

"FINAL"

**King County Fire Protection District 40**

***Special Commissioners' Meeting***

**March 26, 2011**

**9:00 a.m.**

**Commissioner**

MIKE WARFEL

**Commissioner**

CHARLOTTE RYAN

**Commissioner**

RONNIE LITTLE

**Commissioner**

RUSS PRICE

**Commissioner**

LINDA SARTNURAK

**Deputy Chief**

ERIK WALLGREN

**Board Secretary**

DEANNA GRATZER

**CALL TO ORDER:**

Commissioner Ryan called the special meeting of the Board of Fire Commissioners for King County Fire Protection District 40 to order at 9:00 a.m. Commissioners present for the Call to Order: Ryan, Warfel and Sartnurak. Also attending were Secretary Gratzler, Consultant Paul Witt, Chief Mark Peterson and Firefighter Ryan Simonds

Commissioner Little requested an excused absence for the March 26, 2011, special meeting.

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Sartnurak to allow Commissioner Little an excused absence for the March 26, 2011 special meeting. The **MOTION CARRIED (3-0)**.

Secretary Gratzler read correspondence from Commissioner Russ Price announcing his resignation from the Board.

A copy of the correspondence is on file with the minutes.

**AGENDA TOPICS:**

The purpose of the workshop meeting was to discuss current status, future plans and goals. Topics discussed included:

**10810/10828 SITE:**

The Board discussed options for the proceeds of the impending sale of the property. Options include, but are not limited to, additional remodel at Station 17, pay off bond debt or put in reserve in the event the benefit charge is not renewed in 2014. Failure of the benefit charge will result in approximately \$900,000 in reduced revenue.

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The Benefit Service charge election will take place in 2013. Election planning will need to start in 2012.

Additionally, approximately \$300K in funds the District receives from Valley Medical Center will end in 2014; the King County EMS levy ends in 2013. The District receives approximately \$200k in EMS levy funds.

### **STATION 17 REMODEL:**

Commissioner Warfel provided an outline of the Station 17 improvement plan. The outline details completed projects and the status of impending phases of the project.

A copy of the outline is on file with the minutes.

Brian/TCA Architecture and Planning will meet with Commissioner Warfel, Paul Witt, Chief Peterson, Deputy Chief Wallgren and Facilities Director Peter Renner after April 1, 2011 to present a plan to proceed with the remodel.

### **CAPITAL NEEDS:**

Consultant Paul Witt presented an analysis of the Capital Equipment Replacement Fund and apparatus replacement schedule. Apparatus identified for replacement include ½ the cost a command vehicle in 2013 (per the contract, City of Renton will fund ½) and Station 17 Engine in 2014.

The Budget Workgroup may consider increased funding of the Capital Equipment Replacement Fund depending on the recommendation Deputy Chief Wallgren presents on the replacement of the brush rig.

The District has no additional capital equipment needs.

A copy of the draft analysis is on file with the minutes.

### **CITY OF RENTON CONTRACT:**

The Board agreed that feedback indicates the citizens of Fairwood would like to continue funding staffing levels at the current level (i.e. 4-person engine company). The current cost to provide the 4<sup>th</sup> person is approximately \$506K per year.

The Board will develop and present a cohesive message for justification of funding at the current level and the 13% increase in revenue collection. The message will include, but is not limited to, the fact that District 40 is better served with a 4 person engine due to its proximity to other fire stations and the time it takes for additional units to arrive on scene; and 4 persons are required for a rescue to meet the 2 in/2 out requirement. The Board will provide realistic examples to assist with clear justification.

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Chief Peterson announced the City of Renton was awarded the SAFER grant. The grant will allow staffing levels to increase from 29 to 32 per shift.

Commissioner Little will present a proposed inter-local agreement between the King County Fire Marshal's Office and various jurisdictions at the March 31, 2011 regular meeting.

Chief Peterson stated that King County wants out of the inspection business but would like to maintain control. Chief Peterson stated the city does not have funding to provide position to perform inspections.

Consultant Paul Witt stated the District has approximately 60-80 permitted properties. The proposed inter-local agreement puts all the liability on the District; however, it provides the District with none of the authority.

### **PROFESSIONAL SERVICES CONTRACT:**

Consultant Paul Witt provided an overview of the consulting services he provides to the Board. Paul Witt's monthly billings itemize in detail services provided.

During the 2011 budget preparation and planning process, the Finance Workgroup determined it was necessary to renew the professional services contract for Paul Witt and Kinnon Williams and recommended renewal of those contracts through 2011. The full board concurred, approved the budget and renewed the contracts as presented.

Consultant Paul Witt is retained due to his knowledge of District 40, the budget, tax levies, contracts and issues with Valley Medical Center and King County EMS, benefit charge, bond issues, as well as issues arising with the sale of the surplus property and the remodel of Station 17.

With the resignation of Craig Violante, there is currently not a Board member that is up to speed on the financial aspects of the District. Paul Witt is the most informed person about District 40 and has the Board and the District's back.

Commissioner Ryan stated that she doesn't understand why the contracts have become an issue and what has changed since November. The professional services contracts with Paul Witt and Kinnon Williams have been signed and are good through 2011.

Commissioner Sartnurak stated that she wanted to get up to speed on the District's contracts and spending.

Commissioner Ryan stated that her concern is not due to lack of funds to cover expenditures, but the perception the public may have of excessive spending on travel and conferences. The Board will discuss board expenditures at a future meeting when the full Board is present.

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Commissioner Sartnurak stated that as a new commissioner she is reviewing expenditures and is considering what's needed and what's not. In regards to conferences, is it necessary for more than one commissioner to attend.

The Board has a policy in place that requires Board approval for participation in boards and committees; and attendance at conferences.

### **WORKGROUP ORGANIZATION AND ASSIGNMENTS:**

The table represents proposed changes to the workgroups. Board members have identified their interest in workgroup assignments. The Board has proposed to assign the responsibility of certain sections of the policy manual to the appropriate workgroup as identified in the table. The Board will make final workgroup assignments when the full Board is present. With the resignation of Commissioner Price, the Board will need to establish a process and/or assign a workgroup to facilitate a replacement as required by RCW 52.14.050.

Old	Old	Proposed	Interest
Capital Equip/Facilities	Russ/Mike	Capital Facilities/Equip - Section 7000	Mike
Community Relations	Charlotte/Mike	Community/External Relations - Section 3000	Charlotte
Finance	Ronnie/vacant	Finance/Risk Mgmt - Section 6000	Linda/Charlotte
Policy	Charlotte/Ronnie	Policy - Section 1000, 2000 and 5000	Linda
Risk Management	Russ/vacant	n/a (eliminate workgroup)	n/a

### **BOARD MISSION AND VISION:**

The Board will continue to meet the 2<sup>nd</sup> and last Thursday of each month. This topic will be added to the agenda in June to revisit the need for meeting twice monthly.

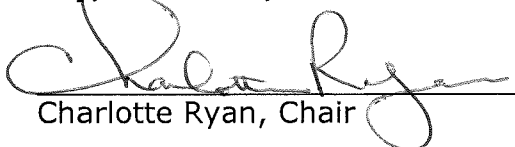
The Board Chair can cancel meetings if and when there are no agenda items to discuss.

### **EXECUTIVE SESSION:**

There was no Executive Session.

There was no further business or discussion and the meeting was adjourned at 12:45 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, March 31, 2011 at 4:30 P.M.**

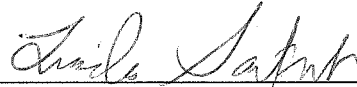
  
Charlotte Ryan, Chair

  
Mike Warfel, Commissioner

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Ronnie Little, Commissioner



Linda Sartnurak, Commissioner



Deanna Gratzner, District Secretary

Attachment Meeting Agenda  
Project Analysis  
Capital Equipment Replacement Fund Analysis  
Apparatus List