

"FINAL"

King County Fire Protection District 40

Regular Commissioners' Meeting

May 28, 2009

4:30 p.m.

Commissioner
RONNIE BEHNKE

Commissioner
MIKE WARFEL

Commissioner
CHARLOTTE RYAN

Commissioner
RUSS PRICE

Commissioner
CRAIG VIOLANTE

Deputy Chief
BOB VAN HORNE

Board Secretary
DEANNA GRATZER

CALL TO ORDER:

Commissioner Behnke 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: Behnke, Ryan, Price and Violante. Also attending were Secretary Gratzler, Consultant Paul Witt, Deputy Chief Bob Van Horne, Judy Hayward and Lisa Garvich.

Commissioner Warfel was excused by prior Board action.

CITIZEN COMMENTS FOR AGENDA ITEMS:

There were no Citizen comments for agenda items.

CORRESPONDENCE:

Correspondence received consisted of cash transmittal receipt in the amount of \$1,469.00 deposited to the Expense Fund; and a letter from the law firm Heller Ehrman LLP in regards to disposition of files.

Consultant Paul Witt informed the Board that he consulted with Attorney Kinnon Williams on the disposition of these files. Attorney Williams advised to sign the authorization for destruction of the records. The firm assisted with District FLSA policies. There is no exposure; and the statute of limitations is passed on the records. It was agreed that Secretary Gratzler will complete the authorization for destruction of these records.

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FINANCIAL REPORTS:

Financial reports were provided to the Board.

Financial reports are available to the public upon written request.

FIRE CHIEF'S REPORT - Presented by Deputy Chief Van Horne:

Deputy Chief Van Horne informed the Board that he will not be in attendance at the next meeting.

Personnel:

There is nothing new to report at this time.

Miscellaneous:

Chief David Daniels and Deputy Chief Bill Flora will be in attendance at the June 11, 2009 meeting to present the Fire Chief's Report and provide information on the District funded Fire Inspector and Communications Specialist positions.

Chief Van Horne reminded the board of the June 11, 2009 meeting with the Elected Officials and King County Fire Chiefs on Mercer Island at 6:00 p.m.

Significant Incidents:

There were no significant incidents.

UNFINISHED BUSINESS:

There was no Unfinished Business.

CONSENT CALENDAR:

- a. Minutes of the Previous Meeting – May 14, 2009
- b. Expense Fund Vouchers No. 06001 through 06011--Amount \$5,570.84

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

NEW BUSINESS:

There was no New Business.

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WORKGROUP REPORTS:

Capital Facilities/Equipment:

Commissioner Price requested Board approval to donate 7 VHF/UHF Portable Radios to Franklin County Fire District 5. Consultant Paul Witt advised the portable radios are 15-20 years old and there is no current or anticipated need for the Portable Radios.

A **MOTION** was made by Commissioner Price and **SECONDED** by Commissioner Violante to donate the 7 VHF/UHF Portable Radios/Accessories to Franklin County Fire District 5. The **MOTION CARRIED (4-0)**.

Commissioner Price will deliver the Portable Radios/Accessories to Franklin County Fire District 5.

An inventory list of the Portable Radios/Accessories will be attached to Surplus Resolution 466 as documentation of the disposition.

Various options for disposal of the computer equipment and supplies are still being considered and/or pursued.

The Workgroup is reviewing the King County Housing Capital Needs Assessment Report that was presented at the previous meeting.

Consultant Witt continues to pursue disposition of the Station 17 generator and SCBA's. However, there is nothing new to report.

Community Relations:

Commissioners Ryan is preparing an article and picture of the Antique Engine for the website.

Finance:

There is nothing new to report at this time.

Policy:

Commissioners Behnke and Ryan continue to review the Department Policy and Procedure Manual. Commissioner Behnke distributed the District's Organizational Plan, Goal Statements, Mission and Objectives, and Organizational Goals for review and feedback.

Commissioner Behnke distributed a list of policies and procedures that the workgroup is proposing to eliminate from the Policy and Procedure.

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Commissioner Behnke emailed a pandemic policy for consideration and feedback. The commissioners were in agreement that a policy should be in place on a process to conduct business in the event of a pandemic occurrence.

Intergovernmental Relations:

Commissioner Violante reported that he attended the Boundary Review Board hearing on the proposed City of Fairwood that was held on May 27, 2009. The consultants reviewed their findings and the meeting provided a question and answer opportunity for citizens in attendance.

Another BRB meeting is scheduled for this evening. Commissioner Violante is scheduled to testify as a commissioner and citizen of the Fairwood area, however, he is not testifying on behalf of the Board. The BRB is expected to make a decision at the conclusion of the hearing.

The Board of Commissioners is not taking a position on City of Fairwood and/or annexation issues.

Risk Management:

There is nothing new to report at this time.

CITIZEN COMMENTS:

There were no citizen comments.

ONCE AROUND THE TABLE:

Commissioner Price inquired if a date should be established to start making decisions on how to prioritize repairs proposed by King County Housing in their capital needs report.

Commissioners agreed to add this topic to the next agenda for discussion on how to proceed. (I.e. Special Meeting).

On behalf of the King County Fire Commissioners Association, Commissioner Behnke thanked Commissioners Warfel and Price on the outstanding job they did in hosting the monthly meeting.

Commissioners Behnke and Price will drive the Dodge Caravan to the WFCA Conference in Chelan. Flyers will be distributed advertising the apparatus for sale.

There were no other Board comments.

EXECUTIVE SESSION:

There was no Executive Session.

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The meeting was adjourned at 5:07 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, June 11, 2009 at 4:30 P.M.**



Ronnie Behnke, Chair



Charlotte Ryan, Vice Chair



Craig Violante, Commissioner



Russ Price, Commissioner



Mike Warfel, Commissioner



Deanna Gratzler, District Secretary

Attachments:

- Meeting Agenda
- Cash Transmittal
- Heller Ehrman Letter
- Chief's Report
- Portable Radio Memo
- Organizational Plan
- Goal Statements
- Mission/Objectives
- Organizational Goals
- Policy Series 2000 List