
**KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES**



01/10/2019

DATE: January 10, 2019
TIME: 5:00 p.m.
PURPOSE: Regular Meeting
LOCATION: Fire Station 13: 18002 – 108th Ave SE, Renton WA

ATTENDANCE:

KCFD #40	RENTON RFA
Commissioner Little	Fire Chief Rick Marshall
Commissioner Sartnurak	Deputy Chief Chuck DeSmith
Commissioner Ryan	Cory Cappelletti
Commissioner Nicholson	Mike Proulx
Eric Quinn, District Attorney	Dan Alexander
Cindy Buchan, Secretary	Benjamin Garretson
	John Hollcraft

PUBLIC

None

CALL TO ORDER:

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

It was Moved by Commissioner Sartnurak and Seconded by Commissioner Nicholson to excuse Commissioner Parsons for his absence from this meeting. Motion Approved (4-0).

Commissioner Little led the pledge of allegiance.

ELECTION OF CHAIR/VICE CHAIR

It was Moved by Commissioner Ryan and Seconded by Commissioner Sartnurak to elect Commissioner Little as the 2019 Chair and Commissioner Nicholson as the 2019 Vice Chair. Motion Approved (4-0).

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CORRESPONDENCE:

None

CHIEFS REPORT:

Chief Marshal gave an overview of his written report which included:

1. Administration has moved into Station 13.
2. Labor Agreements for the Firefighters, Captains and B/Cs have been formally approved.
3. We have successfully changed to a 4-platoon system. Personnel were allowed to bid for which station they wanted to work. This system seems to be working well as it brought about some ownership to each individual.
4. Station 15 is still on schedule to open February 1, 2019. A ribbon-cutting event is planned for February 23, 2019, and more detailed information is forthcoming.
5. Crews responded to a residential fire in Station 17's area on December 8, 2018. There were no injuries on this call. The preliminary cause of the fire is believed to be burned food on the stove.

The full report is attached with the minutes.

UNFINISHED BUSINESS:

Commissioner Little signed the 2019 contract for legal services with Joseph and Eric Quinn (see minutes of December 13, 2019).

Eric Quinn reported that the Interlocal agreement with King County is being reviewed by all King County agencies, and it is still a work in progress.

Commissioner Little read Resolution No. 541 (to change the regular meeting location to the King County Sheriff's Fairwood Storefront and rescind Resolution No. 485). **It was Moved by Commissioner Nicholson and Seconded by Commissioner Sartnurak to adopt Resolution No. 541 as presented. Motion Approved (4-0).**

The following items were discussed regarding the move to Station 17:

- The Station 17 office now has a lock on the door and keys have been made for each Board member.
- Because the Station 13 office furniture will fit in the new Station 17 office, it will be moved there and the current furniture will be moved into the Station 17 Captain's Office.
- The carpets will be cleaned at Station 17.
- We will need to buy more carpet tiles for the new storage room and to replace stained ones.
- 23 boxes of non-essential documents were shredded today.
- The State will come on February 5 to retrieve boxes to be archived.
- We are aiming to move to Station 17 on Wednesday, January 23.

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- Aloha Joes (the moving company) and Renton IT will be notified of the date.
- All door codes are being changed in February.
- Deputy Chief DeSmith will forward information that the Renton RFA has regarding mail boxes.

After a discussion regarding the Station 17 carpet tiles, it was moved by Commissioner Sartnurak and Seconded by Commissioner Ryan to purchase and install carpet tiles at a cost not to exceed \$1,000.00. Commissioner Nicholson expressed her concern that \$1,000 may be too much money. A vote was taken, and the **Motion Approved (4-0)**.

Ballot measure Resolutions and Pro/Con Committees for the Benefit Charge renewal are due by February 22, 2019. Voter's Pamphlet statements are due February 26 and rebuttals on February 28. Commissioners Nicholson and Ryan found a prior benefit charge informational mailer and updated the figures. A final draft will be ready for the February meeting for the Board's approval.

District Secretary Buchan reported she is still working with the Washington Fire Chiefs Association to which type of membership is best for Fire District 40.

Commissioners Little and Nicholson handed out a list of six policies that they requested be rescinded because they are no longer applicable:

- Policy 1240: Consultants
- Policy 2103: Affirmative Action
- Policy 2447: Alleged Improper Actions - Whistleblower
- Policy 2447P: Alleged Improper Actions - Whistleblower
- Policy 2500: Personnel File Review Requests
- Policy 5200P: Risk Management

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

Copies of the rescinded policies are on file with the minutes.

NEW BUSINESS:

Because the Attorney is reviewing the document, the 2019 District Secretary contract was tabled until the February meeting.

After a brief discussion, it was decided to hold the 2019 Fire Benefit Charge Appeal Hearing at the regular March meeting.

W-4's were distributed to each Commissioner to update for their payroll files.

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FINANCIAL REPORTS:

The December Cash Flow and Treasurer's reports were not available.

CONSENT AGENDA:

The consent agenda consisted of:

- December 13, 2018 regular meeting minutes
- Accounts Payable Vouchers in the amount of \$21,835.21 and January Payroll in the amount of \$4,393.05.

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

WORKGROUP REPORTS:

- **Finance** (Ryan + Little)
No report.
- **Communications** (Nichelson + Ryan)
A spring draft newsletter will be ready for review at the February meeting.
- **Facilities + Equipment** (Parsons + Sartnurak)
Deputy Chief DeSmith will meet with Commissioner Parsons on Monday to begin discussion to purchase of a new engine.
- **Special Projects** (Nichelson + Little)
No report.
- **Renton RFA Contract** (Sartnurak + Parsons)
No report.
- **Renton RFA Representative** (Sartnurak)
There were no December meetings because of the holidays.

PUBLIC COMMENT:

None

GOOD OF THE ORDER

None

EXECUTIVE SESSION

None

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ADJOURNMENT

With no further business the meeting was adjourned at 5:45 PM.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday February 14, 2019 at 5:00 p.m. at the King County Sheriffs storefront location.**


Cheryl Nicholson, Commissioner


Linda Sartnurak, Commissioner


Steve Parsons, Chair


Ronnie Little, Commissioner


Charlotte Ryan, Commissioner


Cindy Buchan, Board Secretary

Attachments:

- Fire Chief's Report
- Legal Services Contract with Joseph & Eric Quinn
- Resolution No. 541 (changing regular meeting location)
- Updated Rescinded Policies/Procedures
- Voucher Approval Documents

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