
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

5/13/2021

DATE: May 13, 2021
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 886 4934 4889
Password: 245066

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
Chris Krystofiak, Lieutenant
Nathan Blakeslee, Captain
Craig Soucy, Battalion Chief
Charles DeSmith, Deputy Chief
Mark Seaver, Deputy Chief
Roy Gunsolus, Assistant Chief
Steve Heitman, Fire Chief

PUBLIC

Don Bivins, ESCI Consultant
Jim Torpin, ESCI Consultant

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Ryan called the regular meeting of King County Fire Protection District #40 to order at 5:01 PM with Commissioners Little, Nichelson, Sartnurak, and Schneider present. No absentee motions were requested for the next regular board meeting scheduled May 13, 2021.

Commissioner Ryan led the pledge of allegiance.

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EXECUTIVE SESSION:

A thirty-minute executive session was called at 5:02PM 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. No action will be taken.

A thirty-minute extension was added to the executive session at 5:32PM.

An additional fifteen-minute extension was added to the executive session at 6:02PM.

The regular meeting reconvened at 6:17PM.

CORRESPONDENCE:

NONE

UNFINISHED BUSINESS:

Discussion: Contract Review & Options Workgroup

District Secretary Buckley presented an overview and history of the Contract Review & Options Workgroup, starting with its formation at the January 19, 2017 Regular Meeting as the RFA Contract Workgroup. Annually the workgroup was renewed by the Board of Commissioners, with the workgroup name updated to Renton RFA Workgroup in 2018, Renton RFA Contract Workgroup in 2019, Contract Review & Options Workgroup in 2020, shortened to Contract Review Workgroup at the March 11, 2021 Annual Workgroup Review, at which time the board discussed the option to disband the workgroup.

Other options discussed by the board include a rotating member schedule for the Renton RFA Liaison position as well as the rotating Board Chair position acting as a sole-member workgroup.

A copy of the prior-years' meeting minutes are on file with the minutes.

Revised Policy #1130 (Workgroups and Organizations)

Policy #1130 is currently under review and revision by Policy and Special Project Workgroup Commissioners Little and Schneider. A revised policy will be brought to the next regular meeting utilizing information obtained in this evening's previous discussion regarding to the scope of work defined at the formation of the **Contract Review & Options Workgroup**.

A copy of draft policy #1130 is on file with the minutes.

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Contract Update: Renton Regional Fire Authority

Board Chair Ryan thanked Commissioner Little for providing the board with the most recent contract negotiation information, and for keeping all the commissioners in the loop.

A copy of the Tentative Agreement Negotiation Chart is on file with the minutes.

Contract Update: ESCI

Discussed previously in congruence with the Renton Regional Fire Authority Contract update, no additional information to report.

NEW BUSINESS:

Contact Information List

Commissioner Little had suggested an update of the internal contact information list utilized by the Board of Commissioners and the District Secretary. The District Secretary requested proper contact information for Chief Heitman as well as any named replacement in anticipation of Assistant Chief Gunsolus' upcoming retirement. Chief Heitman directed the District Secretary to contact Administrative Supervisor, Christine Noddings, to obtain updated information.

A copy of the Contact Information List is on file with the minutes.

U.S. Bank P-Card (Credit Card) Fraud Identified

District Secretary reported that upon reviewing the District's most recent monthly credit card statement, she identified two posted transactions she did not authorize. Upon contacting the U.S. Bank fraud department, she was advised that someone had attempted to use the credit card multiple times, but it was declined. The fraudulent charges have been reversed and a new credit card has been ordered to replace the one that was compromised.

As required, a report was filed with the State Auditor's Office reporting the fraudulent activity. No investigation will be conducted, confirmation has been received the information has been recorded and closed.

Additionally, the District Secretary and Commissioners Ryan and Nicholson, each received a "spoof" email request from someone posing as Renton RFA employee Sheila Madsen, utilizing an email address of SMadsen@renton_rfa.org The email stated they had a change in payment procedures and requested they send us banking information to process payment by ACH/wire transfer rather than by the normal check payment method.

The District Secretary declined to process the payment via ACH/wire transfer and emailed members of the Renton RFA Finance team directly to advise the payment would be sent by US

Mail. Commissioner Ryan was contacted by Sheila Madsen with Renton RFA and advised she did not email the request to our office.

District Secretary Buckley wants to ensure Renton RFA Administration is aware of the “spoof” attempt and that the payment request was accompanied with an identical invoice to the 1st Half Contract invoice sent to KCFD40 for payment; somehow, a copy of the Renton RFA invoice was attached to the email, making the request seem more authentic. Chief Heitman will bring this information to CAO, Samantha Babich’s attention.

Annual Report

Commissioners Ryan and Nicholson have been working diligently on the Annual Report; an annual report required of all fire districts on policies and BARS account numbers. When complete, a copy of the report will be sent to the board for review.

CHIEF’S REPORT:

Chief Heitman went over the following items from the Chief’s report:

1. Congratulations are in Order
2. Promotions/Retirements
 - Chief Heitman offered many thanks to Assistant Chief Gunsolus
3. National Purchasing Partners (NPPGov) Contract Renewal
4. Unincorporated King County Fire Ban Update
5. Member Update
6. Citizens Advisory Panel Vacancy
 - Benson Hill community is currently accepting applications
7. Division Reports
 - Deputy Chief DeSmith reviewed EMS/Health & Safety
 - Pfizer vaccinations have now been approved for ages 12+
 - Deputy Chief Seaver reviewed Support Services
 - Assistant Chief Gunsolus reviewed Response Services
8. Please see the attached report for Response Operations statistics YTD through April.

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

FINANCIAL REPORTS:

The April Cash Flow and Treasurer’s Reports were not ready in time for the meeting, the District Secretary will distribute the financial reports to the board once available.

CONSENT AGENDA:

The consent agenda consisted of:

- April 8, 2021 Regular Meeting Minutes
- April 15, 2021 Special Meeting Minutes
- May A/P Vouchers in the amount of \$2,722,104.74
- May Payroll in the amount of \$3,016.92

It was Moved by Commissioner Schneider to approve the consent agenda as presented. Commissioner Nicholson seconded. No discussion. Motion Approved (5-0).

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

WORKGROUP REPORTS:

- **Finance** (Nichelson + Ryan)
Nothing to report.
- **Communications** (Nichelson + Ryan)
Commissioner Nicholson announced the workgroup is starting the next newsletter soon. She also thanked Commissioner Schneider for his outreach, delivering some of the face masks to Ridgewood and Fairwood elementary schools. Commissioner Schneider said the masks were well-received, they will reach out if they need more.
- **Facilities & Equipment** (Sartnurak + Schneider)
Commissioner Sartnurak announced there is nothing new to report but may have more information after the workgroup meets with Deputy Chief Seaver.
- **Policies & Special Projects** (Little + Schneider)
Commissioner Little reported the workgroup is reviewing **Policy#3300: Public Access to District Records**. The current policy lists (3) pages of RCW's. The workgroup has forwarded the policy to attorney Eric Quinn for him to reflect on current district processes which involve the district's incident reports being archived and managed by Renton RFA.
- **Contract Review & Options** (Sartnurak + Little)
Nothing additional to report, previously discussed under Unfinished Business.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak commended the Chiefs on the content delivered in the Chief's Report to the board. She also announced Randy Corman is retiring from Renton City Council.

PUBLIC COMMENT:

NONE

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Page 5 of 6

GOOD OF THE ORDER:

Commissioner Schneider reported the CDC recently announced that masks will no longer be required if fully vaccinated.

Attorney Eric Quinn announced he and his wife Johanna are expecting baby number two.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 7:10PM.

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, June 10, 2021 at 5:00PM via Zoom.**

Attachments: Agenda

Prior Year Meeting Minutes: Contract Review & Option Workgroup

Draft Policy #1130: Workgroups & Organizations

Renton RFA Tentative Agreement Negotiation Chart

Contact Information List

Chief's Report

Voucher Approval Documents

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Page 6 of 6