

"FINAL"

King County Fire Protection District 40

Regular Commissioners' Meeting

March 31, 2011

4:30 p.m.

Commissioner
CHARLOTTE RYAN

Commissioner
MIKE WARFEL

Deputy Chief
ERIK WALLGREN

Commissioner
RONNIE LITTLE

Commissioner
LINDA SARTNURAK

Board Secretary
DEANNA GRATZER

CALL TO ORDER:

Commissioner Ryan 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: Ryan, Little, Warfel and Sartnurak. Also attending were Secretary Gratzner, Consultant Paul Witt, Chief Mark Peterson, Deputy Chief Erik Wallgren, Battalion Chief Stan Moe, Firefighter Ryan Simonds, Judy Hayward, Emergency Management Director Deborah Needham, Dean Radford and Lisa Garvich.

Secretary Deanna Gratzner will not be in attendance at the April 14, 2011 Regular Meeting. Commissioner Warfel will take minutes on her behalf.

CITIZEN COMMENTS FOR AGENDA ITEMS:

There were no citizen comments.

CORRESPONDENCE:

Correspondence received consisted of a cash transmittal receipt in the amount of \$1,469.00 deposited to the Expense Fund.

A copy of the cash transmittal receipt is on file with the minutes.

FINANCIAL REPORTS:

Financial reports were provided to the Board.

Financial reports are available to the public upon written request.

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FIRE CHIEF'S REPORT - Presented by Chief Mark Peterson:

Safety/Support Services:

There is nothing to report at this time.

Response Operations:

Deputy Chief Erik Wallgren presented the Fire District 40 Incident Type Report for February 2011. The report includes number of responses by response type and transport data.

A copy of the Incident Type report is on file with the minutes.

Significant Incidents:

There were no significant incidents.

Office of the Fire Chief:

The King County Sheriff's Office, Fire Investigation Unit (KCSO FIU) Report for Fire District 40 was presented for review. The report includes activities for the month of February 2011.

UNFINISHED BUSINESS:

Workgroup Assignments

Commissioner Sartnurak was assigned to replace former Commissioner Price in his workgroup assignments. The remaining workgroup assignments and proposed policy manual section assignments will remain unchanged until the vacant commissioner position is filled.

An ad hoc workgroup was created to fill the vacant commissioner position. Commissioner's Sartnurak and Little serve in the workgroup. They will interview candidates for the vacant commissioner position and make a recommendation to the full board.

Consultant Paul Witt will draft a commissioner vacancy announcement ad that will be placed in the Kent Reporter, Renton Reporter, Renton Patch and district website.

CONSENT CALENDAR:

- a. Minutes of the Regular Meeting – March 10, 2011
- b. Minutes of the Special Meeting – March 26, 2011

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

NEW BUSINESS:

VISTA/AmeriCorps:

Emergency Management Director Deborah Needham provided an overview of the VISTA/AmeriCorps program and detailed the possible activities and programs that could be performed by the position. The cost of the position is \$6,000 plus travel and training expenses. EM Director Needham would provide supervision to the position. The term of the position is August 2011 through August 2012.

EM Director Needham stated the VISTA/AmeriCorps applications are due by April 11, 2011 so a decision to apply would need to be made today.

Commissioner Ryan stated she supports ways to give back to our community and is supportive of the program but would have liked more time to review the proposal.

EM Director Needham stated that completion of the application does not obligate the District to accept the position in the event our application is accepted.

A **MOTION** was made by Commissioner Warfel and **SECONDED** by Commissioner Sartnurak to proceed with the application process for the VISTA/AmeriCorps program with acceptance of the program to be determined once the Board has reviewed the program and determined the position to be of benefit to the District. The **MOTION CARRIED. (4-0)**

Commissioner Little stated that it would be beneficial to have a representative from a fire district present information on how the program has worked for their district, as well as the pros and cons of the program.

Chief Mark Peterson will invite Chief Dave Crosson from Fire District 25 to a future meeting to present the benefits of the program in their jurisdiction.

Consultant Paul Witt will assist EM Director Needham in the completion of the District's VISTA/AmeriCorps application and position description form.

A copy of the handout is on file with the minutes.

King County Fire Marshal – Inter-local Agreement:

Commissioner Little presented the Board with the proposed inter-local agreement between the King County Fire Marshal's Office and various jurisdictions.

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King County wants out of the inspection business but would like to maintain control. The proposed inter-local agreement puts the responsibility of inspections and liability on the District; however, it provides the District with no authority.

Policy 1113:

Consultant Paul Witt reviewed Policy 1113 – Board Vacancies and presented the Board with a recommendation for revisions to the policy to bring it line with RCW 42.13.070 which allows the Board 90 days to fill a non-partisan vacancy with a qualified candidate.

A **MOTION** was made by Commissioner Little and **SECONDED** by Commissioner Warfel to approve the recommendations Policy 1113- Board Vacancies as presented. The **MOTION CARRIED. (4-0)**

Commissioner Jackets/Polo Shirts Budget:

The Board adequately budgeted for the purchase and replacement of jackets and polo shirts for new commissioners and replacements as needed when representing the District.

Commissioner Recognition:

Commissioner Little suggested the Board present a resolution to former Russ Price for his dedication and service to the District. She suggested additional recognition of Russ Price at the May 18, 2011 King County Fire Commissioners Association meeting that will be hosted by the District. Commissioner Little will facilitate the recognition with representatives from WFCA and the King County Commissioners Association.

Consultant Paul Witt stated that Russ Price has served as a commissioner since March 9, 2000. Prior to appointment to the Board, Russ Price served on the Board of the District's Civil Service Commission.

WORKGROUP REPORTS:

Capital Facilities / Equipment:

There was nothing new to report at this time.

Community Relations:

There was nothing new to report at this time.

Finance:

Consultant Paul Witt stated that during budget preparation the workgroup recommended a transfer of \$232,000 from the Reserve Fund to the LEOFF 1 Fund to bring the fund balance in line with the fund balance resolution.

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Secretary Deanna Gratzner will prepare the inter-fund transfer and submit to King County for the transfer of funds.

Policy:

There was nothing new to report at this time.

Risk Management:

There was nothing new to report at this time.

CITIZEN COMMENTS:

There were no Citizen Comments.

ONCE AROUND THE TABLE:

Commissioner Ryan reminded the Board to be conscious of the Open Public Meetings Act when sending and/or responding to emails sent between Commissioners to insure the Board is not in violation of the act.

Consultant Paul Witt announced that Deputy Chief Wallgren facilitated the delivery of the surplus aid unit to Trim Design for removal of the decals and striping. A Certification of Decommission form will be completed by Renton shops prior to release of the vehicle.

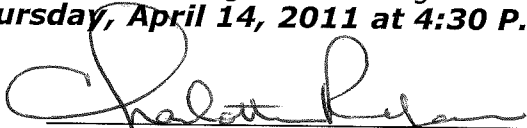
There were no additional Board comments.

EXECUTIVE SESSION:

There was no Executive Session.

There was no further business or discussion and the meeting was adjourned at 5:32 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, April 14, 2011 at 4:30 P.M.**

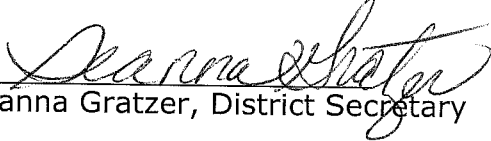

Charlotte Ryan, Chair


Mike Warfel, Commissioner


Ronnie Little, Commissioner


Linda Sartnurak, Commissioner

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Deanna Gratzner, District Secretary

Attachment Meeting Agenda
Cash Transmittal Receipts
Chief's Report
VISTA/AmeriCorps