
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

6/9/2022

DATE: June 9, 2022
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 886 4934 4889
Password: 245066

ATTENDANCE:

KCFD #40

Steve Parsons, Commissioner
Joe Pratt, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner
Andrew Schneider, Commissioner

Laura Buckley, District Secretary
Eric Quinn, Attorney

RENTON RFA

Charles DeSmith, Deputy Chief
Steve Heitman, Fire Chief
Chris Krystofiak, Lieutenant
Scott Murphy, Facilities Manager
Nathan Blakeslee, Captain

PUBLIC

Christine Gillan, GCCSS
Jim Torpin, Consultant
Unknown Caller (via iPhone)

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:01 PM with Commissioners Parsons, Pratt, Ryan and Schneider present. No absentee motions were requested for the next regular board meeting.

Commissioner Sartnurak led the pledge of allegiance.

Professionalism • Integrity • Leadership • Accountability • Respect

Page 1 of 6

OATH OF OFFICE:

Commissioner Sartnurak administered the Oath of Office to Commissioner Parsons, position #3 (per RCW 52.14.070).

A copy of the Oath is on file with the minutes.

EXECUTIVE SESSION:

A ten-minute executive session was called at 5:04 PM per RCW 42.30.110 (1)(i) to discuss with legal counsel representing District 40 matters relating to agency enforcement actions, or to 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. Action is likely to be taken.

A five-minute extension was added to the executive session at 5:14 PM.

A five-minute extension was added to the executive session at 5:19 PM.

A three-minute extension was added to the executive session at 5:24 PM.

The regular meeting reconvened at 5:27 PM.

CHIEF'S REPORT:

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

- Recruit Graduation of Class #13
- Muscular Dystrophy Association Boot Drive
- Seattle Fire Department (SFD) Executive Leadership Academy
- Firefighter Interviews
- 2022 Washington Fire Chiefs Annual Conference
- Federal Reserve Inspection with OFM
- Meeting with St. Vincent de Paul
- Tukwila Contract for Fire Services Update
- Division Reports
 - EMS/Health & Safety: Deputy Chief DeSmith
 - PulsePoint is now live. We are supporting with social media and CPR training.
 - June 19th – 25th is the IAFF Safety Stand Down Week. Focus this year is on "Situational Awareness."
 - Attending a National Co-Responder Conference June 5-8 to support Renton Police with MIH service.

- Support Services: Chief Heitman
 - Aid Unit Update
 - Fire Control Panel
- Response Operations: Chief Heitman
 - No significant incidents to report this month.
 - Training
 - Spring Pump Academy - Luevano, Braun, Leahy, Lucas and Matteson attended.
 - Swiftwater Raft Handling
 - 2nd Quarter Rope Drill for L311
 - 2nd Quarter Swiftwater Drill for Dive312
 - Confined Space Rescue Semi-Annual Drill for L311
 - JATC Step Test Prep - E313 and A313, E312 and A312, E317 and A317
 - Wildland Initial Training - Keith, Berg, Myking and Le attended
 - Hazmat Training at BNSF Railyard for HM314
 - Public Outreach
 - NSCC Ride-Along on E311, A313, A312
 - Valley Medical Center Nurse Week Parade - E313 and A313 attended.
 - Fire Station #13 and #16 Tours
 - Touch-a-Truck Event
 - Little Seedlings Preschool Visit
 - Fairwood Greens HOA Meeting
 - E&E Hazmat walk thru for HM314 and King County LEPC
 - Bike Safety Rodeo with City of Renton
 - Operations
 - Engineer Promotional Test - all five passed.
- Response Operations Statistics YTD through May 2022.

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

CORRESPONDENCE:

None

UNFINISHED BUSINESS:

- **Cell Tower Lease**
Previously discussed in Executive Session.

Professionalism • Integrity • Leadership • Accountability • Respect

- **Financial Consultant Update**

Financial Consultant, Jim Torpin, reported that he reviewed the 2021 Annual Report prior to submission. He is now working on a framework to develop “what-if” scenarios. He has interviewed all FD40 board members and will be speaking next with Samantha Babich (RRFA Chief Admin. Officer) and Laura Buckley (FD40 Secretary). He is also working with the Finance Committee to look at strategies and targets to meet the District’s liabilities.

NEW BUSINESS:

- **Workgroup Review**

Because the makeup of the Board has changed, a discussion was held to review the workgroups to ensure FD40 is serving the community to the best of our ability. It was decided that the workgroups will be as follows:

- Board Chair (Sartnurak)
- Communication (Ryan+ Schneider)
- Facilities/Equipment (Parsons + Schneider)
- Finance (Pratt + Ryan)
- Policies/Special Projects (Parsons + Pratt)
- Renton RFA Liaison (Sartnurak)

FINANCIAL REPORTS:

The April 2022 Cash Flow and Treasurer’s Report were presented for the Board’s review. Commissioner Ryan stated that a simplified and easier-to-understand version of the financial reports will be coming soon

CONSENT AGENDA:

The consent agenda consisted of:

- May 12, 2022, Regular Meeting Minutes
- May A/P Vouchers in the amount of \$2,926,553.50
- June A/P Vouchers in the amount of \$8,258.50
- June Payroll in the amount of \$2,969.01

It was Moved by Commissioner Schneider to approve the consent agenda as presented. Commissioner Pratt seconded.

Discussion: Attorney Quinn requested the Secretary change the word “may” to “must” in the section discussing Governor Inslee’s directive about holding in-person public meetings.

Motion Approved with the amendment to the minutes (5-0).

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
No report.
- **Communications** (Schneider)
Commissioner Schneider reported he is working on articles for the upcoming newsletter: one on the new aid car and another about the appointment of Steve Parsons to the Board.
- **Facilities & Equipment** (Pratt + Schneider)
Commissioner Schneider said that the dryer has arrived, but the extractor is still in Canada waiting to cross the border. We are planning a “push-in ceremony” for the new aid car on Sunday, June 26.
- **Policies & Special Projects** (Ryan)
Now that we have new logo wear for the Board, Commissioner Ryan will contact the photographer for new pictures of the Board.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak reported that because the RFA will hold its regular meeting this coming Monday, she didn’t have anything to report at this time.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

The Commissioners welcomed Steve Parsons back to the Board.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:07 PM.

Steve Parsons

Steve Parsons, Commissioner

Joe Pratt

Joe Pratt, Commissioner

Professionalism • Integrity • Leadership • Accountability • Respect

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, July 14, 2022, at 5:00PM via Zoom.**

Attachments: Agenda
Oath of Office
Chief's Report
April Financial Reports
Voucher Approval Documents

Professionalism • Integrity • Leadership • Accountability • Respect

Page 6 of 6