

"FINAL"

King County Fire Protection District 40

Regular Commissioners' Meeting

June 11, 2015

5:00 p.m.

Commissioner
STEVE PARSONS

Commissioner
CHERYL NICHELSON

Commissioner
LINDA SARTNURAK

Commissioner
RONNIE LITTLE

Commissioner
CHARLOTTE RYAN

Chief
MARK PETERSON

Board Secretary
DEANNA GRATZER

CALL TO ORDER:

Commissioner Nichelson 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: Nichelson, Ryan, Little and Sartnurak. Also attending were Secretary Gratzer, Consultant Paul Witt and Chief Mark Peterson.

Commissioner Parsons requested an excused absence from the June 11, 2015 regular meeting.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Nichelson to allow Commissioner Parsons an excused absence from the June 11, 2015 regular meeting. The **MOTION CARRIED (4-0)**.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments on agenda items.

CORRESPONDENCE:

Correspondence received consisted of Cash Transmittal Receipts in the amount of \$1,701.50 deposited to the Expense Fund. The deposit was from Verizon Wireless for cell site leases.

FINANCIAL REPORTS:

The April 2015 Financial Reports were provided to the Board for review.

Financial reports are available to the public upon written request.

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

Office of the Fire Chief:

The RFA Planning Committee meeting scheduled for June 11, 2015 was cancelled. It is being rescheduled for early July.

Safety and Support Services:

There is nothing new to report.

Response Operations:

The Fire District 40 Incident Type Report for May 2015 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:

On May 2, 2015, the Renton Fire Department responded to a swift water rescue at the Cedar River on the Maple Valley Highway. A female patient followed her dog into the river and made it to the bank on the river but became tired and could not get back to shore safely. A water rescue team was able to safely get the patient back to shore. There were no injuries.

On May 13, 2015, the Renton Fire Department responded to a single alarm fire at SW 4th Place. This was a hidden fire found in the ceiling of the building. The ceiling and walls were opened up and the fire extinguished. Tukwila Fire provided mutual aid on this incident. There were no injuries.

Communications:

There is nothing new to report.

Commissioner Ryan noted there will be two fireworks stands in the District this 4th of July. The King County Fire Marshal's Office regulates and provides oversight for fireworks in the District.

UNFINISHED BUSINESS:

Bristow Annexation:

Consultant Paul Witt reported the Bristow Annexation is set to go before the King County Council in the near future.

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PSERN Radio Replacement Levy:

On January 24, 2015, the District signed an Inter-local Agreement with King County concerning Fire District pro-rationing resulting from the PSERN levy.

With the passage of the PSERN radio replacement levy, six additional jurisdictions would now like to be retroactively included in the pro-rationing ILA. The King County Council is requesting the original participating agencies make a decision whether to include the six additional jurisdictions by December 31, 2015.

CONSENT CALENDAR:

- a. Minutes of the Regular Meeting – May 14, 2015
- b. Electronic Payment Request/Expense Fund Vouchers – 0601001 through 0602011 – Amt \$27,563.06

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

NEW BUSINESS:

"Fairwood 50":

Commissioner Nicholson attended the first planning committee meeting for the Fairwood 50th anniversary party planned for 2017. The "Fairwood 50" committee will establish a Facebook and Twitter account. Additionally, the committee wants the fire department included in the planning and celebration of the "Fairwood 50".

WORKGROUP REPORTS:

Capital Facilities:

A one year listing agreement with Windermere Real Estate/ Renton was signed today. The property will be listed tomorrow.

Consultant Paul Witt filled and removed 25 bags of trash at the admin building and property. The building is in fairly good shape for being vacated for 7.5 years.

Equipment:

There is nothing new to report.

Community Relations:

Commissioner Nicholson stated the "Fairwood 50" committee inquired if the event could be announced on the District website.

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Finance:

Commissioner Sartnurak reported the workgroup, Attorney Williams, Chief Peterson, City Attorney Larry Warren and Finance Director Iwen Wang met on May 22, 2015 to discuss the contract for services. When the contract was written, it was assumed that Fairwood would annex into the City of Renton. With the annexation no longer considered, the contract needs revision to bring it up to date and memorialize changes that have been made to the contract by MOU. The primary changes/modifications needed are to Appendix A.

Chief Peterson stated that at the conclusion of the meeting everyone agreed to make the contract work out.

Commissioner Sartnurak stated the current contract between the City of Renton and District does not have an assignment clause; therefore if the City of Renton Fire Department becomes a regional fire authority (RFA) the District contract does not transfer. If the RFA comes to fruition, it is prudent for the District to explore joining the Renton RFA, as well as joining and/or contracting with other jurisdictions.

Consultant Paul Witt reported that Valley Medical Center finalized figures for the VMC levy funds. The District was overpaid \$447.51. The refund is included in the vouchers.

Special Projects:

District Secretary Gratzer reported that RCW 52.14.010 states the affairs of the District shall be managed by a board of fire commissioners. With the absence of a full time employee, the day to day operations of the District are being performed by the commissioners, consultants, attorneys and the City of Renton (i.e. communications and website). (The City of Renton has notified the District they are no longer able to provide communications services)

The cost of a full time District Secretary would be a significant reduction in hourly cost and provide for a full time employee to handle the day to day operations, such as payroll, accounts payable/receivable, budget preparation, revenue source documents, fire benefit charge facilitation, capital replacement schedules, insurance, annual audit and bond preparation/reporting, facilitating contracts etc.

The budget line items for commissioners, District Secretary and Professional Services is more than adequate to fund a full time employee.

District Secretary Gratzer recommended the Board consider offering Commissioner Ryan full time position. Commissioner Ryan would have a minimal learning curve as she is currently employed by a fire district that utilizes the same processes as the District, such as the software, fire benefit charge, bond reporting,

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etc. Commissioner Ryan has an inpecable work ethic and history. As a citizen, she would have a personal interest in the District and community.

Commissioner Nichelson stated that she will schedule a meeting with Commissioner Little to discuss compensation/benefits of a full time employee.

CITIZEN COMMENTS:

There were no additional citizen comments.

ONCE AROUND THE TABLE:

Commissioner Little reported on the WFCA Conference she attended with Commissioner Nichelson in Chelan on June 6, 2015. Conference topics included the WFCA healthcare plan and employment law.

Commissioner Nichelson added the conference included a lot discussion and scenarios, and the speakers were interesting.

Commissioner Ryan reported she attended a records retention class presented by the Washington State Archives on June 4, 2015. The class was a good refresher of mandated records retention requirements.

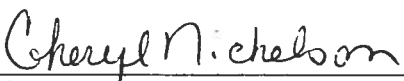
There were no additional comments.

EXECUTIVE SESSION:

There was no executive session.

There was no further business or discussion and the meeting was adjourned at 6:03 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, July 9, 2015 at 5:00 P.M.**

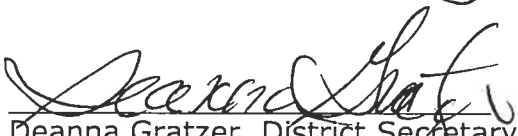

Cheryl Nichelson, Chair


Linda Sartnurak, Commissioner


Steve Parsons, Commissioner


Charlotte Ryan, Commissioner


Ronnie Little, Commissioner


Deanna Gratzner, District Secretary

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Attachment Meeting Agenda
Cash Transmittal Receipts
Chief's Report
Financial Reports