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# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS REGULAR MEETING MINUTES

**5/12/2022**

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**DATE:** May 12, 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**

Joe Pratt, Commissioner  
Charlotte Ryan, Commissioner  
Linda Sartnurak, Commissioner  
Andrew Schneider, Commissioner  
  
Eric Quinn, Attorney

**PUBLIC**

Jim Torpin, Consultant  
Unknown Caller ( via iPhone)

**RENTON RFA**

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

**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 Pratt, Ryan and Schneider present. No absentee motions were requested for the next regular board meeting.

Commissioner Sartnurak led the pledge of allegiance.

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## **CHIEF'S REPORT:**

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

- Recognition (Members of the Year and Top Company Awards)
- Promotions (Evyn Villa and Dominick Shannon)
- Recruit Academy #13 Graduation (Thursday, May 19)
- New Member (Assistant Fire Marshal, Kevin Carolyn)
- Securing the Cities Program: Seattle Region (Renton RFA is new member)
- Station Security (Exploring updated systems)
- Division Reports
  - Support Services: Deputy Chief Seaver
    - Apparatus Update/Registration
    - Vehicle Surplus
    - Station 17 Bay Door Glass
  - EMS/Health & Safety: Deputy Chief DeSmith
    - University of Pittsburgh Fire Department CPR Study
    - De-escalation Training
    - Successful Public Spanish CPR Class
  - Response Operations: Deputy Chief Aho
    - Training
      - Recruit ride-alongs
      - Firefighter Fundamentals Training
      - Wildland Annual Refresher
      - De-escalation Training
      - Rescue Swimmer Annual Training
      - Blue Card Initial Class
      - JATC Prep Training
    - Public Outreach
      - Revitalizing Downton Meeting
      - Station 13 Tour
      - E315 Easter Party Attendance
      - E312 Highlands Elementary "Día del Nino" Attendance
      - Renton Multicultural Festival
- Response Operations Statistics YTD through April 2022.

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

## **CORRESPONDENCE:**

None

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### **UNFINISHED BUSINESS:**

- **Station 17 Cell Tower Update**

Attorney Eric Quinn reported that Gunnerson Consulting has sent the District's offer to American Tower, but there has been no response yet.

- **Station 17 Dryer/Extractor Update**

Commissioner Schneider said that the dryer (which is manufactured in Canada) is currently stuck at the border – there seems to be an issue with our Federal Tax ID number. He then reported that the prep work is beginning for the extractor installation.

- **Fire Commissioner Vacancy**

To be discussed in Executive Session.

### **NEW BUSINESS:**

- **Financial Consultant**

We received a scope of work and contract from Jim Torpin, which has been reviewed by our Attorney. **It was Moved by Commissioner Ryan to approve the contract with Jim Torpin as presented. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).**

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

- **Aid Car Ceremony**

A discussion was held regarding a "Push-In Ceremony" when the Station 17 Aid Car is in service. The aim is for this to happen one weekend in June and public would be invited. Commissioner Schneider and DC Seaver will work together on this project.

### **FINANCIAL REPORTS:**

The March 2022 Cash Flow and Treasurer's Report will be emailed to the Board for their review when they are available.

### **CONSENT AGENDA:**

The consent agenda consisted of:

- April 14, 2022, Regular Meeting Minutes
- May A/P Vouchers in the amount of \$8,374.33
- May Payroll in the amount of \$2,600.23

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

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

**WORKGROUP REPORTS:**

- **Finance** (Pratt + Ryan)  
The workgroup is working on filing the State Auditor’s Annual Report (due by the end of May).
- **Communications** (Schneider)  
Commissioner Schneider reported he will be working on the upcoming newsletter.
- **Facilities & Equipment** (Pratt + Schneider)  
Commissioner Schneider said that the damage to Station 17’s bay window and engine window is being repaired; Since the cost of the damage is below \$6,000, the RRFA will cover the amount per the contract with FD40.
- **Policies & Special Projects** (Ryan)  
While the photographer is willing to have each commissioner come to her home (in Fairwood Firs) instead of trying to schedule a time/time when all commissioners are available, we may want to wait until the vacant commissioner position is filled before scheduling our pictures.  
  
Commissioner Schneider stated he would also like photos of our new apparatus for our website and newsletter.
- **Renton RFA Liaison** (Sartnurak)  
Commissioner Sartnurak thanked the Renton RFA Chiefs and staff for the work they do for the district. Chief Heitman added that the Renton RFA is working with King County to conduct fire inspections in Fairwood as soon an agreement can be reached.

**PUBLIC COMMENT:**

None.

**GOOD OF THE ORDER:**

- Commissioner Ryan presented a plaque for former commissioner Cheryl Nichelson on behalf of Fire District40 thanking her for her years of dedicated service. Because she has moved out of state, we will mail it to her.

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- Commissioner Pratt thanked Jacob Smith and Chris Krystofiak from Renton RFA for allowing him to participate in Fire Ops 101 last week in Richland, Washington. He came away from the experience both sore and with a new appreciation for the wide variety of skills needed to perform their jobs.
- Attorney Eric Quinn reported that Governor Inslee has rescinded Proclamation 20-28, which means that FD 40 must now hold in-person meetings effective June 1, 2022. In-person meetings must allow for remote meeting capability for any public member who still wants to maintain social distancing or cannot otherwise attend in a physical location; the physical location of the meeting must guarantee reasonable safety to all attendees.

**It was Moved by Commissioner Ryan to continue holding regular monthly meetings via Zoom because we cannot guarantee reasonable safety if we hold meetings in a physical location. Commissioner Schneider seconded.** Commissioner Schneider then asked if we would need to make a motion every meeting. Attorney Quinn replied in the negative. **Motion Approved (4-0).**

#### **EXECUTIVE SESSION:**

A 30-minute executive session was called at 5:38 PM per RCW 42.30.110 (1)(h) to evaluate the qualifications of a candidate for appointment to elective office.

The regular meeting reconvened at 6:08 PM.

Commissioner Sartnurak reported that two people applied to fill the vacant fire commissioner position – Ronnie Little and Steve Parsons, both of whom have been in that role before. She then stated it was the recommendation of the workgroup (see minutes of 4/14/2022) that Steve Parsons be appointed to the vacant position. **Commissioner Pratt moved to appoint Steve Parsons to the vacant fire commissioner position (#2) until the next election in 2023. Commissioner Ryan seconded. No discussion. Motion Approved (3-0), with Commissioner Schneider abstaining from the vote.**

#### **ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:10 PM.

*Joe Pratt*  
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Joe Pratt, 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

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, June 9, 2022, at 5:00PM via Zoom.**

Attachments: Agenda  
Chief's Report  
Torpin Consulting Contract  
Voucher Approval Documents

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