

King County Fire Protection District 40

Regular Commissioners' Meeting

February 14, 2008

4:30 p.m.

<u>Commissioner</u> CRAIG VIOLANTE	<u>Commissioner</u> CHARLOTTE RYAN	<u>Commissioner</u> GLEN CONAWAY
<u>Commissioner</u> RUSS PRICE		<u>Commissioner</u> RONNIE BEHNKE
<u>Deputy Chief</u> CHUCK DUFFY		<u>Board Secretary</u> RENA HARDY

CALL TO ORDER:

Commissioner Violante called the regular meeting of the Board of Fire Commissioners for King County Fire Protection District 40 to order at 4:30 p.m. Commissioners present for the Call to Order: Violante, Bujanovich, Conaway and Price. (Commissioner Behnke was excused by prior Board Action.) Also attending were DC Duffy; Secretary Hardy; P.E. Garvich; Secretary Davis; Lt. Anderson; Consultant Paul Witt; Attorney Kinnon Williams; Deanna Gratzner and Guests Dave McCammon and Linda Sartnurak. Others who were present did not sign in.

CITIZEN COMMENTS FOR AGENDA ITEMS:

There were no citizen comments for agenda items.

DISTRICT PERSONNEL COMMENT FOR AGENDA ITEMS:

There were no District Personnel Comments for agenda items.

CORRESPONDENCE:

Correspondence received by the District consisted of Civil Service Commission Meeting Minutes of its January 3, 2008 meeting; WFLA Legislative Report; a Memorial Notice of the passing of previous District 2 Fire Commissioner, Max Roushman; a letter from Renton's Mayor Dennis Law regarding Renton's responsibility for the Benson Hill Annexation area effective March 1, 2008 and an e-mail message from Washington State Public Disclosure Commission regarding reporting requirements for lobbying activity. Secretary Hardy read the letter from Mayor Dennis Law. Copies of all correspondence will be placed on file with these minutes.

FIRE CHIEF'S REPORT - Presented by DC Duffy:

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Appreciation/Recognition:

Public Educator Lisa Garvich received a card from the McKinnon family expressing appreciation for keeping the Community Safe and a "Show & Tell" time where their child Allister had a ride on the fire engine.

Personnel:

Chief Duffy was happy to report that there are no injuries to report at this time.

Local 1912 Transition:

The City of Renton Human Resources Department held a briefing session for Uniform personnel that was organized by the City Local. The employees were educated on what benefits are available and given enrollment forms. They were measured for uniforms and will be issued Renton badges.

The merger of local 864 and Local 1912 will be complete and effective February 15, 2008.

Staff assignments will be coming out in the next day or two.

Leadership Transition Workshop:

Chief Daniels has put together a Leadership Transition Workshop to be held February 21 and 22, 2008, for orientation of those who are transitioning into the City.

Following a training period and some time off, Mat Jackmond will return to shift assignment on February 27, 2008.

Non-represented Transition:

Non-represented personnel were also invited to attend the briefing session that was held on February 12, 2008 at Station 41. PE Lisa Garvich attended the session.

Four of the non-represented personnel have received and accepted job offers with the City. Offers for two others are pending.

Secretary Sherri Davis is scheduled to receive training with the City the week of February 18 to 22, 2008.

Civil Service Transfer:

District 40 Civil Service Secretary Sandy Haydock is working with Attorney Kinnon Williams to prepare a transfer letter from District 40 to the City for District 40 personnel who will become Renton employees.

Miscellaneous:

Information Flyer:

PE Lisa Garvich is designing an information flyer regarding the Contract with the City. A draft copy of the flyer was presented for Board review. The flyer will be ready to be ready for the printer by March 15, and should be mailed sometime in April. The one-

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sheet flyer tri-fold will be mailed to residents of the District and will contain information on the Contract, services that will be provided and the role of the Board of Fire Commissioners. The bulk mailing will cost an estimated \$3,000.

The Board thanked Lisa for putting a draft together on short notice. They were impressed with the quality and content of the flyer as presented.

Incident by Type and Detail Reports:

Copies were distributed of Incident by Type and Detail Reports for the month of January 2008. Secretary Kathy Michelsohn prepared the detailed report as she has in the past. A copy will be placed on file with these minutes.

Commissioner Violante asked Chief Duffy about what type of reports will be available from the City of Renton.

Chief Duffy said that the City would work with the Board and supply reports in any format that they wish, however he did not think that a report as detailed as the one presented this evening will be possible. The Chief said that currently the City provides District 25 with a quarterly report and he will get a copy of it for Boards review.

As a footnote to his report, Chief Duffy reported that Lt. Wallgren and FF's Sowards and Bushnell have requested day assignments and will be working at Station 42 days.

UNFINISHED BUSINESS:

There was no unfinished business.

CONSENT CALENDAR:

- a. Minutes of the Previous Meeting –January 31, 2008
- b. Minutes of the Special Meeting – February 7, 2008
- c. Expense Fund Vouchers No. 02537 through 02571 -- Amount \$203,932.23
- d. Bond Fund Vouchers No. 01177 through 01179-- Amount \$25,613.92

A **MOTION** was made by Commissioner Price and **SECONDED** by Commissioner Ryan to approve the consent calendar as presented. The **MOTION CARRIED UNANIMOUSLY.**

NEW BUSINESS:

There was no new business.

WORKGROUP REPORTS:

Intergovernmental Affairs:

Commissioner Violante reported that the Workgroup has nothing new to report. The next big item is negotiations for asset transfer.

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Labor: Certain items were discussed in the Chief's Report. There is nothing further to report at this time.

Renton Transition:

Commissioners Price and Ryan reported that The Workgroup has researched a number of areas where changes are needed during the transition as follows:

- a) Computer Maintenance – The city of Renton is not interested in maintaining the District 40 computer system. The Workgroup has contacted two agencies (Black Box and Automated Networking) for quotes for computer maintenance. The Workgroup recommends Black Box at \$350 per month.

A **MOTION** was made by Commissioner Price and **SECONDED** by Commissioner Ryan to enter into an agreement with Black Box for maintenance of District 40 computers at a monthly rate of \$350. The **MOTION CARRIED**.

- b) District Server – The Workgroup met with Mat Jackmond and have determined that the District will need only one server. The Workgroup recommends that Mat Jackmond be authorized to purchase two new hard drives and move all the needed files/information from one server to the other. Approximate one time cost will be \$260. Commissioner Violante said that the Budget Workgroup approves and authorizes the purchase.
- c) Internet Connection – The Workgroup met with Mat Jackmond and Deanna Gratzner and determined that Deanna will need internet access for payroll, tax reports, etc. The Workgroup recommends That Mat Jackmond be authorized to purchase a 4-port firewall for approximately \$100 and connect the internet through Comcast at \$45 per month. The Budget Workgroup authorized the purchase and internet connection.
- d) Department Website – The Department is currently using Don Grier for web hosting and 12 e-mail addresses at a cost of about \$30 per month. Will only need web for hosting 5 e-mail addressed. The recommendation is to keep a simple Website with links to the City of Renton. Commissioner Ryan will manage the site. Board Approved.
- e) District Phone Number – The Workgroup recommendation is to keep the main phone number (425-255-0931) with a recorded message directing callers to the City of Renton and an answering machine for people to leave other messages. Commissioner Price said that they might contact the company that installed the current phone system to see if they may be willing to take the system back and refund a portion of the equipment cost.
- f) Vacant Commissioner Position – The Workgroup recommends that when the Commissioner Position becomes vacant due to the annexation, the position should be advertised possibly in the Renton Reporter and Fairwood Flyer. Board members said that the Renton Reporter is not widely circulated in the area. The Workgroup has three application letters and will decide what advertisement venue should be used.

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Budget: There is nothing new to report at this time.

Insurance and Risk Management:

Commissioner Price reported that the insurance carrier has asked for the certificate for moving the fuel tank. Consultant Paul Witt said that the inspection has been signed off by King County Fire Marshal but the certificate is not in hand at this time. Mechanic Bill Schoppert and Maintenance Lon Ledvina have been working at it and the tank should be ready for certification. Gordon at VFIS is being contacted to determine what he needs.

Commissioner Price also said that the District's coverage is up for renewal the first of April and he will make a recommendation at the next meeting. Attorney Kinnon Williams will be in contact with the carrier with information regarding the annexation and contract with Renton.

Strategic Planning: There is nothing new to report at this time.

CITIZEN COMMENTS:

Dave McCammon commented that the Board of Fire Commissioners are elected to look out for the citizens of the area. He said that when considering an appointment to the Board that he feels that a candidate who did not receive the majority vote in the November election should not be appointed to fill the vacancy on the Board.

DISTRICT PERSONNEL COMMENTS:

There were no District Personnel comments.

ONCE AROUND THE TABLE:

There were no Board comments.

At 5:15 p.m. Board Chair Commissioner Violante announced that there will be a 20 minute Executive Session and there will be additional Board action following the Executive Session to discuss matters under guidelines of RCW 42.30.110 (g) Personnel and RCW 42.30.110 (c).

EXECUTIVE SESSION:

The Board went into a twenty-minute Executive Session at 5:15 p.m. as noted above. The Executive Session ended at 5:35 p.m.

REGULAR MEETING CONTINUED:

Upon returning to the Regular Meeting Board Chair Commissioner Violante announced that the Board wishes to eliminate the Deputy Chief Position.

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A **MOTION** was made by Commissioner Violante and **SECONDED** by Commissioner Price to eliminate the Deputy Chief Position and direct Deanna Gratzner to notify the Civil Service Commission with a cc to Local 1912/864. The **MOTION CARRIED.**


In the closed session, the Board also discussed leave time for non-represented personnel. No action will be taken on the matter at this meeting, however, those present were informed that the Board is working on a conceptual agreement similar to that in the MOU with Renton for Union personnel where there are some provisions for a sick leave bank of 720 hours and other leave time is allowed to be carried into Renton. If an agreement is reached the sick leave bank of hours will be 480 hours for a five year period for non-rep personnel. The Board hopes to have a MOU ready by the next Board meeting.

There being no further business or discussion at this time, the meeting adjourned at 5:50 p.m.

The next regular meeting of the Board of Fire Commissioners is scheduled for **Thursday, February 28, 2008, at 4:30 P.M.**


Craig Violante, Board Chair


Charlotte Ryan, Commissioner


Glen Conaway, Commissioner


Russ Price, Commissioner


Ronnic Behnke, Vice Chair

Rena Hardy, District Secretary

Attachment Meeting Agenda
Chief's Report (02/14/08)
Voucher Detail Listings
January 2008 Incident by Incident Type Report
Mayor Denis Law Letter re: Benson Hill Annexation Area
Renton Leadership Notice
Transition Workgroup report

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