
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

06/13/2019

DATE: June 13, 2019

TIME: 5:00 PM

PURPOSE: Regular Meeting

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

ATTENDANCE:

| | |
|--------------------------------|-------------------------------|
| KCFD #40 | RENTON RFA |
| Cheryl Nichelson, Commissioner | Will Aho, Battalion Chief |
| Steve Parsons, Commissioner | Chuck De Smith, Deputy Chief |
| Charlotte Ryan, Commissioner | Brice Callaway, Fleet Manager |
| Linda Sartnurak, Commissioner | |
| Joe Quinn, Attorney | |

CALL TO ORDER:

Commissioner Nichelson called the regular meeting of King County Fire Protection District #40 to order at 5:00 PM with Commissioners Parsons, Ryan, and Sartnurak present. Commissioner Little was excused at a prior meeting. Also in attendance were Will Aho, Brice Callaway, Chuck De Smith, and Joe Quinn.

Commissioner Nichelson led the pledge of allegiance.

CORRESPONDENCE:

- **May 2019 PSERN Bulletin**
Status update on the Puget Sound Emergency Radio Network.

Professionalism • Integrity • Leadership • Accountability • Respect

- **Fairwood Town Hall Meeting**

Wednesday, June 26, 2019 at Northwood Middle School. We will contact Councilmember Dunn's office and request an information table.

UNFINISHED BUSINESS:

Commissioner Nicholson presented the following department policies to be revised or rescinded:

| <u>Policy #</u> | <u>Title</u> | <u>Requested Action</u> |
|------------------------|--|--------------------------------|
| 1312 | Policies/Procedures/Guidelines | Revise |
| 1312P | Policies/Procedures/Guidelines Additions/Changes | Revise |
| 1320 | Rescinding a Policy | Revise |
| 1450 | Meeting Minutes | Revise |
| 1511 | Conduct of a Public Official | Revise |
| 1610 | Fire Commissioner Expenses | Revise |
| 1630P | Fire Commissioner Compensation | Revise |
| 1630P F-1 | Fire Commissioner Reimbursement | Revise |
| 1740 | Memberships and Subscriptions | Revise |
| 2430 | District Secretary Position Description | Revise |
| 5100 | Asset Management | Revise |
| 5210 | Liability Insurance | Revise |
| 6300 | Vouch certification and Approval | Revise |
| 2743 | Charge Cards | Rescind |
| 3200 | Use of Facilities | Rescind |
| 3200P | Use of Facilities | Rescind |
| 3200P F-1 | Hold Harmless Agreement | Rescind |
| 3210 | Loan of District Owned Equipment | Rescind |
| 4500 | Fire Investigation | Rescind |
| 4520 | Fire Apparatus Access Road Gate(s) | Rescind |

The Board reviewed each policy and made recommendations on most of them. The Special Projects Workgroup will bring back the modified policies at the next meeting for action.

Commissioner Nicholson then reported that so far we have received interest from just one person who wants to design a logo for Station 17. It was decided to include the information in the flyer for the Town Hall meeting to increase interest in the project.

Because we have had only one person interested in the vacant District Secretary position and to avoid any impression of a conflict of interest, Commissioner Nicholson stated that we should advertise for the position. She asked Mr. Quinn if there was any requirement that the job was

Professionalism • Integrity • Leadership • Accountability • Respect

to be posted for a certain length of time. It was decided that the position would be posted as soon as possible for a two-week duration.

The status of the Station 17 reserve engine (F432) was discussed next. Because it was used successfully at the Spring Pump Academy, Chief De Smith asked that the Board consider making it available as a permanent training resource. He stated that the vehicle has more value as a training rig than as a reserve engine, and Renton would provide a backup engine for Station 17 if needed. Commissioner Parsons asked who would maintain the apparatus. Mr. Callaway (Renton Fleet Manager) replied that they would maintain the engine, but would come back to the District 40 Board if there were a major decision to be made. It was the consensus of the District 40 Board to allow F432 as a Training Academy resource.

Chief De Smith then reported that the reserve Battalion Chief car (F438) has been surplussed and, because Fire District 40 is part owner, the District will be receiving proceeds from the sale of the vehicle.

Mr. Callaway recommended that District 40 plans for a new aid car in the future. Commissioner Sartnurak asked what the cost would be, and Chief De Smith replied it is estimated to cost around \$280,000.

Commissioner Parsons asked what was the issue with Aid 17 (F439)? Mr. Callaway replied that it received a new full set of injectors.

NEW BUSINESS:

Commissioner Ryan presented an authorized Accounts Payable Signature Form. She explained that King County is implementing a new layer of accountability for special purpose districts because of a recent

Commissioner Ryan then requested that the District apply for a general credit card instead of reimbursing for Board expenses. Mr. Quinn said that he would supply a draft policy regarding credit cards, which could be adopted at the next meeting.

Commissioner Parsons asked the Board for permission to have Mike Price provide Fire District 40 response data from January 2018 to June 2019. He has provided us with data in the past. He rate is \$67 per hour, and he believes it will take less than 20 hours to get the requested information. **It was moved by Commissioner Parsons to hire Mike Price to gather the requested information at a cost not to exceed \$2,000. Commissioner Sartnurak seconded. Motion Approved (4-0).**

Professionalism • Integrity • Leadership • Accountability • Respect

CHIEF'S REPORT:

Chief De Smith presented the report on behalf of Chief Marshall, and asked the following before reporting on the formal report:

1. He asked if we received the updated station roster (the Board did).
2. He then said that each station holds an open house for the public once a year, and that would include Station 17. The Special Projects Workgroup will help coordinate the open house.
3. He also asked if the Board would like to receive a report on the 4th of July incidents, and if so, what would they like to hear about.

He then reported on the following from Chief Marshall's report:

1. Congratulating six firefighters who passed their 1A JATC test.
2. Reporting on three recent promotions.
3. Welcoming three new employees.
4. Congratulating two new NOAA divers.
5. Reporting on Scout Night.
6. Reporting on a NORCOM meeting in Washington DC.
7. Reporting on May responses.

A copy of the Chief's Report is on file with the minutes.

FINANCIAL REPORTS:

The Board reviewed the May 2019 Cash Flow and Treasurer's reports.

Copies of the financial reports are on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- May 9, 2019 regular meeting minutes
- June 5, 2019 special meeting minutes
- June accounts payable vouchers in the amount of \$7,374.96
- June payroll in the amount of \$4,876.24

It was reported that Commissioner Little was unable to attend the June 1st WFCA seminar in Chelan. **Commissioner Sartnurak moved to approve the consent agenda, but cancel the warrant payable to the Washington Fire Commissioners Association. Commissioner Parsons seconded. Motion Approved (4-0).**

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

Professionalism • Integrity • Leadership • Accountability • Respect

WORKGROUP REPORTS:

- **Finance** (Little + Ryan)
No report.
- **Communications** (Nichelson + Ryan)
No report.
- **Facilities & Equipment** (Parsons + Sartnurak)
The workgroup went to the Puget Sound RFA fire shop to look at their new engine. The Renton RFA will hold their next specifications meeting on July 11.
- **Special Projects** (Little + Nichelson)
No report.
- **Renton RFA Contract** (Parsons + Sartnurak)
To be discussed in Executive Session.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak was out of town, and Commissioner Little was to attend in her place.
- **Archive** (Ryan + Sartnurak)
Because documents have either been sent to the State, moved to Station 17, or been destroyed (per State guidelines), Commissioner Ryan requested that this temporary workgroup be disbanded. The Board agreed.
- **Station 17 Office** (Nichelson + Ryan)
We are still working to move out of boxes and into our new work area. The goal is to have our office looking good when the Renton RFA meets at Station 17 on July 22.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

None.

EXECUTIVE SESSION

A 20-minute executive session was called at 6:31 PM per RCW 42.30.110(1)(i) to discuss with legal counsel representing District 40 the legal risks of a proposed action or current practice that District 40 has identified when public discussion of

Professionalism • Integrity • Leadership • Accountability • Respect

the litigation or legal risks is likely to result in an adverse legal or financial consequent to District 40.

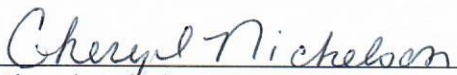
The executive session was extended for five minutes at 6:51 PM.

The executive session was extended an additional five minutes at 6:56 PM.

The meeting reconvened at 7:01 PM.

ADJOURNMENT


As there was no further business, the meeting was adjourned at 7:01 PM.


Cheryl Nicholson, Commissioner


Linda Sartnurak, Commissioner


Steve Parsons, Commissioner


Ronnie Little, Commissioner


Charlotte Ryan, Acting District Secretary
and Commissioner

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday July 11, 2019 at 5:00 PM at the King County Sheriff's storefront location.**

Attachments: Agenda
PSERN Bulletin
Fairwood Town Hall Meeting Invitation
List of Policies to Revise/Rescind
Accounts Payable Authorized Signature Form
Chief's Report
Year-to-date Cash flow and Treasurer's Reports
Voucher Approval Documents

Professionalism • Integrity • Leadership • Accountability • Respect