
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING

01/19/2017

DATE: January 19, 2017

PURPOSE: Special Meeting

LOCATION: Fire Station 17, 14810 SE Petrovitsky Rd

ATTENDANCE: **KCFD #40**
Commissioner Sartnurak
Commissioner Ryan
Commissioner Little
Commissioner Nichelson
Commissioner Parsons
Nicole Castilliano, District Secretary
Eric Quinn, Attorney

GUESTS
Erik Hammes
Rick Laycock, Local 864

The special meeting was called to order by Commissioner Sartnurak at 5:00 p.m. Commissioners present were Ryan, Little, Nichelson and Parsons. The meeting was called to discuss the Board's goals for 2017.

RFA Transition

Commissioner Ryan briefed the board regarding the RFA/FD40 transition. She stated that the quarterly reports (941 + L&I) are complete with W-2's to follow as she needed more supplies. Commissioner Ryan also reported that she found Fire District 25 belongings in our storage room at Station 13. She asked if anyone knew who gave authorization to put items in our storage room. Discussion continued.

Conclusion: Commissioner Parsons to research a lockbox, new coded door, and speak to the Chief about re-keying the door.

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Since District 40 is transitioning from the City of Renton, the question was posed if our district needs to renew a contract with the RFA versus keeping the current contract with the City of Renton. Discussion continued.

Conclusion: District Attorney to research renewal agreement.

Commissioner Ryan stated her displeasure as to how the City of Renton handled disconnecting with District 40; that with the sudden act it left District 40 in a vulnerable position therefore creating a lack of administration and customer service. Commissioner Ryan requested a motion of the board to allow her to write a letter to Mayor Law on behalf of the Board of Commissioners expressing District 40's displeasure in the handling of the separation, lack of collaboration and cooperation with turning over passwords.

Conclusion: Commissioner Nicholson and Little moved and seconded the motion; Commissioner Sartnurak opened for discussion. **Motion passed unanimously.**

Computer System

District 40 addressed the computer system. Currently the computer system is contracted with the City of Renton (i.e. email, IT, ms office, printer etc.). Some of the topics discussed were: being self-sustainable in our office at Station 13, purchasing a color printer (should printing not be available at Station 13), going to the cloud for our needs to include BIAS (accounting software), purchasing a scanner. When purchasing a laptop for the district, as previously discussed at regular meeting of January 12, District Attorney stated that a small and attractive asset policy must be created to account for the equipment. Discussion continued.

Conclusion: Commissioner Parsons and Nicholson moved and seconded to have Commissioner Ryan and District Secretary research the availability of printing/scanning using Station 13 equipment. Should there be significant issue, they were given authorization to purchase a color printer/scanner for District 40 office at Station 13. With no further discussion, **motion passed unanimously.**

CPR Classes

District 40 addressed the CPR program. It seems with lack of participants, ten needed to hold the class, many monthly classes are being cancelled. The commission concerns are keeping this service for the public, not cancelling classes to keep interest and keeping it cost effective, effective advertising with correct contact information. Discussion continued.

Conclusion: Commissioners Sartnurak and Little moved and seconded to advertise CPR classes quarterly on the district website for 2017 trial period with guarantee that classes will be held regardless of participants enrolled. The program will be reevaluated at the 2018 retreat. With no further discussion, **motion passed unanimously.**

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District Legal Council

District 40 discussed hiring new legal counsel due to the conflict of interest with current District Attorney, Brian Snure, representing the RFA as District 40 contracts with the RFA for services. Attorney's Joseph & Eric Quinn presented a contract to the board. A review and brief discussion of the contract and expectations ensued. Attorney Eric Quinn stated that should there be a credit balance at the end of the year, he will utilize those hours to facilitate a policy overhaul. Discussion continued.

Conclusions: Commissioners Ryan and Little moved and seconded to authorize the Chair to sign the legal services agreement with Joseph & Eric Quinn. With no further discussion, **motion passed unanimously.** Snure Law Firm will stay on retainer to continue to facilitate the sale of the fire station.

District Email

Commissioner Nicholson expressed her frustration with the current email [fd40@rentonrfa.org] structure which is hosted by the City of Renton. She finds that many times she is locked out and asked to reset passwords frequently with little to no resolve. The Board agreed. This frustration also stems from the earlier topic of the City of Renton transition and lack of cooperation with District 40 members. Discussion continued regarding archive and retention of all emails on the [fd40@rentonrfa.org] system.

Conclusion: Commissioners Nicholson and Parsons moved and seconded to initiate a public records request for all emails pertaining to District 40 business from the City of Renton and to create and utilize Gmail in the format of [sparsons.fd40@gmail.com] for future communication. With no further discussion, **motion passed unanimously.**

Engine Replacement

Commissioner Parsons reported that our newest engine is on standby status as there is a pump malfunction; to keep costs low he recommended that the district gets a second opinion than that of RFA leaders recommendations that were presented at the January 9, 2017 before the Commissioners make a repair or replace decision. Discussion continued.

Conclusion: Commissioners Nicholson and Little moved and seconded to authorize Commissioner Parsons to seek as second opinion from Puget Sound RFA to review the recommendations of Renton RFA regarding the repair or replace plan or our pump, engine. With no further discussion, **motion passed unanimously.**

Newsletter

Commissioner Little brought to the board's attention that our fire district has not released a newsletter in quite a while. Some of the topics during discussion were:

- How often – some agreed seasonal, some in favor of yearly
- Content – FF highlight, Chiefs message, benefit charge

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- Ballot proposition – informational only, must remain neutral or create PDC violations
- Utilize the website or mass mailing

Conclusion: It was decided that the newsletter will be created for 2017 with Commissioners providing the content and District Secretary to pull the information together and at least display the newsletter on the district website.

Website

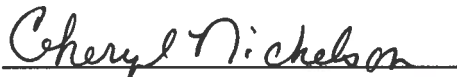
Commissioner Ryan informed the board that Beth, City of Renton employee, posted the special meeting for us and that she is in contact with Beth to collect passwords and the files associated with the website. She also stated that Verio is still the host just as it was when Beth took over the website maintenance; however, the host renewal fee will need to be secured with a credit card come March 2017.

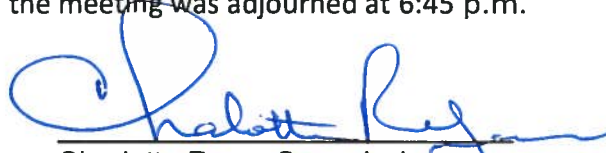
Workgroups

New workgroups were established for 2017 as follows:

- Finance** – Commissioners Ryan and Little
- Communications** – Nicholson and Sartnurak
- Facilities/Equipment** – Parsons and Sartnurak
- Special Projects** – Little and Nicholson
- RFA Contract** – Parsons and Ryan

There was no further business or discussion and the meeting was adjourned at 6:45 p.m.


Cheryl Nicholson, Commissioner


Charlotte Ryan, Commissioner


Steve Parsons, Commissioner


Ronnie Little, Commissioner


Linda Sartnurak, Chair


Nicole Castilliano, Board Secretary

Attachments: CPR Statistics
Legal Counsel Correspondence

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