
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

5/11/2023

DATE: May 11, 2023
TIME: 6:00 PM
PURPOSE: Regular Meeting
LOCATION: RENTON STATION 13
18002 108th Ave SE, Renton, WA 98055
and
ZOOM MEETING
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

Steve Heitman, Fire Chief
Mark Seaver, Deputy Chief

PUBLIC

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 6:01 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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CORRESPONDENCE:

None

FIRE CHIEF'S REPORT:

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

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

UNFINISHED BUSINESS:

- **August Proposition No. 1**
 - **Pro/Con Committee Members**
 - Committee members are due to King County by May 12, 2023.
 - One Pro Committee Member, Craig Soucy confirmed.
 - Second Pro Committee Member, Elynne Gardner, tentative.
 - No Con Committee members to date.
 - **Explanatory Statements**

Written statement from Board Attorney Quinn is ready to submit on or before May 16, 2023, deadline. Statement submission to be accompanied by a copy of the our Resolution No. 577, and a ballot cover sheet.
 - **Pro/Con Statements**

Statements to be submitted to King County by Pro/Con Committee members on or before May 23, 2023, deadline.
 - **Rebuttal Statement**

Opposing committee member(s) rebuttal statements to be directly submitted to King County on or before May 25, 2023, deadline.
- **Candidate Filing Week (May 15-19)**

Two KCFD40 fire commissioner positions scheduled for election in November 2023.

 - Fire Commissioner Position No. 1 – Currently held by Linda Sartnurak.
 - Fire Commissioner Position No. 3 – Currently held by Steve Parsons.
- **Renton RFA IT Contract Discussion**

Board unanimously agrees to implement IT services contract with Renton RFA including telephone services. Currently under contract with Comcast through November 2023; must provide Comcast with 30-day notice of cancellation, \$35/month charge through November 2023 if the district turns in all Comcast equipment. Board Attorney Quinn and Renton RFA

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Attorney Snure to write contract, Chief Heitman and IT Manager Dominguez will determine ETA for implementation, tentative start date August 1, 2023. Draft contract to be presented to the board at June 8, 2023, board meeting for review and approval at the July 13, 2023 board meeting.

NEW BUSINESS:

- **Renton RFA Finance Contract Discussion**

Commissioner Schneider proposed the board consider contracting with Renton RFA for Financial services. After a brief discussion, it was decided that the finance committee, District Secretary Buckley, and KCFD40 consultant, Jim Torpin, will research if financial service management would benefit the district.

- **Received \$6,811.35 for Sale of Surplus Aid Car (432)**

Funds from the sale of Aid Car 432 have been received and deposited into the district's general fund.

2023 FINANCIAL REPORTS:

The Q1 2023 Financial Report was reviewed by the board. District Secretary Buckley informed the board the City of Renton remitted approximately \$2.5mm to pay off the promissory note for the purchase of Station 13 in Q2, 2023. Board consultant Jim Torpin will send the Finance workgroup a distribution schedule to apply the funds in accordance with the district's annual financial plan.

A copy of the Q1 2023 Financial Report is on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- April 13, 2023, Regular Meeting Minutes
- May A/P Vouchers in the amount of \$3,329,350.50
- May Payroll in the amount of \$2,323.10

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

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)

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We received a reply back from the Auditor's office with answers to our questions., and the workgroup is finishing the required notes for the financial statements to submit with the Annual Report.

- **Communications - Newsletter** (Pratt + Sartnurak)
Commissioner Pratt put together a newsletter timeline, will coordinate with Commissioner Sartnurak to have draft newsletter for the board's review at the June 8, 2023, meeting. Newsletter to be mailed on the second half of July; will include information reviewed and approved by Board Attorney Quinn on a levy lid lift article. A late-June special meeting may need to be scheduled at the June 8, 2023, meeting to approve the newsletter.
- **Communications - Website** (Parsons + Ryan)
The workgroup will add links to newsletter archive and Proposition No. 1 newsletter link to the front and center of homepage.
- **Policies & Special Projects** (Parsons + Sartnurak)
The workgroup is beginning to review district policies, as well as reviewing "swag" inventory for the upcoming Station 17 open house scheduled for October 2023.
- **Renton RFA Liaison** (Schneider)
Commissioner Schneider was unable to attend the Renton RFA meeting; however, all material was covered in the Chief's Report.

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

Commissioner Sartnurak reported that she attended an informative substance disorder seminar. King County Councilmember Regan Dunn led the 6-hour program which discussed the multifaceted problem and provided possible solutions.

District Secretary Buckley received a final invoice from GCCSS (cell tower consultant) which includes the one-time bonus fee. She would like to review it with Board Attorney Quinn prior to processing it for payment.

EXECUTIVE SESSION:

NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 7:05 PM.

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Joe Pratt, Commissioner



Charlotte Ryan, Commissioner

Linda Sartnurak, Commissioner

 6/9/2023

Andrew Schneider, Commissioner



Steve Parsons, Commissioner

Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, June 8, 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
Chief's Report
Q1 2023 Financial Report
Voucher Approval Documents

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