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# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

**9/9/2021**

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**DATE:** September 9, 2021  
**TIME:** 5:00 PM  
**PURPOSE:** Regular Meeting  
**LOCATION:** ZOOM MEETING ([www.zoom.us](http://www.zoom.us))  
Meeting ID: 886 4934 4889  
Password: 245066

**ATTENDANCE:**

**KCFD #40**

Ronnie Little, Commissioner  
Cheryl Nichelson, Commissioner  
Charlotte Ryan, Commissioner  
Andrew Schneider, Commissioner  
  
Laura Buckley, District Secretary  
Eric Quinn, Attorney

**RENTON RFA**

Will Aho, Deputy Chief  
Nathan Blakeslee, Captain  
Charles DeSmith, Deputy Chief  
Robert Hyslop, Lieutenant  
Scott Murphy, Facilities Manager  
Mark Seaver, Deputy Chief

**PUBLIC**

Sean Penwell

**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, and Schneider present. It was **Moved by Commissioner Little to excuse Commissioner Sartnurak from the October 14, 2021, regular meeting. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).** No additional absentee motions were requested for the next regular board meeting.

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Page 1 of 9

Commissioner Ryan led the pledge of allegiance.

**CHIEF’S REPORT:**

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

1. Congratulations are in Order (JATC step completion)
2. New RRFA Members (5 new employees)
3. CAP (Citizens Advisory Panel) New Member Meet and Greet
4. Training Consortium Strategic Planning Meeting Update
5. Open Houses Update (Station 17: October 30)
6. Division Reports
  - EMS/Health & Safety: Deputy Chief DeSmith
    - First Public CPR/First Aid class since November 2019 on 9/4/2021
    - Peer Support Training the Trainer class coming this Fall
    - Medic One Foundation EMT Class support now live
    - (9) Pet Oxygen Masks have been added to response units thanks to the effort of Station 17 Captain Blakeslee. The masks were assembled and donated to the fire department by generous individuals using funds raised through GoFundMe. Seattle Fire Department recently responded to a call where a pet oxygen mask was used.
  - Support Services: Deputy Chief Seaver
    - Aid Unit Update
      - VIN’s have been received and chassis are in-build this month, March 2022 expected completion date. Units scheduled to ship out in April for May 2022 delivery.
    - Pumper Update
  - Response Operations: Deputy Chief Aho
    - Significant Incidents
    - Training
    - Public Outreach
    - Operations
7. Please see the attached report for Response Operations Statistics YTD through August 2021.

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

**CORRESPONDENCE:**

NONE

## **UNFINISHED BUSINESS:**

### **Policy Revisions**

- **Policy #1130 (Workgroups and Organizations)**

Commissioners Little and Schneider presented revisions to include the number of people per workgroup and updated workgroup titles.

**It was Moved by Commissioner Ryan to accept the revisions to Policy #1130: Workgroups & Organizations. Commissioner Little seconded. No discussion. Motion Approved (4-0).**

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

- **Policy #3120: (Media Relations)**

Commissioners Little and Schneider presented a revision to the last sentence of the policy to replace “Chief” with “Board Chair”.

**It was Moved by Commissioner Little to accept the revision to Policy #3120: Media Relations. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).**

*A copy of Revised Policy #3120 is on file with the minutes.*

- **Policy #3800: (Fireworks)**

Commissioners Little and Schneider recommend Policy #3800 be rescinded due to county-wide fireworks ban.

**It was Moved by Commissioner Little to rescind Policy #3800: Fireworks. Commissioner Nicholson seconded. No discussion. Motion Approved (4-0).**

*A copy of Rescinded Policy #3800 is on file with the minutes.*

- **Policy #3900, 3900F-1, 3900P: (Fire Stoppers Program)**

Commissioners Little and Schneider recommend Policy #3900, 3900F-1, and 3900P be rescinded as the service is no longer provided by the Fire District.

**It was Moved by Commissioner Little to rescind Policy #3900, 3900F-1, 3900P: Fire Stoppers Program. Commissioner Nicholson seconded. No discussion. Motion Approved (4-0).**

*A copy of Rescinded Policy #3900, 3900F-1, 3900P is on file with the minutes.*

### **Set Fire Benefit Charge Public Date**

Commissioners Nicholson and Ryan, with the Finance Workgroup, suggested to hold the Revenue Source & FBC Hearing at the regular October 14, 2021, meeting. The Board agreed to this date.

### **2022 Fire Benefit Charge Mailer Information by Division Chief Penwell**

Division Chief Penwell presented the proposed 2022 FBC mailer option available to Fire District 40. He did advise the Fire District is not bound to the new proposed mailer, his staff can continue to support the previous model, if preferred. The proposed 2022 mailer would move to a smaller postcard design, providing basic information along with a web address to an interactive Direct Citizen Fire Benefit Charge website. Property owners can view square footage breakdowns by assessment type, discounts applied, and 2021 to 2022 cost comparisons. Removing the numerical assessment figures previously printed on the mailer, and therefore reducing the mailer to postcard dimensions, produces significant savings to Fire District 40's printing and USPS mailing costs.

Petitions are typically filed by property owners to obtain an alarm discount or to question the assessed square footage for their property. By providing citizens with a full view of the property square footage allocations and applicable discounts and/or surcharges, the number of erroneous petitions filed should be significantly reduced. The website encourages citizens to call or email customer service after reviewing detailed parcel information online with any additional questions.

The new model eliminates the annual emergency of obtaining final parcel information from King County to finalize mailer proofs to the printers. FBC mailers can be printed independent of final King County data; when the citizen receives the mailer, their parcel information will be viewable within the Direct Citizen FBC website.

An example of the Puget Sound Fire postcard design was presented to the board, the Fire District 40 mailer would be re-branded using the same format. Commissioner Schneider suggested the use of a QR code as well as the text web address to take citizens to the website. Division Chief Penwell agreed that a QR code should be printed on the 2022 FBC mailers.

Division Chief Penwell stated the need to coordinate with the District's webmaster, District Secretary Buckley, to add FBC information and links to the FD40.com website.

No immediate decision needs to be made by the board this evening. It is preferred, although not required, the Board advise Division Chief Penwell of their 2022 FBC mailer preference by the October 14, 2021, board meeting.

### **Resolution No. 562 (Reschedule November 2021 Regular Meeting Date)**

Commissioner Ryan presented Resolution No. 562 to reschedule the November 11, 2021, regular board meeting to November 18, 2021, in observation of Veteran's Day. Board Attorney Quinn confirmed the adoption of Resolution No. 562 satisfies notification requirements.

**It was Moved by Commissioner Nicholson to adopt Resolution No. 562 with a correction to the date in Section 2, Paragraph 4. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).**

*A copy of Resolution No. 562 is on file with the minutes.*

**Aid Unit Cost Change**

Deputy Chief Seaver reviewed the proposed equipment modifications to the new Aid Unit for Fire District 40. Thirteen lights originally ordered for the apparatus have been identified as outside Zone 3 specifications, requesting the Fire District upgrade to M9 lights (13).

In addition, Deputy Chief Seaver proposed an upgrade to the GPS Opticom device; instead of a line-of-sight device to switch traffic lights as the apparatus' approach, this specific unit also works ahead of the unit's path to clear traffic based on the GPS destination.

The proposed amendments to the Aid Unit are quoted to the Fire District at an additional cost of \$6,980.59. Deputy Chief Seaver did mention a cost savings of \$7,300 was obtained on the Pumper purchase, helping to offset the proposed cost increase on the Aid Unit. Board Attorney Quinn has no issues with the proposed changes to the Aid Unit.

**It was Moved by Commissioner Ryan to accept the Change Order of \$6,980.59 for the (13) M9 lights and the upgraded GPS Opticom device. Commissioner Nicholson seconded. No discussion. Motion Approved (4-0).**

*A copy of the signed Change Order is on file with the minutes.*

**NEW BUSINESS:**

**Draft Fall Newsletter**

Commissioners Nicholson and Ryan with the Communications Workgroup presented the Draft Fall 2021 Newsletter to the Board for their review.

Key highlight is the upcoming Station 17 Open House on Saturday, October 30, 2021. Notice was provided to citizens to please visit the FD40.com website before coming to the event to check for any cancellations due to unforeseen circumstances.

Commissioner Schneider inquired on the Fire District's budgeted amount for Public Education Supplies for open houses, Commissioner Ryan confirmed \$1,000 was allocated to the 2021 PubEd budget.

Deputy Chief Seaver announced Station 17 open house giveaways include CPR Class, FBC, and Hiring information, as well as Renton RFA branded squishy hats, water bottles, and stickers. Commissioner Little suggested candy (non-nut), pencils, and stickers.

Commissioner Ryan requested permission to mail the Fall 2021 Newsletter to residents the last week of September.

**It was Moved by Commissioner Little to accept the Fall 2021 Newsletter for distribution to district residents the last week of September. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).**

*A copy of the Fall Newsletter is on file with the minutes.*

#### **WFCA 2021 Annual Conference Registration**

All Commissioners have acquired hotel reservations. The Tulalip Casino is booked out for the conference dates. Please email District Secretary Buckley your registration request for the WFCA 2021 Annual Conference Thursday, October 21 to Saturday, October 23, 2021. The Snure Seminar is a separate registration, please request this add-on if you plan to attend this event on Wednesday, October 20, 2021.

#### **Bill of Sale for Jaws of Life**

Attorney Eric Quinn presented a Bill of Sale for a 2018 Holmatro SR20 Spider unit identifying Fire District 40 as Seller and Renton RFA as Buyer. Attorney Quinn explained a provision in ILA states that Renton will own all personal property. He stated that by Fire District 40 selling the Holmatro device to Renton, the inventory discrepancy is eliminated.

Because the contract has already been signed by Board Chair Ryan; Attorney Quinn is requesting approval from the Board for ratification.

**It was Moved by Commissioner Nicholson to ratify Board Chair Ryan's signature on the Bill of Sale on the Holmatro device. Commissioner Little seconded. It was confirmed Renton RFA will be sending KCFD40 check payment. Motion Approved (4-0).**

*A copy of the Bill of Sale is on file with the minutes.*

#### **Contact by Spectrum Wireless RE: Petrovitsky Cell Tower**

Spectrum Wireless reached out to Attorney Quinn looking into the potential of buying the rights as lessor of the cell tower at Station 17. He sent our American Tower lease agreement for Spectrum's review. No formal proposal has been presented.

#### **FINANCIAL REPORTS:**

The August 2021 Cash Flow and Treasurer's Report data has not been received from King County; the reports will be emailed to the Board as soon as they are available.

## **CONSENT AGENDA:**

The consent agenda consisted of:

- August 12, 2021, Regular Meeting Minutes
- September A/P Vouchers in the amount of \$6,469.98
- September Payroll in the amount of \$2,668.80

**It was Moved by Commissioner Little to approve the consent agenda as presented. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).**

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

## **WORKGROUP REPORTS:**

- **Finance** (Nichelson + Ryan)  
No additional reports.
- **Communications** (Nichelson + Ryan)  
No additional reports.
- **Facilities & Equipment** (Sartnurak + Schneider)  
Commissioner Schneider and Facilities Manager Scott Murphy are working on bids to purchase an Extractor to dry bunker gear. Preliminary estimates for a complete system installation are approximately \$17,000. Commissioner Ryan requested any large ticket budget item requests for 2022 be sent to District Secretary Buckley immediately for inclusion in the budgeting process.
- **Policies & Special Projects** (Little + Schneider)  
Commissioner Schneider will be donating face masks to Renton schools, he is hopeful that Kent schools within our district will accept as well. Commissioner Nichelson voiced her concern about giving the masks to Renton schools and stated they need to go to the Kent schools in District 40.
- **Contract Review & Options** (Sartnurak + Little)  
No report.
- **Renton RFA Liaison** (Sartnurak)  
No report.

## **PUBLIC COMMENT:**

NONE

**GOOD OF THE ORDER:**

- Scott Murphy announced there will be sanitization stations at the open house.
- Laura Buckley got a new puppy, Pluto.
- Commissioner Ryan requested a new policy pertaining to the timely delivery of agenda items and supporting documentation to the District Secretary be created.
- Stori Quinn joined the call to say hello to the Board.
- Commissioner Little got a new cat.

**EXECUTIVE SESSION:**

NONE

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:19 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, October 14, 2021, at 5:00PM via Zoom.**

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Attachments: Agenda  
Chief's Report  
Revised Policy #1130  
Revised Policy #3120  
Rescinded Policy #3800  
Rescinded Policy #3900, 3900F-1, 3900P  
Resolution No. 562  
Aid Unit Cost Change Order  
Draft Fall Newsletter  
Bill of Sale Renton RFA  
Voucher Approval Documents