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# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

**06/08/2017**

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**DATE:** June 08, 2017  
**TIME:** 5:00 p.m.  
**PURPOSE:** Regular Meeting  
**LOCATION:** Fire Station 13, 18002 – 108<sup>th</sup> Ave SE, Renton

**ATTENDANCE:**

<b>KCFD #40</b>	<b>RENTON RFA</b>
Commissioner Sartnurak	Rick Marshall, Fire Chief
Commissioner Ryan	Craig Soucy, B/C
Commissioner Parsons	Charlie Nevegold
Commissioner Nichelson	Glen Scholten
Commissioner Little	<b>PUBLIC</b>
Nicole Castilliano, DS	Andrew Face

#### CALL TO ORDER:

Board Chair Sartnurak called the regular meeting of the Board of Fire Commissioners for King County Fire Protection District #40 to order at 5:03 p.m. with Commissioners Nichelson, Parsons, Ryan and Little present.

No Commissioners expect to be absent for the next regular meeting.

#### CORRESPONDENCE:

A donation from Dorothy Galliano and Daniel Thompson in memory of Ken Huckins. District Secretary, Nicole Castilliano, will send a 'thank you' letter to Mrs. Galliano for their generous donation.

#### **Call for Early Bond Payoff:**

Guest speaker, Andrew Face, gave a brief overview of what to expect when paying off the Limited GO Bond of 2012. He also presented the Notice of Redemption and Cash

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Defeasance document to move forward with the pay-off. He explained that once the call notice is signed it will take approximately 30 – 60 days for the call notice to be completed and that the Board needed to pick a call date. Discussion ensued regarding the best date to call the bonds.

**Conclusion:** Commissioner Ryan made a **motion** to defease the Limited GO Bond of 2012 with a call date of July 12, 2017; **seconded** by Commissioner Little. With no further discussion, the **motion passed unanimously** with Commissioner Sartnurak to sign on behalf of the Board of Commissioners.

The Commissioners thanked Andrew for his time and at 5:14pm he left the meeting.

**Small + Attractive Asset Policy No. 6435**

Commissioner Nicholson presented the final draft of the Small and Attractive Asset Policy No. 6435 to include the proper formatting as previously discussed at the meeting of May 11.

**Conclusion:** Commissioner Nicholson made a **motion** to approve the Small and Attractive Asset Policy No. 6435 as presented with Commissioner Sartnurak to sign on behalf of the Board; **seconded** by Commissioner Ryan. With no further discussion, **motion passed unanimously**.

**FIRE CHIEF’S REPORT:**

Fire Chief Rick Marshall presented the Chief’s Report.  
A copy of Chief Marshall’s report is attached.

In addition to the Chief’s Report further discussion ensued regarding the status of Apparatus F432 Pump Repair and how the Board of Commissioners would like to proceed.

**Conclusion:** Commissioner Ryan made a **motion** to authorize Chief Marshall up to \$20,000 to continue with the troubleshoot efforts for F432 Pump Repair, proceed with the estimate from Cascade Fire Equipment upon verification of type of part needed and to contact Chair Sartnurak should anything further be needed; **seconded** by Commissioner Nicholson. With no further discussion, **motion passed unanimously**.

**UNFINISHED BUSINESS:**

Moved under correspondence due to late arrivals.

**NEW BUSINESS:**

None

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**FINANCIAL REPORTS:**

Nicole Castilliano, District Secretary, presented the May 2017 Cash Flow Report as the financials were not available by the county at the time of meeting. A copy of the Treasurer’s Report will be attached to the minutes and emailed to the Board once received and completed.

**CONSENT AGENDA:**

Approval of Minutes – May 09 Special Meeting  
Approval of Minutes – May 11 Regular Meeting  
June Payroll EFT \$2,199.86 From Expense Fund  
Voucher #170601001- #170601006 \$6,517.64 From Expense Fund

**Conclusion:** Commissioner Little made a **motion** to approve the Consent Agenda; **seconded** by Commissioner Nicholson. With no further discussion, **Motion passed unanimously.**

**WORKGROUP REPORTS:**

**Renton RFA** (Sartnurak, nonvoting Board member)

- Informed the Board that the RRFA has a new accounting software via Tyler Technologies. Chief Marshall added that the software has the ability to handle FD40 financials should the need present itself. She also Commended Chief Marshall for his involvement in support of the sobering center even though the topic isn’t as welcomed by the public and acknowledged the challenges he has faced and the pros to keep these types of calls out of the Emergency Rooms.

**Finance** (Ryan + Little)

- Commissioner Ryan stated that the annual report has been submitted; and Commissioner’s Ryan and Little acknowledged the efforts of the District Secretary with a recommendation to the Board to increase her hourly rate by \$2. The Board agreed.

**Conclusion:** Commissioner Sartnurak made a motion to increase the hourly rate of the District Secretary Contract by \$2.00; **seconded** by Commissioner Little. With no further discussion, the **motion passed unanimously.**

**Communication** (Nichelson + Sartnurak)

- Gathering content for newsletter. A 2-page newsletter will cost approx. \$2000 for print and a 4-page newsletter will cost approx. \$4000 for print. Still researching bulk mailing permit.

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**Facilities/Equipment** (Parsons + Sartnurak)

- nothing new to report.

**Special Projects** (Nichelson + Little)

- policy complete (see above).

**Renton RFA Contract** (Ryan + Parsons)

- meeting with Chief Marshall on June 14, 5pm at Station 13.

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

None

**GOOD OF THE ORDER:**

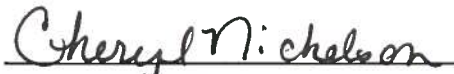
District Secretary


- notified the Board of the Municipal Roundtable hosted by District Attorney Joseph Quinn. The topic of Discussion is alternative funding sources that are out there for fire departments. The Roundtable will be held at the East Pierce HQ Station from 9-11 a.m.

**ADJOURNMENT:**

There was no further business or discussion and the meeting was adjourned at 6:10 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, July 13, 2017 at 5:00 p.m. at Station 13.**

  
Cheryl Nichelson, Commissioner

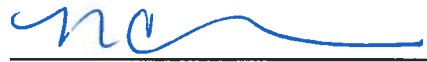
  
Linda Sartnurak, Chair

  
Steve Parsons, Commissioner

  
Ronnie Little, Commissioner

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Charlotte Ryan, Commissioner  
Nicole Castilliano, Board Secretary

Attachments: Correspondence  
Fire Chief's Report  
Treasurer's Report

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