



**KING COUNTY FIRE DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
1/12/2017**

DATE: January 12, 2017

PURPOSE: Regular Meeting

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

ATTENDANCE:

KCFD #40	RENTON
Commissioner Ryan	Deputy Chief, Chad Michael
Commissioner Little	Lt. Ryan Simonds
Commissioner Parsons	Linda Mann
Commissioner Nichelson	
Commissioner Sartnurak	PUBLIC
Eric Quinn, Attorney	Nicole Castilliano

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. No Commissioners expect to be absent for the next meeting.

ELECT 2017 BOARD CHAIR AND VICE-CHAIR:

The Board elected Commissioner Sartnurak as the 2017 Chair and Commissioner Parsons as the 2017 Vice-Chair.

COMMENTS:

Commissioner Little had a question about the CPR class attendance. It was mentioned that Board Secretary, Julie Bray, had sent out a document with the attendance for the 2016 classes. The next class will be held on January 17th at 6:00 PM.

CORRESPONDENCE:

Documents were provided for Snure Saturday Seminars and WFCA Saturday Seminars.

FIRE CHIEF'S REPORT:

- Provided with minutes

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OLD/UNFINISHED BUSINESS:

District Secretary Position

Commissioner Little discussed the contract for the Secretary position. The details of the contract are included with the minutes. A laptop will be provided so that Nicole won't need to come in to the office as much. The Board thinks that \$500 should be sufficient for a computer.

Conclusion: Commissioner Nicholson made a **motion** to hire Nicole Castilliano as the Board Secretary; **seconded** by Commissioner Ryan. **Motion passed unanimously (5-0).**

Oath of Office

Nicole Castilliano was sworn in as the Board Secretary by Attorney Eric Quinn.

Agenda Items for January 19th Retreat

Discussion took place as to what should be on the agenda. A few items were mentioned:

- Email options
- Computer system and website being tied to City of Renton
- Committee assignments
- Replacement of Apparatus
- Newsletter
- CPR Classes
- New Attorney

NEW BUSINESS:

Station 13 Transfer from City of Renton to Renton RFA

There was a discussion and a document (Assumption and Release of Liability Agreement) presented regarding the change of ownership for Station 13. The City of Renton will continue to make payments to District 40 but Renton Regional Fire Authority will be responsible. Attorney Quinn mentioned that there were two documents that need to be taken into consideration; the Promissory Note, which the City of Renton signed stating they would make annual payments to District 40 and a Deed of Trust where Renton RFA would be responsible but the City would be responsible for payments.

Conclusion: Commissioner Sartnurak made a **motion** to accept the transfer of Station 13 from the City of Renton to Renton RFA and have the Chair sign on behalf of Fire District 40; **seconded** by Commissioner Parsons. **Motion passed unanimously (5-0).**

Resolution No. 526 (auditing officer and authorized signatures – The resolution was reviewed by Attorney Quinn authorizing Nicole Castilliano and Charlotte Ryan as Auditing Officers.

Conclusion: Commissioner Parsons made a **motion** to accept Resolution 526; **seconded** by Commissioner Nicholson. **Motion passed unanimously (5-0).**

FINANCIAL REPORTS:

Commissioner Ryan prepared the Treasurer's Report. A copy of the report is included with the minutes.

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CONSENT AGENDA:

Approval of Minutes – November 10, 2016

Approval of Minutes – November 17, 2016

Approval of Minutes – December 1, 2016

The Board tabled the minutes so that they could review them.

Expense Fund Vouchers - #1701201 - #1701206 for \$13,343.35

#170101 - #170106 for \$18,288.17

Payroll/EFTS - \$ 170.77

Conclusion: Commissioner Nicholson made a **motion** to approve the Expense Fund Vouchers and Payroll; **seconded** by Commissioner Parsons. **Motion passed unanimously (5-0).**

WORKGROUP REPORTS:

Capital Facilities:

If everything goes well, the sale of Station 42 will take place February 15th. The real estate agent will be at the next meeting to explain what needs to be signed, etc.

Equipment:

Deputy Chief Michael provided a document with the background of Apparatus F432 and the issues that it has had. He provided a few solutions for the board to take into consideration.

Commissioner Parsons had a question as to why the problem couldn't be fixed on the Apparatus. He wanted to hear the recommendations that Deputy Chief Michael had. Commissioner Parsons preferred that the district not own apparatus. Further discussion will take place at the upcoming retreat. The document has been included with the minutes.

Community Relations:

None

Finance:

The Auditor provided an engagement letter for the Commissioners to sign. The audit is almost finished. They are focusing on travel and debt service schedule (bonds). An exit interview is planned for the next meeting, Feb. 9th.

Special Projects:

A review of the policies needs to take place. A discussion will take place at a later date to get on a schedule.

CITIZEN COMMENT:

None

SEMINARS/MEETINGS/CONFERENCES:

None

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EXECUTIVE SESSION

None

GOOD OF THE ORDER:

Commissioner Sartnurak went to a seminar presented by Joseph Quinn and Eric Quinn on December 16th (The Board and the Fire Chief – Who’s Responsible for What?). She brought handouts from the seminar to share with the rest of the board.

ADJOURNMENT:

There was no further business or discussion and the meeting was adjourned at 6:06 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, February 9, 2017 at 5:00 P.M.**

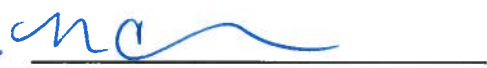

Cheryl Nicholson, Commissioner


Linda Sartnurak, Chair


Steve Parsons, Commissioner

absent @ signing 3/9/17
Ronnie Little, Commissioner


Charlotte Ryan, Commissioner


Board Secretary

- Attachments:
- Agenda
 - Attendance Roster
 - Snure Seminars
 - WFCA Seminars
 - Fire Chief’s Report
 - Personal Services Contract
 - Assumption and Release of Liability Agreement
 - Resolution No. 526
 - Treasurer’s Report
 - Document on Apparatus F432 Recommendations
 - Handout from Quinn Seminar

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