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**KING COUNTY FIRE PROTECTION DISTRICT 40**  
**BOARD OF FIRE COMMISSIONERS**  
**REGULAR MEETING**  
**09/14/2017**

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**DATE:** September 14, 2017

**PURPOSE:** Regular Meeting

**LOCATION:** Fire Station 13, 18002 – 108<sup>th</sup> Ave SE, Renton

**ATTENDANCE:** **KCFD #40**  
Commissioner Sartnurak  
Commissioner Parsons  
Commissioner Little  
Commissioner Nichelson  
Nicole Castilliano, DS  
Eric Quinn, Attorney

**RENTON RFA**  
Rick Marshall  
Steve Winter  
Nathan Facchini

**PUBLIC**  
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, and Little present. Commissioner Ryan had an excused absence.

No commissioners expect to be absent at the next meeting.

**CORRESPONDENCE:**

A registration for the 29<sup>th</sup> Annual Pre-Conference Laws Update Seminar by Snure Law.

**FIRE CHIEF'S REPORT:**

Fire Chief Rick Marshall presented the Chief's Report. Additionally, he informed the Board of Commissioners that the Seattle Seahawks are hosting a Flag Football game in Petrovitsky Park on Nov 18 at which they will be hiring an aid car to standby; more information to follow. He also presented a preliminary 2018 RRFA Revenue & FD40 Contract estimate; discussion ensued with no action taken. A copy of Chief Marshall's report and 2018 Estimate are attached.

**UNFINISHED BUSINESS:**

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### **Apparatus F432 Pump Repair**

It was reported in Deputy Chief Chuck DeSmith's email that the pump repair has been completed, however an electrical issue had been discovered. The apparatus is at the Allison dealership as they are trying to troubleshoot the shifting issue on the transmission; they are working through Allison Transmissions Engineering Department and Spartan Chassis to troubleshoot where the break down is when the truck has trouble finding 4th gear lock up.

### **Records Management Project**

Commissioner Sartnurak stated the first round of our records management project consisted of 200 boxes of paper that have exceeded their retention schedule were removed. She publicly applauded Kayla Eychner, Brandon Kern, Carl Pedersen, and Mark Price for their assistance with the records removal on September 1; their efforts are greatly appreciated.

Commissioner Sartnurak informed Chief Marshall that there were records regarding Station 13 (which was previously owned by FD40) and that she would forward those documents to the RRFA. She asked Chief Marshall about personnel and payroll records and should FD40 manage or transfer said records to the RRFA (FD40 employees are employed by RRFA Since 2008); discussion ensued.

Conclusion: FD40 will manage personnel and payroll records.

### **District Secretary Position**

District Secretary Nicole Castilliano informed the Board of Commissioner that Commissioner Ryan has started her recruiting efforts for the District Secretary position. We did have one person interested but has since declined the offer. Discussion ensued.

Conclusion: District Secretary Nicole Castilliano will forward an announcement to the WFAS and KCFAP groups.

### **NEW BUSINESS:**

#### **Ambulance Replacement**

Deputy Chief Chuck DeSmith recommended that the District replace the aid unit located at Station 17 due to wear and tear on the vehicle. Discussion ensued.

Conclusion: Deputy Chief Chuck DeSmith and Captain Erik Hammes are creating an apparatus replacement plan that will be presented soon.

### **FINANCIAL REPORTS:**

District Secretary Nicole Castilliano presented the August 2017 Treasurers Report. A copy of the Treasurers Report is attached.

**CONSENT AGENDA:**

Approval of Minutes – August 10, 2017

September Payroll EFT from the Expense Fund: \$2,586.90

Expense Fund Vouchers #170901001 - #170901007: \$10,554.47

**Conclusion:** Commissioner Little made a **motion** to approve the Consent Agenda; **seconded** by Commissioner Nicholson; discussion ensued regarding the placement of the draft website article report as reported in the minutes. Call for the question, **motion passed unanimously (4-0)**.

**WORKGROUP REPORTS:**

**Finance** (Ryan + Little)

Commissioner Little presented the 2018 Budget Timeline document which is attached.

**Communications** (Nichelson + Sartnurak)

Commissioner Nicholson presented newsletter costs. A copy is attached.

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

Commissioner Sartnurak will continue with records management project under facilities. Commissioner Parsons stated Equipment was covered earlier in the meeting.

**Special Projects** (Nichelson + Little)

None.

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

Commissioner Parsons will contact Commissioner Ryan to set up a meeting with District Attorney Eric Quinn to discuss the presented 2018 RRFA + FD40 Estimate and continue with contract revisions.

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

None

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

None

**GOOD OF THE ORDER:**

- Commissioner Sartnurak thanked the duty crew for their participation at Movie Night in the Park at Petrovitsky on August 26; having the Engine and Aid car was exciting for our citizens.

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**ADJOURNMENT:**

There was no further business or discussion and the meeting was adjourned at 5:45 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, October 12, 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  
RRFA + FD40 Contract Estimate  
Financial Report  
Newsletter Cost List