
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
11/12/2020



DATE: November 12, 2020
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 825 6064 1664
Password: 917788

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

Scott Murphy, Facilities Manager
Kerry Abercrombie, Board Member
Nathan Blakeslee, Captain
Chris Krystofiak, Lieutenant
Robert Hyslop, Lieutenant
Charles DeSmith, Deputy Chief
Mark Seaver, Deputy Chief
Roy Gunsolus, Acting Fire 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 5:04 PM with Commissioners Little, Ryan, Sartnurak, and Schneider present. No absentee motions were requested for the next regular board meeting scheduled Dec. 10, 2020.

Commissioner Nichelson led the pledge of allegiance.

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CORRESPONDENCE:

None

UNFINISHED BUSINESS:

- **Resolution No. 557 (Substantial Needs/Limit Factor Increase)**
Commissioner Nicholson brought forward a resolution to declare the substantial need of the fire district to increase the 2021 regular property tax levy limit factor.
It was Moved by Commissioner Little to approve Resolution No. 557 dated November 12, 2020. Commissioner Sartnurak seconded. Motion Approved (5-0). A copy of the Resolution is on file with the minutes.
- **Resolution No. 558 (Property Tax Increase)**
Commissioner Nicholson brought forward a resolution to authorize an increase to the 2021 regular property tax levy.
It was Moved by Commissioner Ryan to approve Resolution No. 558 dated November 12, 2020. Commissioner Little seconded. Motion Approved (5-0). A copy of the Resolution is on file with the minutes.
- **Resolution No. 559 (2021 Property Tax Levy)**
Commissioner Nicholson brought forward a resolution to levy 2021 property tax.
It was Moved by Commissioner Little to approve Resolution No. 559 dated November 12, 2020 with name correction. Commissioner Schneider seconded. Motion Approved (5-0). A copy of the Resolution is on file with the minutes.
- **Resolution No. 560 (2021 Benefit Charge)**
Commissioner Nicholson brought forward a resolution to impose a benefit charge on personal property and improvements to real property within the District for calendar year 2021.
It was Moved by Commissioner Little to approve Resolution No. 560 dated November 12, 2020. Commissioner Nicholson seconded. Motion Approved (5-0). A copy of the Resolution is on file with the minutes.
- **The following policies were reviewed:**
 - ✓ #1210 (Officers of the Board-Chair)
 - ✓ #1220 (Duties of Individual Commissioners)
 - ✓ #1220-I (Responsibilities of the Fire Commissioner)
 - ✓ #1400 (Meetings)
 - ✓ #1400P (Meeting Procedures)
 - ✓ #1420 (Meetings-Agenda)**After discussion, it was Moved by Commissioner Little to maintain policies #1210, 1220, 1220-I, 1400-P, and 1420 without modification, and to approve revised policy**

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#1400 with the proposed changes. Commissioner Schneider seconded. Motion Approved (5-0). A copy of the revised policy is on file with the minutes

- **The Board then reviewed policies:**

- ✓ #6000 (Fiscal Management 2020)
- ✓ #6010 (Budget Preparation and Adoption)
- ✓ #6011-I (Fiscal Year)
- ✓ #6110 (Meetings)
- ✓ #6111 (Benefit Charge)
- ✓ #1420 (Meetings-Agenda)

After further discussion, **it was Moved by Commissioner Nichelson to maintain policies #6000, 6011, and 6110 as-is, and to approve policies #6010 and 6111 with changes. Commissioner Little seconded. Motion Approved (5-0).** Copies of the revised policies are on file with the minutes.

- **GEMT Transport for Fee Discussion**

Commissioners Nichelson and Ryan brought forward a Business Associate and Professional Services Agreements to contract Systems Design West, LLC to provide transport billing services. The documents have been reviewed by the department's attorney. Deputy Chief DeSmith is assisting the Commissioners with the required EMT and vehicle information and guidance to obtain a national provider identification number to become a Medicare billing provider.

It was Moved by Commissioner Ryan to authorize the Board Chair to sign the Business Associate and Professional Services Agreements with Systems Design West, LLC. Commissioner Sartnurak seconded. Motion Approved (5-0). A copy of each service agreement is on file with the minutes.

- **Fire Service Contracting Options Discussion**

Will discuss at end of meeting in Executive Session.

NEW BUSINESS:

- **2021 Benefit Charge Agreement with PSRFA**

Commissioner Nichelson brought forward the 2021 Fire Benefit Charge Agreement with Puget Sound Regional Fire Authority for approval. The agreement is the same as the 2020 agreement, with a slight increase in cost. The agreement has been reviewed by the department's legal counsel.

It was Moved by Commissioner Nichelson to approve the 2021 Benefit Charge Agreement with Puget Sound Regional Fire Authority. Commissioner Sartnurak seconded. Motion Approved (5-0). A copy of the service agreement is on file with the minutes.

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- **2021 Quinn & Quinn, P.S. Legal Services Contract**

Commissioner Nicholson brought forward the 2021 Quinn & Quinn, P.S. Legal Services Contract for approval. The agreement is the same as the 2020 agreement, no changes to the minimum monthly reserve charges.

It was Moved by Commissioner Ryan to approve the 2021 Quinn & Quinn, P.S. Legal Services Contract. Commissioner Nicholson seconded. Motion Approved (5-0). A copy of the contract is on file with the minutes.

CHIEF'S REPORT:

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

1. Promotions & Awards Ceremony Week
2. Honest Conversation About Race Workshop
3. King County Mitigation Reimbursement for Red Lion De-Intensification Shelter
4. Department Information Boards
5. ESO Upgrade and Training
6. COVID Update
7. Please see the attached report for October Response Operations Statistics.

Acting Fire Chief Gunsolus reviewed the Response Operations Statistics Report.

Deputy Chief Seaver reviewed the Support Services Report.

Acting Fire Chief Gunsolus announced Renton Regional Fire Authority would like to include the annual Fire Benefit Charge (FBC) service into the contract for services negotiations.

A copy of the Chief's Report is on file with the minutes.

FINANCIAL REPORTS:

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

CONSENT AGENDA:

The consent agenda consisted of:

- October 8, 2020 Regular Meeting Minutes
- October 29, 2020 Special Meeting Minutes
- November A/P Vouchers in the amount of \$5,642.07
- November Payroll in the amount of \$4,114.59

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

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

WORKGROUP REPORTS:

- **Finance** (Nichelson + Ryan)
Commissioner Ryan reported that the District’s annual audit is scheduled to begin next week.
- **Communications** (Nichelson + Ryan)
Commissioner Ryan requested permission to inquire on a photographer to take new photos of the board members and the District Secretary in their new logowear for the website; request approved.
- **Facilities & Equipment** (Sartnurak + Schneider)
 - ✓ Commissioner Sartnurak reviewed the 2021 Capital Equipment Fund schedule (a copy is on file with the minutes) to outline the purchase of a new engine. The workgroup is waiting for a final cost of the engine, the workgroup will update the Board with information once received.
 - ✓ Renton RFA Facilities Manager, Scott Murphy, and Deputy Chief Seavers are making progress with the tree clean-up project at Station 17.
 - ✓ The fence replacement project at Station 17 will begin once funds are released.
- **Special Projects** (Little + Schneider)
 - ✓ The workgroup has been reviewing and updating policies, see Unfinished Business.
 - ✓ Commissioner Little announced an upcoming order for custom Fire District 40 logo baseball caps through Washington State Correctional Industries, the same vendor used for the logo shirts and jackets. The baseball caps are available in four different styles; as a Board, one style will need to be chosen and used for the entire order. Commissioner Little will send the four available style options to the District Secretary for distribution to the Board. The District Secretary will provide details on how to vote in the email with the baseball cap style options.
- **Contract Review & Options** (Sartnurak + Little)
Will discuss at end of meeting in Executive Session.
- **Renton RFA Liaison** (Sartnurak)
 - ✓ Commissioner Sartnurak thanked Deputy Chief DeSmith for his thorough review of recent Renton RFA activities within the Chief’s Report.
 - ✓ It was announced the vacant Denny’s restaurant by McLendon’s is scheduled to be torn down.
 - ✓ Commissioner Sartnurak commended Scott Murphy (in attendance) for all his help at Station 17 and all the personnel recently promoted within the Renton RFA organization.

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- ✓ Renton RFA will be holding a Special Fire Benefit Charge Resolution and Budget Approval Meeting on Tuesday, November 24th at 11 AM.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

Commissioner Schneider reminded everyone to stay safe, COVID-19 is back with a vengeance.

Commissioner Little wished everyone a happy Thanksgiving.

Commissioner Sartnurak thanked the Renton RFA Chiefs for attending the meetings with the Board Members. She inquired on the questioning format for the upcoming Chief's interviews, she was advised the consultant conducting the Chief's interviews will provide information to the interviewers on what questioning is allowed.

Commissioner Ryan thanked the Station 17 crew for handing out glowsticks to the kids on Halloween, the Local 864 provided the glowsticks. Commissioners Sartnurak and Nichelson accompanied her to Chief Marshall's retirement celebration, where they presented him with a plaque on behalf of the District.

EXECUTIVE SESSION:

A twenty-minute executive session was called at 6:39 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.

The regular meeting reconvened at 6:59 PM.

It was Moved by Commissioner Ryan to authorize attorney Eric Quinn to draft a performance based contract for consideration by the Board at the next regular meeting scheduled on December 10, 2020 with the intention of sending it to the Renton Regional Fire Authority. Commissioner Nichelson seconded. Motion Approved (5-0).

Acting Chief Gunsolus stated he looks forward to the upcoming contract negotiations with Fire District 40.

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ADJOURNMENT:

As there was no further business, the meeting was adjourned at 7:02 PM.

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, December 10, 2020 at 5:00 PM, location TBD.**

Attachments: Agenda

- Resolution No. 557 (Substantial Needs/Limit Factor Increase)
- Resolution No. 558 (Property Tax Increase)
- Resolution No. 559 (2021 Property Tax Levy)
- Resolution No. 560 (2021 Benefit Charge)
- Policy #1400 (Meetings)
- Policy #6010 (Budget Preparation and Adoption)
- Policy #6111 (Benefit Charge)
- Systems Design West, LLC Business Associate Agreement
- Systems Design West, LLC Professional Services Agreement
- 2021 Benefit Charge Agreement Puget Sound Regional Fire Authority
- 2021 Quinn & Quinn, P.S. Legal Services Contract
- Chief's Report
- October Financial Reports
- Voucher Approval Documents
- 2021 Capital Equipment Fund Schedule

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