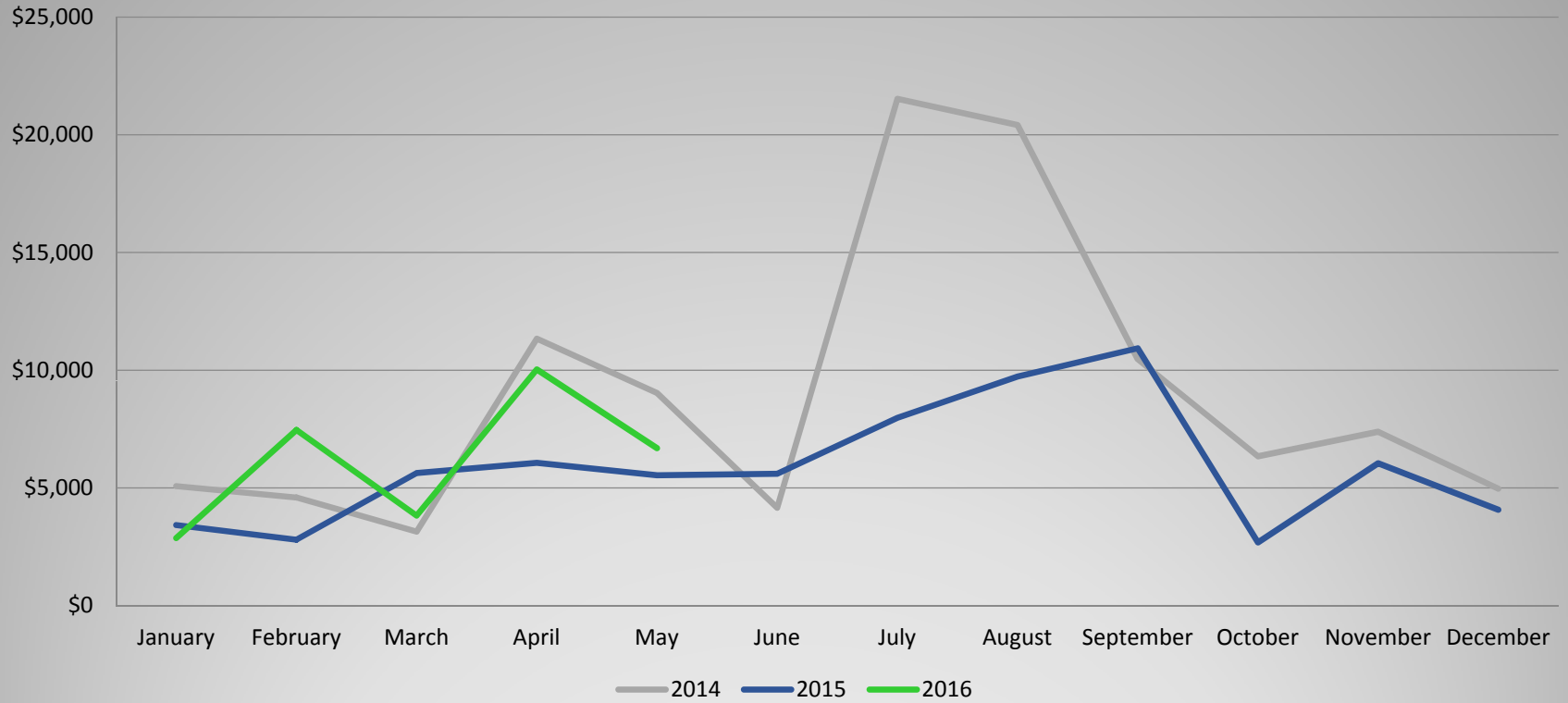


# Monthly Expenses



# Monthly Expenses

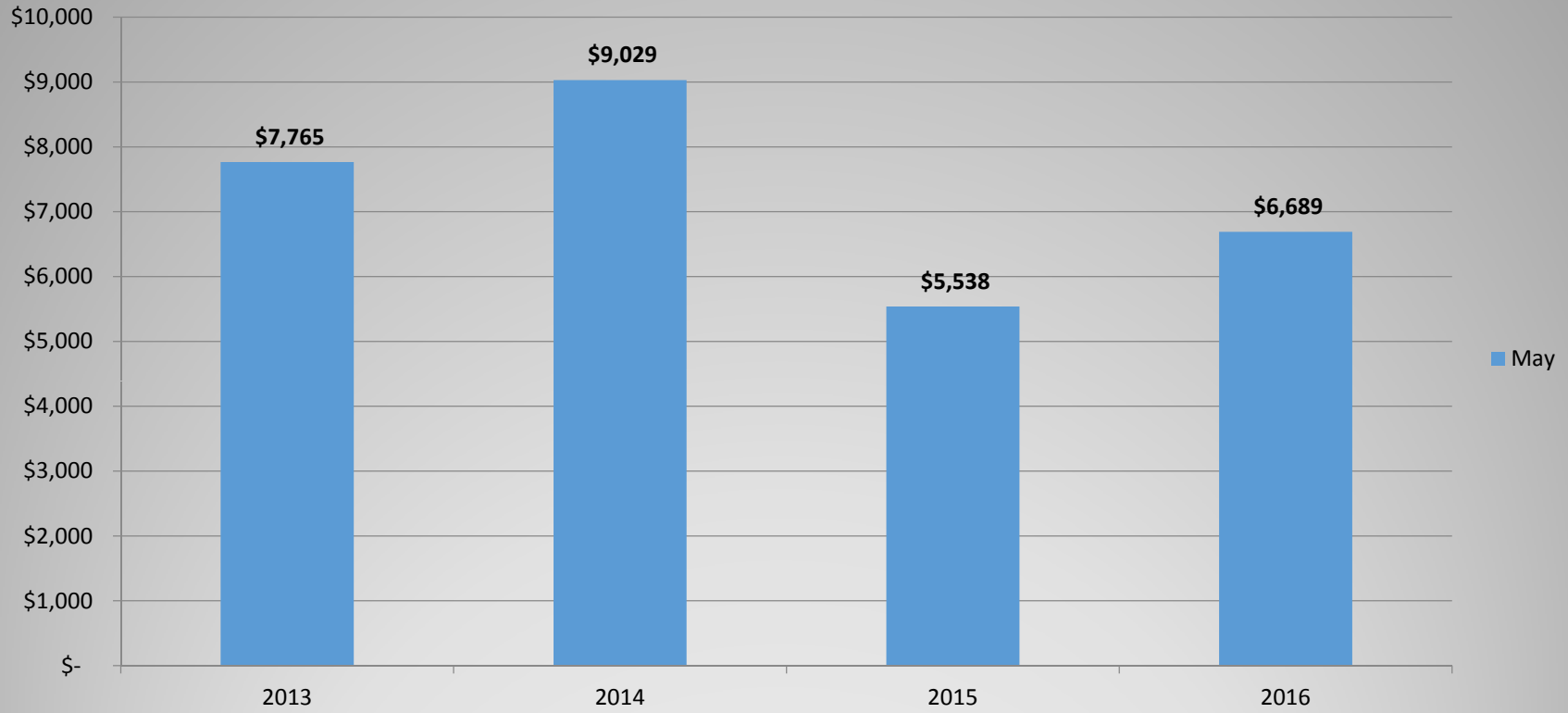
## Monthly Overtime Comparison



**Overtime Expense**

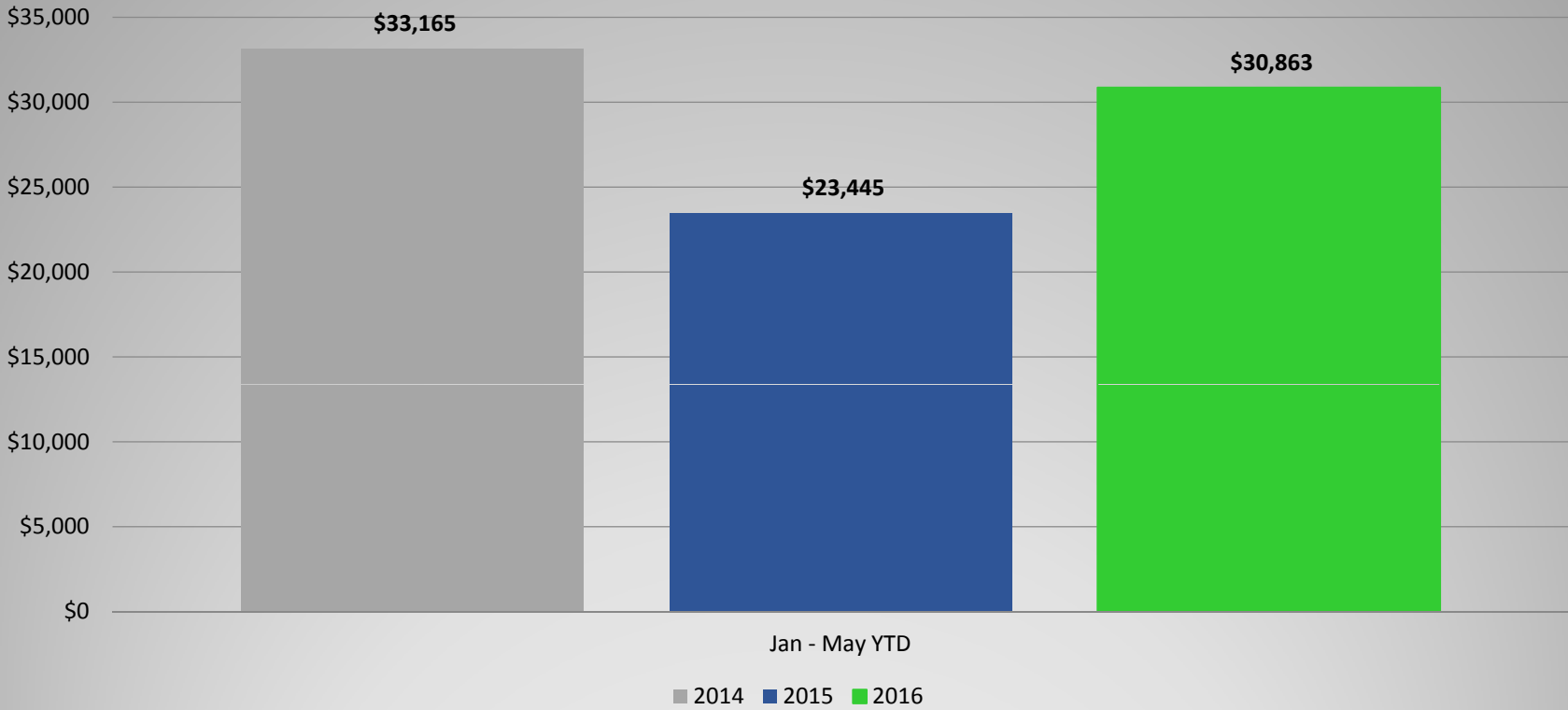


## May



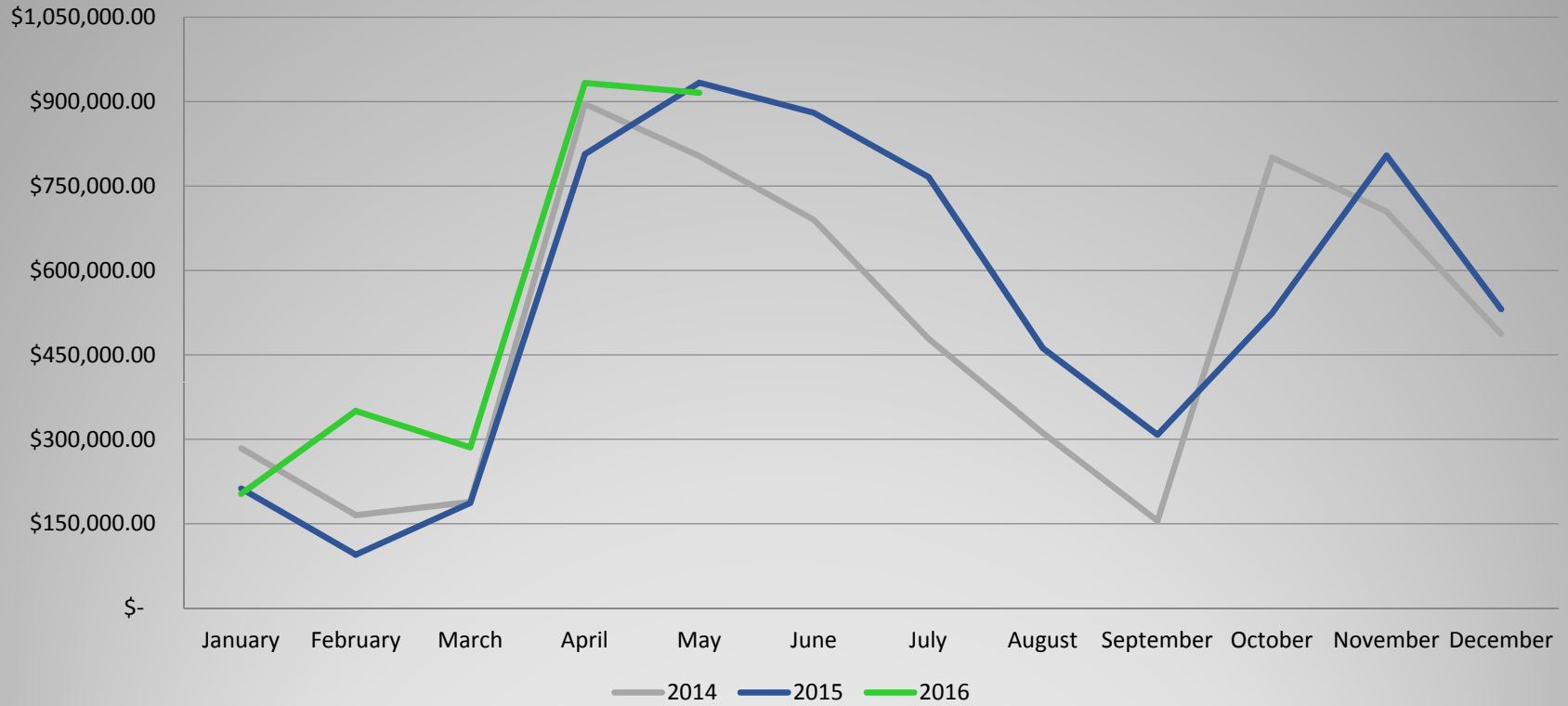
# Overtime Expense

# YTD Overtime Comparison



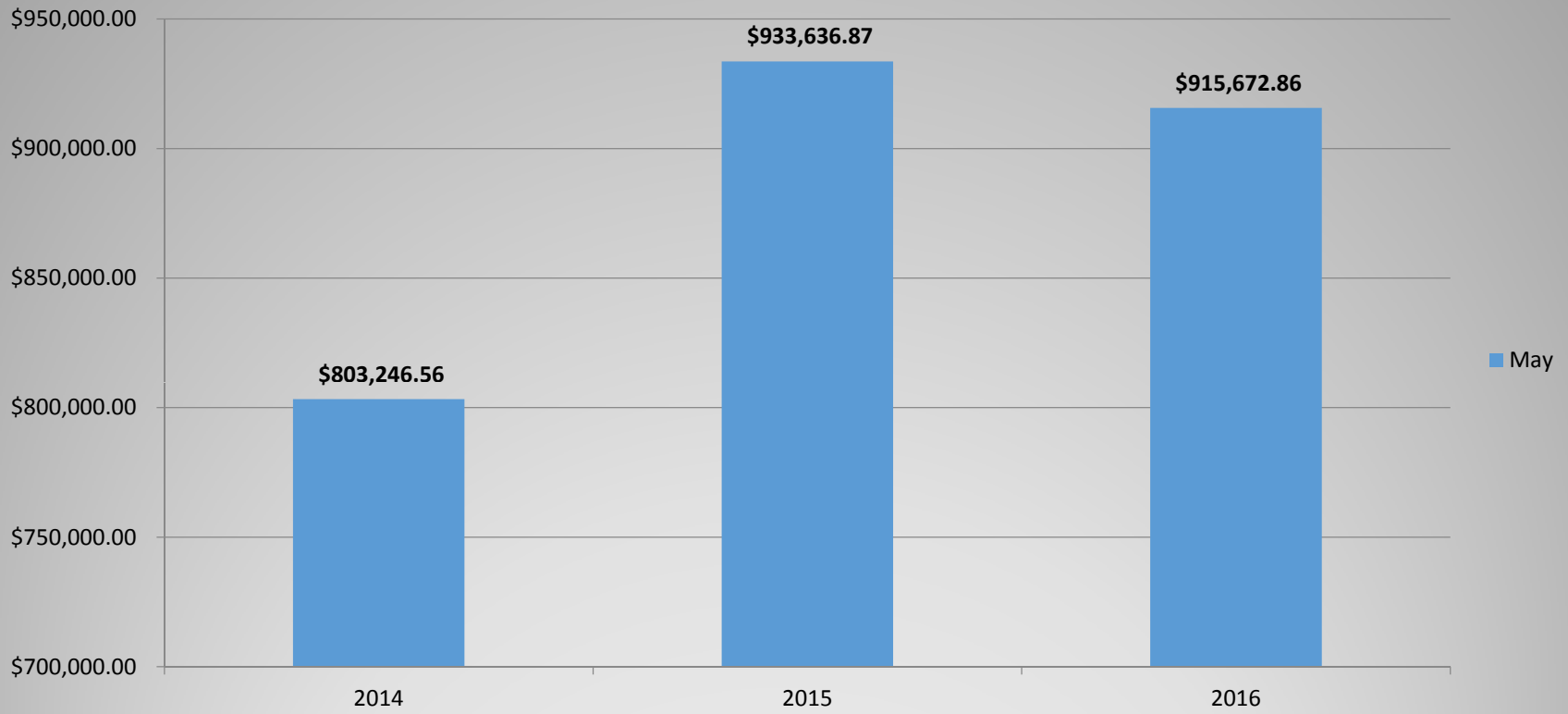
Overtime

## Cash Balance Comparison



# Cash Balance

## May



**Cash Balance**

# Northwest Clerks Institute

- Effective Writing
- Legal Issues
- Ethics
- Customer Service
- The Role of the Clerk
- Records Management
- Parliamentary Procedures