

"FINAL"

**King County Fire Protection District 40**

***Regular Commissioners' Meeting***

**December 8, 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, Warfel, Parsons, Little and Sartnurak. Also attending were District Secretary Deanna Gratzler, Consultant Paul Witt, Chief Mark Peterson, Deputy Chief Erik Wallgren, Facilities Director Peter Renner, Battalion Chief Brian McGee, Firefighter Ryan Simonds and numerous members of the Renton Emergency Communication Service group.

Commissioner Parsons requested an excused absence from the January 26, 2012, regular meeting.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Sartnurak to allow Commissioner Parsons an excused absence for the January 26, 2012, regular meeting. The **MOTION CARRIED (5-0)**.

**RENTON EMERGENCY COMMUNICATIONS SERVICE (RECS):**

Many of the members of the Renton Emergency Communications Service (RECS) group were in attendance to show their appreciation for the District's generous donation of the aid unit to their group. The District was presented with a plaque and thank you card.

**CITIZEN COMMENTS FOR AGENDA ITEMS:**

There were no citizen comments.

## "FINAL"

### **CORRESPONDENCE:**

Correspondence received consisted of a Cash Transmittal Receipt in the amount of \$188,758.48 deposited to the Expense Fund, which includes the Valley Medical Center 2<sup>nd</sup> half fund allocation; and correspondence from the Washington State Boundary Review Board for King County in regards to the proposed Fairlane Woods Area Annexation.

### **FIRE CHIEF'S REPORT - Presented by Deputy Chief Erik Wallgren:**

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

The Planning Division had one communication with the Soos Creek Water and Sewer District with regard to hydrant maintenance within its boundary. The Planning Division was informed that Soos Creek Water and Sewer District does not maintain or have a program developed to maintain their hydrants. Battalion Chief Eric Tomlinson from the Kent Fire Department RFA will be sending Soos Creek Water and Sewer a letter through their attorney, Brian Snure, asking that Soos Creek maintain the hydrants they service.

Board Secretary Gratzner will contact Attorney Kinnon Williams to request that he contact Brian Snure in support of this issue.

#### **Significant Incidents:**

At approximately 11:27 p.m. on Saturday, December 3, Engines 17, 13, 11, 16, Aid 17, Kent Fire Department Ladder 74 and Battalions 13 and 12 responded to an apartment fire with smoke and flames coming from a bedroom window. A second alarm was initiated with upgrade to a working fire. Entry was made by Aid 17 and all occupants were out of the structure. The fire was knocked down transitionally. A King County Fire Investigator arrived and determined the fire started due to a discarded cotton towel which was left on the baseboard heating unit. Dollar loss was approximately \$60,000.

Deputy Chief Wallgren reported that Engine 17 and Aid 17 were on simultaneous calls 17 times in October requiring units from other response areas; 28 times in November.

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

On Monday, December 5, 2011, Renton Firefighters Local #864 delivered 1,142 pounds of food to the Renton Salvation Army/Rotary Food Bank along with a donation of \$1,000.

### **UNFINISHED BUSINESS:**

#### **2012 Spending Guidelines:**

The 2012 Spending Guidelines were presented for adoption.

## "FINAL"

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Parsons to adopt the 2012 Spending Guidelines as presented. The **MOTION CARRIED (5-0)**.

A copy of the 2012 Spending Guidelines is on file with the minutes.

### Contracts/Agreements:

Paul Witt's consulting contract was presented for consideration and approval. The duration of the contract is January 1, 2012 through December 31, 2012.

A **MOTION** was made by Commissioner Ryan and **SECONDED** by Commissioner Little to approve the Paul Witt Consulting Professional Services Agreement as presented. **MOTION CARRIED (5-0)**.

Kinnon Williams 2012 Professional Services Agreement was presented for Consideration and approval.

The Board requested modifications to the agreement in the "Billings" and "Effective Dates and Duration" section of the contact to mirror the language in Paul Witt's agreement.

Board Secretary Gratzer will contact Attorney Kinnon Williams to request modifications to the agreement. Kinnon Williams Professional Services Agreement will be presented for consideration and approval at the next regular meeting.

### Station 17 Remodel:

Commissioner Warfel reported that activities in Task 2 - Design Development is on schedule to be complete by December 12, 2011. Task 3 - Construction Documents (CD's)/Permits is on schedule to begin by the end of December 2011. The CD's will take up to 3 months and will include cost estimates.

Commissioner Sartnurak requested the Board authorize the workgroup to expend additional associated costs for Task 3 if deemed necessary and the TCA Owner/Architect Agreement for the project. The agreement has been reviewed by Attorney Kinnon Williams.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Ryan authorizing the Capital Facilities workgroup to expend funds for any additional associated costs in Task 3 of the Station 17 remodel up to an aggregate of \$25,000 not to exceed \$13,000 for any one item. The **MOTION CARRIED (5-0)**.

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Sartnurak authorizing the Board Chair to sign the TCA Owner/Architect Agreement for the Station 17. The **MOTION CARRIED (5-0)**.

## "FINAL"

Facilities Director Peter Renner reported that he is working with the Department of Health for proper documentation on the decommissioning of the septic system at Station 17 to insure there are no environmental issues in the future.

### **City of Renton Communications Division - Proposal:**

Commissioner Parsons reported the workgroup reviewed the proposal for communications and outreach services available to the District. The workgroup would like a modified proposal to include only 3 newsletters per year; however the newsletters will need to be approximately 8 pages. The workgroup will recommend the Communications Division manage the District website, however, there is not a need for Facebook or Twitter.

The amount identified in the 2012 Spending Guidelines will not adequately fund the communications and outreach services identified. Funding considerations will be added to the retreat agenda for consideration.

### **CONSENT CALENDAR:**

- a. Minutes of the Regular Meeting – November 28, 2011

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Little to approve the consent calendar as presented. The **MOTION CARRIED (5-0)**.

### **NEW BUSINESS:**

#### **WFCA/WA Fire Chiefs – Legislative Day:**

The WFCA/Washington Fire Chiefs Legislative Day is January 25, 2012.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Warfel to authorize commissioners to attend the WFCA/Washington Fire Chiefs Legislative Day. **MOTION CARRIED (5-0)**.

#### **Board Retreat:**

The Board retreat is at Station 13 on January 19, 2012 at 5:00 p.m.

#### **Resolution 486 – Resolution Commending Stan Moe:**

**Resolution No. 486** – Resolution Commending Stan Moe for 33.5 years of outstanding service and dedication to the District and the fire service.

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Ryan to adopt Resolution 486. **MOTION CARRIED (5-0)**.

**"FINAL"**

**Resolution 487 – Resolution Adopting the WFCIA Inter Local Agreement:**

**Resolution No. 487** – Resolution adopting the Inter Local Agreement to Participate in the WFCIA Joint Self Insurance Program.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Parsons to adopt Resolution 487. **MOTION CARRIED (5-0).**

**Washington Fire Commissioners Association Joint Self Insurance Program Inter local Agreement:**

The Washington Fire Association Joint Self Insurance Program Inter local Agreement was presented for approval. The agreement is required by RCW 48.62 and WAC 82.65 and allows the District to participate in the health care program.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Parsons to authorize the Board Chair to sign the Washington Fire Association Joint Self Insurance Program Inter local Agreement. **MOTION CARRIED (5-0).**

**WORKGROUP REPORTS:**

**Capital Facilities:**

There is nothing additional to report.

**Equipment:**

Deputy Chief Wallgren stated he is working on the shelving in the connex. The container will be used for storage during the remodel.

Deputy Chief Wallgren reported that he facilitated removal of most of the surplus equipment and supplies in the District's storage room at Station 13.

Consultant Paul Witt will facilitate moving the documents from the safe to the fire proof filing cabinets.

**Community Relations:**

Commissioner Little reported the workgroup met with Deputy Chief Wallgren and Lieutenant Chuck DeSmith to develop a CPR class program. Classes will be held at Station 13 on the 3<sup>rd</sup> Tuesday of each month beginning in February. The non certified class is for citizens of the District only. The classes will be marketed via flyers, notices in stores and homeowner associations.

Deputy Chief Wallgren reported that Renton Firefighters Local 864 would like to be included in fire benefit charge renewal planning. The Local has the resources and a vested interest in passage of the benefit charge.

**"FINAL"**

**Finance:**

There is nothing new to report at this time.

**Special Projects:**

There is nothing new to report at this time.

**CITIZEN COMMENTS:**

There were no citizen comments.

**ONCE AROUND THE TABLE:**

Commissioner Little reminded the Board of the King County Chiefs Association/ King County Fire Commissioners Installation Banquet on Wednesday, January 18, 2012.

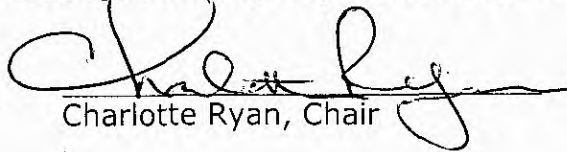
There were no additional Board comments.

**EXECUTIVE SESSION:**

There was no executive session.

There was no further business or discussion and the meeting was adjourned at 6:10 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, January 12, 2012 at 5:00 P.M.**

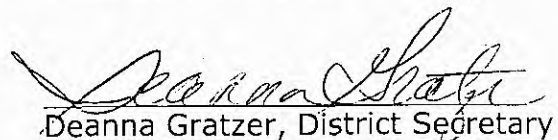
  
Charlotte Ryan, Chair

  
Mike Warfel, Commissioner

\_\_\_\_\_  
Ronnie Little, Commissioner

  
Linda Sartnurak, Commissioner

  
Steve Parsons, Commissioner

  
Deanna Gratzner, District Secretary

Attachment Meeting Agenda  
Cash Transmittal  
Chief's Report

**"FINAL"**

2012 Spending Guidelines  
Resolution 486  
Resolution 487  
WFOA Inter Local Agreement  
Paul Witt Consulting Professional Services Contract