
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

9/8/2022

DATE: September 8, 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
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

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. Commissioner Schneider was excused by prior motion. **It was Moved by Commissioner Pratt to excuse Commissioner Parsons from the meeting. Commissioner Ryan seconded. No discussion. Motion Approved (3-0).** No absentee motions were requested for the next regular board meeting.

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Page 1 of 8

Commissioner Sartnurak led the pledge of allegiance.

CHIEF'S REPORT:

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

- **Members of the Quarter**
Nominations were held for our quarterly recognitions. The following members were chosen for this great honor:
Officer – Lt. Chris Krystofiak
Firefighter – FF Greg LeBlanc
Civilian – Chaplain Loretta Green
- **Congratulations are in Order**
Job well done to Firefighter Daniel Yun for earning Journeyman status after completing the JATC program.
- **Welcome New Recruits**
Our ten new recruits started with us on August 8th and began working with their mentors and on-duty crews this past month. They began the Academy on August 22nd and will graduate in January 2023.
- **Labor Negotiations**
Due to vacations, we are scheduling a new meeting in September to continue negotiations with Local 864 for the 2023-2025 collective bargaining agreement.
- **King County Fire Chiefs Association Leadership Summit**
DC Aho, DC DeSmith and I will be attending the City of Renton Integrated Emergency Management Course in Emmitsburg, MD the week of September 12th. Renton RFA will be represented by CAO Samantha Babich and Fire Marshal Anjela Barton at the upcoming KCFCA Leadership Summit from September 13-15.

Chief Heitman also reported that Deputy Chief Will Aho has accepted a position with Eastside Fire & Rescue and will begin his new position October 1, 2022.

- **Division Reports**
 - EMS/Health & Safety: Deputy Chief DeSmith
 - CPR Classes and PulsePoint Support
 - Mental Health Professional Interviews for Behavioral Health Unit in 2023
 - Support Services: Deputy Chief Seaver
 - Pumper Update
 - The pumper is currently being outfitted at the Fire Garage, should be ready for service by the Station 17 Open House, if not sooner.

- Facilities Update
 - Station 17 passed the annual fire alarm test with flying colors.
- Response Operations: Deputy Chief Aho
 - Significant Incidents
 - (8/10) Car into a building on S Carr Rd. Mutual aid from Puget Sound RFA and South King Fire & Rescue.
 - (8/11) Residential fire on 17600 block of 112th Ave SE.
 - (8/27) 2-car accident into a telephone pole with a car fire at SE 186th St & 140th Ave SE. Mutual aid from Puget Sound RFA.
 - (8/30) Drive-by shooting at 13200 block of 158th Ave SE. Mutual aid from Eastside Fire & Rescue.
 - Training
 - JATC Tests: 1A for Walter, McIntyre, Simonpietri; 1B for Mailloux, Ramos; 3A for Hopf; 3B for Hartman, Yun, P. Leahy
 - 3rd Qtr Rope Drill, L311 attended
 - 3rd Qtr Rescue Boat Operator, Dive 312 attended
 - Pump Academy, Cody Olson attended
 - Tower time for E311, E312, A312, E313, A313, E315, E316
 - Boat Based dive at Five Mile Lake, Dive 312 attended
 - IDARS Swim Test for Rescue Swimmers
 - Hazmat Saturday Training, HM314 attended
 - Sunday Rope Drills, L311 attended
 - Public Outreach
 - National Night Out at Renton Farmers Market, Liberty Square Apts, Fairwood Crest Park, Woodside HOA, and Forest Estates HOA
 - NSCC Ride along with E311, A312, and A313
 - Medic Student Ride along with A313
 - Station Tours at Stations 13, 15, and 17
 - Engine Visits
 - E311 @ St Anthony School
 - E311 @ Liberty Park for Communities in School
 - E313 @ Tiffany Park
 - E313 @ Thomas Teasdale Park
 - E312 @ Sunset Park
 - E314 @ The Little Gym of Kent/Renton
 - Dive312 @ Gene Coulon for Sailing Club
 - E316 @ Copperwood Neighborhood

- Commissioner Ryan inquired with Chief Aho about the bear hit by a car on 140th. He stated there was no fire department response to that incident.
- Response Operations Statistics YTD through August 2022.

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

CORRESPONDENCE:

- **Notice of \$3,247 refund from Hughes Fire Equipment**
District Secretary announced a refund check is being issued from Hughes Fire Equipment for overpayment made on the pumper. Deputy Chief Seaver stated the refund was due mostly to travel expenses built into the cost of the vehicle; less travel was used to visit the factory than originally anticipated.
- **Invitation to Join Fairwood Alliance**
Deputy Chief DeSmith, and his wife, have been spearheading this local group, aimed to connect local businesses with the community. Commissioner Sartnurak will be attending to represent the fire district at the September 14, 2022 meeting.

UNFINISHED BUSINESS:

- **Cell Tower Lease**
Attorney Eric Quinn reported the lease consultants, with Gunnerson Consulting and Communication Site Services, LLC (GCCSS) has asked that we reconsider the last proposal received from American Tower. He said she will be submitting a last and final offer and anticipates we will have an update for the board at the October meeting.
- **Resolution No. 569: Defining Fund Policies**
Commissioner Ryan stated it is the same resolution she brought to the board as a draft at the August board meeting. The intent is to rescind Resolution No. 488 and pass by motion Resolution No. 569. The resolution was drafted by Financial Consultant, Jim Torpin. Board Attorney Eric Quinn will review the resolution and bring it to the next meeting for adoption.

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

- **Station 17 Open House Postcard**
Commissioner Ryan presented the draft postcard for board review and to determine if the public event post card should be distributed within the district. The Open House postcard is a budgeted item and has two size options with cost variations.

Option #1: 5.5" x 8.5" Print: \$1,400 Postage: \$1,400

Option #2: 4.25" x 6" Print: \$1,000 Postage: \$1,400

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The board unanimously granted permission the distribution of Option #1 with the larger size postcard.

A copy of the Open House postcard is on file with the minutes.

NEW BUSINESS:

• **2023 Budget Timeline**

Commissioner Ryan reviewed the 2023 budget timeline, stating a date must be set for the 2023 Fire Benefit Charge Public Hearing at tonight’s meeting. She has suggested the district hold the public hearing at the next regular meeting scheduled on Thursday, October 13, 2022.

It was Moved by Commissioner Sartnurak to hold the 2023 Fire Benefit Charge Public Hearing at the October 13, 2022, regular meeting. Commissioner Pratt seconded. No discussion. Motion Approved (3-0).

The AV estimate is not yet ready from the King County Assessor, preliminary numbers will be available at next month’s meeting.

She also advised the board that Resolution No. 569: Defining Fund Policies will need to be adopted at the October 13, 2022, board meeting.

An official request will be made at the October 13, 2022 board meeting to move the November regular meeting to the third Thursday of the month, November 17, 2022, to ensure that both of the Finance Committee workgroup members can be in attendance.

A copy of the Draft 2023 Budget Timeline is on file with the minutes.

• **Puget Sound Fire 2023 FBC Service Approval (6,742 parcels)**

District Secretary Buckley presented the board with the current Fire Benefit Charge (FBC) contract with Puget Sound Fire, which provides FBC management and customer service to the residents within District 40. The cost is outlined in the contract at \$1.24222 per parcel for the services provided, which will be billed to the District separate from mailer print and postage costs.

A draft mailing notice will be brought to the board by Puget Sound Fire’s Sean Penwell once created, for the board to review the print and postage costs to distribute mailers to the 6,742 parcels within the district.

A copy of the Benefit Charge Services contract is on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- August 11, 2022, Regular Meeting Minutes
- August A/P Voucher in the amount of \$160.02
- September A/P Vouchers in the amount of \$17,898.91
- September Payroll in the amount of \$1,857.84

It was Moved by Commissioner Sartnurak to approve the consent agenda as presented. Commissioner Pratt 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)
Commissioner Ryan stated she will bring a draft newsletter to the next board meeting for review. She also confirmed with Chief Heitman that the Renton RFA newsletter will be coming soon.
- **Facilities & Equipment** (Parsons + Schneider)
Nothing additional to report.
- **Policies & Special Projects** (Parsons + Pratt),
Nothing additional to report.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak stated she will be attending the Renton RFA board meeting next Monday, she will have new information to report at next month's meeting.

PUBLIC COMMENT:

Commissioner Ryan inquired with Board Attorney Eric Quinn on the lifting of Governor Inslee's Emergency Proclamation and what impact that will have on the structure of in-person versus virtual board meetings. He stated that once the Emergency Proclamation is lifted, the board will no longer be able to hold an "all virtual" board meetings.

GOOD OF THE ORDER:

- Commissioner Sartnurak will be attending a Don Perssons ceremony at the Senior Center on Saturday.
- Attorney Eric Quinn is hosting a virtual Municipal Roundtable on Friday, September 30th from 9-11AM, which will include topics such as Bid Law Exceptions. He will forward the Zoom link to the board.
- Chief Heitman and CAO Samantha Babich will be attending the WFCa Conference next month in Spokane.
- Commissioner Pratt and District Secretary Buckley will also be attending the WFCa Conference in Spokane next month.
- Attorney Eric Quinn will be presenting on Finance at the WFCa Conference in Spokane.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 5:45 PM

Joe Pratt

Joe Pratt, Commissioner

Charlotte Ryan

Charlotte Ryan, Commissioner

Linda Sartnurak

Linda Sartnurak, Commissioner

Andrew Schneider, Commissioner

Steve Parsons, Commissioner

Laura Buckley

Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, October 13, 2022, at 5:00PM via Zoom.**

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Attachments: Agenda
Chief's Report
Resolution No. 569
Station 17 Open House Postcard
2023 Draft Budget Timeline
Benefit Charge Service Contract
Voucher Approval Documents

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Page 8 of 8