
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

10/14/2021

DATE: October 14, 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 Nicholson, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner
Andrew Schneider, Commissioner

Laura Buckley, District Secretary
Eric Quinn, Attorney

RENTON RFA

Will Aho, Deputy Chief
Mickey Bergsma, Firefighter
Nathan Blakeslee, Captain
Charles DeSmith, Deputy Chief
Steve Heitman, Fire Chief
Robert Hyslop, Lieutenant
Scott Murphy, Facilities Manager
Mark Seaver, Deputy Chief

PUBLIC

Sean Penwell
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 5:06 PM with Commissioners Little, Nicholson, Sartnurak and Schneider present. No absentee motions were requested for the next regular board meeting.

Professionalism • Integrity • Leadership • Accountability • Respect

Page 1 of 7

Commissioner Ryan led the pledge of allegiance.

CHIEF'S REPORT:

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

- Members of the Quarter
- Senior Lunch Distribution
- Executive Leadership Academy
- Committee Updates/Community Involvement
- Community Group Proposition 1 Presentations
- Division Reports
 - Response Operations: Deputy Chief Aho
 - Significant Incidents
 - Training
 - Public Outreach
 - Operations
 - EMS/Health & Safety: Deputy Chief DeSmith
 - Treat and Refer Update & Addendum to SDW Contract
 - HB1310 Update & Supporting the CoR PD Alternate Response Unit
 - Support Services: Deputy Chief Seaver
 - New Recliners
 - Fire Alarm Panel
 - Deputy Chief Seaver informed the board the Station 17 fire alarm panel needs to be replaced. While we are still in the process of receiving bids, the best received so far is from E² Systems at a quoted cost of \$11,533.00 (including sales tax and required permit fee). **It was moved by Commissioner Schneider to authorize the facilities workgroup to choose a contractor to install the Station 17 fire alarm panel replacement at a cost not to exceed \$11,533, including the permit fee. Commissioner Little seconded. No discussion. Motion Approved (5-0).**
- Please see the attached report for Response Operations Statistics YTD through September 2021.

A copy of the Chief's Report, including the E² Systems fire alarm panel quote, is on file with the minutes.

REVENUE SOURCE & BENEFIT CHARGE HEARING:

Projected 2022 Revenues and Expenditures

Commissioner Ryan recessed the regular meeting and opened the Revenue Source/Benefit Charge hearing at 5:20 PM to discuss projected revenues and expenditures and to receive public comment about anticipated revenues, any proposed tax increases, and benefit charge adjustments relating to the district's 2022 Operating Budget per RCWs 84.55.120 & 52.18.060.

Commissioners Nicholson and Ryan reviewed the revenue and expense details for the projected 2021 end of year estimates and the 2022 Draft Budget Summary Sheet for all district funds.

The meeting was then opened for public comment. With no public comment, Commissioner Ryan closed the Public Hearing and reconvened the regular meeting at 5:39 PM.

A copy of the 2022 Revenue Source & Benefit Charge Hearing documentation is on file with the minutes.

CORRESPONDENCE:

Commissioner Ryan reviewed the introductory email sent to the Board from the new Station 17 Captain, Marcus Rismiller.

A copy of the email is on file with the minutes.

UNFINISHED BUSINESS:

Fire Benefit Charge Information Mailer

Puget Sound RFA Division Chief, and KCFD40 FBC Coordinator, Sean Penwell, reviewed the newly drafted Fire District 40 Fire Benefit Charge mailer, including a functionally tested QR code to direct homeowners to their parcel information. The intent is to eliminate online petition processes and direct property owners to call for information before initiating a petition online. DC Penwell also informed the board of an 8% FBC rate increase based on the flow factor. The Board has the option to continue the letter-style FBC notification which entails higher printing costs and postage or to convert to the postcard mailer with the interactive QR code. It was decided by the Board to adopt to usage of the new postcard with QR code, a motion is not necessary per Board Attorney Quinn. DC Penwell will build out the complete postcard with KCFD40 branding for Board review prior to distribution.

Symphony Cell Tower Lease Offer

Board Attorney Quinn informed the board they have not yet reached out with a formal proposal. Once Attorney Quinn can get in touch with Symphony Wireless, he will reach out to

Commissioners Little and Schneider to review a formal proposal to the current American Tower lease.

Face Mask Donations

Policies and Special Project Commissioners Little and Schneider announced the disbursement of face masks to local Kent Schools within the district's service area. The donated masks were surplus to the needs of the district and were, therefore, better suited for the schools.

Open House

Renton RFA has organized open houses at different stations throughout the district, Station 17's will be held on Saturday, October 30, 2021, from 1-3 PM. Board members are asked to arrive by 12:30 PM in their logo shirts or jackets to assist with the set-up. Photos will be taken by a photographer coordinated by Renton RFA. The attendance was originally anticipated to be around 50 attendees; the count could be much higher with the announcement of 40 Boy Scouts planning to attend.

The Policies and Special Projects committee ordered bracelets, stickers, candy, and water bottles for the event in addition to items to be provided from Renton RFA. District Secretary Buckley has requested all receipts and invoices be submitted to her for payment either directly to the vendor, or reimbursement directly to a commissioner.

NEW BUSINESS:

Upgrade to Bias Software (2022 Contract)

Commissioner Ryan announced the Bias financial software is moving to a new cloud platform. The cloud version does cost more money but offers a fully remote experience versus the in-office requirement currently in place. The vendor would like to set up the new system as early as next week. Commissioner Ryan stated we will need Renton IT to come into the office to allow access for the installation of the new software.

It was Moved by Commissioner Ryan to upgrade to the Bias Cloud Software at a cost of \$8,084.90 + tax. Commissioner Sartnurak seconded. Commissioner Schneider verified there are no additional maintenance fees throughout the year. Motion Approved (5-0).

A copy of the Bias Cloud Software contract is on file with the minutes.

Rescind Policies: 3601-F-1, 3601P, 3700, 3700F, 3700F-1, 3700P, 6150, 6160, 6170P

All Commissioners agree the policies presented to the board should be rescinded as the programs are no longer offered by the district.

It was Moved by Commissioner Little to rescind policies 3601-F-1, 3601P, 3700, 3700F, 3700F-1, 3700P, 6150, 6160, and 6170P. Commissioner Nichelson seconded. Commissioner Schneider

verified the policies are obsolete and would not be needed in the future. Motion Approved (5-0).

Copies of the rescinded policies are on file with the minutes.

Station 17 Fire Panel Replacement Proposal

Previously discussed in the Chief's Report.

FINANCIAL REPORTS:

The board reviewed the September 2021 Cash Flow and Treasurer's Reports.

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

CONSENT AGENDA:

The consent agenda consisted of:

- September 9, 2021, Regular Meeting Minutes
- October A/P Vouchers in the amount of \$9,044.94
- October Payroll in the amount of \$3,154.03

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

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

WORKGROUP REPORTS:

- **Finance** (Nichelson + Ryan)
Commissioner Nichelson reminded all board members to submit their Long-Term Care payroll tax exemption approval from the State if they submitted for the exemption to the District Secretary. This form needs to be on file to exclude the deduction from payroll expenses. Please contact District Secretary Buckley with any questions or to submit your exemption form.
- **Communications** (Nichelson + Ryan)
Commissioner Nichelson requested a photo of Commissioner Schneider at the face mask giveaway to post online. She is also excited for the open house in the hopes of obtaining more photos to post on Facebook and other groups. Commissioner Ryan reported that the Fall 2021 Newsletter has been mailed to district residents.
- **Facilities & Equipment** (Sartnurak + Schneider)

Commissioner Sartnurak stated aside from the fire panel replacement in progress, everything is going well.

- **Policies & Special Projects** (Little + Schneider)
Previously discussed under New Business
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak reported Don Person's passed away on October 11, 2021; he was a member of the City of Renton Police Department for 33 years, on the Renton City Council for 20 years, and retired from the Renton RFA governance board in 2019. He will be missed. As always, a huge thank you to the Chief's for keeping us updated.

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

- Commissioner Little relayed the passing of Fire District 40 and WFCM Commissioner, Russ Price. He was a veteran of WWII, doing a lot of good for our country and our district, he will be missed.
- Commissioner Nicholson thanked Chief Heitman for taking the time to meet with each of the commissioners one on one.
- Chief Heitman enjoyed meeting with each of the commissioners. He announced he will be in attendance at the upcoming WFCM conference.
- Eric Quinn reminded the board there will be a legal committee conference on the Wednesday preceding the WFCM conference, as well as a class hosted by Joe Quinn to go over fire district finances.

EXECUTIVE SESSION:

NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:31 PM.

Ronnie Little

Ronnie Little, Commissioner

Cheryl Nicholson

Cheryl Nicholson, 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, November 18, 2021, at 5:00PM via Zoom.**

Attachments: Agenda

Chief's Report

E²Systems Fire Alarm Panel Quote

Email from Station Captain Rismiller

2022 Revenue Source & Benefit Charge Hearing Handout

Bias Cloud Software Contract

Rescinded Policy #3601 F-1, 3601P

Rescinded Policy #3700, 3700F, 3700F-1, 3700P, 6150, 6160, 6170P

September 2021 Financial Reports

Voucher Approval Documents

Professionalism • Integrity • Leadership • Accountability • Respect

Page 7 of 7