

---

**KING COUNTY FIRE PROTECTION DISTRICT 40**  
**BOARD OF FIRE COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**6/8/2023**



---

**DATE:** June 8, 2023  
**TIME:** 6:00 PM  
**PURPOSE:** Regular Meeting  
**LOCATION:** RENTON STATION 13  
18002 108<sup>th</sup> Ave SE, Renton, WA 98055  
*and*  
**ZOOM MEETING**  
Meeting ID: 886 4934 4889, Password: 245066

**ATTENDANCE:**

<b>KCFD #40</b>	<b>RENTON RFA</b>
Steve Parsons, Commissioner	Chuck DeSmith, Deputy Chief
Joe Pratt, Commissioner	Steve Heitman, Fire Chief
Charlotte Ryan, Commissioner	Andrew Plumblee, Lieutenant
Linda Sartnurak, Commissioner	
Andrew Schneider, Commissioner	<b>PUBLIC</b>
Laura Buckley, District Secretary	Jim Torpin, Consultant
Eric Quinn, Attorney (virtual)	Jeff Wyborny, Citizen

**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 Pratt, Ryan, and Sartnurak present. **It was Moved by Commissioner Ryan to excuse Commissioner Parsons from the regular meeting in progress. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).** (Commissioner Parsons later joined the regular meeting in progress at 6:07 PM.) **It was Moved by Commissioner Ryan**

---

*Professionalism • Integrity • Leadership • Accountability • Respect*

to excuse Commissioner Schneider from the July 13, 2023, regular meeting. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).

Commissioner Schneider led the pledge of allegiance.

**CORRESPONDENCE:**

None

**FIRE CHIEF'S REPORT:**

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

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

**UNFINISHED BUSINESS:**

- **Proposition No. 1 Update**
  - Pro Committee sent in statement to King County
  - King County sent out an announcement to locate a Con Committee member
  - Chief Heitman will provide the commissioners with a do's and don'ts flyer to use when speaking to voters/citizens about the ballot measure.
- **Renton RFA IT Contract Discussion**

KCFD40 Attorney, Eric Quinn, presented a draft contract using the previous version proposed, for consideration by the board. No decision to be made by the board, draft contract is for review only and is to be considered for adoption at the July regular meeting. Board Secretary Buckley will forward the proposed contract to the commissioners by June 9, 2023.
- **Renton RFA Finance Contract Discussion**

Board consultant, Jim Torpin, spoke to the list compiled of financial management services conducted by the district to see what services, if any, would be beneficial to be performed by Renton RFA. After Renton RFA CAO Babich has reviewed, the district and Renton RFA can discuss the need and feasibility of a contract for finance services.
- **Draft Summer Newsletter (Option A/Option B)**

Commissioner Pratt reviewed both newsletter options, stating both are identical aside from the image used in the property tax circle section. The article on the levy lid-list was vetted

---

*Professionalism • Integrity • Leadership • Accountability • Respect*



by both Board Attorney Quinn and Consultant Torpin. Commissioner Pratt stated the goal is to have the newsletter mailed out the same day the ballots are mailed from King County, July 11, 2023.

**It was Moved by Commissioner Ryan to approve the Option A newsletter as written. Commissioner Sartnurak seconded. No discussion. Motion Approved (5-0).**

*A copy of the approved newsletter is on file with the minutes.*

#### **NEW BUSINESS:**

- **Received \$9,359.35 for Sale of Surplus 2002 Aid Car**  
Funds from the sale of the 2002 surplus aid car have been received and deposited into the district's general fund.

#### **CONSENT AGENDA:**

The consent agenda consisted of:

- May 11, 2023, Regular Meeting Minutes
- June A/P Vouchers in the amount of \$6,712.95
- June Payroll in the amount of \$2,283.80

**It was Moved by Commissioner Sartnurak 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 Annual Report has been submitted to the Auditor's office.  
Consultant Torpin sent a revised consolidated reserve fund worksheet to the finance workgroup to allocate the funds received from the City of Renton for the early pay-off of Station 13 in accordance with the district's adopted capital replacement and annual funding resolution. \$270,000-Capital Fund, \$0-LEOFF1, \$200,000-Unassigned, \$2,000,000--Budget Stabilization (to be used in 2-7 years to help offset taxpayer levy collections).
- **Communications - Newsletter** (Pratt + Sartnurak)  
Nothing additional to report.
- **Communications - Website** (Parsons + Ryan)  
No report.
- **Policies & Special Projects** (Parsons + Sartnurak)

---

*Professionalism • Integrity • Leadership • Accountability • Respect*

The workgroup is scheduled to begin policy reviews in early July 2023.

- **Renton RFA Liaison** (Schneider)  
Commissioner Schneider reported the RFA's board meeting is scheduled for this coming Monday, also adding previous months' meeting minutes can be located on the Renton RFA website.

**PUBLIC COMMENT:**

Mr. Wyborny asked that if Renton RFA took on District 40's finances, would it be as a subcontractor or manage the tasks within their own workflows. Consultant Jim Torpin stated any tasks taken on by Renton RFA would be performed more like a white label service agreement subcontractor. Chief Heitman added that nothing's been decided yet, it is only a proposal; but funds would be separate.

**GOOD OF THE ORDER:**

Board Attorney Quinn took a moment to recognize the passing of Fire Service Attorney, Tom Burke.

District Secretary Buckley announced she will be on the November 2023 ballot running for a vacant KCFD #43 Maple Valley Fire Commissioner.

**EXECUTIVE SESSION:**

NONE

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:45 PM.

  
\_\_\_\_\_  
Joe Pratt, Commissioner

  
\_\_\_\_\_  
Charlotte Ryan, Commissioner

  
\_\_\_\_\_  
Linda Sartnurak, Commissioner

\_\_\_\_\_  
Andrew Schneider, Commissioner

---

*Professionalism • Integrity • Leadership • Accountability • Respect*

*Steve Parsons*

Steve Parsons, Commissioner

*Laura Buckley*

Laura Buckley, District Secretary

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

Attachments: Agenda  
Chief's Report  
Summer Newsletter  
Voucher Approval Documents

---

*Professionalism • Integrity • Leadership • Accountability • Respect*