
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
08/13/2020



DATE: August 13, 2020

TIME: 5:00 PM

PURPOSE: Regular Meeting

LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 828 8916 5008
Password: 183879

ATTENDANCE:

KCFD #40

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

Laura Buckley, District Secretary
Eric Quinn, Attorney

RENTON RFA

Scott Murphy, Facilities Manager
Steven Trujillo, Engineer
Nathan Blakeslee, Lieutenant
Chris Krystofiak, Lieutenant
Robby Hyslop, Lieutenant
Will Aho, Battalion Chief
Craig Soucy, Battalion Chief
Charles DeSmith, Deputy Chief

PUBLIC

Don Bivins, ESCI Consultant
Jim Torpin, ESCI Consultant

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Nicholson called the regular meeting of King County Fire Protection District #40 to order at 5:02 PM with Commissioners Little, Ryan, Sartnurak, and Schneider present. No absentee motions were requested for the next regular board meeting scheduled Sep 10, 2020.

Commissioner Nicholson led the pledge of allegiance.

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CORRESPONDENCE:

- **Thank You letter from Joanne Rawley (received 7/30/2020)**
Joanne Rawley sent the B shift crew at Station 17 and Medic One a thank you letter for aiding her mother on more than one incident.
- **Thank You letter from Kathleen Maddox (received 8/7/2020)**
Kathleen Maddox sent the crew at Station 17 a thank you card for their work in the community.

Copies of the correspondence are on file with the minutes.

UNFINISHED BUSINESS:

- **ESCI Presentation**
Don Bivins provided an overview of the King County Fire District #40 Options Analysis and their recommendations for action. The Board thanked consultants Don Bivins and Jim Torpin for the thorough analysis of all options available to the Fire District. A copy of their PowerPoint presentation is on file with the minutes.
- **Joint King County/FD 40 Face Mask Giveaway**
The event will be held at Northwood Middle School next Thursday, August 20, from 2:00 - 5:00 PM. Set-up will begin at 1:00 PM.

NEW BUSINESS:

- **Proposed 2021 Budget Timeline**
Commissioner Ryan provided an overview of the budget timeline schedule, as set by statute. The Finance Workgroup has requested 2021 budget proposals be sent to the Finance Workgroup and the District Secretary as soon as possible. Commissioner Ryan thanked Commissioner Sartnurak for her timely submission on behalf of the Facilities Workgroup. A copy of the proposed timeline is on file with the minutes.
- **Board Procedures**
Board Chair Nicholson brought up a discussion on the following items:
 - ✓ Communication process: She suggested workgroups appoint a spokesperson to communicate directly to the District Secretary and the Chair. This would include requests for meeting agenda items or for special board meetings. Attorney Eric Quinn recommended bringing a policy proposal to next month's regular board meeting. The Special Projects Workgroup agreed and will draft a policy for the next regular meeting.

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- ✓ Compensation Documentation: She suggested we all write more detailed service descriptions when logging days of service on the monthly timesheet.
- ✓ Office Files: She then reminded the board that all records are to remain filed in the Commissioner's Office and maintained current and up to date.

CHIEF'S REPORT:

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

1. Red Lion Update
2. RRFA 2020 Strategic Plan Update
3. Kidde Fire Trainer Burn Prop Upgrade
4. Significant Incident
5. New Language Translator on www.rentonrfa.org
6. Chief Marshall is a Grandpa!
7. July Response Operations Statistics

He also reported the crews have toured the new Village Concepts of Fairwood (assisted living and memory care facility); which, he said, is quite impressive. A copy of the report is on file with the minutes.

FINANCIAL REPORTS:

The board reviewed the July Cash Flow and Treasurer's Reports. Copies of the financial reports are on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- July 9, 2020 Regular Meeting Minutes
- August 4, 2020 Special Meeting Minutes
- August A/P Vouchers in the amount of \$24,280.86
- August Payroll in the amount of \$2,880.19

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

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

WORKGROUP REPORTS:

- Finance (Nichelson + Ryan)
Attended a webinar on the CARES Act.

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- **Communications** (Nichelson + Ryan)
Preparing for the Facemask Giveaway with King County. The draft fall newsletter should be available for the Board's review at the September regular meeting. Commissioner Nichelson is creating a Nextdoor.com account for the Fire District.
- **Facilities & Equipment** (Sartnurak + Schneider)
Commissioner Sartnurak confirmed her submission of the Facilities & Equipment 2021 Budget Proposal. Anticipated expenses include tree limb trimming, cost to purchase a new engine, a carport, and all other normal station maintenance.
- **Special Projects** (Little + Schneider)
Fire District 40 logo apparel has been ordered and submitted, and a mock-up is in process. Commissioner Little was quoted a 30-day lead-time for production.
- **Contract Review & Options** (Sartnurak + Little)
Board to discuss contract options in Executive Sessions with ESCI consultants, Don Bivins and Jim Torpin.
- **Renton RFA Liaison** (Sartnurak)
None.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

None.

EXECUTIVE SESSION:

A thirty-minute executive session was called at 6:36 PM per RCW 42.30.110 (1)(i) to discuss with legal counsel representing District 40 matters relating to agency enforcement actions, or to discuss with legal counsel representing District 40 litigation or potential litigation to which District 40, the governing body, or a member acting in an official capacity is or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to District 40.

A twenty-minute extension was added at 7:06 PM.

The meeting reconvened at 7:26 PM.

ADJOURNMENT:

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As there was no further business, the meeting was adjourned at 7:29 PM.

Ronnie Little

Ronnie Little, Commissioner

Cheryl Nickelson

Cheryl Nickelson, 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, September 10, 2020 at 5:00 PM, location TBD.**

Attachments: Agenda

Thank You letter from Joanne Rawley
Thank You letter from Kathleen Maddox
ESCI PowerPoint Presentation
Proposed 2021 Budget Timeline
Chief's Report
July Financial Reports
Voucher Approval Documents

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