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# KING COUNTY FIRE PROTECTION DISTRICT

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING 08/10/2017

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**DATE:** August 10, 2017

**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	Chuck DeSmith
Commissioner Ryan	Cory Cappelletti
Commissioner Parsons	Charlie Nevegold
Commissioner Nichelson	Craig Soucy
Commissioner Little	
Nicole Castilliano, DS	<b>PUBLIC</b>
Joe Quinn, Attorney	Alan Folmar

### 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 5:00 p.m. with Commissioners Nichelson, Parsons, Ryan and Little present.

Commissioner Ryan expects to be absent for the next regular meeting.

**Conclusion:** Commissioner Little made a **motion** to excuse Commissioner Ryan from the regular meeting of September 14; **seconded** by Commissioner Parsons. With no further discussion, **motion passed unanimously (5-0)**.

### CORRESPONDENCE:

A donation from Darlene Bjornstad in memory of Ken Huckins; District Secretary Nicole Castilliano to send a 'Thank You' letter to Ms. Bjornstad in recognition of her generous donation.

Washington Fire Commissioners Association annual conference announcement; Commissioner Little will attend this conference.

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**FIRE CHIEF’S REPORT:**

Deputy Chief Chuck DeSmith presented the Chief’s Report on Chief Marshall’s behalf. A copy of Chief Marshall’s report is attached.

**UNFINISHED BUSINESS:**

**Apparatus F432 Pump Repair**

Deputy Chief Chuck DeSmith reported he was pleased to announce that the pump repair was much cheaper than expected with the repair costing approximately \$2500 and should be in service by August 19. However, it was discovered there is a transmission issue and should it need rebuilt it may cost approximately \$12K to repair it. Deputy Chief Chuck DeSmith will give a status report at the next meeting. He also mentioned he is very pleased with the level of service from PSRFA.

With that said, he also informed the Board of Commissioners that Engine 17 had to be towed due to a coolant leak which is now getting repaired, and the Aid Car will need to be replaced soon as it has been in and out of service due to wear and tear on the vehicle. Discussion ensued and will be discussed at the next Board meeting.

**NEW BUSINESS:**

**Records Retention Project**

District Secretary Nicole Castilliano informed the Board of Commissioners of the status of the records retention project. She also stated that she and Commissioner Sartnurak met with the State Archivist who assisted with identifying records of archival value. Phase one of the records retention project will commence August 11, which will consist of Commissioner Sartnurak and District Secretary Nicole Castilliano identifying boxes that are past their retention schedule, marking them for the first round of shredding and documenting them in the archive destruction log.

**Conclusion:**

Commissioner Sartnurak will coordinate man power and the shredding company with Deputy Chief Chuck DeSmith and the Logistics team to complete Phase 1.

**District Secretary Position**

District Secretary Nicole Castilliano formally announced she will complete her contract through the agreed December 31, 2017 and will not be available to renew said contract as she accepted a position in Spokane, WA. Discussion ensued. Resignation letter is attached.

**Conclusion:**

Commissioner Ryan will start the process of filling the position.

**Fire Benefit Charge Contract**

Commissioner Ryan presented the Fire Benefit Charge Maintenance Contract for the year 2018 which was submitted by Interface Systems President Neil Blindheim. Discussion ensued.

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**Conclusion:** Commissioner Ryan made a **motion** to authorize the Board Chair, Commissioner Sartnurak, to sign the contract with Interface Systems Management Consultants as presented. **Seconded** by Commissioner Parsons. With no further discussion, **motion passed unanimously (5-0)**.

**FINANCIAL REPORTS:**

Nicole Castilliano, District Secretary, stated the July 2017 Financial Report was not ready due to timing of King County Statements; She will provide the Financial Report electronically for the Board's review. A copy of the Treasurers Report is attached.

**CONSENT AGENDA:**

Approval of Minutes – July 13 Regular Meeting  
Approval of Minutes – July 27 Special Meeting  
August Payroll EFT from the Expense Fund: \$2,579.82  
Expense Fund Vouchers #170801001 - #170801005: \$4,393.07

**Conclusion:** Commissioner Little made a **motion** to approve the Consent Agenda; **seconded** by Commissioner Ryan. With no further discussion, **motion passed unanimously (5-0)**.

**WORKGROUP REPORTS:**

**Finance** (Ryan + Little)

Commissioner Little stated the 2018 Budget Timeline will be presented at the next meeting.

**Communications** (Nichelson + Sartnurak)

Commissioner Nichelson presented a draft article regarding the staffing level change which is intended to post to the website. All the commissioners agreed with the draft and will be posted after the meeting.

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

Discussed previously in the meeting.

**Special Projects** (Nichelson + Little)

None.

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

The next meeting is scheduled with Chief Marshall on August 15<sup>th</sup> at Station 13 at 5p.m.

**Renton RRFA Liaison** (Sartnurak, nonvoting member)

See attached noticed from Commissioner Sartnurak regarding the status of new Station 15 and the potential plan of expansion of Station 14.

**PUBLIC COMMENT**

- Citizen Alan Folmar addressed the Board of Commissioners.

**EXECUTIVE SESSION**

None

**GOOD OF THE ORDER:**

- Commissioner Sartnurak stated her appreciation for the duty crews assistance, effort with our massive records management project and the constant communication regarding the status of our Engine.

**ADJOURNMENT:**

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

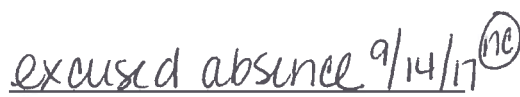
The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, September 14, 2017 at 5:00 p.m. at Station 13.**

  
Cheryl Nicholson, Commissioner

  
Linda Sartnurak, Chair

  
Steve Parsons, Commissioner

  
Ronnie Little, Commissioner

  
Charlotte Ryan, Commissioner

  
Nicole Castilliano, Board Secretary

Attachments: Correspondence  
Fire Chief's Report  
Financial Report  
Draft Website Article  
RRFA Liaison Notice

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