



**KING COUNTY FIRE PROTECTION
DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
9/8/2016**

“FINAL”

DATE: September 8, 2016

PURPOSE: Regular Monthly Meeting

LOCATION: Fire Station 13, 18002 – 108th Ave SE, Renton

ATTENDANCE: KCFD #40

Commissioner Ryan
Commissioner Sartnurak
Commissioner Little
Commissioner Nicholson

RENTON

Interim Fire Chief Rick Marshall
Deputy Chief Chad Michael
David Hammond, RRFA Finance
Jamie Thomas, Renton Finance
Kristen Trivelas, Renton Finance
Julie Bray, Board Secretary

PUBLIC

Darlene Johnson, Windermere Realtor
Madelyn Loreen, Resource Consulting

CALL TO ORDER:

Board Chair Ryan called the regular meeting of the Board of Fire Commissioners for King County Fire Protection District #40 to order at 5:00 p.m. Commissioners present for the Call to Order: Ryan, Nicholson, Sartnurak, and Little. Also attending were DC Michael, David Hammond, RRFA Finance Manager, Jamie Thomas, Renton Fiscal Services Manager, Kristen Trivelas, Renton Senior Finance Analyst, Julie Bray, Board Secretary, Darlene Johnson from Windemere Real Estate and Madelyn Loreen, Resource Consulting. Commissioner Parsons was excused from being absent at the previous meeting. There were no motions for absent commissioners.

CORRESPONDENCE:

None

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FINANCIAL REPORTS:

- Jamie Thomas introduced herself and Kristen Trivelas. She gave an overview of their role with the District:
 - There will be a paper check for September's funds. They have been experiencing issues with US Bank.
 - She explained that they were concerned about the gaps in service. She and Kristen are working very hard to put together a desk manual to cover the finance portion of the contract.
 - The Board will be meeting with David Hammond, RRFA Finance Manager next week. After discussion, it was decided to push the meeting out to the end of September. In the meantime, Jamie will get some preliminary figures together for next years' contract and email them to the Finance Committee.
 - Another issue is the reconciliations that have not been done since March. It was agreed that Commissioner Ryan will do the reconciliations up to the end of August.
 - Commissioner Little reminded the Board that there is a Commissioner List in the back office that tracks commissioner pay.
 - Commissioner Ryan offered to sit down with Ms. Thomas and go over their administrative processes.

FIRE CHIEF'S REPORT:

- Interim Fire Chief Marshall gave an overview of the Chief's report (attached).
- Chief Peterson will be returning from vacation on September 13th and interim Fire Chief Marshall will be on vacation until the 26th.
- They plan to have the Deputy Fire Chief's position filled by October 16th. They are hoping to promote in-house, however the Governance Board has not made a decision.

UNFINISHED BUSINESS:

- **Station 42 Status:** There are currently two offers. One is for a paint store and one for a possible restaurant. The gentleman who submitted an offer for a proposed repair garage is having funding issues and will not be considered. Darlene Johnson, Windemere Real Estate Agent, gave an overview of an offer received from a paint company (attached). The company has submitted a bid of \$700,000 based on the property values of the surrounding businesses. Ms. Johnson then went over an offer from Balbir Singh for a possible restaurant. The bid was for \$1,250,000 (attached). Ms. Johnson had requested that the company submit a financial report (also attached). After much discussion, the Board requested that Ms. Johnson contact the District's Attorney on Mr. Singh's offer. Mr. Snure has already seen the offer, but he had no recommendations. Madelyn Loreen from Resource Consulting spoke as a representative for the bidder. The party that submitted the bid only wants the west portion of the property; the building will be razed. She assured the Board that it is an earnest bid and asked for any questions. There being none, she excused herself from the meeting.

UNFINISHED BUSINESS (Continued):

- **Business Cards:** Commissioner Little asked for the status on the Board's new business cards. Mr. Hammond has no answer for the Board yet. He will get with Jennifer and report back at the next meeting.

CONSENT CALENDAR:

Approval of Minutes – August 8, 2016

Expense Fund Vouchers - #160902001 - #160904001 (\$3,225.74).

Payroll/EFTS - \$2,090.22.

There was an error on one of the vouchers (typo). Jamie will take care of it.

Commissioner Little made a **motion** to approve the calendar with one vote; **seconded** by Commissioner Nicholson. **Motion passed unanimously (4-0).**

NEW BUSINESS:

- **Transition Plan/Finance Report:** Ms. Thomas gave her report under Financial Reports.
- **2017 FBC Contract:** Everything in the contract is the same as previous years. The printing costs are higher than last year. Commissioner Nicholson made a motion to authorize the Board Chairperson to sign the contract with Interface Management Systems for 2017; seconded by Commissioner Sartnurak. Motion passed unanimously (4-0).
- **Deferred Compensation Authorization Signature Form:** DC Wallgren was their representative. There are no Fire District employees anymore, however there were previous employees that still have funds in the account. Commissioner Little will fill out the authorization and sign it.
- **King County Finance Authorization Signature Form:** The Board, Ms. Thomas, Ms. Trivelas, and David Hammond all need to sign. Commissioner Parsons will still need to sign. Commissioner Little made a motion to rescind Resolution 516R and pass Resolution 521 to accompany the authorization form after it is amended (formatting issue). Seconded by Commissioner Nicholson. Motion passed unanimously (4-0).
- **King County Fire District #40 Liaison:** At this time, DC Michael will be the Liaison. This may change after a new Deputy Chief is promoted/hired. Commissioner Little brought up updating the contact list. Board Secretary Bray will update the list and distribute to the proper people.

WORKGROUP REPORTS:

1. Capital Facilities:

- A. Commissioner Sartnurak is working on getting bids for the clean-up of Station #42. She has received one bid for \$15,000 which seems excessive. There are three goat companies in the greater Puget Sound area. She is in the process of getting pictures to send to the companies for a bid.

2. Equipment: None

3. **Community Relations:** Commissioner Little is still trying to contact Preeti about doing a newsletter. Interim Chief Marshall will try to facilitate. Interim Chief Marshall shared that the RFA the department will have the same need. The department will either have to develop internal talent or look outside.

4. **Finance:** Per the proposed timeline, the Board will need to set a public hearing on the budget prior to November 15. They will hold the public hearing during the October 13th meeting. Commissioner Ryan asked who was updating the district's website. At this time, Lt. Gary Harsh is doing the updates. Notice needs to be posted on the website about the public hearing. Commissioner Ryan asked to find out if the minutes are being posted. IFC Marshall will check with Beth Haglund (Renton Communications).

5. Special Projects:

A. Fairwood 50:

- Commissioner Nichelson reported that the event was a huge success. The public and the Parks department were very impressed with our crews. She has taken some pictures that should go up on the website.

CITIZEN COMMENTS:

None

EXECUTIVE SESSION:

None

GOOD OF THE ORDER:

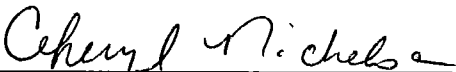
- Commissioner Ryan reported that she attended the King County Fire Commissioners meeting in Skyway. Mark Thompson has been updating their website and is unable to do it anymore. Commissioner Ryan would like to take over those responsibilities; Commissioner Nichelson would like to help and learn how to maintain a website. Their next meeting is on September 21 in Fall City.
- Commissioner Sartnurak commented that she read an article regarding the use of Narcam for opiate overdoses. IFC Marshall informed her that we are participating in the study.

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ADJOURNMENT:


There was no further business or discussion and the meeting was adjourned at 6:40 p.m.

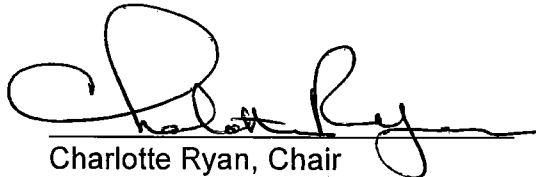
The next regular meeting of the Board of Fire Commissioners and the budget hearing will be held on **Thursday, October 13, 2016 at 5:00 P.M.**

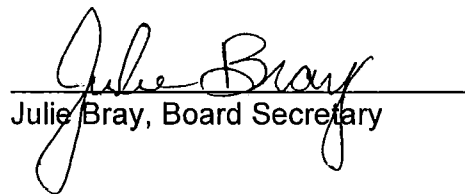

Cheryl Nicholson, Commissioner


Linda Sartnurak, Commissioner


Steve Parsons, Commissioner


Ronnie Little, Commissioner


Charlotte Ryan, Chair


Julie Bray, Board Secretary

Attachments: Chiefs Report
(2) Separate Bids for Station #42
Financial Statement from Balbir Singh