

**King County Fire District 44**  
**Scheduled Board of Commissioner Meeting**  
**September 8, 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 Mark Clayton

Commissioner Cathie McKinney

Commissioner Dan Bjurstrom—teleconferenced in

Chief Greg Smith

Deputy Chief Mike Barlow

Darrol Iverson, Union President

**Not Present**

Commissioner Joanne Seng

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**

It was moved by Commissioner McKinney and seconded by Commissioner Clayton to accept the agenda as presented. Motion carried.

**IV. Consent Agenda**

Commissioner McKinney moved and Commissioner Clayton seconded to approve the consent agenda including the minutes from the August 25, 2015 board meeting as presented and the 1<sup>st</sup> half of September vouchers. Commissioner Farrell commented that there were a few large vouchers, but none that were unusual. The vouchers included some insurance payments. Motion carried.

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

69.7% of budget is spent year to date which we are 70.8% of the way through. Commissioner Clayton had a question regarding Administrative Overtime, but it was determined that there was a misprint on the report.

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

Vouchers for the first half of September were a bit high. \$3,500 for capital improvements and \$8,000 for fuel account for some of the increase. Commissioner McKinney inquired about the fuel and Chief Smith explained that the District has three fuel tanks that hold about 1,000 gallons of gasoline and diesel each. The district has received (or will be receiving) about \$13,000 in reimbursements for state mobilizations or DNR reimbursements. Commissioner Bjurstrom inquired about personnel being used for backfill on state mobilizations or DNR reimbursements. Tim Perciful has gone on several trips for these purposes and Commissioner Bjurstrom was wondering if other personnel could “back fill” for Tim.

		Sept
1st	Vouchers	113,710.00
1st	Payroll	150,436.00
2nd	Vouchers	
2nd	Payroll	
<b>Totals</b>		
	payroll	150,436.00
	Vouchers	113,710.00
	<b>Total</b>	<b>264,146.00</b>

**VII. Public Comment**

None

**Union Comment**

Darrol Iverson, Union President distributed overtime costs.

**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 August 25<sup>th</sup> and September 7<sup>th</sup> there were 99 incidents, averaging 7.7 per day. There was a “wind event” on August 29<sup>th</sup> that caused a lot of damage to other areas, but the fire district did have too much damage.
- Burn Ban is still in effect.
- Mountain View Fire & Rescue was represented at the Labor Days event September 5<sup>th</sup> -7<sup>th</sup> in Black Diamond. White River Amphitheater had two concerts back to back on September 4<sup>th</sup> and 5<sup>th</sup>. There were about 16,000 people in attendance at the concert on September 5<sup>th</sup>.
- The Chief will be attending a safety meeting with Black Diamond on Oct. 2<sup>nd</sup>.
- Meeting with the Enumclaw Chiefs on September 9<sup>th</sup>.
- On September 16<sup>th</sup> there will be a meeting of the King County Fire Chiefs and Fire Commissioners. It is recommended that the district commissioners attend if possible.

- There have been several car prowls at Fire Station 96 this year. About 3-5 cars have been broken into this year and a bar-b-que grill has been stolen. The most recent car prowler did about \$600 in damage including stolen contents. The chief and staff are exploring ideas of gating the parking lot around the station house. Commissioner Bjurstrom suggested the option of installing surveillance equipment. Darrol Iverson suggested that a motion detected light outside the door where the prowls have been happening might be a big deterrent. The area is very dark and there is no lighting in this area. This concern will be investigated further and they will come back to the board with more information about how to proceed.

## IX. Unfinished Business

### 1. Ad Hoc City/District Fire Committee (report)

No Report

### 2. District News Letter (Web Page report)

Commissioner McKinney spoke with Tim Perciful. Due to his deployment to areas where they are battling wild fires, progress has slowed on the website. Tim is the point person on leading the discussion on the content of the website. Due to his absence not much is happening. Tim is very busy at this time. Commissioner Bjurstrom suggested a blog area on the website featuring blogs from Commissioner Farrell, Chief Smith, and possibly Tim Perciful. Commissioner Farrell suggested a “NEWS” page that would list the most current information for the public to access.

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

- Work on Station House 97 generator has started. Projected completion date is September 23<sup>rd</sup>.
- Work on Station House 92 generator—ship date for the generator will be November 20<sup>th</sup> with a start-up date of December 2<sup>nd</sup>. The reasons for the delay include manufacturing issues including a misunderstanding on the contract start time.
- The company installing the generator will supply a back-up generator when the current one goes offline for installation. The current generator is not sufficient for the station house’s needs. Commissioner McKinney expressed concern about the possibility of not having a generator should the weather take a negative turn.
- Deputy Chief Barlow presented a power point on the Capital Improvements Budget Report and bids.

The original budget was \$252,000 for improvements for Fire House 97 and the RIT Facility--\$126,000 for each facility.

Bid results are as follows:

For **Station House 97 subtotal for all work including taxes = \$206,141.00**

Scope of work would include: septic repairs (\$13,032.00), interior construction, electrical, concrete polishing, interior and exterior painting, roofing and siding, general conditions.

Commissioner McKinney asked the Deputy Chief if he was comfortable with the lowest bid winner's information as presented. Chief Barlow responded that there were some questions he had regarding some aspects of the work that would be done by subcontractors.

For **Station 92 RIT House and Workout Facility subtotal = \$69,178.00**

Scope of work would include: septic repairs, electrical, interior and exterior painting, roofing and siding, flooring and general conditions.

As part of the improvements, there were some extra costs that were not included with the bids. These additional improvements will total about \$40,972.61. The scope of the work would include cleaning the building and the ducts, move and return contents of the buildings, IT repair and improvements, sports floor in 92 workout room, bay heating for 92, replace windows for 97, moisture control for 97 bay.

Commissioner Bjurstrom asked about the possibility of installing tile rather than carpeting or linoleum. Commissioner McKinney asked questions concerning window replacements—can the district qualify for energy efficiency rebates with PSE depending on the types of windows that are installed?

An insurance payment was made to the district when the pipes originally burst in Station 97.

Commissioner Clayton expressed concern about the fact that improvements are needed in the kitchen and other areas of Station 92. Commissioner Farrell responded that those concerns would be addressed in 2016. The capital improvements in discussion at this time were approved for 2015.

Commissioner Bjurstrom moved that the board authorize the chiefs to move forward with the bids as presented and include the overages not originally included in the bids. Commissioner McKinney seconded. The motion passed.

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

No report

**5. Strategic Plan (report)**

SWOTs (strengths, weaknesses, opportunities, and threats) are complete. The board received them via email and will be given time to review and discuss at a later meeting.

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

No report

**7. Best Starts for Kids Initiative**

Commissioner Farrell will be meeting Dow Constantine and several other county personnel on September 15<sup>th</sup> to further discuss this initiative and the impact it will have on the fire district. The chiefs will have representatives at the meeting.

8. **Mechanic Vacant Position**—Commissioner Clayton and Deputy Chief Barlow met with Mark Jones from the Kent Regional Fire Authority maintenance shop. The facilities are very nice and they do quality work. This facility currently does work for Skyway, Tukwila, Sea Tac, North Highline, Federal Way, Auburn, VRFA and Kent. There are 15 employees in their shop and they work in regards to the National Standards of Best Practices for Fleet Maintenance. Mr. Jones presented them with the scope of work their maintenance shop could do. Some aspects of major repairs would be sent out to other facilities. Based on the size of the district's fleet, Mr. Jones estimated 2,611.40 man hours or the equivalent of 2.08 personnel. Deputy Chief Barlow presented a comparison report based on what the district is currently doing compared to what the Kent maintenance shop could provide compared to if the district were to hire another mechanic. A discussion followed on the pros and cons of the various options available to the district. Commissioner Clayton favored going with the Kent maintenance shop. Commissioner Farrell pointed out that a previous vote to hire another mechanic had already passed with 4 to 1 in favor of a new hire by the district. Commissioner Bjurstrom asked Chief Smith his opinion on the matter. Chief Smith stated that the information presented was hard to compare based on what they do and what the district truly needs. The contact with Kent does not address the needs for maintenance and repair of breathing apparatus air compressors or other maintenance items often performed by the Mechanic. There seems to be a \$60K additional cost going with Kent this additional cost would probably be better utilized to provide additional administrative help if records are a concern. Commissioner McKinney thanked Commissioner Clayton and Deputy Chief Barlow for the information presented concerning other options. They did a very thorough investigation of what the Kent Maintenance Shop could provide concerning services. She further suggested that the board go forward with the hiring of a new mechanic and that after a year the board should review to decide about the benefit of the new hire. Chief Smith asked the board about how to proceed with the new hire. He would like to put together a job description with required qualifications and put out a "want" ad. He will request proof of certification/licensing/ability to the work.

## X. **New Business**

### **Automatic Aid Agreement between Mountain View and Enumclaw Fire**

This would be an agreement between our fire district and Enumclaw's district. 90% of the aid would be us providing aid to them in the area south of 400<sup>th</sup>, between Auburn and Enumclaw. This agreement would be an appendix to the Automatic Aid and Assistance Agreement already in place. It would clarify what our district is already doing. Commissioner McKinney moved and Commissioner Clayton seconded that the board authorize the chief to accept and sign the Automatic Aid and Assistance Agreement

Appendix B. The motion passed unanimously. Commissioner Bjurstrom asked about how the agreement could be terminated if needed and suggested that language be included in the document to cover this. Chief Smith stated that he would review the master agreement for a clause covering this concern or make sure that Appendix B included one.

**XI. Commissioners Report:**

Commissioner McKinney commended Chief Smith and Tim Perciful for the work they did at the Black Diamond Labor Days.

**Executive Session**

No executive session was held.

**Signing of Documents**

August 25<sup>th</sup> board minutes were signed.

**Board Meeting Adjourn**

Commissioner Clayton made a motion to adjourn the Board Meeting. Commissioner McKinney seconded. Motion carried and the meeting was adjourned at 8:40 pm.

Next meeting will be September 22, 2015 at 6:30 pm at Station 95.

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Dan Bjurstrom

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James Farrell, Chair

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Mark Clayton

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Cathie Valentine-McKinney

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Kim Baker, District Secretary

**NOT PRESENT**

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Joanne Seng