

**"FINAL"**

**King County Fire Protection District 40**

***Regular Commissioners' Meeting***

**August 25, 2011**

**4:30 p.m.**

**Commissioner**  
STEVE PARSONS

**Commissioner**  
CHARLOTTE RYAN

**Commissioner**  
RONNIE LITTLE

**Commissioner**  
MIKE WARFEL

**Commissioner**  
LINDA SARTNURAK

**Deputy Chief**  
ERIK WALLGREN

**Board Secretary**  
DEANNA GRATZER

**CALL TO ORDER:**

Commissioner Ryan 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: Ryan, Little, Warfel and Sartnurak. Also attending were Secretary Gratzler, Consultant Paul Witt, Chief Mark Peterson, Deputy Chief Erik Wallgren and Attorney Kinnon Williams.

Commissioner Parsons requested an excused absence from the August 25, 2011, regular meeting.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Warfel to allow Commissioner Parsons an excused absence for the August 25, 2011 regular meeting. The **MOTION CARRIED (4-0)**.

**CITIZEN COMMENTS FOR AGENDA ITEMS:**

There were no citizen comments.

**CORRESPONDENCE:**

There was no correspondence.

**FINANCIAL REPORTS:**

Financial reports were provided to the Board.

Financial reports are available to the public upon written request.

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### **FIRE CHIEF'S REPORT - Presented by Chief Mark Peterson:**

#### **Safety/Support Services:**

There was nothing to report.

#### **Response Operations:**

Deputy Chief Erik Wallgren presented the Fire District 40 Incident Type Report for July 2011. The report includes number of responses by response type and transport data.

A copy of the Incident Type report is on file with the minutes.

#### **Significant Incidents:**

There was nothing new to report at this time.

#### **Office of the Fire Chief:**

FIRE 20/20, a nonprofit agency based in Bremerton, approached our department to help in the development of a training program designed to reach multicultural communities. The anticipated time for the development of this project will run through April 2012.

FIRE 20/20 helps fire and emergency services departments connect with their multicultural communities by increasing the reach and effectiveness of community risk-reduction, emergency response, diversity recruitment and retention.

In June, FIRE 20/20 received a Federal Emergency Management Agency (FEMA) Fire Prevention & Safety Grant to develop and implement an online training program called "Partnering for Prevention". The program will be available on July 2012 for "free" to our country's 1,350,000 firefighters, fire marshals, prevention personnel and emergency medical responders. FIRE 20/20 is working in partnership with the International Fire Marshals Association (IFMA) and the National Association of State Fire Marshals (NASFM).

Since Renton is one of the most diverse communities in our state, FIRE 20/20 invited Renton Fire and Emergency Services department and the City of Renton to be "the models" for Partnering for Prevention development.

Partnering for Prevention will be based on: building of positive proactive relationships as the foundation for understanding public safety needs in diverse communities; creating partnerships in multicultural and high-risk communities provides critical knowledge to their community; establish cost-effective resources for fire prevention and life-safety programs.

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FIRE 20/20 will be facilitating focus groups within our department and in the community. This will allow us to better understand the challenges that both the community and department face when interacting with each other.

### **UNFINISHED BUSINESS:**

#### **WFOA Conference - October 27-29, 2011:**

The WFOA released the agenda for the annual conference. Topics are not relevant to the district.

#### **WA State Dept of Revenue/Basic Levy Training - September 13-14, 2011:**

Commissioner Sartnurak contacted the Department of Revenue and confirmed the Basic Levy Training is a basic and thorough class on local taxation. The Basic Levy Training encompasses all forms of taxation, including regular levies, special levies and the fire benefit charge.

There is no registration cost for the class. The room rate is \$77 per night. Additional training costs will include 2 nights per diem and mileage.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Warfel for Commissioner Sartnurak to attend the WA State Dept. of Revenue Basic Levy Training on September 13 -14, 2011. The **MOTION CARRIED (4-0)**.

### **CONSENT CALENDAR:**

- a. Minutes of the Regular Meeting - August 11, 2011

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Ryan to approve the consent calendar as presented. The **MOTION CARRIED (4-0)**.

### **NEW BUSINESS:**

#### **Records Retention:**

Attorney Kinnon Williams provided an overview of the laws and rules of records management in the State of Washington. Additionally, he provided the definition of a public record for the purposes of records retention.

The Washington State Archives Records Retention Schedule and guidance on records retention can be found on their website at [www.sos.wa.gov/archives](http://www.sos.wa.gov/archives).

Attorney Kinnon Williams reviewed the District policy for records management and provided recommendations for revisions.

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### **Board for Volunteer Firefighters:**

Former volunteer, Gary Andrews presented a Certificate of Eligibility for Pensions as required by the Washington State Board for Volunteer Firefighters to receive a pension.

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Sartnurak authorizing Board Chair Ryan and Secretary Gratzner to sign the Certificate of Eligibility for Pensions as presented. The **MOTION CARRIED. (4-0)**

### **WORKGROUP REPORTS:**

#### **Capital Facilities:**

Commissioner Warfel presented a revised proposal from TCA Architecture and Planning. The proposal notes that each task of the remodel will be a separate authorization by the Board and allow us to proceed sequentially with the project and to stop at any task.

Commissioner Warfel will provide TCA Architecture and Planning written authorization to progress through each task of the remodel.

#### **Equipment:**

Commissioner Little reported the workgroup continues to work with non-profits in an effort to get rid of hose, etc. stored at Station 17.

Deputy Chief Wallgren stated once all donated items are removed an estimate will be presented for disposal of the remaining items.

#### **Community Relations:**

There was nothing new to report at this time.

#### **Finance:**

There was nothing new to report at this time.

#### **Special Projects:**

Commissioner Ryan announced the workgroup is attending an informational meeting at the Kent Fire Department Regional Fire Authority to discuss insurance options.

Commissioner Ryan reported the workgroup will review the policy for records management as presented by Attorney Kinnon Williams.

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**CITIZEN COMMENTS:**

There were no citizen comments.

**ONCE AROUND THE TABLE:**

Commissioner Little announced the King County Medic One Levy Task Force will hold their first meeting on October 25, 2011.

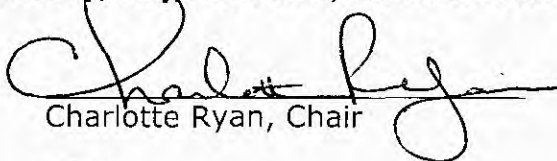
There were no additional Board comments.

**EXECUTIVE SESSION:**

The Board went into a fifteen minute Executive Session at 5:26 p.m. to discuss disposition of real estate under guidelines of RCW 42.30.110(g). The Executive Session ended at 5:42 p.m.

There was no further business or discussion and the meeting was adjourned at 5:44 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, September 8, 2011 at 4:30 P.M.**

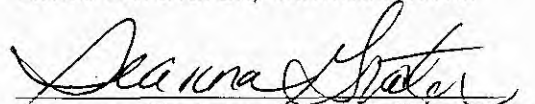
  
Charlotte Ryan, Chair

  
Mike Warfel, Commissioner

  
Ronnie Little, Commissioner

  
Linda Sartnurak, Commissioner

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Steve Parsons, Commissioner

  
Deanna Gratzer, District Secretary

- Attachment Meeting Agenda  
Chief's Report  
WFOA Conference Agenda  
WA State Dept of Revenue Training Announcement  
Board for Volunteers Certificate of Eligibility  
TCA Architecture/Planning Proposal