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# KING COUNTY FIRE PROTECTION DISTRICT 25 BOARD OF FIRE COMMISSIONERS REGULAR MEETING 3/13/2017

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**DATE:** Monday, March 13, 2017 (0945 a.m.)

**PURPOSE:** Regular Monthly Meeting

**LOCATION:** Station 13, 18002 – 108<sup>th</sup> Ave. SE, Renton

**ATTENDANCE:** KCFD #25

RENTON

Chairman Kerry Abercrombie  
Commissioner Ray Barilleaux

Acting Fire Chief Chad Michael  
Director of Administration Samantha Babich  
Admin Secretary Rhonda Heyden

PUBLIC

None in attendance

**Call to Order and Motion for Absent Commissioner:**

Chairman Abercrombie called the meeting to order at 09:45 a.m. Commissioners attending were Barilleaux and Abercrombie. Commissioner Barilleaux made a **MOTION** to excuse absent Commissioner Meikle. **SECONDED** by Commissioner Abercrombie. **MOTION PASSED (2-0)**.

Staff in attendance included: Acting Fire Chief Chad Michael, Director of Administration, Samantha Babich, and Administrative Secretary Rhonda Heyden.

**Correspondence:**

None

**Financial Reports:**

None

**Unfinished Business:**

None

**Consent Agenda:**

Commissioner Barilleaux made a **MOTION** to approve the minutes of February 13, 2017. **SECONDED** by Commissioner Abercrombie. **MOTION PASSED (2-0)**.

**New Business:**

**Administrative Secretary:** Commissioner Barilleaux asked about the hiring of the new Administrative Secretary since there would be a few things this person would need to handle for District 25:

- Paperwork required for Commissioner Elections with King County
- District 25 records that are stored at Station #16

It was recommended that this topic be added to next month's agenda, so that Commissioner Meikle could be present to aid in the discussion of the Secretary's responsibilities.

**Authorization to close US Bank Business Checking Account:** Commissioner Barilleaux made a **MOTION** to authorize the closing of District 25's US Bank Business Checking Account. **SECONDED** by Commissioner Abercrombie. **MOTION PASSED (2-0).**

**Citizen Comments:**

None

**Seminars/Meetings/Conferences:**

None

**District Reports:**

None

**Executive Session:**

None

**Good of the Order:**

None

**Meeting Recess:**

At 9:55 a.m., the meeting was recessed until 11:30 a.m., at which time Michael Pursley, Assistant State Auditor, would join the meeting to conduct a Washington State Auditor Exit Conference.

**Meeting Continuation:**

At 11:30 a.m., the meeting resumed. Those in attendance included Assistant State Auditor Michael Pursley, Chairman Kerry Abercrombie, Commissioner Ray Barilleaux, Acting Fire Chief Chad Michael, Director of Administration Samantha Babich, Sr. Finance Analyst Jennifer Zhou, and Administrative Secretary Rhonda Heyden.

**New Business, Continued**

**State Auditor's Office Exit Conference:**

The State Auditor's Office performed an accountability audit for 2013-2015 and Auditor Michael Pursley presented the results and recommendations to the Board. The report will be published in March.

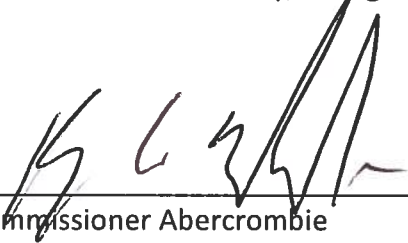
**Adjournment:**

The meeting adjourned at 11:55 a.m.

Attachments: Agenda

Submitted/Transcribed by:

Rhonda Heyden, Renton Regional Fire Authority  
Administrative Secretary/Acting Board Secretary

  
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Commissioner Abercrombie  
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Commissioner Barilleaux

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Commissioner Meikle

  
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Acting Board Secretary Rhonda Heyden