
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING

10/20/2016

“NOTES”

DATE: October 20, 2016

PURPOSE: Special Meeting

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

ATTENDANCE: KCFD #40

Commissioner Ryan
Commissioner Little
Commissioner Nicholson
Commissioner Parsons
Eric Quinn, Attorney

RENTON

Chief Marshall
BC Soucy, Local 864
A/BC Seaver, Local 864
Captain Aho, Local 864
Captain Hammes, Local 864
Lt. Winter, Local 864
Lt. Simonds, Local 864
FF Laycock, Local 864
FF Wall
FF Fisher
David Hammond, RRFA Finance
Jamie Thomas, Renton Finance
Kirstin Trivelas, Renton Finance

The special meeting was called to order by Commissioner Ryan at 5:00 p.m. Commissioners present were Ryan, Little, Nicholson and Parsons. The meeting was called to discuss the Board’s concerns regarding the Renton administrative contract (supporting document attached).

Professionalism • Integrity • Leadership • Accountability • Respect

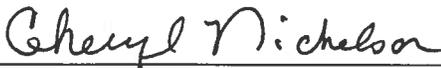
- Chairman Ryan began with the missing documents (financial, minutes, contracts) that were missing from the District office at Station 13. This became an issue when they were working on the budget.
 - Chief Marshall responded that with all the changes in the last year, communication has suffered. He felt that the entity who is managing the finances should retain control of the records. At this time, the RFA/City are not charging for the administrative services. Commissioner Parsons was concerned because the service then becomes a gift of public funds. Commissioner Nicholson recalled that there was originally going to be a charge per the spreadsheet they worked out, but there is nothing spelled out in the contract or referenced in the past minutes.
- Commissioner Ryan questioned why staff could not work out of the District office and file the records as they are created.
 - Chief Marshall felt that solution was impractical for the RFA and the City. He offered to send copies of all financial records so that they could be filed in the District office.
- Commissioner Ryan found in the minutes that there was a motion to enter into the contract, but no motion was made to sign it. The contract was signed on December 23, 2015.
- Commissioner Ryan was concerned about the negative cash balance in their expense fund (\$492,000). This issue was resolved in January, however, it still needs to be explained to the auditor. Commissioner Parsons was concerned about the Board not being told about the shortage in the fund and having to find out for themselves.
 - Chief Marshall responded that anything like that should not happen again. The person who was responsible is no longer with the City.
- Commissioner Parsons felt that there was a disconnect between the Board Secretary and Renton Finance. When the Board makes a decision (such as transferring money into a different account), then they have every expectation that it will be taken care of.
 - Ms. Thomas replied that they have an obligation to review the minutes and they will make every effort possible to do so.
- Commissioner Ryan was concerned about money being taken out of the wrong accounts. Each Commissioner has their own account for training, seminars, etc.
 - Ms. Thomas says she understood.

- Commissioner Ryan was concerned about the timeliness of the finance information.
 - Chief Marshall informed her that they receive the County reports on the 10th, which is not always good timing for Board meetings. Ms. Thomas offered to distribute the information by email when her reporting is complete. Commissioner Ryan felt that was a good solution.
- Ms. Thomas informed the Board that she was not trying to take ownership of BIAS; she only called them to get a password. Commissioner Ryan urged her to contact her before any decisions are made regarding BIAS.

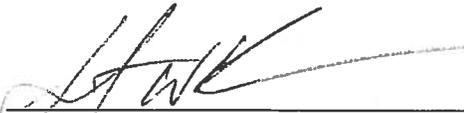
CONCLUSIONS:

- Commissioner Ryan will meet with Chief Marshall. The Chief requested that the Commissioner send him a few dates and times when she's available.
- Commissioners Little and Nichelson will meet with Local 864 regarding staffing levels at Station 17.
- Chief Marshall will make sure the minutes and contracts are filed in the District office. His only concern is access to the office. Commissioner Parson suggested installing a lock box so anyone that needs access can unlock the door.
- Chief Marshall was adamant about wanting the Board to be happy and would not be offended if they chose to look elsewhere for administrative support. He did have complete confidence that they can work together to iron out all the issues.

There was no further business or discussion and the meeting was adjourned at 6:02 p.m.

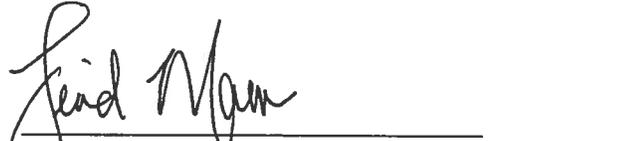

Cheryl Nichelson, Commissioner


Linda Sartnurak, Commissioner


Steve Parsons, Commissioner


Ronnie Little, Commissioner


Charlotte Ryan, Chair


~~Julie Bray, Board Secretary~~
Linda Mann, Acting Board Secretary

Attachments: Renton Admin Support Contract Concerns

