



**KING COUNTY FIRE PROTECTION
DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
8/11/2016**

“FINAL”

DATE: August 11, 2016

PURPOSE: Regular Monthly Meeting

LOCATION: Fire Station 13, 18002 – 108th Ave SE, Renton

ATTENDANCE:

KCFD #40	RENTON
Commissioner Ryan	Mark Peterson, Chief
Commissioner Little	Erik Wallgren, Deputy Chief
Commissioner Nichelson	David Hammond, RRFA Finance
Commissioner Sartnurak	BC/SO McDonald
Commissioner Parsons	Lt. Sowards
Brian Snure, Attorney	FF Bodolay
	Julie Bray, Board Secretary

PUBLIC

Darlene Johnson, Windermere Realtor
Caren Tobolski, Windermere Realtor

CALL TO ORDER:

Board Chair Ryan 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: Ryan, Nichelson, Sartnurak, Parsons and Little. Also attending were Chief Peterson, DC Wallgren, David Hammond, BC/SO McDonald, Lt. Sowards, FF Bodolay, Brian Snure and Julie Bray. Commissioner Parsons will probably be running late for the September 8 meeting. Commissioner Ryan **moved** to excuse Commissioner Parsons from the next meeting; **seconded** by Commissioner Nichelson. **Motion carried (5-0).**

CORRESPONDENCE:

None

FINANCIAL REPORTS:

- There were no financial statements due to Tracy Schuld being on vacation.

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- Commissioner Ryan reported that King County made an error in their June report. The June ending balance did not match the beginning balance in July due to the collection fees being taken out. The report has since been corrected and re-run. If anyone in Finance has a hard time reconciling their accounts, this would probably be the reason.

FIRE CHIEF'S REPORT:

- Chief Peterson reported that the RRFA currently has 7 vacancies. They extended an offer to 4 candidates; one candidate has since withdrawn. At this time, the RRFA is competing with a lot of other departments for qualified candidates. They are looking for creative ways to retain candidates; possibly a signing bonus.
- In July, the RRFA hired a Human Resources Manager and a Finance Manager, Samantha Babich and David Hammond respectively. Chief Peterson then introduced David to the Board.
- The Governance Board has named Assistant Chief Rick Marshall as interim Chief beginning September 1st. They are looking at a possible workshop to determine how to fill the Chief's vacancy.
- In reviewing the response report, Commissioner Ryan commented that there were only 3 firework calls in Station #17's area. Chief Peterson noted that this year's celebration was a lot noisier than in the past, but they did confiscate more fireworks this year. There was a house fire in the Highlands due to improper disposal of spent fireworks, but there were no major injuries.

UNFINISHED BUSINESS:

- The Board has been reinstated as a member in the King County Fire Commissioner's Association (KCFCA). A discussion followed on revising policy 1130. At issue is the last line of the policy regarding compensation for attending meetings. Commissioner Sartnurak made a **motion** that the policy read that the board members can attend the KCFCA monthly meetings, however, in order to be on the Executive Board would require Board approval to be compensated. Commissioner Little **seconded** with an amendment that clarified they would be compensated for the monthly KCFCA meeting. **Motion passed as amended (5-0)**

CONSENT CALENDAR:

Approval of Minutes – July 14, 2016

Expense Fund Vouchers - #160801001-#160801007 (\$3,962.09).

Payroll/EFTS - \$3,064.10.

Commissioner Nicholson made a **motion** to approve the calendar with one vote; **seconded** by Commissioner Sartnurak. **Motion passed unanimously (5-0).**

NEW BUSINESS:

- **Fire Academy Open House:** Commissioner Little encouraged any Board member to attend if they are able. The Open House will be held on August 17th at 1:00 p.m. The meeting will address various topics (flyer attached). Chief Peterson and DC Wallgren will both be attending.
- **KCFCA General Membership Tour:** Commissioner Ryan encouraged any Board member to attend if they are able. It will be held at the Skyway Fire Department on August 17th at 6:00 p.m. The topic will be "How does the Washington State Trauma Council affect your District?"
- **Proposed Budget Timeline:** Commissioner Ryan distributed the proposed timeline for the 2017 Budget. Mr. Snure suggested that the District wait a year while Renton settles on their Fire Benefit Charge (FBC) so that they would be more in line with Renton. He also suggested forming a workgroup to study the formula in depth, including looking at Renton and Kent's FBC. The District's FBC formula has not changed in 26 years. DC Wallgren will look for the resolution on the FBC. They will address the issue at their January Retreat. Discussion followed on the timeline flow.
- **Business Cards:** Commissioner Little asked about the status of their business cards. David Hammond assured her that Jennifer Zinck was working on it.

WORKGROUP REPORTS:

1. Capital Facilities:

- A. Caren Tobolski (Windemere Real Estate) reported that they have a buyer interested in running a repair shop out of Station #42. He would like to combine both Station #42 and West and Sons (west of the station). There is a pre-app meeting scheduled for next week. The possible buyer requested a copy of the blue prints/paperwork for the station. DC Wallgren will look for them if the possible buyer could meet him at Station #13 to find out specifically what type of information he needs.
- B. Commissioner Sartnurak reported that somebody has cut through the fence on the east side of Station #42. She is assuming it was kids since a few windows were broken. She has received 2 bids for repair work on the fence, including placing barb wire on top of the fence. She also requested a bid for the landscaping and received one for \$15,000+. Commissioner Nicholson suggested waiting on the landscaping until they know what the potential buyer might do. Commissioner Sartnurak asked Brian Snure for some guidance on awarding the contract; Mr. Snure informed her that the Board could award a contract without going out to bid if the project was under \$20,000. Commissioner Nicholson will get a few more bids. Commissioner Parsons asked about a lockbox for the station. DC Wallgren found the combination and provided them with extra keys. Lt. Sowards suggested that with graduation coming up, there might be an opportunity to grant Community Service hours for doing some clean up if any student needed them.

2. Equipment: None

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3. **Community Relations:** Commissioner Little is still trying to contact Preeti about doing a newsletter. Chief Peterson spoke with her today and assured Commissioner Little that she will be contacting her.
4. **Finance:** None
5. **Special Projects:**
 - A. **Fairwood 50:**
 - Commissioner Nichelson has received the hats and tattoos. She will be meeting with the Parks Department next week.
 - All the posters are up and the card mailing has gone out.
 - BC/SO McDonald assured her that FF Kane is working on getting the explorers out to the event.
 - There is still a concern about parking and pedestrian safety. Commissioner Nichelson has mentioned it numerous times to the county but they have not taken any action. The concern is with pedestrians walking along (and crossing) Petrovitsky Road where the cars are going 55 mph. She will be drafting a letter on behalf of the Board to King County with a copy to Reagan Dunn expressing their concern about pedestrian safety.

CITIZEN COMMENTS:

None

EXECUTIVE SESSION:

None

GOOD OF THE ORDER:

- Chief Peterson announced DC Wallgren's resignation. He has accepted a position in Woodinville as Deputy Chief in charge of Response Operations. His last day with the RRFA will be August 30th. Interim Chief Marshall will be attending the District meetings. The Board asked to be kept informed of any parties or celebrations.
- Commissioner Sartnurak passed around a flyer regarding the benefits of residential sprinklers. She attended a demonstration by the State Fire Marshal's office at the last Governance Board.

ADJOURNMENT:

There was no further business or discussion and the meeting was adjourned at 6:15 p.m.

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The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, September 8, 2016 at 5:00 P.M.**


Cheryl Nicholson, Commissioner


Linda Sartnurak, Commissioner

Steve Parsons, Commissioner


Ronnie Little, Commissioner


Charlotte Ryan, Chair


Julie Bray, Board Secretary

- Attachments:
- Meeting Agenda
 - Chief's Report
 - Activities Policy
 - Fire Training Academy Flyer
 - 2017 Budget Timeline
 - KCFCA Meeting Flyer
 - Canber Proposal (Landscaping)
 - Benefits of Residential Fire Sprinklers Flyer