
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

2/10/2022

DATE: February 10, 2022
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 886 4934 4889
Password: 245066

ATTENDANCE:

KCFD #40

Cheryl Nichelson, Commissioner
Joe Pratt, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner
Andrew Schneider, Commissioner

Laura Buckley, District Secretary
Eric Quinn, Attorney

RENTON RFA

Will Aho, Deputy Chief
Charles DeSmith, Deputy Chief
Steve Heitman, Fire Chief
Chris Krystofiak, Lieutenant
Scott Murphy, Facilities Manager
Mark Seaver, Deputy Chief

PUBLIC

Sean Penwell, Puget Sound RFA

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:01 PM with Commissioners Nichelson, Pratt, Ryan, and Schneider present. It was **Moved by Commissioner Ryan to excuse Commissioner Sartnurak from the February 24, 2022, special meeting. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).** No additional absentee motions were requested for the next regular or special board meetings.

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Commissioner Sartnurak led the pledge of allegiance.

CHIEF'S REPORT:

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

- Recruit Graduation & New Entry Level Firefighters
- Members of the Quarter
- Congratulations are in Order
- January E-Team Retreat
- Fire Garage Consortium
- Office of the Fire Marshal Hiring
- Zone 3 Chiefs PulsePoint Update
- COVID Testing
- TeleStaff Update
- Division Reports
 - EMS/Health & Safety: Deputy Chief DeSmith
 - Renton RFA Firefighters and the CARES team vaccinated over 300 students at Renton High School and over 30 vaccinations in the Renton area for home-bound seniors in January.
 - We are completing our 1st Quarter EMS training this week with Response Operations. Our crews received hands-on training with paramedic instructors on airway management and intubation techniques.
 - Support Services: Deputy Chief Seaver
 - Facility Update
 - Station Roof PM
 - The Station 17 roof received a clean bill of health.
 - New stove at Station 17
 - Fire Alarm System Update
 - Fleet Update
 - New AID Unit branding
 - Response Operations: Deputy Chief Aho
 - No significant incidents to report.
 - Update: Large commercial fire with a fair amount of damage.
 - Training
 - Hazmat Block Training
 - New Diver Open Water Certification - Yun and Retherford
 - JATC Prep Training for E311, E312, E313, and E316
 - E314 and E352 Joint Training

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- Sunday Rope Tech Training - Basic Skills Refresher
- Public Outreach
 - Fairwood Crest HOAs
 - Polar Bear Plunge - E312 and A312 at Gene Coulon Park
- Operations
 - Recruit Academy #12 Graduation
 - BC Promotional Test - 3 passed
 - Captains Promotional Test - 4 passed
- Please see the attached report for Response Operations Statistics YTD through January 2022

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

FIRE BENEFIT CHARGE (FBC) HEARING

Commissioner Sartnurak called the Benefit Charge Petition Review Hearing of King County Fire Protection District #40 to order at 5:23PM (per RCW 52.18.060). Puget Sound RFA Performance Measurement Division Chief, Sean Penwell, gave a presentation on the 2022 Fire Benefit Charge, including year-over-year comparisons, staff reports, the benefit charge formula, and the petition process. He reported that FD40 received and reviewed 18 calls, 3 emails, and 1 petition inquiry. No petitions for benefit charge adjustments were received. FBC Planning services are managed by Lieutenant Rick Laycock and Division Chief Sean Penwell.

A Special Meeting has been scheduled for Thursday, February 24, 2022, at 5pm to review and close the Petition Hearing. The Benefit Charge Petition Review Hearing recessed at 5:29PM, and the regular meeting reconvened.

A copy of the 2022 Fire Benefit Charge presentation is on file with the minutes.

CORRESPONDENCE:

WFOA Spring Seminars

District Secretary announced the *2022 WFOA Spring Series Seminar - New & Experienced Commissioner, Chief & Secretary Training* being held at two (2) locations, Suquamish and Spokane, WA. The District Secretary recommends Suquamish as it is the closest location, this seminar will be held Saturday, April 30, 2022. She requested that anyone wishing to attend the training to contact her, and she will complete the conference and hotel registration on their behalf. Commissioner Pratt confirmed with Attorney Eric Quinn that his recent attendance at a Commissioner 101 seminar met the requirements for newly appointed commissioners, and therefore his attendance at the WFOA conference is not necessary.

A copy of WFCAs Spring Seminar announcement is on file with the minutes.

UNFINISHED BUSINESS:

Station 17 Dryer & Extractor

Commissioner Schneider and Facilities Manager Murphy received a finalized quote for the Station 17 dryer and extractor through Dynamic Sales & Service. For the proper size and capacity unit required, the quote came in around \$17,000, \$2,000 higher than originally anticipated. Commissioner Ryan stated \$17,000 was budgeted and is available to complete the purchase. Commissioner Schneider will proceed confirming the order to the vendor.

A copy of the finalized quote is on file with the minutes.

Cell Tower Lease

Will be discussed in Executive Session at the end of the regular meeting.

NEW BUSINESS:

FD40 Logo Apparel

Commissioner Nicholson reported she, Commissioner Ryan, and District Secretary Buckley visited the Gall's retail store in Des Moines to view available polo shirt and jacket options for embroidery with the Fire District 40 logo. The cost to set up the logo for embroidery with Gall's was too cost prohibitive, therefore the Special Projects Workgroup will look for alternative vendors to fulfill the embroidery order.

District Secretary Compensation

Commissioner Pratt (Finance Workgroup) stated District Secretary Buckley has not had a raise for two (2) years, even with a 6.3% inflation increase from last year alone. Commissioner Pratt recommended a \$2/hour pay increase to \$32/hour to compensation for the rising cost of living. It was **Moved by Commissioner Nicholson to increase the District Secretary pay from \$30 to \$32 per hour. Commissioner Schneider seconded. Commissioner Ryan abstained. No discussion. Motion Approved (4-0).**

2021 King County Investigator Case Report Review

District Secretary Buckley reviewed the 2021 King County Investigator Case Report distributed annually to the District.

A copy of the 2021 King County Investigator Case Report is on file with the minutes.

FINANCIAL REPORTS:

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The January 2022 Cash Flow and Treasurer's Report will be emailed to the Board as soon as they are available.

CONSENT AGENDA:

The consent agenda consisted of:

- January 6, 2022, Special Meeting Minutes
- January 13, 2022, Regular Meeting Minutes
- February A/P Vouchers in the amount of \$15,084.26
- February Payroll in the amount of \$3,010.79

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

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
Commissioner Ryan reported the workgroup has begun the 2020 audit process with the State Auditor's Office. It has been suggested the Board consider hiring a financial consultant to obtain advice on a levy lid lift options so it won't conflict when the benefit charge comes back up for renewal. Commissioner Ryan requested permission from the board to look into the cost of a consultant, all Commissioners granted permission.
- **Communications** (Nichelson + Schneider)
Commissioner Schneider announced the next newsletter is on schedule for distribution at the end of March 2022. A smoke detector and safety article will be added to the publication. He is getting "up to speed" on the website. Commissioner Nichelson inquired on the best point of contact to compose a Renton RFA and District 40 collaborative newsletter as outlined in the contract for services, Chief Heitman will have Communications Manager Katie Lewis contact the workgroup to coordinate the newsletter.
- **Facilities & Equipment** (Pratt + Schneider)
Commissioner Schneider confirmed the workgroup will be purchasing the Station 17 dryer and extractor. He extended his thanks to Scott Murphy and Mark Seaver for their great work maintaining Station 17.
- **Policies & Special Projects** (Nichelson + Ryan)

Commissioner Nichelson reported the workgroup has been verifying all policies are maintained in both paper and electronic form. Any policy changes will be brought to the board for review at the upcoming regular meeting.

- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak explained there is nothing to report as the Renton RFA meeting is scheduled for this upcoming Monday, February 14, 2022. She extended her thanks to all of the Chiefs for the work they do for the district.

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

Commissioner Nichelson offered a big thanks to Commissioner Schneider for his contributions to the upcoming newsletter.

Commissioner Sartnurak thanked Cheryl, Charlotte, and Laura for their assistance helping to navigate the Zoom platform.

EXECUTIVE SESSION:

A five-minute executive session was called at 5:56 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. Action is likely to be taken.

A five-minute extension was added to the executive session at 6:01 PM.

The regular meeting reconvened at 6:06 PM.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:07 PM.

Cheryl Nicholson
Cheryl Nicholson, Commissioner

Joe Pratt
Joe Pratt, Commissioner

Charlotte Ryan
Charlotte Ryan, Commissioner

Linda Sartnurak
Linda Sartnurak, Commissioner

Andrew Schneider
Andrew Schneider, Commissioner

Laura Buckley
Laura Buckley, District Secretary

A special meeting of the Board of Fire Commissioners will be held on **Thursday, February 24, 2022, at 5:00 PM via Zoom.**

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, March 10, 2022, at 5:00PM via Zoom.**

Attachments: Agenda
Chief's Report
Fire Benefit Charge Presentation
WFCA Spring Seminar Flyer
Station 17 Dryer & Extractor Quote
2021 King County Investigator Case Status Report
Voucher Approval Documents

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