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# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

**11/18/2021**

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**DATE:** November 18, 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  
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  
Scott Murphy, Facilities Manager  
Mark Seaver, Deputy Chief

**PUBLIC**

Sean Penwell  
Joe Pratt

**CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:**

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:02 PM with Commissioners Little, Nichelson, and Schneider present. It was **Moved by Commissioner Schneider to excuse Commissioner Ryan from the November 18, 2021, regular meeting. Commissioner Nichelson seconded. No discussion. Motion Approved (4-0).** No additional absentee motions were requested for the next regular board meeting.

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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:

- Congratulations are in Order
- Retirements and Promotions
- Thank You Letter for Claire O’Brien
- Firefighter Interviews
- Station Open Houses
- Fire Training Consortium Board
- Honoring Our Veterans Golf Tournament 2021
- Division Reports
  - EMS/Health & Safety: Deputy Chief DeSmith
    - L&I FIIRE Update
    - Female Firefighter Cancer Cohort Study (FFCCS) Update
  - Support Services: Deputy Chief Seaver
    - Station 17 Fire Alarm System
    - Aid Unit Final Inspection
  - Response Operations: Deputy Chief Aho
    - Significant Incidents
    - Training
    - Public Outreach
    - Operations
  
- Please see the attached report for Response Operations Statistics YTD through October 2021.

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

**CORRESPONDENCE:**

Commissioner Nicholson previously reviewed the ‘Thank You’ letter received from Mrs. Scribner’s 1<sup>st</sup> grade class in the Chief’s Report.

*A copy of the letter is on file with the minutes.*

## **UNFINISHED BUSINESS:**

### **Station 17 Fire Alarm Panel Progress**

Chief Seaver reported the fire alarm panel installation permits are currently awaiting approval with King County.

### **Resolution No. 563 (2022 Limit Factor Increase)**

Commissioner Sartnurak brought forward a resolution to declare the substantial need of the fire district to increase the 2022 regular property tax levy limit factor.

**It was Moved by Commissioner Little to approve Resolution No. 563 dated November 18, 2021. Commissioner Schneider seconded. Motion Approved (4-0).** A copy of the Resolution is on file with the minutes.

### **Resolution No. 564 (2022 Property Tax Increase)**

Commissioner Sartnurak brought forward a resolution to authorize an increase to the 2022 regular property tax.

**It was Moved by Commissioner Nichelson to approve Resolution No. 564 dated November 18, 2021. Commissioner Little seconded. Motion Approved (4-0).** A copy of the Resolution is on file with the minutes.

### **Resolution No. 565 (2022 Property Tax Levy)**

Commissioner Sartnurak brought forward a resolution to authorize an increase to the 2022 regular property tax levy.

**It was Moved by Commissioner Schneider to approve Resolution No. 565 dated November 18, 2021. Commissioner Little seconded. Motion Approved (4-0).** A copy of the Resolution is on file with the minutes.

### **Resolution No. 566 (2022 Fire Benefit Charge)**

Commissioner Sartnurak brought forward a resolution to impose a benefit charge on personal property and improvements to real property within the District for calendar year 2022.

**It was Moved by Commissioner Nichelson to approve Resolution No. 566 dated November 18, 2021. Commissioner Schneider seconded. Motion Approved (4-0).** A copy of the Resolution is on file with the minutes.

### **FBC Petition Notification**

Division Chief Penwell presented the updated 2022 FBC mailer to Fire District 40. The email address printed on the card will be specific to the FD40.com email accounts, District Secretary Buckley will confirm Lieutenant Laycock maintains access to the email account. Utilizing prior-year scheduling, the Special Meeting date will be 2 weeks after the regular meeting. A quote will be provided for the required pre-paid postage prior to mailing the FBC notices to residents.

The mailers are scheduled to print mid-December. A proof will be sent to the board prior to print.

**NEW BUSINESS:**

Rescind Policies 6210, 6210P, 6420P

Commissioners Little and Schneider recommend Policy #6210, 6210P, and 6420P be rescinded as they are no longer relevant to the Fire District. All Commissioners and Board Attorney Quinn agree the policies presented to the board should be rescinded.

**It was Moved by Commissioner Little to rescind Policies 6210, 6210P, and 6420P. Commissioner Nicholson seconded. Motion Approved (4-0).**

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

Adopt Policy 6210 (Superseded)

Commissioners Little and Schneider recommend Policy #6210S be adopted to replace rescinded policies 6210 and 6210P. The policy has been reviewed by Board Attorney Quinn.

**It was Moved by Commissioner Little to adopt policy 6210S. Commissioner Schneider seconded. Commissioner Nicholson verified the policy will be provided to the District Secretary in the proper format and template. Motion Approved (4-0).**

*A copy of Adopted Policy #6210S is on file with the minutes.*

Review Policies: 6410, 6430, 6435, 6440, 6450

Commissioners Little and Schneider presented Policy #6410, 6430, 6435, 6440, and 6450 to the board for review. All Commissioners reviewed the policies and confirmed the information is current and relevant.

*Copies of the reviewed policies are on file with the minutes.*

Surplus Station 17 Lazy Boy Furniture

Commissioner Sartnurak stated the original furniture at Station 17 was purchased by Fire District 40 and has now been replaced by Renton RFA. Board Attorney Quinn stated a Declaration of Property by Resolution is required to surplus the old furniture. A Resolution will be drafted and brought to the board at the December board meeting.

Christmas 2021 “Adopt a Family”

Commissioner Nichelson has requested involvement in the 2021 Adopt a Family program within the District. Chief Heitman stated he will have Firefighter Kayla Eychner reach out to the District with opportunities for involvement.

2022 Quinn Legal Services Contract

Commissioner Sartnurak presented the 2022 Quinn Legal Services Contract with Fire District 40.

**It was Moved by Commissioner Little to approve the 2022 Quinn Legal Services Contract. Commissioner Nichelson seconded. No discussion. Motion Approved (4-0).**

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

Collaborative Service Agreement Puget Sound RFA

Board Attorney Quinn clarified the agreement being presented is an Exhibit to the existing CBA with Puget Sound RFA. The proposal formalizes the work performed by Puget Sound RFA to calculate the Benefit Charge. The proposed Exhibit has been reviewed by legal.

**It was Moved by Commissioner Little to approve the Exhibit to the existing Puget Sound RFA CBA. Commissioner Nichelson seconded. No discussion. Motion Approved (4-0).**

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

**FINANCIAL REPORTS:**

The board reviewed the October 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:

- October 14, 2021, Regular Meeting Minutes
- November A/P Vouchers in the amount of \$2,643,605.29
- November Payroll in the amount of \$5,759.52

**It was Moved by Commissioner Schneider to approve the consent agenda as presented. Commissioner Little seconded. Commissioner Little verified the increased District Secretary expense was a combination of WFCB Conference reimbursements and October 2021 services. Motion Approved (4-0).**

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

**WORKGROUP REPORTS:**

- **Finance** (Nichelson + Ryan)  
No report.
- **Communications** (Nichelson + Ryan)  
Commissioner Nichelson reported the next newsletter is being worked on.
- **Facilities & Equipment** (Sartnurak + Schneider)  
No report.
- **Policies & Special Projects** (Little + Schneider)  
Commissioner Schneider reported the promotional items ordered for the Open House arrived late, they will be saved for future events next year.
- **Renton RFA Liaison** (Sartnurak)  
Commissioner Sartnurak congratulated Chief Heitman and Renton RFA on the approval of the Benefit Charge renewal in the election. She also thanked all of the Chiefs for their help.

**PUBLIC COMMENT:**

Commissioner Schneider congratulated Renton RFA on their 5-year anniversary. He also said he received huge positive feedback on the Open House from friends and neighbors.

Commissioner Nichelson congratulated Renton RFA on passing their FBC renewal. She also extended a big thank you to Chief Heitman and staff for the collaborative effort with the Commissioners at the Station 17 Open House.

**GOOD OF THE ORDER:**

- Congratulations to Renton RFA on passing their FBC renewal
- Former FD40 Retirees (question how to honor them)
  - The Special Projects Workgroup will look into options and present them at the December regular meeting.
- Eric Quinn announced he and his wife had a second baby.

**EXECUTIVE SESSION:**

A ten-minute executive session was called at 5:59 PM per RCW 42.30.110 (1)(i) to discuss with legal counsel representing District 40 matters relating to agency enforcement actions, or to

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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. No action will be taken.

The regular meeting reconvened at 6:09 PM.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:09 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, December 9, 2021, at 5:00PM via Zoom.**

Attachments: Agenda  
Chief's Report  
Thank You Letter from Mrs. Scribner's 1<sup>st</sup> Grade Class  
Resolution No. 563 (2022 Limit Factor Increase)  
Resolution No. 564 (2022 Property Tax Increase)  
Resolution No. 565 (2022 Property Tax Levy)  
Resolution No. 566 (2022 Fire Benefit Charge)  
Rescinded Policy #6210, 6210P, 6420P  
Adopted Policy #6210S  
Reviewed Policy #6410, 6430, 6435, 6440, 6450  
2022 Quinn Legal Services Contract  
Exhibit to Puget Sound RFA Collaborative Service Agreement  
October 2021 Financial Reports  
Voucher Approval Documents