
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

8/11/2022

DATE: August 11, 2022
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 886 4934 4889
Password: 245066

ATTENDANCE:

KCFD #40

Joe Pratt, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner

Laura Buckley, District Secretary
Joe Quinn, Attorney

RENTON RFA

Will Aho, Deputy Chief
Nathan Blakeslee, Captain
Charles DeSmith, Deputy Chief
Steve Heitman, Fire Chief

PUBLIC

Jim Torpin, Consultant

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, and Ryan present. Commissioners Parsons and Schneider were excused by prior motion. Commissioner Ryan moved to excuse Commissioner Schneider from the September regular meeting. Commissioner Sartnurak seconded. No discussion. Motion approved (3-0).

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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
- Entry-Level Firefighter Hiring
- Washington Fire Chiefs DEI Committee Update
- DEI Workshop Update
- Renton Fire History Collection
- FRI Conference & Upcoming Time Off
- WA-TF1 Policy Board Meeting
- Labor Negotiations
- The GEMT revenue to be delivered to Fire District 40 for A317 dispatch has been finalized at \$557,862.48.
- Division Reports
 - EMS/Health & Safety: Deputy Chief DeSmith
 - Exploring future CARES support with the Renton School District
 - Support Services: Deputy Chief DeSmith
 - Facilities Update
 - Apparatus Update
 - The FD40 engine will be the first to arrive within the next 5 weeks, upfitting services will be performed at Station 13.
 - Response Operations: Deputy Chief Aho
 - Significant Incidents
 - (7/11) 5-patient MVA on Maple Valley Hwy. 3 critical and all 5 went to Harborview for treatment.
 - (7/19) 2-alarm apartment fire at Spencer Court Apartments. Mutual aid from Skyway, Puget Sound, and Tukwila Fire
 - (7/20) 3-alarm apartment fire at Fairwood Landing Apartments. Mutual aid from Puget Sound and Tukwila Fire
 - (7/23) 10-patient MCI and shooting at 109 Logan Ave S. Mutual aid from Skyway Fire
 - (7/23) Mobile home fire at Leisure Estates
 - (7/24) House fire at 200 block of Powell Ave SW. Mutual aid from Skyway and Tukwila Fire
 - Training
 - Trauma Training with Renton PD and BMK Ventures

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- Rescue Swimmer Annual Freshwater and Saltwater Training
- Live Fire Makeups for E313 and E316
- JATC Prep for E313 on all shifts
- Sunday Rope Skills - High Line
- Tower Time for E312, A312, and E313, A313
- Blue Card IC Training for E311, L311, B311, E313 and A313
- Public Outreach
 - NSCC Ride-Along on A312, A313, and E311
 - Sunshine Learning Center Engine Visit with E316
 - Learning Land Engine Visit with E313
 - Fire Station Tour with E316, E311
 - Heritage Park Summer Meal Engine Visit with E312
 - Seahawks Training Camp Meeting with E315 and B311
 - Renton River Days with E311, L311, A313, B311, Brush 316, Chief Heitman, and DC Aho attended parade. E413 provided public education.
 - Bright Horizons Engine Visit with E314
 - Health Point Event at Renton Stadium. A312 and A322 attended
- Operations
 - Promoted three firefighters to engineers effective July 1st: Zach Forghani, Garrett Kimbrel, and Pat Boltz.
 - Renton River Days event planning. Will be participating in parade and providing public education.
- Response Operations Statistics YTD through July 2022.
 - Commissioner Sartnurak inquired with Chief Aho if a cause of fire had yet been determined for the Fairwood Landing fire, he stated it is still under King County investigation.

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

CORRESPONDENCE:

- Any Commissioner interested in attending the WFCM Conference October 27-29, 2022, should contact District Secretary Buckley for her to make registration, transportation, and lodging accommodations.

UNFINISHED BUSINESS:

- **Station 17 Cell Tower Lease**
Cell tower lease consultants, Gunnerson Consulting and Communication Site Services, LLC (GCCSS) has submitted a revised service agreement outlining their new hourly contract rate.

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It was Moved by Commissioner Ryan to approve Board Chair Sartnurak to sign the revised service agreement with GCCSS as written. Commissioner Pratt seconded. No discussion. Motion Approved (3-0).

A copy of the signed service agreement is on file with the minutes.

- **Financial Consultant Update**

- **2022 Financial Goals**

Financial Consultant, Jim Torpin, provided an overview of the 2022 District Financial Goals; outlining the best use of the \$557,862.48 incoming GEMT funds, the GO Bond Arbitrage Rebate, financial strategies, an unrestricted reserve fund structure, financial software upgrade, a financial reporting structure and frequency schedule, and adopt 2023 Budget utilizing the proposed strategies.

A copy of the 2022 Financial Goals outline is on file with the minutes.

- **BLX Group Engagement Letter**

Financial Consultant, Jim Torpin, advised the District was better suited to go with a different firm to close out the GO Bond. He requests the board approve the Board Chair to sign the engagement letter with BLX Group to begin the process. BLX Group needs to determine the interest earned on the bond issuance, District Secretary will reach out to King County to obtain historical records. Commissioner Ryan confirmed on page 4 of the engagement letter, the District should choose the Option #1 costing structure.

It was Moved by Commissioner Ryan to authorize Board Chair Sartnurak to sign the BLX Group engagement letter. Commissioner Pratt seconded. No discussion. Motion Approved (3-0).

A copy of the signed BLX Group Engagement letter is on file with the minutes.

- **Draft Resolution No. 569: Defining Fund Policies**

Financial Consultant, Jim Torpin, drafted a new resolution outlining a new fund definition and structure. He requests that all Commissioners review the proposed policy and provide feedback to himself and the District Secretary.

A copy of Draft Resolution No. 569 is on file with the minutes.

NEW BUSINESS:

None.

FINANCIAL REPORTS:

Commissioner Pratt explained the newly formatted Q2 2022 Financial Activity Report which was presented to the board.

A copy of the Q2 2022 Financial Activity Report is on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- July 14, 2022, Regular Meeting Minutes
- July A/P Vouchers in the amount of \$3,659.00
- August A/P Vouchers in the amount of \$8,357.87
- August Payroll in the amount of \$2,600.22

It was Moved by Commissioner Pratt to approve the consent agenda as presented. Commissioner Ryan seconded. No discussion. Motion Approved (3-0).

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
Nothing additional to report.
- **Communications** (Ryan + Schneider)
New photos have been taken of all Commissioner and posted to the website, except for District Secretary Buckley's. She will have her photo retaken and posted soon. The Station 17 Commissioner photo board is being updated at the framers.

Commissioner Ryan stated she will bring a draft Open House post card to the next board meeting for review.
- **Facilities & Equipment** (Parsons + Schneider)
Nothing additional to report.
- **Policies & Special Projects** (Parsons + Pratt),
Nothing additional to report.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak thanked the Renton RFA Chiefs and staff for the work they do for the district.

Chief Heitman announced Myron Michael of District No. 25 has retired as a commissioner, the board is seeking an immediate replacement to fill his vacancy.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

- Commissioner Pratt inquired on how to obtain a burn permit to clear yard debris from a relative's property in unincorporated Maple Valley. District Secretary advised he visit Pugetsoundfire.org in late September to obtain a burn permit for use in the month of October.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 5:41 PM.

Joe Pratt
Joe Pratt, Commissioner

Charlotte Ryan
Charlotte Ryan, Commissioner

Linda Sartnurak
Linda Sartnurak, Commissioner

Andrew Schneider
Andrew Schneider, Commissioner

Steve Parsons
Steve Parsons, Commissioner

Laura Buckley
Laura Buckley, District Secretary

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The next regular meeting of the Board of Fire Commissioners will be held on ***Thursday, September 8, 2022, at 5:00PM via Zoom.***

Attachments: Agenda
Chief's Report
GCCSS Revised Service Agreement
2022 Financial Goals
GO Bond BLX Group Engagement Letter
Draft Resolution No. 569
Q2 2022 Financial Activity Reports
Voucher Approval Documents