

"FINAL"

King County Fire Protection District 40

Regular Commissioners' Meeting

**November 28, 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, Parsons, Little, Warfel and Sartnurak. Also attending were Secretary Gratzler, Consultant Paul Witt, Chief Mark Peterson, Deputy Chief Erik Wallgren, Communications Director Preeti Shridhar and Noi Sartnurak.

OATH OF OFFICE – STEVE PARSONS AND LINDA SARTNURAK:

Oaths of Office were administered by Secretary Gratzler for newly elected Commissioners Steve Parsons and Linda Sartnurak.

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:

Deputy Chief Erik Wallgren reported that he was recently contacted by the Kent Fire Department Regional Fire Authority (RFA) in regards to the status of hydrant maintenance on hydrants owned by Soos Creek Water and Sewer. Soos Creek Water and Sewer is currently not performing hydrant maintenance and they do not have a maintenance plan in place. Water Districts are statutorily required to maintain their hydrants. The lack of hydrant maintenance could have an effect on the District's insurance rating. The Kent Fire Department RFA's attorney will be making contact with Soos Creek Water and Sewer in regards to hydrant maintenance. The Board requested that Deputy Chief Wallgren contact Attorney Kinnon Williams and ask that he contact the Kent Fire Department RFA attorney, Brian Snure for information and to provide support in this matter. Deputy Chief Erik Wallgren encouraged the Board to contact the policy makers at Soos Creek Water and Sewer and encourage them to come up with a solution for the maintenance of their hydrants.

Deputy Chief Wallgren reported that the Station 17 woodshed has been decommissioned. An inventory list of items stored in the shed is attached.

Response Operations:

Deputy Chief Erik Wallgren presented the Fire District 40 Incident Type Report for October 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:

At approximately 3:09 p.m. on Friday, November 11, Engine 11, Aid 17 and Ladder 74 responded to smoke coming from the east end of a building at 17650 140 Ave SE. All occupants were accounted for and the fire was extinguished. The King County Fire Investigator determined the possible cause as an electrical fire.

Office of the Fire Chief:

Deputy Chief Wallgren presented the 2012 District 40 Operational Services Plan. The Plan identifies incidents and responses, accomplishments, outlines the prospective work plan and summarizes departmental budget and staff resources.

A copy of the 2012 District 40 Operational Services Plan is on file with the minutes.

UNFINISHED BUSINESS:

There was no unfinished business.

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CONSENT CALENDAR:

- a. Minutes of the Regular Meeting - October 27, 2011
- b. Expense Fund Vouchers No. 11001 through 11019- Amt \$2,108,095.96
- c. Bond Fund Vouchers No. 11001 - Amount \$5,268.75
- d. Capital Fund Vouchers No. 11001 - Amount \$15,830.41

Commissioner Little requested the word absent is removed from the minutes in regards to her attendance at the October 27, 2011 meeting.

A **MOTION** was made by Commissioner Sartnurak and **SECONDED** by Commissioner Parsons to approve the consent calendar as amended. The **MOTION CARRIED (5-0)**.

NEW BUSINESS:

2012 Spending Guidelines:

Consultant Paul Witt presented an overview of the 2012 Spending Guidelines. 95% of the budget is comprised of the contract with the City of Renton. There was less than a 1% change in the contract cost. The overall budget is decreased by 2.47%.

The Finance Workgroup worked cooperatively with Consultant Paul Witt to develop the 2012 Spending Guidelines. Commissioner Little requested the remaining Board members have an opportunity to review the Spending Guidelines and contracts prior to adoption.

Commissioner Ryan will email the remaining Board members the 2012 Spending Guidelines, Paul Witt's contract and Kinnon Williams's contract.

The 2012 Spending Guidelines will remain on the agenda as Unfinished Business.

Resolution 456 - Establishing Meeting Location, Dates and Times:

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Sartnurak to rescind Resolution 456 effective December 21, 2011. **MOTION CARRIED (5-0)**.

Resolution 485 - Establishing Meeting Location, Dates and Times:

Resolution 486 - Establishing Meeting Location, Dates and Times was presented. The Resolution establishes the meeting time as 5:00 p.m. The location and dates remain unchanged.

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A **MOTION** was made by Commissioner Ryan and **SECONDED** by Commissioner Parsons to adopt Resolution 485 effective January 1, 2012. **MOTION CARRIED (5-0).**

Policy 1400 -Meetings:

Policy 1400 - Meetings was presented for amendment. The amendment changes the meeting time to 5:00 p.m.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Sartnurak to adopt Policy 1400 effective January 1, 2012. **MOTION CARRIED (5-0).**

Kentridge High School - Facility Use:

Commissioner Ryan received a request from Kentridge High School to use the old Station 42 property to build props for a school production.

Due to the declining condition of the building, lack of maintenance and personnel for supervision, the Board declined the request.

December Meeting Dates:

The Regular Meeting will be held on December 8, 2011. Commissioners Little, Parsons and Warfel will not be in attendance at the December 29, 2011. The meeting will be cancelled due to lack of quorum.

Communications Division Presentation:

Communications Director Preeti Shridhar presented a proposal for communications and outreach services for the District.

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

WORKGROUP REPORTS:

Capital Facilities:

The workgroup reported that TCA Architecture Planning continues work on the design phase of the project. The survey has been completed. TCA will meet with Soos Creek Water and Sewer on requirements and permitting for water and sewer.

The workgroup is working on updated cost estimates, how the project will be funded if the project continues as planned, and housing issues during the construction phase.

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Equipment:

Commissioner Parsons reported the workgroup is working on disposal of miscellaneous equipment and supplies in the Districts storage room.

Deputy Chief Erik Wallgren will facilitate removal of supplies that can be utilized by their personnel.

Community Relations:

There is nothing new to report at this time.

Finance:

There is nothing new to report at this time.

Special Projects:

There is nothing new to report at this time.

CITIZEN COMMENTS:

Deputy Chief Erik Wallgren thanked Paul Witt for graciously holding a Fire Benefit Charge 101 class for candidates participating in a recent Lieutenant Promotional Test.

ONCE AROUND THE TABLE:

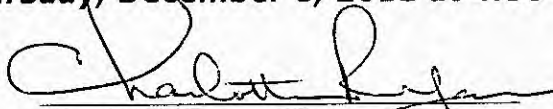
There were no Board comments.

EXECUTIVE SESSION:

There was no executive session.

There was no further business or discussion and the meeting was adjourned at 6:13 p.m.

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


Charlotte Ryan, Chair

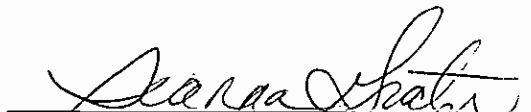

Mike Warfel, Commissioner


Ronnie Little, Commissioner


Linda Sartnurak, Commissioner

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Steve Parsons, Commissioner


Deanna Gratzner, District Secretary

Attachment Meeting Agenda
Chief's Report
Resolution 456
Resolution 485
Policy 1400
Communications Division Presentation