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# **KING COUNTY FIRE PROTECTION DISTRICT 40**

## **BOARD OF FIRE COMMISSIONERS**

### **REGULAR MEETING MINUTES**



**3/12/2020**

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**DATE:** March 12, 2020

**TIME:** 5:00 PM

**PURPOSE:** Regular Meeting

**LOCATION:** King County Sheriff's Fairwood Storefront Office  
17620 140th Ave SE, Suite C-10, Renton WA 98058

**ATTENDANCE:**

**KCFD #40**

Ronnie Little, Commissioner  
Cheryl Nichelson, Commissioner  
Charlotte Ryan, Commissioner  
Linda Sartnurak, Commissioner  
Andrew Schneider, Commissioner

Laura Buckley, District Secretary  
Eric Quinn, Attorney

**RENTON RFA**

Kerry Abercrombie, Board Member  
Robby Hyslop, Firefighter  
Rick Marshall, Chief  
Mark Seaver, Deputy Chief

**PUBLIC**

None

**CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:**

Commissioner Nichelson called the regular meeting of King County Fire Protection District #40 to order at 5:00 PM with Commissioners Little, Ryan, Sartnurak, and Schneider present.

Commissioner Nichelson led the pledge of allegiance.

**ON-LINE CONFERENCE CALL**

Commissioner Sartnurak stated representatives from the Emergency Services Consulting International (ESCI) consultant team (see minutes of 2/13/2020) requested an on-line conference call to introduce themselves to the Board. After a few technical difficulties, Don

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Bivins and Jim Torpin provided a brief background of their fire service history as well as an outline of the next steps to gather information. Chief Marshall agreed to provide Renton RFA data on District 40 operations. They stated that they anticipate the information gathering portion should take around three weeks to a month. Commissioner Sartnurak thanked them for their conference call and ended the meeting with them.

#### **CORRESPONDENCE:**

- **Response from Renton RFA (to letter dated 12/9/2019)**

Commissioner Ryan thanked Chairman Ambercrombie for the response to our letter. However, she expressed her concern that the Renton RFA continues to feel it unnecessary to consult FD40 prior to distributing newsletters to FD40 citizens. Chief Marshall stated that he felt that Renton RFA does not need FD40 permission to send out a mailing to FD40 citizens as they provide service to them. The Board of Commissioners maintain consultation and approval of content be obtained prior to distribution.

Commissioner Schneider stated that we requested a response from the Renton RFA regarding our letter and we received it. A copy of the letter is on file with the minutes.

#### **UNFINISHED BUSINESS:**

- **Policies #1710, #3000, #6200**

Commissioner Little stated that policy #1710 was not yet ready to be revised at this meeting. However, she recommended to rescind Policy #3000 (Community Relations: Goals), and a discussion was held on Policy #6200 (Purchasing: Authorization and Control).

Commissioner Sartnurak explained when the Station 17 sewer line backed up in December 2019, policy #6200 was executed to obtain immediate funds for the emergency repair. Policy #6200 limits emergency funds to a \$10,000 maximum, after some discussion regarding the amount, **it was Moved by Commissioner Nicholson to amend Policy #6200 from \$10,000 to \$20,000. Commissioner Little seconded. Motion approved (5-0).**

**It was Moved by Commissioner Little to rescind Policy #3000. Commissioner Schneider seconded. Motion approved (5-0).**

#### **NEW BUSINESS:**

- **Renton RFA Strategic Plan Question Discussion**

Commissioner Nicholson attended the Renton RFA Strategic Plan kick-off meeting on January 28, 2020. As a stakeholder, FD40 was asked to answer questions regarding Renton RFA. Commissioner Nicholson presented the answers provided by individual FD40 Board

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members. The Board will discuss the questions in more detail at the next regular meeting and deliver a uniform response to the Renton RFA Strategic Plan committee.

- **ESCI Survey Question Discussion**

In addition to requesting information from the Renton RFA, ESCI would like information from King 25, King 43, King 37 Puget Sound RFA, and King 20. Commissioner Sartnurak provided a sample letter to be sent to each entity and requested authorization for the Chair to sign and mail out the document(s). **It was Moved by Commissioner Ryan to authorize Commissioner Nicholson to sign the letter to the above-listed entities requesting information. Commissioner Little seconded. Motion approved (5-0).** A copy of the draft letter is on file with the minutes.

- **Resolution #552: Continuation Government Plan**

The department's attorney, Eric Quinn, presented Resolution #552 for discussion. The document provides for continuation of the governing body in the event of a disaster and/or incapacity of the Board Chair. Due to the looming Covid-19 threat, the Board may wish to adopt it. After further discussion, **it was Moved by Commissioner Ryan to adopt Resolution No. 552 as presented. Commissioner Nicholson seconded. Motion approved (5-0).** A copy of Resolution No. 552 is on file with the minutes.

#### **CHIEF'S REPORT:**

Chief Marshall went over the following items from his Chief's report:

1. Covid-19 Update
2. 2020 Promotions  
*Our new Station 17 Captain is Nathan Blakeslee*
3. Strategic Plan Update
4. South King County Fire Training Consortium Admin Board Meeting
5. Center for Public Safety Excellence Hearings
6. Significant Incidents

A copy of the report is on file with the minutes.

#### **FINANCIAL REPORTS:**

The February 2020 financial reports were presented at the meeting, and the Board reviewed the documents. Copies of the Cash Flow and Treasurers Reports are on file with the minutes.

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### **CONSENT AGENDA:**

The consent agenda consisted of:

- February 13, 2020 Regular Meeting Minutes
- February 27, 2020 Special Meeting Minutes
- March A/P Voucher in the amount of \$15,750.41
- March Payroll in the amount of \$3,378.66

**It was Moved by Commissioner Sartnurak to approve the consent agenda as presented. Commissioner Little seconded. Motion Approved (5-0).**

Copies of the approved vouchers are on file with the minutes.

### **WORKGROUP REPORTS:**

- **Finance** (Nichelson + Ryan)  
No report.
- **Communications** (Nichelson + Ryan)  
The FD40 Spring Newsletter was mailed out last week.
- **Facilities & Equipment** (Sartnurak + Schneider)  
Commissioner Sartnurak reported that the Station 17 heating system has been released from the City of Renton and is now our property. The sewer line issue has been repaired and complete. We received a bid to tint the windows in the Station 17 bay (to help reduce the heat in the summer), a second bid is scheduled for comparison. Commissioner Schneider's GoFMX account will be set up by DC Seaver; allowing him access to schedule and monitor facility maintenance work order tickets within the Renton RFA module.
- **Special Projects** (Little + Schneider)  
Commissioner Little reported that the department's policies are almost done being reviewed.  
  
Commissioner Schneider said that we have established an account with the Washington State Correctional Industries to provide FD40 logo jackets and apparel.
- **Contract Review & Options** (Sartnurak + Little)  
No report.
- **Renton RFA Liaison** (Sartnurak)  
No report.

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**PUBLIC COMMENT:**

Robby Hyslop (Local 882 President) asked that the Union also be considered a stakeholder while discussing the future of FD40 with ESCI.

**GOOD OF THE ORDER:**

Commissioner Little thanked Renton RFA Chair Abercrombie for attending our meeting. She also reminded everyone to file their F-1 form with the Public Disclosure Commissioner (PDC).

Commissioner Sartnurak reminded everyone to stay healthy.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:34 PM.

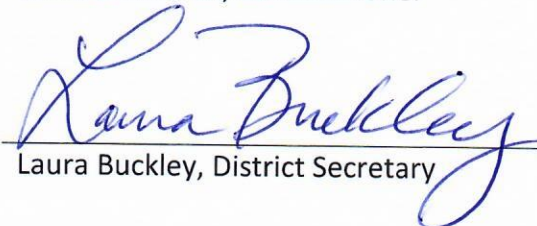
  
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Ronnie Little, Commissioner

  
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Cheryl Nicholson, Commissioner

  
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Charlotte Ryan, Commissioner

  
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Linda Sartnurak, Commissioner

  
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Andrew Schneider, Commissioner

  
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Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, April 9, 2020 at 5:00 PM at the King County Sheriff's storefront location.**

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Attachments: Agenda  
Letter from Renton RFA (dated February 10,2020)  
Revised Policy #6200  
Rescinded Policy #3000  
Draft ESCI Survey Letter  
Resolutuion No. 552  
Chief's Report  
February Financial Reports  
Voucher Approval Documents

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