
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

8/12/2021

DATE: August 12, 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

Samantha Babich, CAO
Charles DeSmith, Deputy Chief
Robert Hyslop, Lieutenant
Chris Krystofiak, Lieutenant
Rick Laycock, Lieutenant
Scott Murphy, Facilities Manager
Mark Seaver, Deputy Chief

PUBLIC

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 5:00 PM with Commissioners Little, Nichelson, Sartnurak, and Schneider present. Commissioner Sartnurak stated she will not be in attendance at the next regular board meeting scheduled for September 9, 2021.

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Commissioner Ryan led the pledge of allegiance.

CHIEF'S REPORT:

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

1. Congratulations are in Order (JATC)
2. Fire Rescue International (FRI) Conference
3. Renton Chamber Board Social
4. Tukwila Contracting Services Discussion
5. Seattle Fire Executive Leadership Academy
6. Renton Airport Fueling Facilities Uniform Fire Code
7. Division Reports
 - EMS/Health & Safety: Deputy Chief DeSmith
 - 2021 Heatwave Wrap-Up Progress
 - GEMT Update
 - UW VMC EMS Appreciation Day: Sept. 11
 - Response Operations: Deputy Chief Seaver
 - Significant Incidents
 - Training
 - Public Outreach
 - Support Services: Deputy Chief Seaver
 - Seahawks Training Camp
 - National Night Out at Highlands Park
 - Station 17 Open House scheduled October 30, 2021, with fun events for kids; more to follow.
 - Commissioner Sartnurak suggested a co-celebration with Station 17's 50th Anniversary, built in 1971.
8. Please see the attached report for Response Operations statistics through the end of July.

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

CORRESPONDENCE:

Commissioner Nicholson announced the station received a \$25.00 donation from a local resident, the Communications Workgroup is sending a Thank You card, and will ensure the money it utilized by the crews at Station 17.

UNFINISHED BUSINESS:

Contract Update: Renton Regional Fire Authority

Board Attorney Eric Quinn spoke to the Board of Commissioners, verifying all officials received a copy of the final contract for review, he continued to announce his recommendation to the board, to approve the execution of the Contract for Services with Renton Regional Fire Authority.

It was Moved by Commissioner Schneider to execute the Contract for Services with Renton Regional Fire Authority and authorize the Board Chair to sign the agreement. Commissioner Little seconded. Commissioner Ryan opened the motion to discussion. Commissioner Ryan stated the Finance Workgroup detected a potential issue with Section 6.6 of the agreement, which states the RRFA will provide the actual contract cost “no later than November 25.” The issue is the short turn-around time to submit required resolutions to the County by the November 30 deadline – especially if the Thanksgiving holiday falls between those dates. She stated (for the record) that we would like to revisit Section 6.6 if the November 25 date ever becomes a problem. **Motion Approved (5-0).**

Commissioner Ryan thanked ESCI Consultant Jim Torpin for all his work achieving a successful contract between the two agencies.

ESCI Consultant Jim Torpin said he was very happy to see this outcome; he has seen great communication resolve a previously strained relationship between the two agencies.

Board Attorney Eric Quinn identified a typo on the ILA final signature page, listing the effective date of the Renton Regional Fire Authority Contract for Services as July 1, 2018. Attorney Quinn will update the contract and send the corrected version to all parties.

It was Moved by Commissioner Nichelson to clarify the effective date on the Renton RFA Contract for Services as January 1, 2022. Commissioner Sartnurak seconded. No discussion. Motion Approved (5-0).

A copy of the signed Renton Regional Fire Authority Contract for Services is on file with the minutes.

Policy #1130 (Workgroups and Organizations)

Commissioners Little and Schneider with the Policies & Special Projects Workgroup outlined proposed updates to Policy #1130.

- The assignment of workgroups will be determined at the regular meeting held in December annually to take effect January 1st of the upcoming year; the board was unanimously agreeable to this change
- Renton RFA Liaison position reclassified as Workgroup

- Option to rotate Liaison position annually to align with current Board Chair
- Remove outdated verbiage from second, and last sentences of policy regarding the establishment of workgroups and the hiring of employees
- Commissioners Nicholson and Ryan revisited a prior discussion suggesting the creation a new workgroup consisting of the Board Chair to work with the District Secretary and the Board Attorney

The Policies and Special Projects Workgroup will bring an updated version of Policy #1130 with the proposed changes to the meeting September 9, 2021.

A copy of DRAFT Policy #1130 is on file with the minutes.

NEW BUSINESS:

2022 Budget Timeline

The Finance Workgroup presented the 2022 budget timeline, seeking input from the board on when to schedule upcoming board meetings to approve and submit Resolutions to King County by November 30, 2021.

- Set a date for a Public Hearing (either at the October regular meeting or a special meeting prior to November 15, 2021)
- Renton RFA should have the cost estimate to Fire District 40 by October 8, 2021
- Finance Workgroup to present a *Draft Budget* at the Public Hearing
- The November 2021 regular meeting should be moved to Thursday, November 18, 2021, in observance of Veteran’s Day.

A copy of the 2022 Budget Timeline is on file with the minutes.

2022 Fire Benefit Charge Preparation

Commissioner Ryan discussed the proposed mailer changes by Division Chief Penwell moving to a postcard design rather than the letter historically sent. The postcard mailer would direct citizens to the FBC website to view assessed figures for their parcel. The Fire District is expected to see a significant decrease in overall FBC mailer costs, due to reduced printing expenses and lower postage rates. Division Chief Penwell will provide detailed information at the next meeting September 9, 2021.

Washington Long Term Care (LTC) Act Discussion

Attorney Eric Quinn confirmed the new WA LTC does affect the Commissioners and District Secretary of the Fire District. All members have the option to “opt out” of the state program by November 1, 2021, *if* they can provide proof of LTC coverage with another insurance carrier. Attorney Quinn estimated that the average monthly deduction the commissioners could expect

on the state program would be approximately \$29.00 per month, the exact rate is .58 of 1% of the employee's wage.

Future Meetings – Zoom vs In-Person

Attorney Eric Quinn confirmed in-Person public meetings require remote accessibility. Renton RFA CAO, Samantha Babich, stated they use an OWL webcam unit to allow remote access to in-person meetings, at an approximate cost of \$900. The unit provides a 360° view of the meeting room. CAO Babich offered to let Fire District 40 borrow the Renton RFA OWL unit to test. The Fire District 40 commissioners expressed concern with the internet speed at the Fairwood Sherriff's office being sufficient to broadcast the meeting, as well as the small meeting room which by size limits the number of in-person attendees while adhering to social distancing guidelines. Board Attorney Eric Quinn will work through available options and details with the Special Projects Workgroup.

FINANCIAL REPORTS:

The board reviewed the July 2021 Cash Flow and Treasurer's Report. Commissioner Ryan announced the Fire District is currently at 52% revenues and 48% expenses.

Copies of the financial reports are on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- July 8, 2021 Regular Meeting Minutes
- August A/P Vouchers in the amount of \$7,094.78
- August Payroll in the amount of \$2,468.37

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.

WORKGROUP REPORTS:

- **Finance** (Nichelson + Ryan)
No report.
- **Communications** (Nichelson + Ryan)
The draft Fall Newsletter will be presented at the next regular meeting. Commissioner Schneider suggested that our website contain a link to the Puget Sound Clean Air Agency.

- **Facilities & Equipment** (Sartnurak + Schneider)
All systems are in working order at Station 17. Facilities Manager Scott Murphy is trying to obtain more ventilation in the apparatus bay. An extractor and possibly a dryer unit for Station 17 should be budgeted in 2022 (approximately \$10,000).
- **Policies & Special Projects** (Little + Schneider)
Previously discussed under Old Business. The workgroup will be bringing numerous policies to the board for review at the September 9, 2021 meeting.
- **Contract Review & Options** (Sartnurak + Little)
No report.
- **Renton RFA Liaison** (Sartnurak)
As always, she thanked the RRFA Chiefs for doing a wonderful job re-capping information to the Board from the Renton RFA meetings. Commissioner Sartnurak wanted to remind everyone that the Renton RFA meetings have moved to the 2nd Monday of each month at 10am, the Budget & Finance Committee meetings are now the 4thMonday at 9am.

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

Board Attorney Eric Quinn congratulated the board on finalizing the contract with Renton RFA. The collaboration and effort put forth by Chiefs Heitman, Seaver, Gunsolus, CAO Samantha Babich, among others is what made this happen.

CAO Samantha Babich concurs with Attorney Quinn, while the process took a while, good work was achieved using interests.

EXECUTIVE SESSION:

NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:20 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, September 9, 2021, at 5:00PM via Zoom.**

Attachments: Agenda

Chief's Report

Renton Regional Fire Authority Contract for Services

Draft Policy #1130

2022 Budget Timeline

July Financial Reports

Voucher Approval Documents

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