

"FINAL"

King County Fire Protection District 40

***Regular Commissioners' Meeting
And Benefit Charge Appeals Hearing
February 28, 2008
4:30 p.m.***

<u>Commissioner</u> CRAIG VIOLANTE	<u>Commissioner</u> CHARLOTTE RYAN	<u>Commissioner</u> GLEN CONAWAY
<u>Commissioner</u> RUSS PRICE		<u>Commissioner</u> RONNIE BEHNKE
<u>Deputy Chief</u> CHUCK DUFFY		<u>Board Secretary</u> RENA HARDY

CALL TO ORDER:

Commissioner Violante called the regular meeting of the Board of Fire Commissioners for King County Fire Protection District 40 to order at 4:30 p.m. Commissioners present for the Call to Order: Violante, Ryan Conaway, Price and Behnke. Also attending were Chief Duffy, Secretary Hardy, Deanna Gratzer, PE Garvich, Secretary Michelsohn, Secretary Davis, Lt. Price, FF Pedersen, FF Reynoldson, Consultant Paul Witt, Attorney Kinnon Williams, Chief Daniels and Dave McCammon.

Commissioner Price requested excused absence from the March 13, 2008 meeting.

A **MOTION** was made by Commissioner Violante and **SECONDED** by Commissioner Ryan to allow Commissioner Price excusal from the March 13, 2008 meeting. The **MOTION CARRIED**.

BENEFIT CHARGE APPEALS HEARING:

Consultant Paul Witt reported that there were no Benefit Charge appeals to be considered other than administrative action for requests for sprinkler or alarm credits.

Board Chair Commissioner Violante called for comments regarding the Benefit Charge. Hearing none, the Benefit Charge Appeals hearing closed at 4:35 p.m.

CITIZEN COMMENTS FOR AGENDA ITEMS:

There were no Citizen comments for agenda items.

DISTRICT PERSONNEL COMMENTS FOR AGENDA ITEMS:

Chief Duffy requested a Change on the Agenda to include his name as presenting the Chief's Report.

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CORRESPONDENCE:

Correspondence received consisted of two cash transmittal receipts in respective amounts of \$1,325 and \$154 for a total of \$1,479 deposited to the Expense Fund; two cash transmittal receipts both in the amount of \$10 for a total of \$20 deposited to the bereavement fund; the February 21, 2008 Legislative Report from the WFCB; an e-mail message from Former Civil Service Commissioner Frank Primiani supporting Nick Bujanovich for appointment to the Board; an e-mail message from Chris Shults supporting Nick Bujanovich for appointment to the Board; an e-mail message from Red Mill II property owner J. Paul Blake opposing Nick Bujanovich for appointment to the Board; an e-mail message from Joe Giberson supporting Nick Bujanovich for appointment to the Board; a request from George Reynolds regarding use of the back lot at old Station 42; Civil Service Commission Meeting Minutes of its December 6, 2007 meeting and a letter from Carl Pedersen 2nd Vice President Renton Firefighters Local 864 regarding Vacation and Holiday buy out hourly rates. The labor group letter was read by Secretary Hardy. Copies of all correspondences will be placed on file with these minutes.

Commissioner Violante reported that he had also received one e-mail message supporting Nick Bujanovich for appointment to the Board.

FINANCIAL REPORTS:

Financial Reports as follows were provided by e-mail to the Board, Chief Officers and Board Secretary prior to the meeting: Copies of the reports were available at the meeting for those interested in reviewing the information. (A copy of said reports is on file with the District's minutes.)

- | | |
|-----------------------|------------------------------|
| a. Treasurer's Report | b. Budget Report |
| c. Investment Report | d. Taxes Receivable Schedule |

FIRE CHIEF'S REPORT - Presented by Chief Duffy:

Personnel:

Chief Duffy reported that there are no injuries at this time.

Local 1912 Transition:

All Local 1912 members are registered in the City of Renton and receiving ID cards, e-mail accounts and are over the hurdle and a part of the Renton system.

Non-Represented Transition:

Chief Duffy reported that the next City of Renton job offer that Lon Ledvina would qualify for will be posted next week. He suggests that the Board might want to consider a Personal Service Contract for Lon in order for him to complete some tasks at District 40, such as helping to clean up the mechanic shop at the old station.

Chief Duffy's report noted that the application process for Lisa Garvich remains pending. Lisa was present and announced that she received a job offer today and accepted the offer to begin serving as the Communications Specialist II. Congratulations Lisa.

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Miscellaneous:

Information Flyer:

Lisa is working with Commissioner Behnke on the message for the Information flyer. Chief Duffy confirms that the flyer will get done; the RF&ES services will allow Lisa time to complete the project.

XO Communications Contract:

The City of Renton will continue the contract until fiber optic lines are connected with the School District.

Chief Duffy reported George McBride has researched the possibility of early buy-out and XO has not been cooperative with that concept. Early buy-out estimated cost would be \$17,000 plus an average of 75% of the last three months for an end on June end of contract date. XO says that they buy time from Qwest and are committed for a block of time that they are not able to negotiate with Qwest.

Attorney Williams said that he will look at the contract for a possible solution.

Maintenance Facility:

The main task for the maintenance building at the old station is cleaning out an impressive amount of "stuff". Lon Ledvina is tasked with making this happen.

The stored items can be identified in three categories as value, consumable and junk.

Chief Duffy's suggestions for disposing of all stored items are to set a value on the items that are of value and either include them in the asset transfer negotiations or have a public auction. Consumable such as Haz Mat, CERT, and aid supplies could be shifted to Station 42 and integrated into the supplies used by the RF&ES. The items that have no value and cannot be used by District 40 or RF&ES would go in the dumpster.

The Extractor (Personal equipment washer & dryer) will be moved to Station 42 next week by the vendor for an approximate cost of \$400.

Offices:

Offices have been consolidated at the east end of the Building for District 40 use. Fire Commissioners and Deanna Gratzler are using the Deputy Chief office. Civil Service will remain in the same location. Modular furniture has been moved and modified as needed to outfit the new District Secretary and Civil Service offices.

Gas and Diesel Tanks:

An integrity test is required and NW Tank and Environmental Services will be called to coordinate the service with Lon's schedule.

Transition of Operations:

Chief Duffy reported that they have addressed all known issues and are set to have move-up take place. Renton personnel will move-up at midnight Friday. There will be

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two crews in house through Saturday A.M. The final draft of the plan will be distributed tomorrow. Engine 42 will be #13 and Engine 41 will be #17.

Appreciation/Recognition:

Chief Duffy thanked the Board for the opportunity to serve as the Chief of District 40. He also thanked Chief Daniels for allowing the opportunity.

Chief Duffy also expressed appreciation to the Suppression Personnel and Local 1912. He said that the Administrative Staff have been especially supportive and helpful during his service in the District.

The Chief went on to thank Consultant Paul Witt for being extremely helpful in familiarizing him with the District and with coordination between the Board and Operations at the Station.

He thanked the Board Members and said that he appreciated all of the support and considered his service at District 40 a great opportunity...

UNFINISHED BUSINESS:

District 40 Uniforms:

District 40 uniforms will no longer be used and a method for disposal is needed. The matter will be decided at the next meeting.

Non-Represented Personnel – Leave Time:

The Transition Workgroup continues to work toward a MOU with Renton regarding Non-Represented Personnel Leave Time that would allow some leave to be transferred to Renton similar to that with Local 1912. The Decision will be made at a future meeting and will remain an item under Unfinished Business.

Warranty Items at Station:

Unresolved warranty items at the Station were discussed. Paul Witt said that some work such as door replacement is being done. It was suggested that Bill Bass be contacted to see if he would be interested in following through with remaining items. Paul will contact him.

EMS Contract:

The EMS Contract has been signed and returned.

Leadership Workshop:

Board Chair Commissioner Violante reported that he attended the Renton Fire & Emergency Services Department Leadership Transition Workshop on February 21 and 22. He found it to be a great opportunity to have people from different backgrounds interact and get acquainted. There were three guest speakers who each brought ideas to the table. Craig said that it was a very worthwhile experience.

NEW BUSINESS:

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Resolution 451:

Board Chair Commissioner Violante announced that the Board has prepared a Resolution to commend Rena B. Hardy for her service as District Secretary.

A **MOTION** was made by Commissioner Ryan and **SECONDED** by Commissioner Price to adopt **Resolution 451** commending Rena B. Hardy for 10 years of service as District Secretary. The **MOTION CARRIED UNANIMOUSLY**.

Consultant Paul Witt came forward with a framed copy of the Resolution and presented it to Rena.

Board Chair Commissioner Violante presented Rena with a plaque in recognition of her 30 years of service to the District as Administrative Assistant and District Secretary. He also presented her with a gift from the Board of twelve months of flowers that will be delivered to her home each month for one year.

Rena thanked the Board and all District 40 personnel for their support and friendship throughout her years at District 40.

Board Chair Commissioner Violante called Commissioner Conaway to come forward and presented him with a plaque for his 30 years of service to District 40 as a Volunteer Firefighter, Civil Service Commissioner and Service on the Board of Fire Commissioners.

Commissioner Conaway thanked the Board for the plaque and said that it had been a pleasure serving and he will miss the association with District 40 and its personnel.

Resolution 450:

Secretary Hardy informed the Board that in compliance with RCW 52.14.080, a Resolution is needed for appointing Deanna Gratzer to the position of District Secretary/Finance Officer. The Finance Officer allows Deanna to work with the King County Office of Finance regarding the District's accounts, Vouchers, Bonds and Investments. Resolution 450 appointing Deanna Gratzer to the Position of District Secretary/Finance Officer was prepared in advance for Board Action as required by RCW 52.14.80.

A **MOTION** was made by Commissioner Price and **SECONDED** by Commissioner Behnke to adopt **Resolution 450** appointing Deanna Gratzer to the Position of District Secretary/Finance Officer effective March 1, 2008 for an undetermined term. The **MOTION CARRIED UNANIMOUSLY**.

Oath of Office – Deanna Gratzer:

Board Chair Commissioner Violante invited Secretary Hardy to administer the Oath of Office to Deanna Gratzer as one of her final official acts as District Secretary.

Board Secretary Rena Hardy administered the Oath of Office to Deanna Gratzer. Three copies were signed by Deanna and Notarized by Rena for distribution as follows:

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One for Deanna, one for District records and a copy will be mailed to the County Auditors Office as required by RCW. A copy of the Resolution and Oath of Office will be placed on file with these minutes.

Petty Cash Accounts and Charge Card Accounts:

Secretary Hardy reported that she has talked with Deanna Gratzer regarding the District's two Petty Cash Accounts, one an in house cash box with a limit of \$250 and a checking account at US Bank with a limit of \$2,500. Deanna and Rena also discussed the District's Charge Card Accounts with Key Bank. Deanna and Rena agree that the above noted accounts will no longer be needed and recommend a Board motion to authorize Deanna Gratzer to close out all of the mentioned accounts.

A **MOTION** was made by Commissioner Price and **SECONDED** by Commissioner Ryan to authorize Deanna Gratzer to close out the District's Petty Cash and Charge Card Accounts. The **MOTION CARRIED UNANIMOUSLY**.

Request for Back Lot Use at Old Station 42:

As noted in the Correspondence Report, a request was received regarding use of the back lot at old station for materials and equipment storage during construction of Benson SR 515. Copies of the e-mail regarding the request were distributed to the Planning Workgroup, Commissioners Price and Ryan.

Consultant Paul Witt has called George Reynolds to discuss particulars of the matter. The project would begin mid-March and take from four to six months to complete. He let the representative know that access through the North gate would need the approval of Village Chapel. Discussion continued on such matters as liability, insurance and rental amounts. Consultant Paul Witt and Attorney Williams will look into details and keep the Board informed.

Contract for Services:

As recommended by Chief Duffy in the Chief's Report, a Contract for Services between the District and Lon Ledvina was discussed.

Board and the Chief agreed that there is a need to have the shop at the old station cleaned out along with other tasks as required. The District would benefit from having Lon work on the project since he is familiar with the building and could work at it until he is hired by Renton and could continue if he can schedule it and is willing. The terms of the one month contract would include a one month term and hourly pay at the current rate plus a percentage for Medicare self employment taxes. His using a District owned vehicle is not a problem with the District's insurance. With legal counsel, Paul Witt has prepared a draft contract for Board action.

A **MOTION** was made by Commissioner Violante and **SECONDED** by Commissioner Ryan to approve a Contract for Services between District 40 and Lon Ledvina for a one month period and a hourly pay rate of \$23.76. The **MOTION CARRIED UNANIMOUSLY**.

CONSENT CALENDAR:

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- a. Minutes of the Previous Meeting – February 14, 2008
- b. Expense Fund Vouchers No. 02572 through 02617 -- Amount \$46,455.16
- c. Bond Fund Voucher No. 01180 – Amount \$727.87

As a footnote to the Consent Calendar, Secretary Hardy explained that payroll is not included in the vouchers at this meeting. In order to have a complete payroll for the month of February, Deanna Gratzner has requested a special voucher for payroll through February that she will prepare and have ready for Board Chair signature on Monday.

A **MOTION** was made by Commissioner Price and **SECONDED** by Commissioner Conaway to approve the consent calendar as presented. The **MOTION CARRIED**.

WORKGROUP REPORTS:

Intergovernmental Affairs: There is nothing new to report.

Labor:

Commissioner Behnke requested an Executive Session to discuss the Letter from Carl Pedersen regarding Base hourly wage. They will also need to talk to Renton on the same subject.

Renton Transition:

The Workgroup presented a list of items that they have addressed with various personnel...

Deanna has cancelled or transferred all of the utilities.

Renton will take over the copier contract at Station 42.

District 40 will retain four rooms at Station 42 – a “Board” (the Deputy Chief’s office, A Civil Service room (same office) and two archive rooms (original plus another off of the bay).

Mat Jackmond is scheduled to transfer computer files to remaining service on Friday, February 29, 2008.

Work is ongoing to transfer the department phone number.

The revised department website is almost ready to be uploaded with a target date of Saturday.

Regarding the vacant position on the Board, a small press release will be featured in both the Renton Reporter and the Fairwood Flyer.

Things are moving along well and The Workgroup is very impressed with everyone help during the transition. They expressed special appreciation to Chief Duffy,

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BC Moe, Lon, Deanna, Mat, Lisa and Paul. A copy of the report will be placed on file with these minutes.

Consultant Paul Witt added that Mechanic Bill Schoppert is dipping the fuel tank, and agreed that everything is going smooth.

Budget and Review:

Board Chair Commissioner Violante recommended approval of special compensation to Rena Hardy for serving a great deal of time during the move and settling into the new office. This extra time is beyond the requirements of her position.

A **MOTION** was made by Commissioner Violante and **SECONDED** by Commissioner Behnke to approve special Compensation to Rena Hardy for extra time beyond the requirements of her position. The **MOTION CARRIED UNANIMOUSLY**.

Insurance:

The workgroup has met with the VFIS representative and reached an agreement on the District's Insurance coverage. For structures, under the new agreement Replacement cost has been switched to actual cash value resulting in a savings on the premium. Some of the cost such as personal injury will be reduced. Last year's premium was \$47,900 and this year will be \$34,589 to include all insurance such as auto, liability and umbrella. The workgroup recommends acceptance of the coverage. Commissioner Behnke said that the District has had excellent service from the current carrier and does not recommend changing carriers.

A **MOTION** was made by Commissioner Behnke and **SECONDED** by Commissioner Price to sign the contract renewing the District's insurance coverage with VFIS. The **MOTION CARRIED**.

Strategic Planning:

Commissioner Price said that work continues toward resolving liquidated damages. An executive session is needed.

CITIZEN COMMENTS:

Dave McCammon said that he hopes that he hasn't been trouble for the Board. He thinks that the Commissioners have done an excellent job at a very difficult task. Thank you.

DISTRICT PERSONNEL COMMENTS:

Carl Pedersen commented that effective February 15, 2008, IAFF Local 1912 is dissolved and merged into Renton Local. He is the 2nd Vice President of that Local.

Paul Witt informed the Board that he will be out of town March 6 through 10.

Chief Duffy announced that after Midnight on February 29, 2008 that he will be District 40's representative at City Hall.

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Rena Hardy said that she was a bit overwhelmed by the presentations earlier in the meeting and did not feel that she properly thank the Board and District 40 Personnel for all of their kind and caring support throughout the years and especially during the past couple of years. All of your support is truly appreciated and I will miss District 40 its "family members".

ONCE AROUND THE TABLE:

Commissioner Ryan said that she wishes to say goodbye to all of the Administrative Staff and Firefighters who will be going to Renton.

Commissioner Conaway thanked the Board for the opportunity to serve.

Commissioner Behnke said that she is glad to be back in the District and thanked the Board for "putting up" with her phone participation in past meetings.

Commissioner Violante said that he has worked with lots of the Firefighters during his service as a Volunteer Firefighter and made note of one memorable aid call with Mark Price where a lady was revived and saved.

Violante also thanked Chief Duffy for doing a great job and taking over on short notice.

He also thanked Paul Witt and Kinnon Williams for their efforts during the move, contract agreement with Renton and Station issues.

This is the last meeting of the Board before Renton takes over operations.

Board Chair Commissioner Violante announced that the Board will be going into a thirty-minute Executive Session to discuss possible litigation under guidelines of RCW 42.30.110(i). There will be no additional Board action following the closed session.

EXECUTIVE SESSION:

At 5:55 p.m. Board went into a thirty-minute Executive to discuss possible litigation under guidelines of RCW 42.30.110(i). The Executive Session ended at 6:25 p.m.

There was no further business or discussion and the meeting was adjourned at 6:25 p.m.

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The next regular meeting of the Board of Fire Commissioners will be held on
Thursday March 13, 2008 at 4:30 P.M.



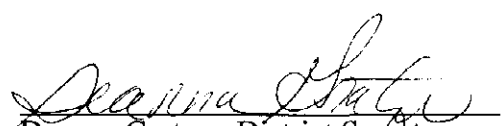
Craig Violante, Chair



Charlotte Ryan, Commissioner

Russ Price, Commissioner

Ronnie Behnke, Vice Chair



Deanna Gratzner, District Secretary

- Attachment Meeting Agenda
 Chief Duffy's Report (02/28/08)
 Voucher Detail Listings
 Financial Reports
 WFCB Legislative Report
 Resolutions 450 and 451
 Contract for Services
 Carl Pedersen Letter
 Transition Workgroup Report

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