
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

3/10/2022

DATE: March 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
Nathan Blakeslee, Captain
Charles DeSmith, Deputy Chief
Steve Heitman, Fire Chief
Katie Lewis, Communications Manager
Scott Murphy, Facilities Manager
Mark Seaver, Deputy Chief

PUBLIC

Christine Gillian, GCCSS
Bryon Gunnerson, GCCSS

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:04 PM with Commissioners Nichelson, Pratt, and Schneider present (Commissioner Ryan arrived late). It was **Moved by Commissioner Sartnurak to excuse Commissioner Ryan from the April 14, 2022, regular meeting. Commissioner Schneider seconded. No discussion.**

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Motion Approved (4-0). No additional absentee motions were requested for the next regular meeting.

Commissioner Sartnurak led the pledge of allegiance.

CHIEF'S REPORT:

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

- Welcome to Our New Members
- Additional Hiring Updates
- Tukwila Update
- Diversity, Equity, and Inclusion (DEI) Workshop
- Center for Public Safety Excellence (CPSE) Conference
- Division Reports
 - EMS/Health & Safety: Deputy Chief DeSmith
 - CARES Program Manager position proposal
 - Treat and Refer has begun. GEMT financial returns will be seen in June.
 - 2021 Total Aid Car Transports by Unit
 - Support Services: Deputy Chief Seaver
 - Fire Alarm Panel
 - Aid Unit Final
 - Pumper Update
 - Response Operations: Deputy Chief Aho
 - Training
 - EMS Quarterly Training for all crews
 - Zone 3 Hazmat Block Training
 - 1st Quarter Rescue Boat Operator Training
 - Wildland Hazardous Tree Bucking
 - JATC Prep Training for E311, E313, E316, and E317
 - Sunday Rope Tech Training - Basic Skills Refresher
 - Public Outreach
 - North Seattle Community College Ride Along
 - Operations
 - All Org Class A and Member Pictures
 - Please see the attached report for Response Operations Statistics YTD through February 2022.

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

CORRESPONDENCE:

None.

UNFINISHED BUSINESS:

Cell Tower

Gunnerson Consulting and Communication Site Services consultant, Christine Gillian, provided an overview of services specific to cell tower landowners or lessors of land for cell towers, reviewed market rent factors, and comes with over seven years working experience with Fire District 40 Attorneys, Eric and Joe Quinn.

Board Attorney recommended the board move into Executive Session to discuss potential consultation services further

EXECUTIVE SESSION:

A fifteen-minute executive session was called at 5:33 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 fifteen-minute extension was added to the executive session at 5:48 PM.

The regular meeting reconvened at 6:03 PM.

Commissioner Ryan moved to hire Gunnerson Consulting and Communication Site Services to re-negotiate a cell tower lease at the Station 17 site. Commissioner Nicholson seconded. No discussion. Motion Approved (5-0).

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

FD40 Apparel

Commissioners Ryan and Nicholson reported the Commissioners and District Secretary logo apparel has been ordered. The total cost came right under budget at \$498.80. Once the garments are received, photos will be scheduled to update the website.

Audit Status

Commissioner Pratt reported he and Commissioner Ryan (of the Finance Workgroup) have been meeting with the auditor every Friday. He is thankful for Commissioner Ryan's knowledge and experience with the process. The audit has been very thorough to date.

NEW BUSINESS:

FD40 Spring Newsletter

Commissioner Nicholson presented the draft Spring 2022 newsletter which includes smoke detector information and spring outdoor safety. Chief DeSmith thanked the commissioners for the addition of CPR in the upcoming newsletter. Commissioner Ryan stated she would like to amend the size of the frame on the 1st page. No other changes were requested. Commissioner Nicholson requested and received approval from the board to authorize the Spring 2022 newsletter with a production date of March 18, 2022.

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

RRFA Spring Newsletter

Renton RFA Communications Manager, Katie Lewis, reviewed the collaborative newsletter to be issued to all FD40 and Renton RFA residents. She highlighted the articles on safety and the partnership between Fire District 40 and Renton RFA and requested a quote from the FD40 Commissioners for use in the article. Individual quotes were submitted by the board; after review, it was determined that two commissioner quotes will be merged into one for use in the RRFA Spring newsletter.

A copy of the draft newsletter is on file with the minutes.

Annual Insurance Renewal

District Secretary Buckley and Commissioner Ryan reported the annual insurance policy is the same cost and coverage as obtained last year; however, the company managing the policy has changed.

FINANCIAL REPORTS:

The February 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:

- February 10, 2022, Regular Meeting Minutes
- February 24, 2022, Special Meeting Minutes
- February A/P Voucher in the amount of \$2,533.40
- March A/P Vouchers in the amount of \$17,482.48
- March Payroll in the amount of \$3,791.61

It was Moved by Commissioner Pratt 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** (Pratt + Ryan)
No report.
- **Communications** (Nichelson + Schneider)
No report.
- **Facilities & Equipment** (Pratt + Schneider)
No report.
However, Facilities Manager Scott Murphy reported the pre-payment check to order the Station 17 extractor has been received and the unit has been ordered. The extractor is scheduled for delivery next week.
- **Policies & Special Projects** (Nichelson + Ryan)
No report.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak extended her thanks to all of the Chiefs for the work they do for the district.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

District Secretary Buckley confirmed with Commissioner Pratt that he prefers to have his first name designated as Joe rather than Joseph.

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Attorney Eric Quinn announced he is hosting a free municipal roundtable on March 25, 2022, pertaining to the “use and abuse” of sick leave use and PFMLA. The FireHouse newsletter contains a link to the virtual event. He is also hosting training on “open and efficient” training on April 9, 2022. District Secretary Buckley will distribute the links to the board.

EXECUTIVE SESSION:

See above.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:29 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

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, April 14, 2022, at 5:00PM via Zoom.**

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Attachments: Agenda
Chief's Report
Gunnerson Consulting & Communications Quote
FD40 Spring Newsletter
RRFA Draft Spring Newsletter
Voucher Approval Documents

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