

---

# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

**07/11/2019**

---

**DATE:** July 11, 2019

**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  
Eric Quinn, Attorney

**RENTON RFA**

Spencer Armstrong, Firefighter  
Andrew Harm, Firefighter  
Christopher Krystofiak, Lieutenant  
Hector Luevano, Firefighter  
Rick Marshall, Chief  
Craig Soucy, Battalion Chief  
Keith Wall, Firefighter  
Steve Wright, Captain

**CALL TO ORDER:**

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

**It was Moved by Commissioner Sartnurak and Seconded by Commissioner Nichelson to excuse the absence of Commissioner Parsons for this evening's meeting. Motion Approved (4-0).**

Commissioner Little led the pledge of allegiance.

**CORRESPONDENCE:**

None.

---

*Professionalism • Integrity • Leadership • Accountability • Respect*

### **UNFINISHED BUSINESS:**

Commissioner Nicholson reported that she made the suggested changes after the following policies were reviewed at the June regular meeting, and she presented them to be formally adopted:

<b><u>Policy #</u></b>	<b><u>Title</u></b>	<b><u>Requested Action</u></b>
1312	Policies/Procedures/Guidelines	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
2743	Charge Cards	Revise
5100	Asset Management	Revise
5210	Liability Insurance	Revise
6300	Vouch certification and Approval	Revise

**It was Moved by Commissioner Nicholson and Seconded by Commissioner Ryan to adopt the above-listed revised policies. Motion Approved (4-0).**

**It was Moved by Commissioner Nicholson and Seconded by Commissioner Sartnurak to rescind the below-listed policies. Motion Approved (4-0).**

<b><u>Policy #</u></b>	<b><u>Title</u></b>	<b><u>Requested Action</u></b>
1312P	Policies/Procedures/Guidelines Additions/Changes	Rescind
1320	Rescinding a Policy	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

Copies of the policies are on file with the minutes.

Commissioner Nicholson reported that we received eight (8) entries for the Station 17 logo contest. The designs will be posted at Station 17 for the crews to vote on through July 26, 2019 (a tentative ending date because of vacations, etc.).

Copies of the design entries are on file with the minutes.

---

*Professionalism • Integrity • Leadership • Accountability • Respect*



Commissioner Nicholson then reported that she drafted an advertisement for the vacant secretary position. She would like it posted on various sites including Indeed, WFCA, the and the Chief's Association's website as soon as possible. **It was Moved by Commissioner Nicholson and Seconded by Commissioner Sartnurak to post the District Secretary advertisement upon approval by the Department's Attorney, Eric Quinn. Motion Approved (3-0, with Commissioner Ryan abstaining).**

Commissioner Ryan received an email and application form from US Bank (the contract bank of King County) to apply for a department credit card. She asked that Mr. Quinn review the documents, and she will email them to him for his evaluation.

A revised Authorized Signature Form was presented to add Commissioner Little's signature (who was not in attendance at the June meeting).

Mr. Quinn reported that King County Executive, Dow Constantine, has signed an interlocal agreement (ILA) for fire protection services between the County and fire districts. The rate of payment is based on the assessed value of any structures the County owns, but they will not pay for vacant land. Mr. Quinn suggested that the Special Projects workgroup verify that the document (Exhibit A) has listed all King County properties within Fire District 40 and bring back their findings at the August meeting.

Mr. Quinn then discussed the progress of renegotiating the Lake Youngs (Seattle Public Utilities) ILA. We currently receive \$56,623 per year to provide fire protection service; however, they believe they are paying us more than they should. Mr. Quinn was able to negotiate a \$15,000 HazMat premium. The Board will discuss the matter further in Executive Session.

#### **NEW BUSINESS:**

After Commissioner Little read Resolution No. 545 (department credit cards) into the minutes, **it was Moved by Commissioner Nicholson and Seconded by Commissioner Sartnurak to adopt Resolution No. 545. Motion Approved (4-0).**

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

Commissioner Ryan briefly discussed the new Paid Family & Medical Leave (PFML) law, which took effect January 1, 2019. Because we have no employees, we believed we were exempt from paying; however, the Employment Security department has determined that fire commissioners (even though we are elected officials) are employees by their definition. Therefore, the Board will notice a PFML deduction beginning on their July 2019 check. The Board will also notice an accounts payable voucher in the amount of \$52.86 to pay for the 1st and 2nd quarters of this year.

---

*Professionalism • Integrity • Leadership • Accountability • Respect*

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

Chief Marshall reviewed the following items from his Chief's report:

1. Congratulations to those who passed their recent JATC tests.
2. Eight recruits graduated the academy on June 27, 2019.
3. Formal job offers have been made and accepted, and the new firefighters will attend the Fall Recruit Academy.
4. 4th of July Recap.
5. Report on June 11, 2019 fire in Tiffany Park.
6. Report on June 22, 2019 fire in Fairwood.
7. Report on July 5, 2019 4-plex fire in Fairwood.

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

### **FINANCIAL REPORTS:**

The Acting Secretary presented the June Cash Flow report (the Treasurer's Report was not yet available). Midway through the year, Revenues are at 53% and Expenses at 49% of the 2019 budget.

A copy of the June Cash Flow report is on file with the minutes.

### **CONSENT AGENDA:**

The consent agenda consisted of:

- June 13, 2019 regular meeting minutes
- June 26, 2019 special meeting minutes
- July accounts payable vouchers in the amount of \$9,411.37
- July payroll in the amount of \$2,469.07

**It was Moved by Commissioner Nicholson and Seconded by Commissioner Sartnurak to accept the consent agenda as presented. Motion Approved (4-0).**

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

### **WORKGROUP REPORTS:**

- **Finance** (Little + Ryan)  
No report.
- **Communications** (Nichelson + Ryan)  
The workgroup plans to bring a draft fall newsletter to the August meeting.

---

*Professionalism • Integrity • Leadership • Accountability • Respect*



- **Facilities & Equipment** (Parsons + Sartnurak)  
Commissioner Sartnurak attended a Renton RFA specification meeting with the Pierce representative today, and another meeting is scheduled in August.
- **Special Projects** (Little + Nicholson)  
No report.
- **Renton RFA Contract** (Parsons + Sartnurak)  
To be discussed in Executive Session.
- **Renton RFA Liaison** (Sartnurak)  
The July 9 meeting was held at Station 12, and the July 22 meeting will be held at Station 17. Commissioner Sartnurak requested that a few District 40 Board members also attend the July 22 meeting. She then reported that the Renton RFA is looking into forming committees (like our workgroups), but they must change their bylaws first.
- **Station 17 Office** (Nicholson + Ryan)  
No report.

#### **PUBLIC COMMENT:**

Battalion Chief Soucy reported that the gate between Woodside and Fairwood Greens has been repaired (see minutes of 2/14/2019).

Lieutenant Krystofiak said that he heard that District 40 met with the Puget Sound RFA. He expressed his hope that the District 40 Board was working hard to extend the contract with the Renton RFA.

Chef Marshall introduced Firefighter Armstrong, who grew up in Fairwood. When asked (during his hiring interview with the Renton RFA) if he had any additional comments, FF Armstrong simply asked that they “give a local boy a chance.” Needless to say, they are.

#### **GOOD OF THE ORDER:**

Commissioner Sartnurak thanked the crews for their quick rescue of a victim and fast extinguishment at the July 5, 2019 apartment (4-plex) fire.

Eric Quinn reported that obesity is now considered a disability, and he said that if the Board would like to know more interesting facts, they should subscribe to his free newsletter at [www.firehouselawyer.com](http://www.firehouselawyer.com).

#### **EXECUTIVE SESSION:**

A 10-minute executive session was called at 5:52 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

---

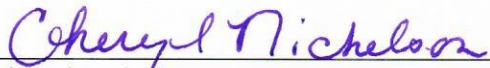
*Professionalism • Integrity • Leadership • Accountability • Respect*

District 40 has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to District 40.


The meeting reconvened at 6:02 PM.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:03 PM.



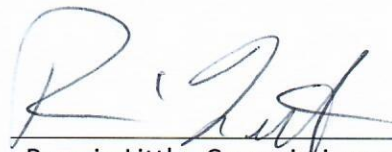
Cheryl Nicholson, Commissioner



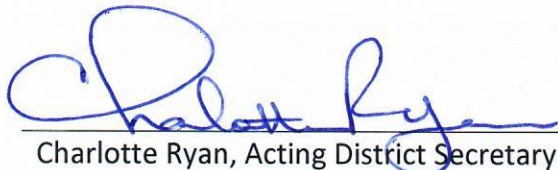
Linda Sartnurak, Commissioner



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 August 8, 2019 at 5:00 PM at the King County Sheriff's storefront location.**

Attachments: Agenda  
Revised and Rescinded Policies  
Station 17 Logo Designs  
King County ILA: Exhibit A  
Resolution No. 545 (Credit Cards)  
Chief's Report  
Year-to-date Cash flow Report  
Voucher Approval Documents

---

*Professionalism • Integrity • Leadership • Accountability • Respect*