

"FINAL"

King County Fire Protection District 40

Regular Commissioners' Meeting and Fire Benefit Charge Appeals Hearing
February 28, 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 5:00 p.m. Commissioners present for the Call to Order: Parsons, Sartnurak, Little and Warfel. Also attending were District Secretary Deanna Gratzner, Consultant Paul Witt, Attorney Kinnon Williams, Deputy Chief Erik Wallgren, Battalion Chief Karl Rufener and Facilities Director Peter Renner.

Commissioner Warfel requested an excused absence from March 14, 2013, regular meeting.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Parsons to allow Commissioner Warfel an excused absence from the March 14, 2013 regular meeting. The **MOTION CARRIED (4-0)**.

Commissioner Ryan arrived at 5:01 p.m.

FIRE BENEFIT CHARGE APPEALS HEARING:

There were no Fire Benefit Charge appeals to be considered other than administrative adjustments for monitored smoke alarm and sprinkler credits.

Board Chair Parsons called for comments. Hearing none, the Fire Benefit Charge Appeals Hearing was closed at 5:02 p.m.

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 Deputy Chief Erik Wallgren:

Safety/Support Services:

The 2013 Heart Month totals were presented for review. The crews provided blood pressure checks and diabetes screening to 7,942 citizens, of which 1,422 were in the District.

Response Operations:

The Fire District 40 Incident Type Report for January 2013 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.

Significant Incidents:

There were no significant incidents.

Communications:

There is nothing new to report.

Office of the Fire Chief:

Chief Peterson, Deputy Chief Wallgren and Deputy Chief Flora attended the Washington State Fire Chiefs/Commissioners Legislative Day on Wednesday, February 20, 2013. They met with four senators and seven representatives from the 5th, 11th, 37th, 41st and 47th Districts who were all very interested in their positions on legislative priorities.

The King County Sheriff's Office, Fire Investigation Unit (KCSO FIU) Report for Fire District 40 was presented for review. The report included activities for January 2013.

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A draft memo and information regarding the Fire Benefit Charge election was presented for review.

NEW BUSINESS:

Election Protocols:

Attorney Williams presented a handout titled Election Protocol Distribution of Informational Material. Attorney Williams worked cooperatively with the City of Renton legal department and administrative staff to insure the protocols and the District's Fire Benefit Charge Informational Flyer is in compliance with City policy.

The protocols provide direction to crews when they receive inquiries regarding the Fire Benefit Charge election and criteria for the distribution of the informational flyer.

A copy of the handout 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.

CONSENT CALENDAR:

- a. Minutes of the Regular Meeting – February 14, 2013

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

NEW BUSINESS (continued):

District Email:

The Board discussed the need for email. The current hotmail account was set up in Commissioner Ryan's name. Commissioner Ryan stated that email received is mostly "junk" email.

Commissioner Parsons stated that he will research setting up a Gmail account in the District's name.

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WORKGROUP REPORTS:

Capital Facilities:

Facilities Director Peter Renner provided an overview of the current status of the Station 17 remodel.

The Board discussed the landscaping on the southeast corner of the station. A landscape architect will be retained, to design the landscape for this area after occupancy of the station. Planting is planned for fall when irrigation and maintenance should be minimal.

Facilities Director Peter Renner stated that no additional days have been added to the project due to delays.

Commissioner Sartnurak reported the signage design for the building has been approved.

Commissioner Sartnurak reported that she and Consultant Paul Witt applied washable paint to the windows of the maintenance building. Covering of the windows was done at the request of the Red Cross.

Equipment:

Commissioner Little stated the workgroup is working on disposing of the old computers, printers, etc. that is stored in the District archives.

Community Relations:

Commissioner Parsons presented the draft Voter Information – Fire Benefit Charge Renewal flyer for review. The historical use chart will be reduced to 10 years so percentage of operational budget coincides with the 40% average stated in the paragraph.

Commissioner Parsons presented the Communications Division 2013 Spring/summer Publication Schedule. The schedule outlines the publication and distribution schedule of the Fire Benefit Charge Renewal Flyer and the 3rd edition of the Fireline Newsletter.

Finance:

Consultant Paul Witt reported the workgroup met with insurance broker, Gordon MacIlvennie, to review the VFIS Inc. coverage and premium for the April 1, 2013 renewal date. The renewal premium of \$15,749 is an approximate 4% increase from the previous renewal period. At the completion of the remodel, Station 17 will need to be revalued and insured accordingly. The additional

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premium will be in the ballpark of \$2,000-\$3,000, however credits will be applied due to the installation of sprinkler, fire alarm systems, etc.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Sartnurak to accept the VFIS, Inc. insurance renewal as presented in the amount of \$15,749.00 The **MOTION CARRIED (5-0)**.

Special Projects:

There is nothing new to report.

CITIZEN COMMENTS:

There were no citizen comments.

ONCE AROUND THE TABLE:

Commissioner Little inquired of the Board's interest in hosting the King County Fire Commissioners meeting on May 15, 2013 at Station 13. The Board agreed to host the meeting.

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, March 14, 2013 at 5:00 P.M.**

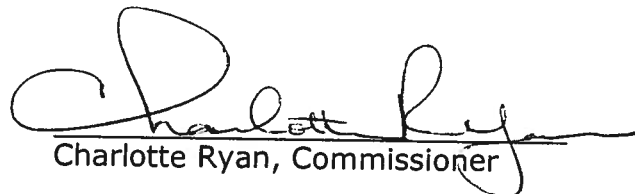


Steve Parsons, Chair


Mike Warfel, Commissioner



Ronnie Little, Commissioner



Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner



Deanna Gratzer, District Secretary

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Attachment Meeting Agenda
Cash Transmittal
Chief's Report
Election Protocol Distribution of Informational Material
Communications Division 2013 Spring/Summer Publication Schedule
Voter Information - Fire Benefit Charge Flyer
Insurance Renewal Memo