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# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS REGULAR MEETING MINUTES 10/13/2022

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**DATE:** October 13, 2022  
**TIME:** 5:00 PM  
**PURPOSE:** Regular Meeting  
**LOCATION:** ZOOM MEETING ([www.zoom.us](http://www.zoom.us))  
Meeting ID: 886 4934 4889  
Password: 245066

**ATTENDANCE:**

**KCFD #40**

Steve Parsons, Commissioner  
Joe Pratt, Commissioner  
Charlotte Ryan, Commissioner  
Linda Sartnurak, Commissioner  
Andrew Schneider, Commissioner  
Laura Buckley, District Secretary  
Eric Quinn, Attorney  
  
Jim Torpin, Consultant

**RENTON RFA**

Samantha Babich, CAO  
Nathan Blakeslee, Captain  
Chris Krystofiak, Lieutenant  
Scott Murphy, Facilities Manager  
Marcus Rismiller, Captain  
Mark Seaver, Deputy Chief

**PUBLIC**

Christine Gillan, GCCSS  
Sean Penwell, Puget Sound Fire

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

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:01 PM with Commissioners Parsons, Pratt, Ryan, and Schneider present. No absentee motions were requested for the next regular board meeting.

Commissioner Sartnurak led the pledge of allegiance.

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## **UNFINISHED BUSINESS:**

- **Cell Tower Lease**

Board Chair Sartnurak requested an agenda modification to allow east coast based GCCSS consultant, Christine Gillan, speak to the cell tower lease negotiations at the start of the meeting given the time zone difference. Christine reviewed the terms and conditions set forth in the final offer delivered to American Tower which required full acceptance of terms or a cancellation of the cell tower lease agreement. American Tower has until October 20, 2022, to -agree to the lease agreement or remove their equipment when the current contract expires in January 2023. She hopes to have good news for the board soon.

## **CHIEF'S REPORT:**

Chief Seaver went over the following items from the Chief's report:

- **Don Persson Renton Senior Activity Center Dedication**

In celebration of Don Persson, on Saturday, September 10, Commissioner Sartnurak, CAO Samantha Babich and Deputy Chief Mark Seaver attended the celebration to rename the Renton Senior Activity Center in his honor on behalf of Renton RFA. There was a nice presentation, an unveiling of a new facility sign design, and many stories shared of Don's legacy and accomplishments during his tenure with the City of Renton.

- **Integrated Emergency Management Course**

Deputy Chief DeSmith, Deputy Chief Aho and -Chief Heitmann attended the IEMC event in Emmitsburg, MD with City of Renton staff the week of September 12th. It provided insight into the importance of the relationships between fire, the city, and various other departments involved in emergency response and how we all collaborate to fulfill the needs of the community.

- **2022 Washington Fire Administrative Support Conference**

Chief Heitman attended this year's WFAS conference in Richland, WA on October 3-5 with Administrative Specialist Samantha Vergara and Administrative Supervisor Christine Noddings. The conference offered information about records management and archival, situational leadership, social media best practices, and a focus on diversity, equity and inclusion in the fire service. It was a great opportunity to network with other departments' administration.

- **Entry-Level Firefighter Interviews**

We are in the process of conducting final interviews of the top 45 candidates for firefighter on October 6-7 and October 10-11. We will be making 8 conditional job offers on October 11th and plan to on-board them on February 6th.

- **Station Open Houses**

We are fast approaching the station open houses this month to reconnect with our citizens and provide information regarding home fire safety, offer the opportunity for citizens to meet the Fire Chief and staff, receive a hands-on tour of our fleet, apparatus bay and firefighter gear, spray the fire hose, and much more. Station open houses are scheduled as follows:

- October 15th – Station #11 (9-11am) and Station #12 (1-3pm)
- October 22nd – Station #13 (9-11am) and Station #15 (1-3pm)
- October 29th – Station #16 (9-11am) and Station #17 (1-3pm)

- **2023 LLS Firefighter Stairclimb**

The 32nd annual Leukemia & Lymphoma Society (LLS) Firefighter Stairclimb has been scheduled for March 12th, 2023. Since the first LLS Firefighter Stairclimb in 1991, this event has raised over \$20 million for LLS. Registration is closed, and Renton RFA will yet again have a great representation at this event.

- **Division Reports**

- EMS/Health & Safety: Deputy Chief Seaver
  - L&I FIIRE Program – Year Two
  - Medic One Foundation Fall Newsletter
  - SKCFTC Mental Health Consultant
- Support Services: Deputy Chief Seaver
  - Pumper Update
    - The pumper will be ready by the Open House scheduled at Station 17 on October 29, 2022. It has been a slow process outfitting the apparatus, with fleet working overtime on Friday's.
  - Station Repairs
    - A small air conditioning repair has been completed at Station 17.
- Response Operations: Deputy Chief Seaver
  - Significant Incidents
    - 9/7 Trench Rescue in the 1800 block of N 38th St. / Mutual aid from Bellevue, Puget Sound, Tukwila, South King, KC Medic 1, Renton PD, Renton Public Works, and our Chaplain.
    - 9/10 Residential Fire at NE 16th & Edmonds
    - 9/20 Apartment Fire in 2000 block of SW Sunset Blvd.
  - Training
    - Rescue Training on the Tower Cranes up in the Highlands
    - Electrical Vehicle Fire Class
    - Vehicle Extrication
    - Multiple Units with Tower Time and JATC Prep

- Hazmat Training with our new monitoring equipment from the DOE Grant
- Public Outreach
  - Engine visit at the Highlands Neighborhood Park
  - Fire Drill at Briarwood Elementary
  - Aid Units at Renton Stadium for multiple football games
  - Fairwood Greens HOA event
  - Engine visit at St. Anthony's
  - Boeing Renton Family Day
  - Senior Center visit

Commissioner Sartnurak inquired with Chief Seaver as to the items that will be supplied by Renton RFA for the upcoming Station 17 Open House event. He suggested she get in touch with Katie Lewis next week by phone to verify the items being provided.

Commissioner Ryan inquired with Chief Seaver as to the cause of the fire at the Fairwood apartment complex, she noticed they are tearing it down. He believes it started out as a car fire, but he will look into it further and report back at the next meeting.

- Response Operations Statistics YTD through September 2022.

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

**Revenue Source & Benefit Charge Hearing:**

Commissioner Sartnurak recessed the regular meeting and opened the Revenue Source/Benefit Charge hearing at 5:20 PM to discuss projected revenues and expenditures and to receive public comment about anticipated revenues, any proposed tax increases, and benefit charge adjustments relating to the district's 2023 Operating Budget per RCWs 84.55.120 & 52.18.060.

- **Projected 2023 Revenues and Expenditures**

Commissioner Ryan reviewed the revenue and expense details for the projected 2022 end of year estimates and the 2023 Draft Budget Summary Sheet for all district funds, including the newly proposed Reserve Fund model.

Commissioner Ryan acknowledged receipt of the GEMT funds and thanked Renton RFA CAO Babich for delivery to the district. The preliminary quote for the 2023 Renton RFA contract for services is \$6.684 million.

Commissioner Ryan anticipates \$6.9mm in revenue for 2023. The proposed budget currently does not include revenue for the cell tower lease, as there is the possibility the contract will not renew. The Benefit Charge is currently set at 43% of the operating budget.

Puget Sound Fire Benefit Charge coordinator, Sean Penwell, provided an overview of the memorandum outlining the Benefit Charge process and the steps to set the FBC, which is estimated at \$3 million. The total amount will be apportioned to all parcels within the district, currently this translates to 42 cents per square foot. The petition process will be managed by Puget Sound Fire with any potential district petitions completed in January-February 2023.

- **Public Comment**

The meeting was then opened for public comment. There was no public comment.

**It was Moved by Commissioner Ryan to set the Benefit Charge amount for 2023 not to exceed \$3 million. Commissioner Pratt seconded. No discussion. Motion Approved (5-0).**

Commissioner Sartnurak closed the Revenue Source & Benefit Charge Hearing and reconvened the regular meeting at 5:44 PM.

*A copy of the 2023 Revenue Source & Benefit Charge Hearing documentation is on file with the minutes.*

**CORRESPONDENCE:**

NONE

**UNFINISHED BUSINESS:**

- **Cell Tower Lease**

Previously discussed at beginning of meeting, nothing more to add.

- **November 2022 Newsletter**

Commissioner Schneider presented the November 2022 newsletter to the board for their review and approval to distribute. The postage amount to distribute is approximately \$1,400. He stated the new meeting location and schedule will be included in the next newsletter, once determined. Commissioner Ryan thanked Commissioner Schneider for his article on COVID-19. The board unanimously approved the distribution of the newsletter without motion.

*A copy of the newsletter is on file with the minutes.*

- **Resolution No. 569: Defining Fund Policies**

Jim Torpin presented Resolution No. 569: Defining Fund Policies, after slight modifications by Board Attorney Eric Quinn. The resolution defines one reserve fund with sub-funds specific for use as defined per RCW 52.16.

**It was Moved by Commissioner Pratt to adopt Resolution No. 569: Defining Fund Policies. Commissioner Schneider seconded. No discussion. Motion Approved (5-0).**

*A copy of the Resolution No. 569: Defining Fund Policies is on file with the minutes.*

**NEW BUSINESS:**

- **BO Bond Fund Arbitrage**

Jim Torpin reviewed the compliance report completed with BLX Group to determine if the district earned more interest than the GO Bondholders earned. It was determined, yes. The district is obligated to refund to the IRS the excess interest plus interest earned. BLX Group's analysis determined the district owed the IRS approximately \$23,500. To close the GO Bond fund by year-end 2022, Resolution No. 570: Funds Transfer has been drafted, adoption of the resolution by the board is the next step in the process.

- **Resolution No. 570: Funds Transfer**

Jim Torpin presented the board with Resolution No. 570: Funds Transfer which allows a funds transfer of \$23,536.32 to the general fund from the GO Bond fund to pay the IRS on the interest owed in excess of the interest earned by the bondholders. This resolution documents why the restricted funds are being transferred.

**It was Moved by Commissioner Schneider to adopt Resolution No. 570: Funds Transfer. Commissioner Parsons seconded. No discussion. Motion Approved (5-0).**

*A copy of the Resolution No. 570: Funds Transfer is on file with the minutes.*

- **Door Access/Security System Bid**

Deputy Chief Seaver presented the board with the bid obtained to outfit Station 17 with new door access and security. Requests were sent to six agencies for a bid, the two top bids were within \$5,000 of each other. Renton RFA has approved a contract with Farwest to complete new door access and security installation at their stations.

Two doors were initially missed in the quote but are included with the proposal brought to the board for Station 17. The quote requires \$51,935 plus tax upfront with an \$8,303 charge for licensing spread out over a 5-year term of \$1,660 per year. The system allows for card access as well as keyfob options.

Commissioner Ryan inquired about sales tax application to the 5-year licensing agreement. CAO Babich will verify and get back with her on this, District Secretary Buckley believes it is taxable. Commissioner Schneider confirmed that the installation process would begin as soon as the contract is signed. Captain Rismiller confirmed there will be cell phone access as well as card and keyfob access.

**It was Moved by Commissioner Parsons to approve the door access system with video cameras bid with the 5-year licensing service. Commissioner Schneider seconded. No discussion. Motion Approved (5-0).**

*A copy of the bid is on file with the minutes.*

- **Puget Sound Fire Contract for FBC Management Services**

Sean Penwell advised the board that the contract presented is the identical contract presented and currently in place between the agencies. Puget Sound Fire does not have a copy of the signed contract on file, making this more of a housekeeping task. No changes or amendments have been made to the contract previously approved by the board for FBC Management Services aside from outlining a 5-year term. Board Attorney Eric Quinn has reviewed the contract and found no issues.

**It was Moved by Commissioner Ryan to authorize Board Chair Sartnurak to execute the FBC Management Services contract with Puget Sound Fire by signature. Commissioner Pratt seconded. No discussion. Motion Approved (5-0).**

*A copy of the Puget Sound Fire FBC Management Services contract is on file with the minutes.*

- **Open House Staffing – Saturday, October 29, 2022**

Board Chair Sartnurak asked which commissioners will be available to staff the open house event scheduled Saturday, October 29, 2022. Commissioner Pratt and District Secretary Buckley will be unavailable as they are attending the WFCA Conference in Spokane and Commissioner Ryan will be out of town on vacation. Commissioners Sartnurak, Parsons, and Schneider all confirmed their availability. The event runs from 1-3 PM, the commissioners will arrive one hour early for set-up and will plan on one hour afterwards for clean-up.

Renton RFA CAO Babich confirmed Renton RFA will be providing fire hydrants squishies, fire helmet hats, flashers, popcorn, candy, and snap bands for handout to attendees with co-branded goodie bags.

The Fairwood Alliance is coordinating with Station 17 for their planned Trick or Treat event.

- **Regular Meeting Location and Schedule**

Commissioner Ryan has been researching locations to hold in-person meetings beginning November 2022 due to the Governor lifting the Emergency Proclamation. Unfortunately,

the Fairwood Sheriff's station is no longer an option as they stated the facility contains evidence and they can no longer allow the public access. The Fairwood Library has Tuesday and Wednesday evenings available on a consistent basis for the board to hold regular monthly meetings.

A resolution must be passed by the board to permanently change the time and/or place regular monthly meetings are held. The board decided to cancel the two remaining regular meeting scheduled in 2022 for the second Thursday of every month and will hold special meetings in November and December until such resolution is adopted by the board.

A Special Meeting will be held at the Fairwood Library on Wednesday, November 23, 2022, at 5 PM and has cancelled the regularly scheduled meeting to be held November 10, 2022. Commissioner Parsons will not be able to attend the Special Meeting.

All Benefit Charge Resolutions are due to King County by November 30, 2022, the Special Meeting will allow for compliance with the deadline.

### **CONSENT AGENDA:**

The consent agenda consisted of:

- September 8, 2022, Regular Meeting Minutes
- October A/P Voucher in the amount of \$23,536.32
- October A/P Vouchers in the amount of \$33,201.71
- October A/P Vouchers in the amount of \$2,808.62
- October Payroll in the amount of \$2,737.08

**It was Moved by Commissioner Pratt to approve the consent agenda as presented. Commissioner Schneider seconded. No discussion. Motion Approved (5-0).**

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

### **WORKGROUP REPORTS:**

- **Finance** (Pratt + Ryan)  
Nothing additional to report.
- **Communications** (Ryan + Schneider)  
Commissioner Ryan stated the Open House postcard was mailed out to district residents. She will post the image on Facebook group social media pages.
- **Facilities & Equipment** (Parsons + Schneider)  
Nothing additional to report.

- **Policies & Special Projects** (Parsons + Pratt),  
Nothing additional to report.
- **Renton RFA Liaison** (Sartnurak)  
Commissioner Sartnurak stated Renton RFA is working diligently on a contract with the Local to come to an agreement for the 2023 compensation increase. She thanked Chief Heitman for keeping her informed of the progress.

**PUBLIC COMMENT:**

NONE

**GOOD OF THE ORDER:**

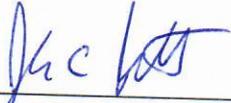
- District Secretary Buckley presented the board with images and an overview of a recent visit by Station 17 crews to a local preschool. Former district Commissioner Cheryl Nichelson was contacted about scheduling the event, which she passed along to the District Secretary to help coordinate. Big thanks to Captain Rismiller for coordinating the event, it was a huge success.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:21 PM

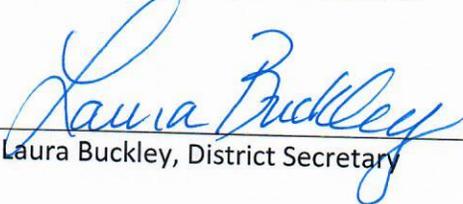
  
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Joe Pratt, Commissioner

  
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Charlotte Ryan, Commissioner

  
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Linda Sartnurak, Commissioner

*Andrew Schneider*  
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Andrew Schneider, Commissioner

*Steve Parsons*  
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Steve Parsons, Commissioner

  
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Laura Buckley, District Secretary

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The next regular meeting of the Board of Fire Commissioners is cancelled. A special meeting will be held on **Wednesday, November 23, 2022, at 5:00PM at the Fairwood Library, 17009 140<sup>th</sup> Avenue SE, Renton, WA 98058.**

Attachments: Agenda  
Chief's Report  
Projected 2023 Revenues and Expenditures  
November 2022 Newsletter  
Resolution No. 569  
Resolution No. 570  
Door Access/Security System Bid  
Benefit Charge Management Service Contract  
Voucher Approval Documents