

"FINAL"

King County Fire Protection District 40

Regular Commissioners' Meeting

January 31, 2013

5:00 p.m.

Commissioner
STEVE PARSONS

Commissioner
LINDA SARTNURAK

Commissioner
RONNIE LITTLE

Commissioner
MIKE WARFEL

Commissioner
CHARLOTTE RYAN

Chief
MARK PETERSON

Board Secretary
DEANNA GRATZER

CALL TO ORDER:

Commissioner Parsons called the regular meeting of the Board of Fire Commissioners for King County Fire Protection District 40 to order at 5:02 p.m. Commissioners present for the Call to Order: Parsons, Sartnurak and Warfel. Also attending were District Secretary Deanna Gratzner, Consultant Paul Witt, Attorney Kinnon Williams, Chief Mark Peterson and Facilities Director Peter Renner.

Commissioner Little requested an excused absence from January 31, 2013, regular meeting.

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Parsons to allow Commissioner Little an excused absence from the January 31, 2013 regular meeting. The **MOTION CARRIED (3-0)**.

Commissioner Parsons requested an excused absence from February 14, 2013, regular meeting.

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Sartnurak to allow Commissioner Parsons an excused absence from the February 14, 2013, regular meeting. The **MOTION CARRIED (3-0)**.

Commissioner Ryan was excused by prior board action.

CITIZEN COMMENTS:

There were no citizen comments.

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CORRESPONDENCE:

Correspondence received consisted of a Cash Transmittal Receipt in the amount of \$1,529.50 deposited to the Expense Fund. The deposit was for Verizon Wireless cell site lease payments.

FINANCIAL REPORTS:

Financial reports were provided to the Board.

Financial reports are available to the public upon written request.

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

Safety/Support Services:

There is nothing new to report.

Response Operations:

The Fire District 40 Incident Type Report for December 2012 and Year End 2012 was presented for review. 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.

The Quarterly 90% Fractal Response Report was presented for reviews.

A copy of the Quarterly 90% Fractal Response report is on file with the minutes.

Significant Incidents:

There were no significant incidents.

Communications:

There is nothing new to report.

Office of the Fire Chief:

The week of January 21, 2013, King County Councilmember's Kathy Lambert and Peter von Reichbauer introduced the Medic One/Ems 2014-2019 Strategic Plan at the King County Council. The Plan is directly based on the operational and financial recommendations the Task Force endorsed at its July 26, 2012 meeting. As such, it reflects the past year's collaborative efforts, and will help ensure the integrity of our world-class system is maintained for all residents of, and visitors to, King County.

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The Strategic Plan outlines a plan for how the region should implement the Task Force's recommendation via reauthorizing a six-year EMS levy to fund the system, per RCW 84.52.069; enacting a levy rate of 33.5/\$1,000 AV to fund projected expenditures of \$695 million for the 2014-2019 span, continuing those services from 2008-2013 levy through the span of 2014-2019 levy; meeting future demands with services that include collaborating on programs that reduce the impact on BLS agencies, and rescoping programs to meet emerging community needs; and using the 2008-2013 financial policies to guide financial decisions for the 2014-2019 levy.

The Strategic Plan, Executive Constantine's transmittal letter and ordinance through the King County Council's legislative database.

The Plan is available on-line at the EMS webpage.

On Saturday, March 23, 2013, Valley Communications Center will be hosting an Open House for elected officials from 1-4 p.m. In addition, they will be holding an eight week Citizens Academy beginning Saturday, April 13, 2-13 from 8:00 a.m. to 5:00 p.m.

The 2012 King County Sheriff Fire District #40 Case reports were presented for review.

A copy of the King County Sheriff Fire District #40 is on file with the minutes.

UNFINISHED BUSINESS:

Policy 7240 – Facilities – Construction Phase - Revision:

Policy 7240- Facilities – Construction Phase was revised to authorize the Board Chair to approve individual change orders up to a maximum of \$10,000.00.

Commissioner Warfel will review the policy to confirm whether change orders should come to the full Board to ratify.

Donation Funds:

Commissioner Warfel stated the donor should be recognized for her contribution.

Options for the donation funds discussed at the retreat included heart month supplies and CPR classes. If the donation funds heart month, the donor could be recognized as sponsoring "Heart Month". Chief Peterson will get an estimate of the monthly cost of Heart Month supplies.

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- a. Minutes of the Regular Meeting – January 10, 2013
- b. Minutes of the Special Meeting – January 17, 2013
- c. Expense Fund Vouchers – No. 01001 through 01018 – Amount \$60,713.68
- d. Bond Fund Vouchers – No. 01001 through 01005 – Amount \$8,615.56

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Sartnurak to approve the consent calendar as presented. The **MOTION CARRIED (3-0)**.

NEW BUSINESS:

Proposition 1 - Voters Pamphlet – Pro/Con Committee:

Consultant Paul Witt reported that letters of interest were received from three individuals to write the pro statement for Proposition 1. There were no letters of interest received for the con statement.

A **MOTION** was made by Commissioner Sartnurak and **SECONDED** by Commissioner Warfel appointing Doug Gibbs, Bill Taylor and Marcia Holland to the Pro committee to prepare a statement for the voter's pamphlet. Doug Gibbs will serve as the committee chair. **MOTION CARRIED (3-0)**.

Consultant Paul Witt will notify the committee members of their appointment and provide them with the rules, deadlines and required forms.

Consultant Paul Witt reported the Explanatory Statement was submitted to King County and the District has now met all the required obligations for the election.

District Records – Records Retention:

To meet Washington State Archives records retention requirements, all District email correspondence should include Secretary Gratzer. Any hard copies of documents should be forwarded to Secretary Gratzer for storage in District archives.

WORKGROUP REPORTS:

Capital Facilities:

Facilities Director Peter Renner provided an overview of the current status of the Station 17 remodel. King County and Soos Creek Water and Sewer inspections are going well; the brick stainer was able to match existing bricks; the contractors were able to reroute water lines around the additional underground tank that was discovered; windows are installed; ceiling grids are in; and the painting is complete.

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Facilities Director Peter Renner communicated to sub contractors that prevailing wage is maximum pay and the District will not exceed that wage.

Facilities Director Peter Renner stated that approximately 13 days has been added to the project due to delays.

Equipment:

There is nothing new to report.

Community Relations:

There is nothing new to report.

Finance:

There is nothing new to report.

Special Projects:

Commissioner Warfel reported the workgroup recommends that commissioner expenditures are tracked on a quarterly basis.

Secretary Gratzer will prepare a quarterly analysis of commissioner expenditures.

CITIZEN COMMENTS:

There were no citizen comments.

ONCE AROUND THE TABLE:

Commissioner Sartnurak expressed interest in attending the WFCAs Saturday Seminar in Ocean Shores on March 23, 2013. Seminar topics include financial planning and budgeting and WFCAs healthcare program information.

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Parsons authorizing Commissioner Sartnurak to attend the WFCAs Saturday Seminar in Ocean Shores on March 23, 2013. The **MOTION CARRIED (3-0)**.

Attorney Kinnon Williams announced that he will be teaching a social media and ethics policy class at the Washington Fire Chief's Association conference.

Attorney Kinnon Williams that at a recent conference, the Washington State Auditor reports findings in 10% of jurisdictions audited. Findings in fire districts are much higher with a findings rate of 17%-18%.

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EXECUTIVE SESSION:

There was no Executive Session.

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

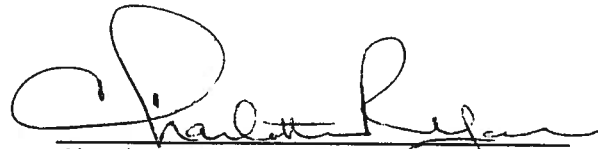
The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, February 14, 2013 at 5:00 P.M.**

Steve Parsons, Chair

Mike Warfel, Commissioner



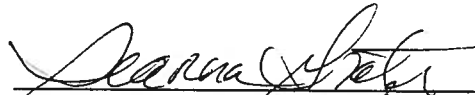
Ronnie Little, Commissioner



Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner



Deanna Gratzner, District Secretary

Attachment Meeting Agenda
Cash Transmittal
Chief's Report
Paul Witt Memo – Voter's Pamphlet Pro/Con Committee