

**"FINAL"**

**King County Fire Protection District 40**

***Special Commissioners' Meeting***

**July 27, 2015**

**5:00 p.m.**

<b><u>Commissioner</u></b> STEVE PARSONS	<b><u>Commissioner</u></b> CHERYL NICHELSON	<b><u>Commissioner</u></b> LINDA SARTNURAK
<b><u>Commissioner</u></b> RONNIE LITTLE		<b><u>Commissioner</u></b> CHARLOTTE RYAN
<b><u>Chief</u></b> MARK PETERSON		<b><u>Board Secretary</u></b> DEANNA GRATZER

**CALL TO ORDER:**

Commissioner Nichelson called the special 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, Parsons, Ryan, Little and Sartnurak. Also attending were Secretary Gratzner, Consultant Paul Witt, Chief Mark Peterson, Attorney Kinnon Williams and several members of the Renton Fire Department.

**WINDERMER REAL ESTATE:**

**Proposal to Sell Parcels Separately:**

The Board discussed the pros and cons of selling the District's property as two separate parcels.

In the absence of an offer, the Board will continue to market the property in its entirety.

**DISTRICT SECRETARY:**

The Board reviewed the draft Administrator/District Secretary to the Board Position Description. Input was provided to finalize the knowledge, skills and abilities as detailed in the position description.

The Board discussed the salary, benefits and hours of work required of the position. Commissioners Nichelson and Little will conduct a salary and benefit survey to present to the full Board for discussion at the next meeting.

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A District Secretary recruiting timeline was established as follows:

<b>Task</b>	<b>Assigned to:</b>	<b>Completion/Decision Date</b>
Conduct Salary/Benefit Survey	Nichelson/Little	August 12, 2015
Decision on District Secretary position (Position Description/Salary/Benefits, hours of work, etc.)	Full Board	August 13, 2015
Advertise Position		August 14 - 31, 2015
Receive Applications and Letters of Interest		August 14-31, 2015
Screen Applicants	Parsons/Gratzer	September 2015
Interview Questions	Peterson	August/September 2015
Interview Panel	Little, Sartnurak, Wallgren, Haydock	September 2015
Candidate Reference Checks / Background Investigation		September 2015
Final Job Offer to Candidate	Full Board	September 2015
Hire Date	New Employee	October 2015

A copy of the draft Administrator/District Secretary to the Board Position Description is on file with the minutes.

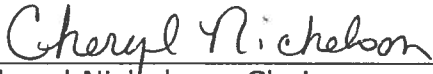
**EXECUTIVE SESSION:**

There was no executive session.

There was no further business and the meeting was adjourned at 7:01 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, August 13, 2015 at 5:00 P.M.**


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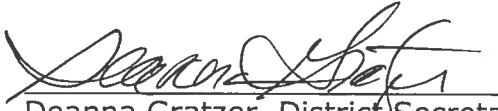
  
Cheryl Nicholson, Chair

  
Linda Sartnurak, Commissioner

  
Steve Parsons, Commissioner

  
Charlotte Ryan, Commissioner

  
Ronnie Little, Commissioner

  
Deanna Gratzner, District Secretary

Attachment Meeting Agenda  
Administrator/District Secretary to the Board – Draft Position  
Description