
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

06/11/2020

DATE: June 11, 2020
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 878 0105 0261
Password: 783199

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

Chris Krystofiak, Lieutenant
Robby Hyslop, Lieutenant
Craig Soucy, Battalion Chief
Mark Seaver, Deputy Chief
Jacob Smith, Firefighter

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 5:01 PM with Commissioners Little, Ryan, Sartnurak, and Schneider present. No absentee motions were requested for the next regular board meeting scheduled July 9, 2020.

Commissioner Nichelson led the pledge of allegiance.

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CORRESPONDENCE:

- **Thank You card for birthday drive by**

The crew at Station 17 did a birthday drive by and took a cake to a little girl named, Grace. She sent a thank you card to relay her appreciation, which is on file with these minutes.

UNFINISHED BUSINESS:

- **Policy #1710 Revision**

Commissioner Little presented revised policy #1710 for board approval. **It was Moved by Commissioner Ryan to approve policy #1710 as presented. Commissioner Little seconded. Motion Approved (5-0).** A copy of the revised policy is on file with the minutes.

- **Renton RFA Strategic Plan Update**

Renton RFA requested the commissioners of Fire District 40 complete a survey for use in their Strategic Plan. Commissioner Nicholson reviewed the survey with legal counsel and confirmed there is little input needed from the Fire District 40 Board of Commissioners. The board unanimously agreed to have Commissioner Nicholson complete the survey on behalf of the board, reminding them to obtain approval from Fire District 40 prior to communicating with Fire District 40 citizens and thanking them for allowing us to participate.

- **ESCI Update**

Commissioner Sartnurak confirmed that ESCI has received all the information requested to complete the survey. The preliminary report is expected late June - early July.

NEW BUSINESS:

- **Resolution No. 552 Adopting Policy on Electronic Signatures and Records**

After reviewing the document, **it was Moved by Commissioner Schneider to adopt Resolution No. 553 with the corrected title. Commissioner Sartnurak seconded. Motion Approved (5-0).**

- **American Tower Cell Tower – New Proposal**

After review of the previous proposal from American Tower (\$35,000 signing bonus plus \$605 per month rent), and the current proposal (\$35,000 signing bonus plus \$1,048 per month rent), the board unanimously decided to defer a decision at this time. The current lease is in effect until January 2023. The board discussed the option of hiring a consultant to provide data regarding common rents for cell phone towers in the area.

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CHIEF'S REPORT:

Deputy Chief Seaver went over the following items from the Chief's report:

1. Fairwood Protest
2. Recent Promotions and Assignments
3. COVID CARES Relief from King County
4. Red Lion Update
5. Phasing in of Operations
6. Employees Who Have Left
7. Revenue Projections

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

FINANCIAL REPORTS:

The May 2020 financial report was presented electronically, and the Board reviewed the documents. Copies of the Cash Flow and Treasurers Reports are on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- May 14, 2020 Regular Meeting Minutes
- June A/P Vouchers in the amount of \$6,051.17
- June A/P Vouchers in the amount of \$8,650.00
- June Payroll in the amount of \$3,774.30

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

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

WORKGROUP REPORTS:

- **Finance** (Nichelson + Ryan)
None.
- **Communications** (Nichelson + Ryan)
 - ✓ The draft summer newsletter was presented to the board for review, which was okayed for publication.
 - ✓ The new Fire District 40 website has been launched. Commissioner Nichelson thanked the District Secretary for all her work to get it up and running.

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- ✓ The District Secretary reported that she is still working on a solution to link the fd40.com and gmail emails.
- ✓ The Communications Committee presented a face mask proposal geared at COVID-19 health safety within the community, the board discussed various distribution methods to reach the community and maintain sanitization techniques. After further discussion **it was Moved by Commissioner Ryan to approve the purchase of face masks, for use in community outreach distribution, not to exceed \$11,422.40 including sales tax. Commissioner Sartnurak seconded. Motion Approved (5-0).**

- **Facilities & Equipment** (Sartnurak + Schneider)
Commissioner Sartnurak reported Bauer Graphics is scheduled to install sun block shield tint to the bay windows of Station 17 on June 12, 2020 at 0900.
- **Special Projects** (Little + Schneider)
Fire District 40 logo apparel is ready to be purchased for the board through WA Corrections Industries. Each board member and the District Secretary to receive; 1-lightweight rain jacket, 1-short sleeve polo shirt, and 1-cardigan (women) or 1-vest (men). The overall cost is quoted between \$860-\$1,000 including sales tax. Commissioner Little requests all sizes be emailed to the District Secretary by Monday, June 15, 2020, which she will forward to Commissioner Little for ordering.
- **Contract Review & Options** (Sartnurak + Little)
None.
- **Renton RFA Liaison** (Sartnurak)
The next meeting is planned as an in-person meeting at Station 14 in anticipation of the Governor’s OPMA restrictions being lifted.

PUBLIC COMMENT:

Robert Hyslop reported five Fire District 40 firefighters are retiring from the Renton RFA; Heistuman, Ziegler, Wall, Eastwood, and White. The board will send out retirement cards to each retiree thanking them for their years of service.

GOOD OF THE ORDER:

Commissioner Schneider thanked Captain Steve Wright for “saving the day” when he ran out of gas the other day.

EXECUTIVE SESSION:

None.

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ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:18 PM.

Ronnie Little

Ronnie Little, Commissioner

Cheryl Nicholson

Cheryl Nicholson, Commissioner

Charlotte Ryan

Charlotte Ryan, Commissioner

Linda Sartnurak

Linda Sartnurak, Commissioner

Laura Buckley

Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, July 9, 2020 at 5:00 PM, location TBD.**

Attachments: Agenda

Thank You Card
Revised Policy #1710
Resolution No. 553 (Electronic Signatures)
Chief's Report
May Financial Reports
Voucher Approval Documents

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