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# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

**1/13/2022**

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**DATE:** January 13, 2022  
**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**

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  
Chris Krystofiak, Lieutenant  
Mark Seaver, Deputy Chief

**PUBLIC**

Sean Penwell

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

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:00 PM with Commissioners Nichelson, Pratt, Ryan, and Schneider present. No 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
- Recruit Academy #12 Graduation
- New Recruits
- Adopt-A-Family Delivery Day
- 2021 Salvation Army Bell Ringers
- Division Reports
  - EMS/Health & Safety: Deputy Chief DeSmith
    - Mental Resilience and De-escalation training for all of SKCFTC beginning in January. This is through a Medic One Foundation Grant we applied for in June.
    - 2021 Year-End CARES Partnership Report
    - COVID Updates
      - Moderna boosters are very effective against Omicron.
      - Length of firefighter isolation for positives is being shortened.
      - High demand for more testing and vaccinations.
  - Support Services: Deputy Chief Seaver
    - Facility Update
      - Still awaiting King County permits on the fire panel alarm system.
      - New oven installed at Station 17.
    - Fleet Update
      - Weathered the snowstorm with purchase of snowplow.
      - Final inspection of the new Aid Unit is expected the 3<sup>rd</sup> week of February 2022 for April/May delivery.
  - Response Operations: Deputy Chief Aho
    - Significant Incidents
      - 12/17 Heritage Hills Apartment Fire
      - 12/18 2 alarm Commercial Fire in Albertsons. Mutual aid from Bellevue and Eastside Fire.
      - 12/26 Residential Fire in Victoria Hills.
      - 12/27 2 alarm Apartment Fire, s 7<sup>th</sup> St and Moses Ln. Mutual aid from Tukwila and Skyway Fire.
    - Training
      - 4<sup>th</sup> Quarter Truck Training
      - Boat Based Dives at Pipe Lake

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- JATC Prep Training for E312, E313, E315, and E317
- EMS Training with Paramedic Instructor Sylvia Feder
- NSCC Ride-alongs
- Public Outreach
  - Fairwood Crest, WoodDale, Woodside, Candlewood, and Fairwood Greens HOAs
  - Woodside Holiday Parade with E317
  - Kennydale Holiday Parade with E315
- Please see the attached report for Response Operations Statistics YTD through December 2021.

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

**CORRESPONDENCE:**

NONE

**UNFINISHED BUSINESS:**

FBC Mailer Review

Sean Penwell reviewed the finalized FBC Mailer card distributed to District 40 residents. He provided demonstration utilizing the QR code on the card to view parcel and Benefit Charge information through the FD40.com website.

*A copy of the FBC Mailer is on file with the minutes.*

**NEW BUSINESS:**

Station 17 Dryer & Extractor

Commissioner Schneider reviewed dryer options available at Station 17 to be discussed with Scott Murphy and Commissioner Pratt. Options include a cabinet model or a drying rack on wheels, both options are large and proper sizing is of high consideration. The Board approved \$15,000 in the 2022 Budget; however the total price with the dryer may surpass this amount. Commissioner Schneider stated he will order the washer now to speed-up delivery time and return to the board at the February board meeting after the Facilities & Equipment workgroup is able to complete discussions with Renton RFA Facilities Manager and District 40 legal counsel.

Board Chair Sartnurak clarified Scott Murphy's role at the Renton RFA Facilities Manager for newly appointed Commissioner Pratt.

### King County Authorized Signature Form

District Secretary Buckley requested all board member sign the *King County Authorized Signatures Form* located at the Station 17 office in a yellow folder. This form must be signed by all active board members and be on file with the county.

### **FINANCIAL REPORTS:**

The December 2021 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:

- December 9, 2021, Regular Meeting Minutes
- December A/P Voucher in the amount of \$1,632.00
- January A/P Vouchers in the amount of \$18,901.05
- January Payroll in the amount of \$2,189.66

**It was Moved by Commissioner Nicholson 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)  
Commissioner Ryan reported the workgroup has contacted the State Auditor's Office to schedule the 2020 audit in the next couple of weeks, most likely in early February 2022.
- **Communications** (Nicholson + Schneider)  
Commissioner Nicholson reported she and Commissioner Schneider will be coordinating a time to begin work on the next newsletter and go over plans for the workgroup.
- **Facilities & Equipment** (Pratt + Schneider)  
Commissioner Schneider reported he will be getting in touch with Commissioner Pratt to work with Scott Murphy on the dryer for Station 17.
- **Policies & Special Projects** (Nicholson + Ryan)  
Commissioner Ryan reported she will be scheduling new Commissioner photos with photographer Bryana James, the photographer used previously. She also stated she will be

ordering new shirts and jackets for the Board with the goal of utilizing the new apparel in the new photos.

Commissioner Schneider will be reaching out to Commissioner Ryan to touch-base on the status' of policies where the former workgroup members left off. Commissioner Ryan requested files of policies from Commissioner Schneider if saved electronically on a thumb drive.

- **Renton RFA Liaison** (Sartnurak)  
Commissioner Sartnurak thanked the Chief's for keeping the board members so well informed. And a special thanks to Chief DeSmith for the documents he provided to her regarding COVID vaccines and boosters, the documents were forwarded to the other members of the Board.

**PUBLIC COMMENT:**

Lieutenant Krystofiak welcomed newly appointed Commissioner Joe Pratt to the Board, looking forward to many years of service with the District.

**GOOD OF THE ORDER:**

Commissioner Nicholson welcomed Commissioner Pratt to the Board. She also thanked the Chief's for being so wonderful to work with over the past year and wished everyone a happy New Year.

Commissioner Ryan participated in a Ride-along with the FDCARES unit, she encourages anyone to schedule one.

Commissioner Schneider recognized Chief Heitman's ability to retain employees during the difficult King County COVID mandates. Several fire departments throughout the region lost several members, it goes to show the leadership Chief Heitman provides to the Renton RFA and his staff.

Chief Heitman thanked Commissioner Schneider and announced that in 18 days he will be celebrating his 1-year anniversary with the Renton RFA. He is looking forward to 2022 and to doing great things.

Commissioner Pratt participated in the Fire Commissioner 101 seminar, he said he obtained tons of knowledge, and thanked Eric Quinn for the event.

Commissioner Sartnurak thanked all of the firefighters for their hard work and perseverance during 2021, she is hopeful for a normal 2022 where all can relax a bit.

**EXECUTIVE SESSION:**

NONE

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 5:34 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, February 10, 2022, at 5:00PM via Zoom.**

Attachments: Agenda  
Chief's Report  
FBC Mailer  
Voucher Approval Documents

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