
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

6/10/2021

DATE: June 10, 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
Robert Hyslop, Lieutenant
Chris Krystofiak, Lieutenant
Will Aho, Deputy Chief
Charles DeSmith, Deputy Chief
Steve Heitman, Fire Chief

PUBLIC

Don Bivins, ESCI Consultant
Jim Torpin, ESCI Consultant
Joe Pratt

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 July 8, 2021. District Secretary Buckley will be absent.

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Commissioner Ryan led the pledge of allegiance.

CHIEF’S REPORT:

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

1. Promotions/Retirements
2. Recruit Academy #11 Graduation
3. Zone 3 PulsePoint App Grant Approval
 - Cost of \$25,000/year, Renton RFA portion approximately \$3,500/year
 - Valley Communications on board to send out notifications
4. Division Reports
 - Deputy Chief DeSmith reviewed EMS/Health & Safety
 - GEMT process started for next year with Medicare and insurance billing
 - Mental resilience training program initiated to provide responders with the tools to respond to mental health calls
 - Deputy Chief DeSmith reviewed Support Services
 - Deputy Chief Aho reviewed Response Services
5. Please see the attached report for Response Operations statistics YTD through May.

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

CORRESPONDENCE:

NONE

UNFINISHED BUSINESS:

Contact Information List

District Secretary Buckley presented the current contact information list to be reviewed and updated. It was requested that IAFF Local 864 President, Robert Hyslop, and Secretary, Chris Krystofiak be added to the list. Chief Heitman requested District Secretary Buckley obtain the newest information directly from Renton RFA Administrative Supervisor, Christine Noddings. An updated contact information list will be distributed via email once complete.

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

Discussion: Contract Review & Options Workgroup

Commissioner Schneider reviewed the previous discussions regarding the disbandment of the Contract Review & Options Workgroup, citing the board’s consensus the workgroup is no longer necessary. However, the Policies & Special Projects workgroup is hesitant to disband without a reorganization of duties throughout all Workgroups and Board Chair responsibilities, as presently under review within **Policy #1130: Workgroups & Organizations.**

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Revised Policy #1130 (Workgroups and Organizations)

Policy #1130 is currently under review and revision by Policy and Special Project Workgroup Commissioners Little and Schneider. It was proposed a new formula, based on the volume of and scope of work per role, be used to assign workgroups. The pending disbandment of the **Contract Review & Options Workgroup** requires a restructuring of duties to maintain equity among board members. A revised policy will be brought to the next regular meeting utilizing information obtained in this evening's discussion regarding to the restructuring of workgroups.

Contract Update: Renton Regional Fire Authority

Board Attorney Eric Quinn recommended the board go into approximately a one-hour Executive Session at the end of the meeting to discuss the contract negotiation updates, with the request of ESCI consultants Don Bivins and Jim Torpin in attendance.

NEW BUSINESS:

Summer 2021 Draft Newsletter

Commissioners Ryan and Nichelson with the Communications Workgroup presented the draft version of the upcoming newsletter for board review and approval. After review of the published articles, all commissioners approved the mailing of the newsletter to district residents after further review by Chief Heitman. The newsletter will be distributed in late June 2021.

A copy of the draft Summer 2021 Newsletter is on file with the minutes.

FINANCIAL REPORTS:

The May Cash Flow and Treasurer's Reports were reviewed by Board Chair Ryan, outlining a year to date 49% receipt on revenues and 49% expenditures.

A copy of the May 2021 financial reports is on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- May 13, 2021 Regular Meeting Minutes
- June A/P Vouchers in the amount of \$12,704.73
- June Payroll in the amount of \$3,096.65

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

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

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WORKGROUP REPORTS:

- **Finance** (Nichelson + Ryan)
Commissioners Nichelson and Ryan announced the district's Annual Report was submitted to, and received, by the State Auditor's Office, one week prior to the deadline.
- **Communications** (Nichelson + Ryan)
Commissioner Ryan discussed the immediate need for enhanced email security. District Secretary Buckley conducted research and located an enhanced security option directly through the district's website and email host, GoDaddy. The cost is approximately \$360 per year, which provides email security enhancements to all district owned email addresses. The District Secretary was advised to go ahead activate the services to the accounts on behalf of the district.
- **Facilities & Equipment** (Sartnurak + Schneider)
Commissioner Sartnurak announced Renton RFA Facilities Manager will be leading a site visit at Station 17 this upcoming Monday and Tuesday. The visit aims to conduct research on potential radio waves emitted from the cell tower on premises.
- **Policies & Special Projects** (Little + Schneider)
Nothing additional to report, previously discussed under Unfinished Business.
- **Contract Review & Options** (Sartnurak + Little)
No report.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak commended the Chiefs on the job presenting information to the board. She detailed the upcoming implementation of new speed pillows to be installed in each apparatus to protect the ride when going over speed bumps.

PUBLIC COMMENT:

Lieutenant Robert Hyslop announced one of the recent Renton RFA retirees as Carl Pederson, originally hired to District #40 in 1993. The board has requested his mailing address to send a retirement greeting.

GOOD OF THE ORDER:

Chief Heitman is hopeful to have a signed contract between the parties soon. He will be sending out individual invites to the District 40 commissioners to set up time individually to have coffee.

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Commissioner Little celebrated her 20th year as a Fire Commissioner; she has learned a lot over the years and appreciates and enjoys being a part of this organization.

District Secretary Buckley announced she will graduate on June 18th with her Associate in Business degree. She thanked the commissioners for all their support and encouragement on the journey. This Fall she will resume her education at Central Washington University's College of Business majoring in the Accounting program.

EXECUTIVE SESSION:

A thirty-minute executive session was called at 5:52PM 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 6:22PM.

The regular meeting reconvened at 6:52PM.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:53PM.

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

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The next regular meeting of the Board of Fire Commissioners will be held on ***Thursday, July 8, 2021, at 5:00PM via Zoom.***

Attachments: Agenda
Chief's Report
Contact Information List
Summer 2021 Draft Newsletter
May Financial Reports
Voucher Approval Documents