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**KING COUNTY FIRE PROTECTION  
DISTRICT 40  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
03/09/2017**

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**DATE:** March 09, 2017

**PURPOSE:** Regular Meeting

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

**ATTENDANCE:** KCFD #40  
Commissioner Sartnurak  
Commissioner Ryan  
Commissioner Parsons  
Commissioner Nichelson  
Nicole Castilliano, DS

RENTON  
Chad Michael, Deputy Chief  
Craig Soucy

PUBLIC  
None

**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 5:01 p.m. with Commissioners Nichelson, Parsons and Ryan present.

Commissioner Nichelson made a **motion** to excuse Commissioner Little from this meeting; **seconded** by Commissioner Ryan. **Motion passed unanimously (4-0).**

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

**FIRE BENEFIT CHARGE APPEALS HEARING**

Board Chair Sartnurak opened the Fire Benefit Charge Appeals Hearing at 5:05p.m.

Commissioner Ryan presented the list of citizens, parcels appealing the benefit charge. She stated that all requests presented have their proper certificates attached to each request and they are ready to be submitted to King County and Neil Blindheim at Interface Systems.

**Conclusion:** Commissioner Nichelson made a **motion** to approve the administrative adjustments as outlined for parcels that we have verified and submit to King County Treasurer and Neil; **seconded** by Commissioner Parsons. Discussion ensued with Commissioner Ryan clarifying the difference between the two discounts and the amounts of each. **Motion passed unanimously (4-0).**

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With nothing further to present, Commissioner Sartnurak closed the Benefit Charge Appeals Hearing and reopened the regular meeting at 5:10p.m.

**CORRESPONDENCE:**

Final Accountability Audit Report from WA State Auditor  
A copy of the Final Audit Report is attached.

**FIRE CHIEF'S REPORT:**

Deputy Fire Chief Chad Michael presented the Chiefs Report in Fire Chief Marshall's absence.  
A copy of Chief Marshall's report is attached.

At 5:15p.m. Craig Soucy entered the meeting.

**UNFINISHED BUSINESS:**

**Station 42 Sale**

There is nothing new to report since the Special Board Meeting of February 20 where the board agreed to an extension of the closing process to April 2017.

**Station 17 Sewer Leak**

Deputy Fire Chief Chad Michael reported they received one response as to the repair work needed to fix this issue. He stated that this will be a two-part process as fixing the leak would be phase one with one vendor costing approx. \$6k-\$8k and phase two would be repairing the floor using a different vendor costing approx. \$2k-\$6 depending on the type of material needed to adhere to the current flooring. Discussion ensued.

**Conclusion:** Commissioner Parsons made a **motion** to approve the repair work as presented by Deputy Chief Chad Michael with a cap of \$11,500 from the Reserve Fund; **seconded** by Commissioner Sartnurak. **Motion passed unanimously (4-0).**

**KCFD40 Host KCFCA Meeting**

District Secretary Nicole Castilliano stated there was nothing to report as she has not heard back from King County Fire Commissioners Association representative to schedule our meeting request. She inquired with the Board if they had heard from anyone; all stated no.

**Conclusion:** District Secretary Nicole Castilliano to follow up with the King County Fire Commissioners Association representative.

**NEW BUSINESS:**

**Community Meeting**

Commissioner Nicholson stated that she would like to hold a community meeting to discuss the staffing level of Station 17 in regards to a 4 vs 3 person engine company. Discussion ensued with the following topics discussed:

- Timeline + budget + advertising for the community meeting

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- Venue + presentation for the community meeting
- 4-person vs 3-person engine company cost and sustainability

**Conclusion:** Commissioners Nichelson and Little will bring a cost schedule and confirmed timeline to the next meeting.

Deputy Chief Chad Michael requested permission to utilize the reserve engine from Station 17 at the SCKFTC Recruit Academy. The board agreed and granted the request.

**FINANCIAL REPORTS:**

Nicole Castilliano, District Secretary, presented the revised January 2017 Financial Report and the February 2017 to the Board. A copy of the January + February financial statement is attached.

**Conclusion:** Commissioner Ryan made a motion to approve the financial reports as presented; seconded by Commissioner Nichelson. **Motion passed unanimously (4-0).**

**CONSENT AGENDA:**

- Approval of Minutes – January 12, 2017 Regular Meeting
- Approval of Minutes – February 9, 2017 Regular Meeting
- Approval of Minutes – February 20, 2017 Special Meeting
- February Payroll from the Expense Fund: \$2,357.78
- March Payroll from the Expense Fund: \$2,585.67
- Expense Fund Vouchers #170301001 - #170301015: \$13,394.92

**Conclusion:** Commissioner Nichelson made a motion to approve the Consent Agenda; seconded by Commissioner Parsons. **Motion passed unanimously (4-0).**

**WORKGROUP REPORTS:**

There were no reports given by the workgroups at this meeting.

- Finance – (Ryan + Little)
- Communications – (Nichelson + Sartnurak)
- Facilities/Equipment – (Parsons + Sartnurak)
- Special Projects – (Nichelson + Little)
- Renton RFA Contract – (Ryan + Parsons)

**CITIZEN COMMENT**

- Craig Soucy stated his Healthy Heart Program is doing very well in the elementary schools; targeting grades 4 and 5. He invited the Board to the following events:

- Ridgewood Elementary - March 15, 1pm
- Carriage Crest Elementary – March 16, 12:45pm

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Fairwood Elementary - April 7, 1:30pm

**EXECUTIVE SESSION**

None

**GOOD OF THE ORDER:**

- District Secretary Nicole Castilliano shared her plan and timeline to start archiving district records in accordance with the Washington State Archive Schedule.
- Commissioner Ryan stated that the District will need to consider changing the website host in the future as it is becoming expensive. She also stated that she highlighted the new District Secretary on the website.

**ADJOURNMENT:**

There was no further business or discussion and the meeting was adjourned at 6:15 p.m.

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

  
Cheryl Nichelson, Commissioner

  
Linda Sartnurak, Chair

  
Steve Parsons, Commissioner

  
Ronnie Little, Commissioner

  
Charlotte Ryan, Commissioner

  
Nicole Castilliano, Board Secretary

Attachments:

Auditor's Final Report  
Fire Chief's Report  
Financial Report(s)

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