



---

**KING COUNTY FIRE PROTECTION  
DISTRICT 40  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
02/09/2017**

---

**DATE:** February 09, 2017

**PURPOSE:** Regular Meeting

**LOCATION:** Fire Station 13, 18002 – 108<sup>th</sup> Ave SE, Renton

**ATTENDANCE:** **KCFD #40**

Commissioner Sartnurak  
Commissioner Ryan  
Commissioner Little  
Commissioner Parsons  
Commissioner Nichelson  
Nicole Castilliano, DS

**RENTON**

Fire Chief Rick Marshall  
Bob Homan, BC

**PUBLIC**

Caren Tobolski, Windermere  
Darlene Johnson, Windermere  
Janice Hansen, SAO

**CALL TO ORDER:**

Board Chair Sartnurak called the regular meeting of the Board of Fire Commissioners for King County Fire Protection District #40 to order at 5:01 p.m. No Commissioners expect to be absent for the next meeting.

**WA STATE AUDITOR:**

Janice Hansen, SAO, presented the results of our 2015 Accountability Audit in an Exit Interview for the Board of Commissioners and the audience. She stated the points of interest for the 2015 audit were financial condition and travel expenses and that the District received an “unmodified” report which means no issues. She explained that in the areas that were audited, District operations complied with applicable requirements and provided adequate safeguarding of public resources. Furthermore, the District also complied with state laws and regulations and its own policies and procedures in the areas they examined.

**Conclusion:** The District received a clean audit for fiscal year 2015. The next audit is scheduled for December 2017 focusing on Accountability for Public Resources and Financial Statements of 2016. The auditors draft results are attached to these minutes.

---

*Professionalism • Integrity • Leadership • Accountability • Respect*

At 5:10 p.m. Fire Chief Rick Marshall entered the meeting.

**WINDERMERE PRESENTATION:**

Caren Tobolski, Realtor, provided the Estimated Sellers Statement, Closing Escrow Instructions from Chicago Title and briefed the Board on the progress of the sale of Station 42. She stated that we are very close to closing, however, the buyers are requesting to extend closing to on or before February 24. She advised that this is a normal and reasonable request and that the Board must give authorization for one commissioner to sign the closing documents. A brief discussion continued.

**Conclusion:** Commissioner Ryan made a **motion** to approve the extension as requested by the buyer and authorized Commissioner Sartnurak, as Chair, to sign closing documents for the sale of Station 42; **seconded** by Commissioner Nichelson. **Motion passed unanimously (5-0).**

**CORRESPONDENCE:**

KCFCA General Membership Meeting Announcement

**FIRE CHIEF’S REPORT:**

- Chief Marshall announced, with a heavy heart, the passing of Julie Bray who was a member this organization for 35 years. He stated Julie and himself joined the Department nearly the same time and became basically family. He also stated that badges are shrouded in her remembrance and that she will be greatly missed by all.
- He reported his admin staff have been very busy processing inquiries regarding the Benefit Charge. With the deadline passed, staff will can refocus on their normal duties as assigned.
- He reported that RRFA will be independent from the City of Renton soon as they are close to deciding on which software they will use to manage finance and HR processes; BIAS being one of them.
- He reported Sheila Madsen, who comes from Department of Revenue, will join RRFA as their new Administrative Assistant with a focus of managing admin staff.
- He reported the sewage leak repair at Sta 17 is being managed by the City of Renton. Also, that it wasn’t as bad as initially reported but nevertheless must be repaired.
- He encouraged the Board to attend the 2017 Retirement Ceremony (\$25 pp) at the Community Center on March 4.
- He provided the Board with Response Operations statistics

A copy of Chief Marshall’s report is attached.

## **OLD/UNFINISHED BUSINESS:**

### **Renton RFA, FD40 Rental Agreement**

There a misunderstanding between the Renton RFA and FD40 over the use of a storage room at Station 13. Commissioner Sartnurak provided Chief Marshall with a copy of the rental agreement leasing 3 rooms (rooms 121, 123, and 136) to FD 40.

**Conclusion:** Chief Marshall will follow up on this matter.

### **Station 42 Sale**

This topic was covered in the 'Windermere Presentation' (see above).

## **NEW BUSINESS:**

### **CPR Classes**

Commissioner Sartnurak addressed Fire Chief Marshall regarding the CPR classes as discussed in the January 19 Special Meeting. She brought to his attention the idea of combining efforts with RRFA in hopes of receiving more interest from the public. Chief Marshall and the Board agreed on the following common goals:

- Community connection
- Reducing the number of classes, but guaranteeing the class regardless of attendees
- Joining efforts with RRFA, District 40 and District 25
- Not to turn people away noticing the Fairwood classes are canceled often
- Add marketing (i.e. more sandwich boards)
- Targeting the youth of the community (i.e. explorer program and safe sitter program)

Battalion Chief Bob Homan commented that he and his personnel attend the local HOA's and promote the CPR services at the meetings. He also stated that he asks the HOA Boards to add the CPR class schedules to their monthly newsletters.

**Conclusion:** The Board and Chief Marshall will continue to work together to implement a CPR program, schedule that works for all entities and the community we serve.

### **Host KCFCA**

The Board would like to host one King County Fire Commissioner Association meeting this year at Station 13. The Board requested District Secretary Nicole Castilliano to confirm the October, first choice, or the May, second choice, meeting with the KCFCA.

### **Station 17 Leak**

Covered in Chief's report (see above).

### **FINANCIAL REPORTS:**

Nicole Castilliano, District Secretary, presented the January financial report to the Board. A copy of the January financial statement is attached.

### **CONSENT AGENDA:**

Approval of Minutes – November 10, 2016  
Approval of Minutes – November 17, 2016  
Approval of Minutes – December 1, 2016  
Approval of Minutes – December 8, 2016  
Approval of Minutes – January 19, 2017  
Expense Fund Vouchers - #170201 - #170208 for \$7298.97  
Expense Fund Vouchers - #1702001 - #1702003 for \$2726.15  
Payroll/EFTS – will be provided next meeting.

Commissioner Parsons made a **motion** to approve the Consent Agenda; **seconded** by Commissioner Little. **Motion passed unanimously (5-0).**

### **WORKGROUP REPORTS:**

There was nothing reported at this meeting as all work groups are in process of setting dates, times to meet.

### **CITIZEN COMMENT**

None

### **EXECUTIVE SESSION**

None

### **GOOD OF THE ORDER:**

- Commissioner Sartnurak commented the Snure Seminar she attended was a good refresher course as it focused on RFA consolidation rules and regulations.
- Commissioner Ryan commented that the website host, Verio, payment is up to date utilizing her credit card. She also commented Linda Mann from RRFA still has the minutes from the January 12<sup>th</sup> meeting and we will need to get them from her.
- Commissioner Little commented that new business cards are needed as the Board has new email addresses, and asked the Chief to locate the template from his staff.

### **ADJOURNMENT:**

There was no further business or discussion and the meeting was adjourned at 6:14 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, March 9, 2017 at 5:00 p.m. at Station 13.**

---

*Professionalism • Integrity • Leadership • Accountability • Respect*

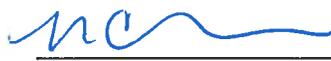
  
Cheryl Nicholson, Commissioner

  
Linda Sartnurak, Chair

  
Steve Parsons, Commissioner

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

  
Charlotte Ryan, Commissioner

  
Nicole Castilliano, Board Secretary

Attachments:

- Auditor's Draft Report
- Fire Chief's Report
- Financial Report