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# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

12/10/2020

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**DATE:** December 10, 2020

**TIME:** 5:00 PM

**PURPOSE:** Regular Meeting

**LOCATION:** ZOOM MEETING ([www.zoom.us](http://www.zoom.us))

**Meeting ID:** 870 6077 4589

**Password:** 675938

**ATTENDANCE:**

**KCFD #40**

Cheryl Nichelson, Commissioner  
Charlotte Ryan, Commissioner  
Linda Sartnurak, Commissioner  
Andrew Schneider, Commissioner  
  
Laura Buckley, District Secretary  
Eric Quinn, Attorney

**RENTON RFA**

Scott Murphy, Facilities Manager  
Robert Hyslop, Lieutenant  
Charles DeSmith, Deputy Chief  
Mark Seaver, Deputy Chief  
Roy Gunsolus, Acting Fire Chief

**PUBLIC**

Don Bivins, ESCI Consultant  
Jim Torpin, ESCI Consultant

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

Commissioner Nichelson called the regular meeting of King County Fire Protection District #40 to order at 5:03 PM with Commissioners Ryan, Sartnurak, and Schneider present.

**It was Moved by Commissioner Sartnurak to excuse Commissioner Little from the evening's in-session regular meeting. Commissioner Schneider seconded. Motion Approved (4-0).** No absentee motions were requested for the next regular board meeting scheduled Jan 14, 2021.

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Commissioner Nichelson approved Commissioner Ryan’s requested **Additional Agenda Item:**

- **Unfinished Business**

- **Adoption of Apparatus Schedule**

- 2021 Capital Equipment Fund Schedule previously discussed at the November 12, 2020 regular meeting.

Commissioner Nichelson led the pledge of allegiance.

**EXECUTIVE SESSION:**

A forty-five-minute executive session was called at 5:07 PM per RCW 42.30.110 (1)(i) to discuss with legal counsel representing District 40 matters relating to agency enforcement actions, or to discuss with legal counsel representing District 40 litigation or potential litigation to which District 40, the governing body, or a member acting in an official capacity is or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to District 40.

A ten-minute extension was added to the executive session.

The regular meeting reconvened at 6:02 PM.

**It was Moved by Commissioner Ryan to authorize attorney Eric Quinn to forward a base contract to Renton Regional Fire Authority. Commissioner Sartnurak seconded. Commissioner Nichelson opened the motion to discussion, Commissioner Ryan stated she is excited for a great opportunity. Motion Approved (4-0).**

**It was Moved by Commissioner Nichelson to authorize attorney Eric Quinn to attach a cover letter introducing the draft contract and proposing a date for King County Fire District 40 and Renton Regional Fire Authority to discuss interest-based contract negotiations. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).**

**It was Moved by Commissioner Ryan to approve the Emergency Services Consulting International (ESCI) personal services contract as presented under Unfinished Business, to be signed by the board chair. Commissioner Sartnurak seconded. No discussion. Motion Approved (4-0).** A copy of the personal service contract is on file with the minutes.

**CORRESPONDENCE:**

- **Birthday Parade Thank You to Station 17 Crew**

- The A-Shift crew participated in local boy, John-John’s, 5<sup>th</sup> birthday parade on Sunday, November 22, 2020. His mother, Jenesis Espinoza, thanked the crew for making his birthday extra special.

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## UNFINISHED BUSINESS:

- **Resolution No. 561 (2021 Budget)**

Commissioner Ryan brought forward a resolution to establish annual fund budgets for calendar year 2021.

**It was Moved by Commissioner Nicholson to approve Resolution No. 561 dated December 10, 2020. Commissioner Ryan seconded.** No discussion. **Motion Approved (4-0).** A copy of the Resolution is on file with the minutes.

- **GEMT Transport Update**

Commissioners Nicholson and Ryan continue working to obtain a National Provider Identification (NPI) number to become a Medicare billing provider. Started creation of account online, seeking guidance from attorney Eric Quinn on who to name as Account Designee; the program requires the Account Designee be an employee of the fire district.

- **Fire Service Contracting Options Discussion – ESCI Personal Services Contract**

The ESCI personal services contract was previously **Approved (4-0)** at the end of Executive Session for board chair signature. A copy of the personal service agreement is on file with the minutes.

- **Adoption of Apparatus Schedule**

At last month's regular board meeting, the Facilities Workgroup presented the board with the apparatus payments schedule to begin 2021, it was not approved by the board for adoption at that time.

**It was Moved by Commissioner Ryan to adopt the apparatus payments schedule as outlined in the 2021 Capital Equipment Schedule with the updated title name, dated December 10, 2020. Commissioner Nicholson seconded.** No discussion. **Motion Approved (4-0).** A copy of the 2021 Capital Equipment Schedule is on file with the minutes.

## NEW BUSINESS:

- **Computer Back-Up Policy**

Commissioner Schneider reported he and Commissioner Little are working with Attorney Eric Quinn on the creation of a Computer Back-Up Policy ensuring all aspects are proper. The Special Projects Workgroup hopes to have a policy to present to the board in the next 1-2 weeks.

Commissioner Ryan had a meeting with the auditor currently performing the district's 2019 audit when she explained that although we currently do not have a written policy, the district's back-up procedure includes the following:

- ✓ Financial Software (which is in the cloud) is backed up daily
- ✓ A physical data back-up is performed at least once per month (end of month)
- ✓ The physical back-up is stored on a flash drive and kept on site

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✓ Special files are backed-up more often

- **Winter 2021 Newsletter**

Commissioners Nicholson and Ryan presented the draft Winter 2021 Newsletter to the board on behalf of the Communications Workgroup. If approved, the newsletter is scheduled to be mailed out the last week of December 2020.

**It was Moved by Commissioner Schneider to approve Winter 2021 Newsletter as written. Commissioner Nicholson seconded. Motion Approved (4-0).** A copy of the newsletter is on file with the minutes.

- **Fire Benefit Charge**

- **Set 2021 Hearing Dates**

- ✓ In maintaining a consistent Fire Benefit Charge hearing schedule for the district residents, it has been proposed the board hold a Special Meeting on Thursday, February 25, 2021 at 5PM.

**It was Moved by Commissioner Ryan to hold a Fire Benefit Charge Special Meeting on Thursday, February 25, 2021 at 5PM. Commissioner Sartnurak seconded. Motion Approved (4-0).**

- **Approve Mailing Notice**

- ✓ The annual Fire Benefit Charge mailing notice was presented to the board for review, approval. Puget Sound Regional Fire Authority will distribute the mailer to residents of Fire District 40 as part of the 2021 Benefit Charge Agreement.

**It was Moved by Commissioner Ryan to approve the Fire Benefit Charge Mailing Notice as written. Commissioner Sartnurak seconded. Motion Approved (4-0).** A copy of the notice is on file with the minutes,

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

Deputy Chief DeSmith began with an official “thank you” to Acting Chief Gunsolus for all his hard work as Interim Fire Chief, this will be his last meeting in this role.

Deputy Chief DeSmith notified the board that a COVID-19 vaccine has been approved for distribution. First responders will be next in line after healthcare workers.

Deputy Chief DeSmith went over the following items from the Chief's report:

1. Recent Promotions & Assignments
2. Holiday Toy Drive
3. 2020 Firefighter Holiday Adopt-A-Family Program
4. King County Mobile Integrated Health
5. King County Fire District #40 Negotiations
6. Red Lion De-Intensification Shelter Fire

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7. Division Reports

- Acting Chief Gunsolus reviewed Response Services
- Deputy Chief Seaver reviewed Support Services
  - ✓ There is a 6-inch hole in the shed at Station 17 to be repaired
  - ✓ Still working on final cost for the purchase of the Station 17 engine and aid car. Deputy Chief Seaver states the aid car will be under \$400,000
  - ✓ Deputy Chief DeSmith extended an invitation to the board to attend a live viewing of the night training drills.
- Deputy Chief DeSmith reviewed EMS/Health & Safety
  - ✓ Delays in fee for transport until February 2021

8. Please see the attached report for November Response Operations Statistics.

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

**FINANCIAL REPORTS:**

The November Cash Flow and Treasurer's Reports were not ready in time for the meeting, the District Secretary will distribute the financial reports to the board once available.

**CONSENT AGENDA:**

The consent agenda consisted of:

- November 12, 2020 Regular Meeting Minutes
- December A/P Vouchers in the amount of \$5,695.45
- December Payroll in the amount of \$2,964.96

**It was Moved by Commissioner Sartnurak to approve the consent agenda as presented. Commissioner Schneider seconded. Motion Approved (4-0).**

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

**WORKGROUP REPORTS:**

- **Finance** (Nichelson + Ryan)  
Commissioner Ryan reported the 2019 audit is progressing along.
- **Communications** (Nichelson + Ryan)  
Commissioner Nichelson reported the workgroup has been focused on the upcoming newsletter.
- **Facilities & Equipment** (Sartnurak + Schneider)  
Commissioner Sartnurak reported she and Commissioner Schneider continue to work with Deputy Chief Seaver on the engine purchase. Currently there is no new progress, waiting on vendor pricing.

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- **Special Projects** (Little + Schneider)  
The workgroup received consensus that hat style #4 was the preferred style to have embroidered with the district's logo. Commissioner Schneider will submit the order with the vendor.
- **Contract Review & Options** (Sartnurak + Little)  
Nothing to report.
- **Renton RFA Liaison** (Sartnurak)
  - ✓ Commissioner Sartnurak thanked all the Chiefs for their addition of the Division Reports within the Chief's Report, it is valuable information.
  - ✓ The Red Lion incident was very troublesome to everyone involved.
  - ✓ Next week will be the final interviews and discussions for the new Fire Chief via Zoom.
    - Began process with 69 candidates, to 11 candidates, to the 3 candidates
      - Candidate #1 from City of Kirkland
      - Candidate #2 from Mercer Island
      - Candidate #3 from Renton RFA – Deputy Chief Mark Seaver

**PUBLIC COMMENT:**

Lieutenant Robert Hyslop is excited about the progress being made with the contract between Renton RFA and KCFD40.

**GOOD OF THE ORDER:**

- Commissioner Ryan extended her appreciate for the Division Reports within the Chief's Report.
- Commissioner Schneider wishes everyone a healthy and happy holiday.
- Commissioner Sartnurak hopes everyone stays healthy over the holidays.
- District Secretary Buckley thanked everyone for all their hard work and wished them all a merry Christmas.
- Deputy Chief Seaver wished everyone a Merry Christmas.
- Lieutenant Hyslop hopes the COVID-19 vaccinations get out quickly to everyone.
- Deputy Chief DeSmith thanked Fire District 40 for helping Renton RFA improve, and for working with them hand-in-hand on the contract.
- Acting Fire Chief Gunsolus wishes everyone a happy holiday. He is looking forward to the COVID-19 vaccinations to be distributed and is looking forward to a new direction with Fire District 40.
- Commissioner Nichelson thanked everyone and wished all a Merry Christmas.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:52 PM.

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Cheryl Nicholson  
Cheryl Nicholson, Commissioner

Charlotte Ryan  
Charlotte Ryan, Commissioner

Linda Sartnurak  
Linda Sartnurak, Commissioner

Andrew Schneider  
Andrew Schneider, Commissioner

Laura Buckley  
Laura Buckley, District Secretary

Ronnie Little  
Ronnie Little, Commissioner

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, January 14, 2021 at 5:00 PM, location TBD.**

Attachments: Agenda

Emergency Services Consulting International Personal Services  
Contract  
Birthday Parade Thank You to Station 17 Crew  
Resolution No. 561 (2021 Budget)  
2021 Capital Equipment Schedule  
Winter 2021 Newsletter  
Fire Benefit Charge Mailing Notice  
Chief's Report

Voucher Approval Documents

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