
KING COUNTY FIRE PROTECTION DISTRICT 40

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

11/14/2019



DATE: November 14, 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
Steve Parsons, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner

Laura Buckley, District Secretary
Eric Quinn, Attorney

STATE AUDITOR'S OFFICE

Evans Anglin
Alexander Beherndt
Diana Kovalevich

RENTON RFA

John Holt, Firefighter
Robert Homan, Battalion Chief
Chris Krystofiak, Lieutenant
Ric Laycock, Lieutenant
Rick Marshall, Fire Chief
Shane Nagle, Firefighter
Justin Olney, Firefighter
Nicholas Pringle, Lieutenant
Craig Soucy, Battalion Chief
Brady Ver Steeg, Firefighter

PUBLIC

None

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

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

Commissioner Little led the pledge of allegiance.

Professionalism • Integrity • Leadership • Accountability • Respect

STATE AUDITOR EXIT INTERVIEW:

Auditors Evans Anglin, Alexander Beherndt, and Diana Kovalevich introduced themselves to the Board and reported on the 2018 audit performed recently on King County Fire District 40. Close attention was paid to sole source purchases, electronic fund transfer controls, and financial condition and fiscal sustainability. They discussed items in two draft reports (Financial Statements and Accountability), and stated they found no areas of noncompliance. A copy of the draft 2018 audit reports are on file with the minutes.

CORRESPONDENCE:

- **Joint King County Chiefs & Commissioners 2020 Banquet**
Wednesday, January 11, 2020 at Emerald Downs
A copy of the notice is on file with the minutes.

UNFINISHED BUSINESS:

A contract with Puget Sound RFA for Larry Rabel to manage the District's 2020 Fire Benefit Charge was presented for approval. It has been reviewed by the department's attorney (Eric Quinn). **It was Moved by Commissioner Ryan to accept the contract with Larry Rabel and Puget Sound RFA for 2020 Fire Benefit Charge management. Commissioner Nicholson seconded. Motion approved (5-0).** A copy of the approved contract is on file with the minutes.

Eric Quinn stated that he has been working with Seattle Public Utilities to finalize a new Lake Youngs ILA, and he presented a new contract that includes an amount for HazMat as well as annual CPI. **It was Moved by Commissioner Nicholson to accept the contract with Seattle Public Utilities as presented. Commissioner Parsons seconded. Motion approved (5-0).** A copy of the approved contract is on file with the minutes.

Because the 2020 Fire Benefit Charge amount was not set at the Revenue Source & Benefit Charge Hearing held on October 10, 2019, a brief discussion was held about the proposed amount. **It was Moved by Commissioner Ryan to set the 2020 Fire Benefit Charge amount at \$2 million. Commissioner Nicholson seconded. Motion approved (5-0).**

Commissioner Ryan asked the Board to review the proposed 2020 operating budget, as we are scheduled to adopt it in Resolution form at the next regular meeting in December.

NEW BUSINESS:

The 2020 annual maintenance contract with BIAS (financial software) was presented for approval. **It was Moved by Commissioner Ryan to approve the annual maintenance contract.**

Professionalism • Integrity • Leadership • Accountability • Respect

Commissioner Sartnurak seconded. Motion approved (5-0). A copy of the approved contract is on file with the minutes.

The 2020 legal services contract with Quinn and Quinn was then discussed. At issue is if the board would like to stay with Quinn and Quinn (to be able to tap into the resources of both Eric and Joe Quinn) or enter into a new contract solely with Eric Quinn. The board decided to stay with the resources of both Quinn and Quinn. A new contract should be available to sign at the next regular meeting in December.

The following Resolutions were presented to the board for approval:

- Resolution No. 547: 2020 Limit Factor Increase
Commissioner Nicholson moved to adopt Resolution No. 547. Commissioner Sartnurak seconded. Motion approved (5-0).
- Resolution No. 548: 2020 Property Tax Increase
Commissioner Sartnurak moved to adopt Resolution No. 548. Commissioner Parsons seconded. Motion approved (5-0).
- Resolution No. 549: 2020 Property Tax Levy
Commissioner Nicholson moved to adopt Resolution No. 549. Commissioner Sartnurak seconded. Motion approved (5-0).
- Resolution No. 550: 2020 Benefit Charge Amount
Commissioner Parsons moved to adopt Resolution No. 550. Commissioner Sartnurak seconded. Motion approved (5-0).

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

Because one of the areas the State Auditor examined was our procedure for Electronic Funds Transfers (EFTs), new Policy #6310: EFT Certification and Approval, was presented to the board for adoption. **It was Moved by Commissioner Nicholson to adopt Policy #6310 as presented. Commissioner Parsons second. Motion approved (5-0).** A copy of the Policy is on file with the minutes.

Board members were provided with a copy of the current District 40 Contact list and asked for any updates (changes in addresses, phone numbers, etc.). The District Secretary will make the modifications and send out an updated copy for the board's review.

Discussion of the Renton RFA newsletter was next the next agenda item; however, it is listed on the Chief's Report and will be discussed then.

Professionalism • Integrity • Leadership • Accountability • Respect

CHIEF'S REPORT:

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

1. He attended a "Partners for Equity Breakfast" on October 23 to learn "how to better serve the schools" in Renton, including schools within Fire District 40.
2. He has been elected as Treasurer for the King County Fire Chief's Association.
3. Renton Regional Fire Authority is in process of transitioning away from the City of Renton's Fleet, Facilities and IT departments by year-end 2019.
4. Chief Marshall has been meeting with Valley Comm regarding cost increases proposed by Valley Comm. Due to police-only presence on Valley Comm's board, Chief Marshall advised Zone 3 is seeking alternative call-dispatch options through Norcom, Seattle Fire and Zone 1.
5. Renton RFA's first newsletter.

Chief Marshall announced the release of the Renton Regional Fire Authority newsletter. The newsletter was distributed to a targeted audience within Renton RFA's jurisdiction. When Chief Marshall reported that the Renton RFA will be sending out a newsletter to Fire District 40 citizens, the Board unanimously objected and instructed him not to send it out. The Board cited numerous reasons why a Renton RFA newsletter sent to FD40 was a poor idea. The Chief replied that "he had every right to contact District 40 citizens and mail out a newsletter to them." The Board was adamant that the Renton RFA not send out a newsletter to District 40 citizens without Board approval.

6. October responses and statistics.

After discussion on the Renton RFA District 40 newsletter, Chief Marshall abruptly concluded his report and attempted to storm out of the meeting. The Board requested information from Chief Marshall regarding the zone-wide renumbering project, asking why the Board had not been notified of its implementation. Chief Marshall stated it was "an oversight" on his part not relaying the information to the Fire District 40 Board of Commissioners.

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

FINANCIAL REPORTS:

The October 2019 Financial Reports were presented at the meeting, and copies are on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- October 10, 2019 Regular Meeting Minutes
- November A/P Vouchers in the amount of \$10,169.97
- November Payroll in the amount of \$3,429.23

Professionalism • Integrity • Leadership • Accountability • Respect

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

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

WORKGROUP REPORTS:

- **Finance** (Little + Ryan)
No report.
- **Communications** (Nichelson + Ryan)
We are planning to bring a draft newsletter to the December meeting for the Board's approval.
- **Facilities & Equipment** (Parsons + Sartnurak)
Commissioner Sartnurak reported that she was informed by Renton RFA Facilities that the Station 17 roof needs replacing (per the 2017 McKinstry Report). Deputy Chief De Smith advised Commissioner Sartnurak to direct roof replacement questions to Chief Marshall. Unable to reach Chief Marshall, Commissioner Sartnurak called a roofing company for an inspection. The inspection returned favorable, stating the roof is in good shape and it should last at least 10 more years.

Commissioner Sartnurak reported there will be a meeting in December with Chiefs De Smith (Renton RFA) and Jones (Puget Sound RFA) to discuss the purchase of a new engine for Station 17 identical to Zone 3 specifications. The workgroup is also looking into purchasing a new aid car in the future.
- **Special Projects** (Little + Nichelson)
The 70th year anniversary and Open House held on October 19, 2019 was a great success, and Commissioner Nichelson thanked the A Shift crew for their hospitality.
- **Renton RFA Contract** (Parsons + Sartnurak)
No report.
- **Renton RFA Liaison** (Sartnurak)
No report.

PUBLIC COMMENT:

None.

Professionalism • Integrity • Leadership • Accountability • Respect

GOOD OF THE ORDER:

There will be an event to meet with the recovered July 5, 2019 fire victim at Station 17 on Saturday, November 16 at 9 AM. Commissioners Nicholson and Sartnurak said they would attend.


Lieutenant Laycock attended this evening's meeting on behalf of Larry Rabel (Fire Benefit Charge [FBC] consultant with Puget Sound RFA), who had a family matter and could not attend. He stated FBC notices will be mailed out the second week of January. They would like to know what message the Board would like to send to their residents with the impending FBC formula change. Suggested clarifying verbiage on how the formula change may impact some of the businesses in the District. The Finance Workgroup said they would like to meet with Division Chief Rabel to review possible options.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

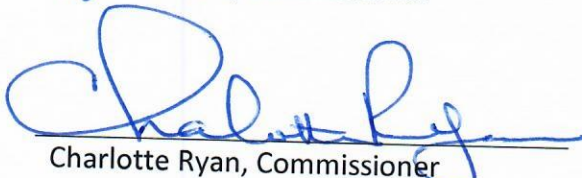
As there was no further business, the meeting was adjourned at 6:35 PM.

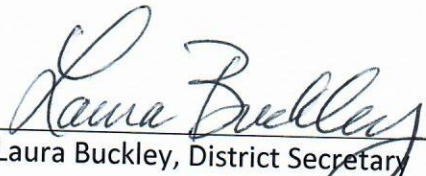

Cheryl Nicholson, Commissioner


Linda Sartnurak, Commissioner


Steve Parsons, Commissioner


Ronnie Little, Commissioner


Charlotte Ryan, Commissioner


Laura Buckley, District Secretary

Professionalism • Integrity • Leadership • Accountability • Respect

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, December 12, 2019 at 5:00 PM at the King County Sheriff's storefront location.**

Attachments: Agenda

- Draft 2018 Audit Reports
- Joint King County Chiefs/Commissioners Banquet Notice
- Fire Benefit Charge Management Contract
- Seattle Public Utilities ILA
- 2020 BIAS Maintenance Contract
- Resolution No. 547: 2020 Limit Factor Increase
- Resolution No. 548: 2020 Property Tax Increase
- Resolution No. 549: 2020 Property Tax Levy
- Resolution No. 550: To set 2020 Fire Benefit Charge
- Policy #6310: EFT Certification and Approval
- Chief's Report
- October Cash Flow and Treasurers Reports
- Voucher Approval Documents

Professionalism • Integrity • Leadership • Accountability • Respect