
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
07/09/2020



DATE: July 9, 2020
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 878 2626 0942
Password: 045338

ATTENDANCE:

KCFD #40 Ronnie Little, Commissioner Cheryl Nichelson, Commissioner Charlotte Ryan, Commissioner Linda Sartnurak, Commissioner Laura Buckley, District Secretary Eric Quinn, Attorney	RENTON RFA Chris Krystofiak, Lieutenant Robby Hyslop, Lieutenant Mark Seaver, Deputy Chief Rick Marshall, Fire Chief PUBLIC None
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CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Nichelson called the regular meeting of King County Fire Protection District #40 to order at 5:07 PM with Commissioners Little, Ryan, and Sartnurak present. **It was Moved by Commissioner Ryan to excuse Commissioner Schneider from the current meeting due to a shift-trade. Commissioner Little seconded. Motion Approved (4-0).** No absentee motions were requested for the next regular board meeting scheduled Aug 13, 2020.

Commissioner Nichelson led the pledge of allegiance.

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CORRESPONDENCE:

- **Thank You from crew**

The crew at Station 17 sent a thank you card to the Fire District 40 Commissioners to say thank you for installing the window tint on the bay windows at Station 17; the tinted coating is working to keep the heat down in the bay.

UNFINISHED BUSINESS:

- **Washington State Face Mask Directive**

Reagan Dunn's office would like to partner with King County Fire District 40 to distribute the masks purchased by the fire district for the local residents. King County has provided disposable and reusable cloth face masks to churches and other outreach agencies within cities to distribute face masks on their behalf. Commissioner Nicholson inquired with other agencies on their distribution methods; methods ranged from masks being packaged by volunteers wearing masks and gloves to not pre-packaging the masks and allowing drive-up distribution of up to four masks per vehicle with proof of residency. Renton RFA firefighters and Chief Marshall handed out masks to the residents of Renton. Commissioner Ryan will contact Reagan Dunn's office to inquire on the availability of free reusable cloth masks to distribute with the disposable masks purchased by the fire district.

The Commissioners agreed to diversify the distribution of the face masks to local schools, the library, and engine/aid car hand-outs. The Communications Workgroup will design a card to insert in the package with the masks. Commissioner Ryan will discuss the board's ideas for distribution with Reagan Dunn's office and inquire on the availability of free reusable cloth masks to include with the disposable masks and card insert. Commissioner Ryan will inform the District Secretary of the response from Reagan Dunn's office, which will then be relayed to the board and the Communications Workgroup will begin design of the card insert.

- **ESCI Update**

Commissioner Sartnurak informed the board the ESCI draft report is "in queue" and will be emailed within the next few days.

NEW BUSINESS:

- **District Secretary Monthly Timeline**

The District Secretary distributed a new monthly timeline for board meeting minutes and agendas. Chief Marshall requested the timeline be emailed to his office to ensure the

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Chief's Report is provided to the District Secretary before the deadline for agenda items. A copy of the document is on file with the minutes.

CHIEF'S REPORT:

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

1. Recruit Graduation
2. COVID-19 Update
3. Budget Maintenance & 2021 Budget Process
4. Annual Fleet Admin Board Meeting
5. Minor Fire
6. June Response Operations Statistics

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

FINANCIAL REPORTS:

Information not yet available from King County, the District Secretary will email to the board when complete.

CONSENT AGENDA:

The consent agenda consisted of:

- June 11, 2020 Regular Meeting Minutes
- June 25, 2020 Special Meeting Minutes
- July A/P Vouchers in the amount of \$30,791.63
- July Payroll in the amount of \$2,880.18

It was Moved by Commissioner Little to approve the consent agenda as presented. Commissioner Nicholson seconded. Motion Approved (4-0).

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

WORKGROUP REPORTS:

- **Finance** (Nichelson + Ryan)
None.
- **Communications** (Nichelson + Ryan)
The summer newsletter has been mailed out.
- **Facilities & Equipment** (Sartnurak + Schneider)
Commissioner Sartnurak reported she and Commissioner Schneider met with the Renton RFA Director of Facilities, Scott Murphy, walking the premises at Station 17 to review and

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discuss possible work needed on-site; several trees need pruning, high value equipment such as the AC and generator to be tested for replacement. Scott Murphy confirmed the cell tower issue was a one-time incident with the generator, which was fixed immediately; there are no concerns of future issues.

- **Special Projects** (Little + Schneider)
Fire District 40 logo apparel has been ordered with a 30-day quoted lead-time. Commissioner Little will advise the District Secretary when the logo wear is available for distribution.
- **Contract Review & Options** (Sartnurak + Little)
None.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak reported Renton RFA held a Special Meeting to discuss the ongoing Chief selection process, the board has chosen to accept external candidates for the Fire Chief position.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

Commissioner Ryan announced the WFCAs Spokane conference has been cancelled. She also thanked Samantha Babich the Renton RFA for the June 2020 Finance Report sent to the board for review. The report was informative and impressive.

Commissioner Nicholson thanked Samantha Babich and the Chief for the financial report and the invite to the meeting. She also congratulated the Chief on his upcoming retirement and thanked him for all he has been doing for Fire District 40.

Attorney Eric Quinn advised the OPMA has been extended to August 1, 2020. He recommended the board be ready for another extension in early August.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:03 PM.

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Ronnie Little

Ronnie Little, Commissioner

Cheryl Nicholson

Cheryl Nicholson, Commissioner

Charlotte Ryan

Charlotte Ryan, Commissioner

Linda Sartnurak

Linda Sartnurak, Commissioner

Andrew Schneider

Andrew Schneider, Commissioner

Laura Buckley

Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, August 13, 2020 at 5:00 PM, location TBD.**

Attachments: Agenda

Thank you note from Station 17 crew
District Secretary Monthly Timeline
Chief's Report
Voucher Approval Documents

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