

**King County Fire District 44**  
**Scheduled Board of Commissioner Meeting**  
**November 10, 2015**

**I. Meeting Called to Order**

Commissioner Farrell called the regular scheduled meeting of the Board of Commissioners to order at 6:30 pm.

**Present from District 44**

Commissioner Jim Farrell  
Commissioner Dan Bjurstrom  
Commissioner Joanne Seng  
Commissioner Mark Clayton  
Commissioner Cathie McKinney

Chief Greg Smith  
Deputy Chief Mike Barlow  
Darrol Iverson, Union President

The meeting was held at District 44 Station 95—32316 148<sup>th</sup> Ave SE, Auburn, 98002

**II. Pledge of Allegiance, United States Flag**

Commissioner Farrell led the Pledge of Allegiance.

**III. Approval of Agenda**

Commissioner McKinney moved and Commissioner Seng seconded to approve the agenda as presented. Motion carried.

**IV. Consent Agenda**

Commissioner Seng moved and Commissioner Bjurstrom seconded to approve the consent agenda including the minutes from the October 27, 2015 board meeting as presented. Commissioner Farrell explained that the vouchers from the first half of November were standard. Motion carried.

**V. Account Balance Report—Dep. Chief Barlow**

Chief Barlow presented the current budget which included the revised numbers based on the recently approved adjusted budget. Percentages of the budget spent so far this year were not available at this time due to the revision done to the budget and the suggested changes to line items from the state audit. Commissioner Clayton had a few questions concerning some of the line items.

**VI. Budget Expenditure Report—Chief Smith**

The district’s constituents are paying their property taxes and the revenue is coming in. Standing at about \$4.8 million, total revenue Balance including all accounts.

		Nov
1st	Vouchers	120,282
1st	Payroll	123,776
2nd	Vouchers	
2nd	Payroll	
<b>Totals</b>		
	payroll	123,776
	Vouchers	120,282

**VII. Public Comment**

None

**Union Comment**

Darrol Iverson, Union President distributed overtime costs. This past month there were 144 hours of overtime which sets the course for upwards of \$300 thousand in overtime cost—well above what was projected. The past weekend saw a shortage of staff personnel to man the stations and respond to calls. Some first responders went alone to calls due to the shortage.

**VIII. Chief’s Report**

Chief Greg Smith presented a PowerPoint report which is incorporated by reference and reviewed Personnel, Facilities, Vehicles, Equipment, Budget and Emergency Incidents/Responses.

- Between October 27<sup>th</sup> and November 9<sup>th</sup> there were 66 incidents, averaging 4.71 per day. 48 of those incidents were EMS calls and there was a fatal motor vehicle accident Nov. 7<sup>th</sup>. This was a mutual aid call with Enumclaw.
- The mechanic position that was open has a hired candidate pending passing a medical test.  
Black Diamond Public Safety meeting was Oct. 30<sup>th</sup>.
- The WA State Auditor visited the station on Oct. 29<sup>th</sup>.
- Rescue 95 attended an event at Camp Beracha on Oct. 31<sup>st</sup>.
- November 9<sup>th</sup> several of the commissioners and members of BD City Council met with Brian Snure to discuss the pre-annexation agreement.
- On Nov. 10<sup>th</sup> the Chief met with the Enumclaw Fire Chiefs.
- November 12<sup>th</sup> will be attending an open house with the Muckleshoot Indian Tribe.

- On January 23, 2016 the district is hosting OPMA training with Brian Snure from 9 am until 12 pm at Station 96.
- The deadline for submitting 2016 Property Tax Levies is December 4, 2015.
- No action has been taken yet concerning the car prowling problem at Station 96. No further incidents have been reported.
- With the recent elections on Nov. 3<sup>rd</sup>, two members of the Black Diamond City Council lost their seats. Ron Taylor and Craig Goodwin are leaving and Brian Weber and Pat Pepper are joining the council. This will affect the make-up of the BD Ad-hoc committee.
- Muckleshoot Indian Tribe will hold elections for their tribal council January 18, 2016. There are 3 positions up for election.
- Chief Smith shared pictures of the capital improvements happening at Station 97. Drywall is done and contractors are polishing the concrete floor. Generator is installed and the septic system is officially approved. At Station 92 the new generator is installed.
- Annual pump tests are in progress. So far all engines tested have passed.

## **IX. Unfinished Business**

### **1. Ad Hoc City/District Fire Committee (report)—Commissioner McKinney**

Had a good meeting on November 9<sup>th</sup> with Brian Snure (lawyer) and the Black Diamond council members including their mayor. Changes were made to the agreement. Next scheduled meeting is Jan. 5, 2016 and that meeting they will set up a timeline for events to happen. The completed process of annexation will probably take about a year. The City of Black Diamond's legal department has not looked at the agreement yet.

### **2. District News Letter (Web Page report)—Commissioner McKinney**

A rough storyboard for the webpage arrangement is done and feedback is needed by the end of the week. Commissioner McKinney and Tim Perciful are reviewing it. They are expecting to have the new website up and running by the 1<sup>st</sup> quarter of 2016.

### **3. Capital Improvement Plans (report)—Deputy Chief Barlow**

At Station 96 there are modifications being made to the overhead doors. It was discovered that the wrong bolts were used in the initial installation. Over time and use the bolts now need to be replaced with the correct type.

### **4. Post-Retirement Medical (report)**

No report

### **5. Strategic Plan (report)—Chief Smith**

An ad hoc committee of career personnel, staff and board members will be asked to review the SWOT analysis. They will not generate new data—just examine what has already been presented. The board will plan a workshop to prioritize needs and look at

the raw data. Commissioner McKinney asked if this is something that should happen before the 2016 budget is considered. There will not be enough time for that, so the board will adjust the budget as needed if an issue arises.

**6. Staffing Discussions (committee report)**

Commissioners Bjurstrom and Seng met with Deputy Chief Barlow and they are working on numbers. There is a planned meeting with the local personnel on Nov. 13<sup>th</sup> to compare numbers and discuss assumptions. Commissioner Clayton asked if there were any pressing issues with career personnel who might be considering retirement or extended time off due to injuries. Chief Smith replied not to his knowledge at this time. Commissioner Bjurstrom commented that the committee was not considering those issues at this time in looking at staffing needs.

**7. Mechanic Vacant Position**

A candidate has been extended an offer of employment contingent on passing a physical and meeting the requirements for employment.

**X. Commissioners Report:**

Commissioner McKinney shared how much she enjoyed the WA Fire Commissioners Conference. She appreciated meeting with commissioners from around the state that were in similar types of districts as Mountain View. She found the topics more meaningful than past years. The keynote speaker was great and she thanked the district and board for making it possible to attend.

**Executive Session**

Commissioners held an executive session from 7:15-7:30 pm pursuant to RCW 42.30.110 section 1 (g) (f) and RCW 42.30.140. No action was taken.

**XI. New Business**

**Vacant Office Support Position**—An office personnel resigned from their position. As a result it has given the chief and the staff an opportunity to re-examine the office personnel needs. Chief Smith passed out a packet of information regarding what the duties are of the office manager and the now open office position. At one time the district had three office support personnel and currently they are done to one. A job description is being put together and the open position will be posted early next week. A committee will be formed for interviewing when candidates are chosen.

October 27<sup>th</sup> board minutes were signed.

**Board Meeting Adjourn**

Commissioner Bjurstrom moved and Commissioner Clayton seconded to adjourn the Board Meeting. Motion carried and the meeting was adjourned at 7:45 pm.

Next meeting will be November 24, 2015 at 6:30 pm at Station 95.

State Board of Volunteer Firefighters not required.

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James Farrell, Chair

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Cathie Valentine-McKinney

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Joanne Seng

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Dan Bjurstrom

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Mark Clayton

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Kim Baker, District Secretary