
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

05/14/2020

DATE: May 14, 2020
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 736 9892 8990
Password: 4K6331

ATTENDANCE:

KCFD #40

Ronnie Little, Commissioner
Cheryl Nichelson, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner
Andrew Schneider, Commissioner

Laura Buckley, District Secretary
Eric Quinn, Attorney

RENTON RFA

Robby Hyslop, Firefighter
Craig Soucy, Battalion Chief
Rick Marshall, Chief

PUBLIC

None

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Nichelson called the regular meeting of King County Fire Protection District #40 to order at 5:03 PM with Commissioners Little, Ryan, Sartnurak, and Schneider present. No absentee motions were requested for the next regular board meeting scheduled June 11, 2020.

Commissioner Nichelson led the pledge of allegiance.

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CORRESPONDENCE:

- **WFOA Webinar Series with Attorney Brian Snure**

Webinar 1 (Roles, Personnel, Duties and Finances) Saturday, May 30th 0900-1200.

Webinar 2 (Open Public Meetings and Open Public Records) Saturday June 6th 0900-1300.

Email District Secretary Buckley by Wednesday May 20th to request registration to one or both online events. A copy of the webinar notice is on file with the minutes.

UNFINISHED BUSINESS:

- **ILA Between FD40 & SPU (Updated Language)**

Board previously approved language amendment on hazmat premium portion of the Seattle Public Utility contract by policy only (see minutes of 2/13/2020). Updated contract received through Eric Quinn with new language needs to be formally signed. Contract will be in the Station 17 office, all board members are required to sign the updated contract by Wednesday, May 20, 2020. A copy of the contract is on file with the minutes.

- **Policy #1710 Revision**

Commissioner Little stated that policy #1710 was not yet ready to be revised at this meeting.

- **Renton RFA Strategic Plan Update**

Commissioner Nicholson reviewed the Renton RFA Strategic Plan meeting held on April 28, 2020. She graciously thanked Commissioner Sartnurak and Renton RFA Deputy Chief DeSmith for keeping her apprised of new information.

- **ESCI Update**

Commissioner Sartnurak confirmed that all of the commissioner surveys have been returned to ESCI and added into their Dropbox for analysis and review. She extended thanks to Chief Marshall and Lieutenant Laycock for providing the District's operational data and to Commissioner Ryan for providing the financial data to the consultants. Don Bivins with ESCI expects the report to be complete by the end of June 2020.

NEW BUSINESS:

NONE

CHIEF'S REPORT:

Chief Marshall went over the following items from his Chief's report:

1. Support from the Chinese American Community
2. Social Media Events
3. Red Lion/King County Council Testimony

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4. Overtime Rate Calculation Issue
5. Re-Entry Operations
6. KCFD 40 Study

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

FINANCIAL REPORTS:

The March and April 2020 financial reports were presented electronically at the meeting, and the Board reviewed the documents. Copies of the Cash Flow and Treasurers Reports are on file with the minutes.

Commissioner Ryan reviewed an inter-fund transfer from the Reserve account to the General Fund to cover the contractual payment to Renton RFA. Chief Marshall informed the board that Renton RFA expects a 10% decrease in revenue collection, which in-turn will reduce the amount owed by the District. Renton RFA will continue to reconcile the budget and will relay the financial impact on the contract for services to the board. Chief Marshall extended an offer of payment deferrals, should there be financial concerns within the District.

CONSENT AGENDA:

The consent agenda consisted of:

- March 12, 2020 Regular Meeting Minutes
- April A/P Vouchers in the amount of \$5,926.90
- April Payroll in the amount of \$2,331.58
- May A/P Vouchers in the amount of \$2,668,914.77
- May Payroll in the amount of \$2,605.91

It was Moved by Commissioner Ryan to approve the consent agenda as presented. Commissioner Little seconded. Motion Approved (5-0).

Copies of the approved vouchers are on file with the minutes.

WORKGROUP REPORTS:

Attorney Eric Quinn advised the board of Governor's Inslee's OPMA orders issued through May 31, 2020, disallowing the discussion of matters not deemed routine and necessary. He discouraged workgroup discussions except for Finance and Facilities and Equipment.

- **Finance** (Nichelson + Ryan)
The annual report deadline has been extended by two days. The finance workgroup and the District Secretary will get this complete by the deadline.

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- **Communications** (Nichelson + Ryan)
NONE

- **Facilities & Equipment** (Sartnurak + Schneider)

Commissioner Sartnurak reviewed the film installation on the bay windows at Station 17 to block the sun in the bay. Don Highley with Renton RFA confirmed the bid we received initially was the lowest price and of high quality. The cost for the film including installation is \$1,795 plus sales tax.

It was Moved by Commissioner Ryan to approve the expenditure for sun block in the Station 17 bay. Commissioner Schneider seconded. Motion Approved (5-0).

- **Special Projects** (Little + Schneider)
NONE

- **Contract Review & Options** (Sartnurak + Little)
NONE

- **Renton RFA Liaison** (Sartnurak)
NONE

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

Commissioner Schneider reminded everyone to stay healthy.

Commissioner Nichelson will research an electronic signature policy to assist with the current use of virtual meetings.

EXECUTIVE SESSION:

None.

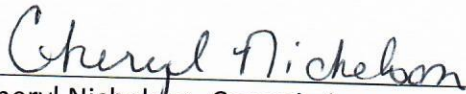
ADJOURNMENT:

As there was no further business, the meeting was adjourned at 5:32 PM.

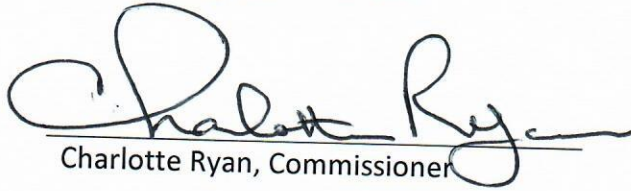
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Ronnie Little, Commissioner



Cheryl Nicholson, Commissioner



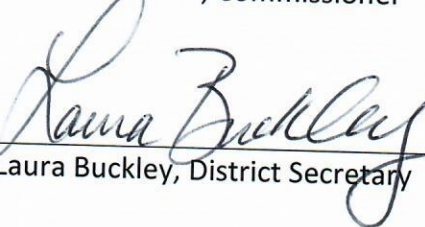
Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner



Andrew Schneider, Commissioner



Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, June 11, 2020 at 5:00 PM, location TBD.**

- Attachments: Agenda
WFOA Webinars for Commissioners, Chiefs & Secretaries
ILA Between FD40 & SPU
Chief's Report
March and April Financial Reports
Voucher Approval Documents

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