
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS REGULAR MEETING MINUTES

9/14/2023

DATE: September 14, 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
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner
Andrew Schneider, Commissioner

Laura Buckley, District Secretary
Eric Quinn, Attorney

RENTON RFA

Chuck DeSmith, Deputy Chief
Steve Heitman, Fire Chief
Chris Krystofiak, Lieutenant

PUBLIC

None

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Schneider called the regular meeting of King County Fire Protection District #40 to order at 6:03 PM with Commissioners Parsons, Ryan, and Sartnurak present. Commissioner Pratt was previously excused from the meeting. 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 –DeSmith
- Support Services – DeSmith
- Response Operations Report- Heitman

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

UNFINISHED BUSINESS:

- **Fall Newsletter**

The board approved Commissioner Ryan to execute the below changes and send the finalized fall newsletter to the printer by 9/15/2023.

- 1) In second paragraph removed the word “at” and replace the duplicate use of the word “while” with “with”.
- 2) In third paragraph remove the phrase “taking over”.
- 3) On left side column add the time of the 10/28 Open House and add “change smoke detector batteries” under 11/5 Daylight Savings Time.

A copy of the corrected Fall Newsletter is on file with the minutes.

- **2nd Annual Halloween Shop-n-Treat**

The agenda was modified to discuss this item with the Open House event. KCFD40 will be at the beginning of the Fairwood Alliance trick or treat lineup. Attendees will turn in a card at the end of the event with a fire department stamp indicating they attended the booth to receive treats. Commissioners Parsons and Sartnurak will pre-stamp cards before the event. Commissioner Sartnurak suggested that this year's event could run smoother if we pre-stuffed the treat bags. She will contact Renton RFA to coordinate.

- **Open House Postcard**

Commissioner Parsons is purchasing five more bags of candy to hand out at the event. The remaining issue is event parking. Chief Heitman stated a permit may be required to access parking across the street. An alternative option is the possibility of hiring a King County Sheriff's Deputy. The Open House postcards have been designed; once event parking is

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organized, that information will be added to the postcard mailer. The postage invoice will be generated and delivered to the printer by 10/4/2023, and the postcards will be mailed out on 10/10/2023.

- **Renton RFA/FD40 Finance Discussion**

Commissioner Schneider indicated the discussion was proposed under the impression that District Secretary Buckley would be resigning due to her upcoming Maple Valley Fire Commissioner appointment. District Secretary Buckley confirmed with the board she has no intention of resigning her position and can maintain the finance operations of the district.

NEW BUSINESS:

- **Pedal Car Donation Inquiry**

Commissioner Ryan suggested we donate the fire truck pedal car that was gifted to the district from the real estate agents upon the sale of old Station 42 (10826 & 10828 SE 176th Street). She asked if the district would entertain the idea of donating the pedal car to the Washington Fire Commissioners Association (WFCA). Board Attorney Quinn confirmed there is no law that precludes the board from donating the item to WFCA. Commissioner Sartnurak proposed alternative donation options; 1) giving out raffle tickets at the open house for an attendee to win, or 2) to donate to the Fairwood Alliance. The board agreed to donate the pedal car to the Fairwood Alliance.

- **KCFD40 75th Anniversary**

Commissioner Schneider reminded the board that the district's 75th anniversary is coming up in 2024. The board will add this information to newsletters leading up to the anniversary celebration. Hopefully, we will receive a proclamation from Regan Dunn's office similar to the one received for the district's 70th anniversary.

- **Administrative Assistant Hiring Process**

Commissioner Schneider added this agenda item to accompany the Renton RFA/FD40 finance discussion. The hiring of an Administrative Assistant is not necessary given District Secretary Buckley is retaining her duties.

- **Puget Sound Fire FBC Collaboration**

Puget Sound Fire Captain Kevin O'Keefe sent an inquiry to District Secretary Buckley requesting information on the upcoming Fire Benefit Charge (FBC) season. The district confirmed they will utilize Puget Sound Fire's FBC management services. The board is not

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ready to commit to setting hearing dates until later in the year. Last year's FBC hearings were held on February 8 and February 22, 2023.

CONSENT AGENDA:

The consent agenda consisted of:

- August 10, 2023, Regular Meeting Minutes
- September A/P Voucher in the amount of \$1,595.00
- September A/P Vouchers in the amount of \$6,285.91
- September A/P Vouchers in the amount of \$49,338.50
- September Payroll in the amount of \$2,975.36

It was Moved by Commissioner Sartnurak to approve the consent agenda with a modification to the meeting minutes from Commissioner Parsons. Commissioner Parsons seconded. No discussion. Motion Approved (4-0).

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
No report.
- **Communications - Newsletter** (Pratt + Sartnurak)
No report.
- **Communications - Website** (Parsons + Ryan)
The workgroup added a video of Chief Heitman thanking the taxpayers for the passing of Proposition 1.
- **Policies & Special Projects** (Parsons + Sartnurak)
No report.
- **Renton RFA Liaison** (Schneider)
Commissioner Schneider stated Chief Heitman covered most topics in the Chief's Report. He did inquire with Chief Heitman about the timeline for the new Station 16. The Chief replied that they are waiting for the current family living on-site to move out. The new location is two blocks east of the current station on 156th Ave SE in the Renton Highlands.

PUBLIC COMMENT:

NONE

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GOOD OF THE ORDER:

District Secretary Buckley discussed the DRS Non LEOFF Employer Contribution (NLEC) she recently learned about, she will pass the information gathered onto Renton RFA's Babich and Flowers.

EXECUTIVE SESSION:

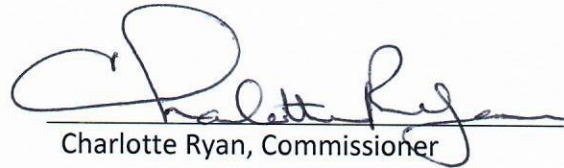
NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:59 PM.



Joe Pratt, Commissioner



Charlotte Ryan, Commissioner



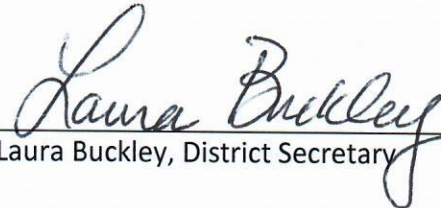
Linda Sartnurak, Commissioner



Steve Parsons, Commissioner



Andrew Schneider, Commissioner



Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, October 12, 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
Fall Newsletter
Voucher Approval Documents

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