



KING COUNTY FIRE PROTECTION DISTRICT 40

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

1/24/2023

DATE: January 24, 2023

TIME: 6:00 p.m.

PURPOSE: Special Meeting in lieu of Cancelled Regular Meeting

LOCATION: Fairwood Library:
17009 140th Ave SE, Renton, WA 98058
and
ZOOM MEETING (www.zoom.us)
Meeting ID: 886 4934 4889
Password: 245066

ATTENDANCE:

KCFD #40	RENTON RFA
Steve Parsons, Commissioner	Chuck DeSmith, Deputy Chief
Joe Pratt, Commissioner	Steve Heitman, Fire Chief
Charlotte Ryan, Commissioner	Mark Seaver, Deputy Chief
Linda Sartnurak, Commissioner	
Andrew Schneider, Commissioner	
Laura Buckley, District Secretary	PUBLIC
Eric Quinn, Attorney	None

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 6:05 PM with Commissioners Parsons, Pratt, Ryan, and Schneider present. It was **Moved by Commissioner Ryan to excuse Commissioner Parsons from the February 8, 2023, special meeting. Commissioner Parsons seconded. No discussion. Motion Approved (5-0).**

Commissioner Sartnurak led the pledge of allegiance.

ELECT 2023 CHAIR AND VICE CHAIR:

- It was **Moved by Commissioner Ryan to nominate Commissioner Schneider as Board Chair, and Commissioner Pratt as Vice Board Chair for the year 2023. Commissioner Sartnurak seconded. No discussion. Motion Approved (5-0).**

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- **New 2023 Workgroups**
- Finance (Pratt + Ryan)
- Communications - Newsletter (Pratt + Sartnurak)
- Communications – Website (Parsons + Ryan)
- Policies & Special Projects (Parsons + Sartnurak)
- Renton RFA Liaison (Schneider)

CHIEF’S REPORT:

- Chief Heitman Report
- EMS/Health & Safety Report – DeSmith
- Support Services – Seaver
- Public Outreach – DeSmith

Response Operations Statistics YTD through December 2022.

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

NEW BUSINESS:

- Levy Lid Lift Discussion
 - Chief Heitman reported Renton RFA has hired consultants Chris Faucet and Karen Reed for the August 2023 Proposition 1 campaign. The Chief suggested a joint effort with King County Fire District 40, including a mailer to all the citizens in both jurisdictions. Katie Lewis, with Renton RFA, would lead communications, explaining the funding system to citizens. Renton RFA will cover all consultant expenses, there is no cost to Fire District 40, aside from mailers and postage.

CORRESPONDENCE:

- Donation Received
 - A local resident made a fifty-dollar donation to the fire district. A receipt and thank you note was sent in return.

UNFINISHED BUSINESS

- Cell Tower Lease Update
 - Board Attorney Quinn reported the fully executed lease was sent to Verizon on January 10, 2023. Verizon must deliver the thirty-thousand dollar signing bonus, five-thousand dollars in attorney fees, and forty-thousand dollars for calendar year 2023 rent within 30-days.
- District 40 Regular Meeting Options
 - Commissioner Ryan reviewed meeting location options she has researched. The Fairwood Golf and Country Club charges for use of their meeting room. The Fairwood Library meeting schedule is too inconsistent and does not offer Wednesday’s. She suggested the use of Renton RFA

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Station 13 or move the aid car out of the Station 17 bay. Commissioner Parsons said he will ask both Renton RFA and Puget Sound Fire if either can accommodate the Fire District 40 hybrid meeting on a regular basis on either the 2nd Wednesday of every month at 6PM or the 2nd Thursday of every month at 6PM.

- **District Computer Maintenance Discussion**
 - Commissioner Ryan would like to investigate the cost of Puget Sound Fire or Renton RFA IT maintenance for the district computer. District Secretary Buckley will contact both entities for a quote.
- **Benefit Charge Petition Notifications**
 - District Secretary Buckley presented the final mailer sent to district residents notifying them of the benefit charge petition hearing.
- **Policy Review (Update): 2741 & 2741P Travel/Training Expenses**
 - Commissioner Pratt presented a modified Policy # 2741P Travel/Training Expenses. There was discussion on the rate to be used for mileage and per diem, it was agreed to use the standard GSA rate which changes with inflation/deflation. The annual travel allowance of \$1,500 per year per commissioner may need to be increased due to rising costs in registrations, hotel accommodations, mileage and/or air transportation, and per diem costs. The Policies & Special Projects workgroup will bring a revised policy to the February 22, 2023 board meeting.

FINANCIAL REPORTS:

Commissioner Sartnurak presented the Q4 2022 Financial Activity Report for review.

Commissioner Ryan stated there are residual funds showing in three (3) funds closed by resolution and converted into the Consolidated Reserve Fund; King County states it will be resolved for fiscal year-end 2022 with adjustments made in January 2023.

A copy of the Q4 2022 Financial Activity Report is on file with the minutes.

CONSENT AGENDA:

- December 16, 2022 Special Meeting Minutes
- January A/P Voucher in the amount of \$41,408.61
- January Payroll in the amount of \$1,639.89

It was Moved by Commissioner Ryan to approve the consent agenda with the name correction under “Call to Order + Motion for Absent Commissioners”, as Commissioner Schneider was named twice, and Commissioner Ryan was omitted. Commissioner Schneider seconded. No discussion. Motion Approved (5-0).

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

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WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
No report.
- **Communications** (Ryan + Schneider)
No report.
- **Facilities & Equipment** (Parsons + Schneider)
No report.
- **Policies & Special Projects** (Parsons + Pratt)
No report.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak will attend the next Renton RFA meeting due to a scheduling conflict for newly assigned liaison, Commissioner Schneider.

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

NONE

EXECUTIVE SESSION:

NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 7:23 PM.



Joe Pratt, Commissioner



Charlotte Ryan, Commissioner



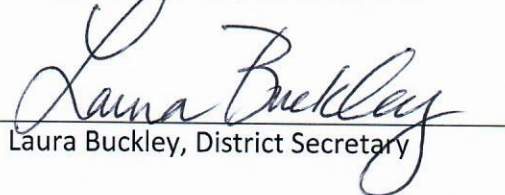
Linda Sartnurak, Commissioner



Andrew Schneider, Commissioner



Steve Parsons, Commissioner



Laura Buckley, District Secretary

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The next regular meeting of the Board of Fire Commissioners is cancelled. A special meeting will be held on ***Wednesday, February 8, 2023, at 6:00PM at the Renton Fire Station 13, 18002 108th Avenue SE, Renton, WA 98055 and via Zoom (meeting ID: 886 4934 4889, Password: 245066).***

Attachments:

Agenda
Chief's Report
Q4 2022 Financial Report
Voucher Approval Documents

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