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**KING COUNTY FIRE PROTECTION DISTRICT 40**  
**BOARD OF FIRE COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**3/11/2021**



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**DATE:** March 11, 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:**

<b>KCFD #40</b>	<b>RENTON RFA</b>
Ronnie Little, Commissioner	Daniel Beggin, Firefighter
Cheryl Nichelson, Commissioner	Robert Hyslop, Lieutenant
Charlotte Ryan, Commissioner	Chris Krystofiak, Lieutenant
Linda Sartnurak, Commissioner	Nathan Blakeslee, Captain
Andrew Schneider, Commissioner	Robert Homan, Battalion Chief
Laura Buckley, District Secretary	Craig Soucy, Battalion Chief
Eric Quinn, Attorney	Charles DeSmith, Deputy Chief
	Mark Seaver, Deputy Chief
	Steve Heitman, Fire Chief
	<b>PUBLIC</b>
	None

**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. No absentee motions were requested for the next regular board meeting scheduled April 8, 2021.

Commissioner Ryan led the pledge of allegiance.

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**CORRESPONDENCE:**

NONE

**UNFINISHED BUSINESS:**

**GEMT Transport Memorandum of Understanding – Renton RFA**

KCFD40 Attorney Eric Quinn presented and reviewed the proposed Memorandum of Understanding between Renton Regional Fire Authority and King County Fire District 40; outlining medical patient transport billing managed by Renton Regional Fire Authority on behalf of Aid Car A317 and King County Fire District 40. A317 transport billing monies received would be credited back to the Contract for Services amount.

**It was Moved by Commissioner Nicholson to accept the GEMT Transport Memorandum of Understanding between King County Fire District 40 and Renton Regional Fire Authority as presented. Commissioner Little seconded. No discussion. Motion Approved (5-0).**

*A copy of the signed Renton RFA Memorandum of Understanding is on file with the minutes.*

**Annual Workgroup Review**

Commissioner Ryan reviewed the titles and duties of the six current Commissioner Workgroups

<b>Finance</b>	(Nichelson + Ryan)	<b>Duties:</b> Annual Budget, Annual Auditor Report+ Review Financial Reports
<b>Communications</b>	(Nichelson + Ryan)	<b>Duties:</b> Newsletters, Maintain Website
<b>Facilities &amp; Equip</b>	(Sartnurak + Schneider)	<b>Duties:</b> Apparatus Purchasing + Station Maintenance
<b>Special Projects</b>	(Little + Schneider)	<b>Duties:</b> Policy Maintenance, Other (undefined) Projects
<b>Contract Review</b>	(Little + Sartnurak)	<b>Duties:</b> *
<b>Renton RFA Liaison</b>	(Sartnurak)	<b>Duties:</b> Attend + Report Renton RFA Conditions

After discussion, it was proposed **Special Projects** be renamed **Policies & Special Projects**. The Workgroup will bring a draft policy to the April 8, 2021 outlining the proposed changes.

\*At the April 8, 2021 regular meeting, Commissioner Little requested further review of the duties and responsibilities of the **Contract Review & Options Workgroup**. The entry as submitted in the original minutes is shown below:

<b>Contract Review</b>	(Little + Sartnurak)	<b>Duties:</b> All Commissioners Review + ESCI
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### **FRL Master Legend Dispatch Terms**

Commissioner Ryan extended a huge thank you to Christine Noddings with Renton RFA for providing a legend of dispatch terms and acronyms utilized with Valley Communication dispatch services.

*A copy of the FRL Master Legend Dispatch Terms is on file with the minutes.*

### **Fire Service Contract Negotiation Update**

KCFD40 Attorney Eric Quinn reviewed the RRFA & KCFD40 Negotiation Meeting Minutes dated February 22, 2021 and the Tentative Agreement Negotiation Chart, showing the progress and discussion topics at each negotiation. Chief Heitman added his experience during this negotiation process has been productive, peaceful, and driven with interest-based goals.

*Copies of the RRFA & KCFD40 Negotiation Meeting Minutes and the Tentative Agreement Negotiation Chart are on file with the minutes.*

### **NEW BUSINESS:**

#### **Spring 2021 Draft Newsletter**

Commissioners Ryan and Nicholson presented the Spring 2021 draft newsletter. Chief Steve Heitman confirmed the feature story on the district's new Fire Chief met his approval.

Commissioner Ryan presented the board with a proposal to upgrade the newsletter paper to a heavier professional weight glossy at an overall price increase of approximately \$80. District Secretary Buckley presented the paper examples to the board.

**It was Moved by Commissioner Nicholson to approve the Spring 2021 newsletter as presented and printed on upgraded paper. Commissioner Schneider seconded. No discussion. Motion Approved (5-0).**

*A copy of the Spring 2021 Newsletter is on file with the minutes.*

### **CHIEF'S REPORT:**

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

1. Station 15 Recognition
2. KCFCA Supports Fireworks Ban in Unincorporated King County
3. Valley Communications Service Level Agreement
4. RRFA/KCFD 40 Negotiation Update
5. Division Reports
  - Deputy Chief Seaver reviewed Response Services
  - Deputy Chief Seaver reviewed Support Services
    - Reviewed current aid car purchase options, full payment due on delivery.

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- Deputy Chief DeSmith reviewed EMS/Health & Safety
6. Response Operations Statistics  
We are currently working with FirstWatch to develop AdHoc reporting that will provide organization and station performance metrics.

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

**FINANCIAL REPORTS:**

Because the February Cash Flow and Treasurer's Reports were not ready in time for the meeting, the District Secretary will distribute the financial reports to the board once available.

**CONSENT AGENDA:**

The consent agenda consisted of:

- February 11, 2021 Regular Meeting Minutes
- February 25, 2021 Special Meeting Minutes
- March A/P Vouchers in the amount of \$8,754.03
- March Payroll in the amount of \$1,974.37

**It was Moved by Commissioner Little to approve the consent agenda as presented. Commissioner Sartnurak seconded. Motion Approved (5-0).**

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

**WORKGROUP REPORTS:**

- **Finance** (Nichelson + Ryan)  
Nothing to report.
- **Communications** (Nichelson + Ryan)  
Spring 2021 Newsletter previously discussed under New Business.
- **Facilities & Equipment** (Sartnurak + Schneider)  
Aid car purchase options previously discussed under the Chief's Report.
- **Special Projects** (Little + Schneider)  
Policies previously discussed under Unfinished Business
- **Contract Review & Options** (Sartnurak + Little)  
Contract review previously discussed under Unfinished Business.
- **Renton RFA Liaison** (Sartnurak)  
Nothing to report.

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**PUBLIC COMMENT:**

NONE

**GOOD OF THE ORDER:**

**Station 17 Donations**

Fairwood residents presented the Station 17 crews with ice cream, a rice cooker and a check donation.

*Copies of the donation documents are on file with the minutes.*

- Commissioner Ryan offered a friendly reminder to the board F-1 Reports are due by April 15, 2021.
- Today is KCFD40 Attorney Eric Quinn’s birthday.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:08 PM.

*Ronnie Little*

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Ronnie Little, Commissioner

*Cheryl Nicholson*

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Cheryl Nicholson, Commissioner

*Charlotte Ryan*

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Charlotte Ryan, Commissioner

*Linda Sartnurak*

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Linda Sartnurak, Commissioner

*Andrew Schneider*

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Andrew Schneider, Commissioner

*Laura Buckley*

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Laura Buckley, District Secretary

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The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, April 8, 2021 at 5:00 PM via Zoom.**

Attachments: Agenda

GEMT Transport Memorandum of Understanding  
FRL Master Legend of Dispatch Terms  
RRFA & KCFD40 Negotiation Meeting Minutes 2-22-2021  
Tentative Agreement Negotiation Chart  
Spring 2021 Draft Newsletter  
Chief's Report  
Voucher Approval Documents  
Station 17 Donations

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