

King County Fire District 44
Board of Commissioners Meeting
Special Meeting
May 5, 2009

I. Meeting Called to Order. Commissioner James Farrell called the special scheduled meeting of the board of commissioners to order at 18:40 hours.

Present from District 44

Commissioner James Farrell	Commissioner Joanne Seng
Commissioner F. Dan Bjurstrom	Commissioner Robin Mauro
Commissioner Frederick Heistuman	

Also present were Chief Smith, Deputy Chief Mike Barlow, District Secretary Pamela Ratcliffe, Training Department Administrative Assistant Patty Kramlich.
Union Representative: Captain Bob Jewett, FF Ryan McGinnis, FF Karl Hangartner
Volunteer Representative: BC LeeAnna Young

The meeting was held at District 44, Station 95, 32316 148th Ave SE, Auburn, Wa. 98092.

II. Pledge of Allegiance. Commissioner Farrell led those in attendance in the Pledge of Allegiance.

III. Approval of Agenda. Commissioner Joanne Seng made a motion to approve the agenda. Commissioner Robin Mauro seconded the motion. The motion carried.

VI. Chief Smith Overview.

Chief Smith provided the location on the website to access Committee Meeting dates and times. See www.kcfd44.org, click shift schedules, click district calendar. He also noted there is a "Google Group" for document storage so committee members can share documents.

Each committee is continuing to meet and making progress. A mission statement and goals are being developed for each committee. Each committee will report to the board this summer.

	Report to Board
1. Organization Group / Staffing	August 25, 2009 Meeting
2. Mentor Group / Communication	July 28, 2009 Meeting
3. Staffing / Budget	June 28, 2009 Meeting

Group Reports

1. Organization Review – Consistent Staffing

The group is working on updating district policies, the policy numbering system, and job descriptions. This task will take considerable time as some policies are well over 10 years old.

2. Mentor Group

The group is drafting a Mentoring Program for new fire fighter recruits. Each new recruit will be assigned to Station 92 for a period of at least four (4) months or until their mentors feel they are ready to be moved to another location to pull shifts. This program is new will be audited to determine the effectiveness and make changes as needed.

Patty Kramlich is working on a FAQ book to help the new fire fighters with questions they have about processes after the academy.

The group hopes that this program will make it easier for the new fire fighter to assimilate into the volunteer program and retain the volunteer for longer periods.

3. Staffing/Budget

The group prepared a presentation for the board for funding two new hires. They will meeting again to see the entire board on June 2, 2009.

X. New Business.

Meeting Dates: Building Committee – May 18, 2009, 10:00, Station 95
Staffing/Budget – June 2, 2009, 18:30, Station 95
Planning – September 15, 2009, 18:30, Station 95

James Farrell, Chair

Frederick Heistuman

F. Dan Bjurstrom

Joanne Seng

n/a
Andy Benedetti

Robin Mauro

Pamela Ratcliffe, Secretary
Board of Commissioners
King County Fire Protection District No. 44