
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
2/22/2023



DATE: February 22, 2023
TIME: 6:00 PM
PURPOSE: Special Meeting and Fire Benefit Charge Hearing
LOCATION: RENTON FIRE STATION 13
18002 108th AVENUE SE, RENTON, WA 98055
and
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 (virtual)

RENTON RFA
Chuck DeSmith, Deputy Chief (virtual)
Steve Heitman, Fire Chief
Chris Krystofiak, Lieutenant
Scott Murphy, Facilities Manager
Mark Seaver, Deputy Chief

PUBLIC
Greg Collier
Marie Collier
Sean Penwell, Puget Sound Fire
Jim Torpin, Consultant

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Schneider called the regular meeting of King County Fire Protection District #40 to order at 6:02 PM with Commissioners Parsons, Pratt, Ryan, and Sartnurak present. No absentee motions were requested for the next regular board meeting.

Commissioner Schneider led the pledge of allegiance.

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FIRE BENEFIT CHARGE HEARING (FBC HEARING):

Commissioner Schneider reconvened the Fire Benefit Charge FBC hearing at 6:04 PM pursuant to RCW 52.18.070. Sean Penwell with Puget Sound Fire presented an overview of the 2022/2023 benefit charge activities within the district; no outstanding petitions for adjustments exist. Division Chief Penwell requested a motion to approve all Administrative Actions (error corrections and discounts) as delegated to staff by the Benefit Charge Review Board. **It was Moved by Commissioner Sartnurak to approve all Administrative Actions as delegated to staff by the Benefit Charge Review Board. Commissioner Parsons seconded. No discussion. Approved 5-0.**

A copy of the FBC presentation is on file with the minutes.

RECONVENE REGULAR MEETING:

The benefit charge hearing was adjourned, and the regular meeting reconvened at 6:07 PM.

FIRE CHIEF'S REPORT:

- Chief Heitman Report
- EMS/Health & Safety Report – DeSmith
- Support Services Report – Seaver
- Response Operations Report- Seaver

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

CORRESPONDENCE:

NONE

UNFINISHED BUSINESS:

- **Cell Tower Lease Update**
Attorney Eric Quinn advised the board he has put Verizon on default payment notice. Verizon sent back a request for the district to complete a W-9 and Payment Authorization form. Quinn said very strange circumstance with the request coming after the contract had been finalized, and the \$83,000 becoming due to the district. Verizon is in default of the lease, attorney Quinn states a late payment fee is to be assessed.

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- **Levy Lid Lift Discussion**

District Consultant, Jim Torpin, advised election timelines need to be met to get the levy lid lift on the ballot in August 2023. Fire District 40 has settled on the August primary to match with Renton RFA's lid lift. The board needs to decide on a single-year permanent or multi-year impermanent levy lid lift proposal, Renton RFA has not yet decided. Attorney Eric Quinn clarified the lid lifts in following year, beginning January 2024. Most lifts use the 6% factor, the greater of 1% or CPI. If the district opts for the multi-year impermanent model, the district will not have to go out for another lid lift for 10-12 years, saving taxpayers on election costs. The board must decide by May 12th; resolutions must be adopted along with for/against statements for inclusion in voter's pamphlets. Draft resolutions will be presented and discussed at the March 9, 2023, meeting for adoption at the April 13, 2023, meeting to meet the county's deadline. MRSC has good article on lid lifts, Jim Torpin will forward the article to District Secretary Buckley for distribution to the commissioners. Jim Torpin also informed the board he sat in on the Renton RFA levy lid lift committee meeting, Renton RFA's ballot measure will be different but similar to Fire District 40's; both will be titled Prop 1. He advised the commissioners that pointing out differences are important. The district will want to get information out to voters prior to the election.

- **Policy Review 2741 (Revise)/2741P (Rescind) Travel/Training Expenses**

Commissioners Parsons and Pratt presented revised Policy 2741 Travel/Training Expenses, consolidating policies 2741/2741P, including updates to per diem rates and clarifying verbiage. **It was Moved by Commissioner Ryan to adopt Policy 2741 Travel/Training Expenses removing a section of erroneously underlined font, no verbiage changes, and to rescind Policy 2741P. Commissioner Sartnurak seconded. No discussion. Motion Approved (5-0).**

A copy of Policy 2741 Travel/Training expenses is on file with the minutes.

- **IT Computer Maintenance**

District Secretary Buckley informed the board she reached out to both Renton RFA and Puget Sound Fire to inquire on IT computer maintenance for the computer in the district's office. Currently another entity is set-up as the Administrator, presumably the City of Renton. Puget Sound Fire replied with follow-up questions and the Renton RFA email to their IT Manager was undeliverable. Chief Heitman stated he would have their IT Manager get in contact with her or to forward the inquiry to CAO Samantha Babich. He also stated it would be possible for Fire District 40 to acquire IT services with Renton RFA, especially now that the district is holding their regular monthly board meetings at Renton Fire Station 13.

NEW BUSINESS:

NONE

CONSENT AGENDA:

The consent agenda consisted of:

- January 24, 2023, Special Meeting Minutes
- February 8, 2023, Special Meeting Minutes
- February A/P Vouchers in the amount of \$7,176.86
- February A/P Voucher in the amount of \$15,817.58
- February Payroll in the amount of \$2,049.82

It was Moved by Commissioner Parsons to approve the consent agenda as presented. Commissioner Pratt seconded. No discussion. Motion Approved (5-0).

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
The City of Renton inquired on the option to pay off the Station 13 promissory note early and what the payoff amount would be. Commissioner Ryan sent the contract to District Secretary Buckley, Consultant Jim Torpin, and Attorney Eric Quinn for their review.
- **Communications - Newsletter** (Pratt + Sartnurak)
Commissioner Sartnurak reported the workgroup is preparing for the next newsletter. Renton RFA will be adding a brief section to their April newsletter on the upcoming election. The newsletter workgroup will get together with Katie Lewis with Renton RFA to coordinate a joint message about the election for use in the annual joint newsletter. The workgroup will bring a newsletter to the March 9, 2023, board meeting for approval to distribute late-March.
- **Communications - Website** (Parsons + Ryan)
Nothing to report.
- **Policies & Special Projects** (Parsons + Sartnurak)
The workgroup is beginning work to determine which policies should be reviewed or revised by the board.
- **Renton RFA Liaison** (Schneider)
Commissioner Sartnurak has turned the position over to Commissioner Schneider, he will attend his first meeting as the Renton RFA Liaison on March 18, 2023.

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PUBLIC COMMENT:

Fire District 40 resident, Greg Collier, spoke to the board addressing the Fire Benefit Charge and the calculation methods used for parcels. He thanked Division Chief Sean Penwell's staff for the clarification on how the benefit charge is calculated and assessed to parcels within the district.

GOOD OF THE ORDER:

Commissioner Sartnurak was presented with a "6-years of service" award for her time serving as the Renton RFA Liaison.

Chris Krystofiak announced this Saturday at the Fairwood Starbucks from 0900-1200 they are holding a fundraiser for the Leukemia Foundation which coincides with the firefighter stairclimb scheduled on March 11th, 2023.

Attorney Quinn announced he has a document to provide on board regarding PDC "do's and don'ts" to help educate the board when running a ballot.

District Secretary Buckley reminded the board to submit their PDC F-1 filing by April 15, 2023, if they have not already done so.

EXECUTIVE SESSION:

NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 7:04 PM



Joe Pratt, Commissioner



Charlotte Ryan, Commissioner




Linda Sartnurak, Commissioner



Andrew Schneider, Commissioner

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Steve Parsons, Commissioner


Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, March 9, 2023, at 6:00PM at Renton Fire Station #13, 18002 108th Avenue SE, Renton, WA 98055 and via Zoom to conduct district business.**

Attachments: Agenda
Fire Benefit Charge Presentation
Policies 2741 & 2741P Travel/Training Expenses
Voucher Approval Documents

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