
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
10/12/2023



DATE: October 12, 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	RENTON RFA
Steve Parsons, Commissioner	Dan Alexander, Deputy Chief
Joe Pratt, Commissioner	Samantha Babich, CAO
Charlotte Ryan, Commissioner	Chuck DeSmith, Deputy Chief
Linda Sartnurak, Commissioner	Steve Heitman, Fire Chief
Andrew Schneider, Commissioner	Jacob Smith, Lieutenant
Laura Buckley, District Secretary	PUBLIC
Eric Quinn, Attorney	Edyte Parsons, Citizen
	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 6:05 PM with Commissioners Parsons, Pratt, Ryan, and Sartnurak present.

It was Moved by Commissioner Ryan to excuse District Secretary Buckley from the October 19, 2023, Special Meeting. Commissioner Sartnurak seconded. No discussion. Approved 5-0.

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Commissioner Schneider led the pledge of allegiance.

CORRESPONDENCE:

• **2023 Incident Management Training – Elected Officials**

The King County Fire Commissioners Association is hosting a training event on Saturday, October 14, 2023, at Renton Fire Station 14 from 0800-1600. Commissioners Ryan and Sartnurak requested District Secretary Buckley register them for the event.

Commissioner Parsons stated he has already taken the required training; both commissioners Pratt and Schneider are unable to attend. Commissioner Parsons did ask the board if they would be interested in receiving an insurance quote from Kristen Drummond with HUB International; she has sent a few emails recently. District Secretary Buckley will reach out to Kristen to see if she is attending the upcoming WFCA conference and make arrangements for a meeting, if so.

A copy of the Incident Management Training event flyer is on file with the minutes.

FIRE CHIEF’S REPORT:

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

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

UNFINISHED BUSINESS:

• **Open House Discussion**

Commissioner Parsons has purchased candy and Commissioner Ryan ordered stamps for the Fairwood Alliance Halloween Shop-N-Treat ‘bingo’ cards; Commissioners Parsons and Sartnurak are planning on stuffing giveaway bags once they receive the bags from Renton RFA. Chief Heitman stated that if the candy and swag are dropped off at Station 13 prior to the event, his staff will pre-assemble the bags for the event. Chief Heitman is working on a permit to have flaggers on-site to direct parking.

NEW BUSINESS:

NONE

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CONSENT AGENDA:

The consent agenda consisted of:

- September 14, 2023, Regular Meeting Minutes
- September A/P Voucher in the amount of \$1,595.00
- October A/P Vouchers in the amount of \$9,776.94
- October Payroll in the amount of \$2,039.46

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

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)

The commissioners have been working on the Draft 2024 Budget to bring to the board at next week's special meeting at 6:00 PM, October 19, 2023, at Renton Fire Station #13. Assessed property values went down from last year, resulting in reduced revenues for the district. Fortunately, the district obtained a levy lid lift last year. They have also been preparing for the State Auditor's audit of the district's last two years' records beginning late October or early November.

- **Communications - Newsletter** (Pratt + Sartnurak)

Commissioner Sartnurak extended thanks to Commissioners Ryan and Parsons for assisting with the finalization of the newsletter and the open house postcard while both she and Commissioner Pratt were out of town.

- **Communications - Website** (Parsons + Ryan)

No report.

- **Policies & Special Projects** (Parsons + Sartnurak)

Nothing additional to report, previously discussed open house.

- **Renton RFA Liaison** (Schneider)

Commissioner Schneider reported Renton RFA is seeking a full-time grants coordinator. Also, the Renton RFA has suggested hosting open house events around Christmas instead of October. Commissioner Schneider stated he would prefer they remain in October (Fire Prevention Month).

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PUBLIC COMMENT:

Jeff Wyborny, Citizen, asked the board members if they could use the local Boy Scout troop's assistance with the upcoming open house. As there will be assistance provided by the Fire Cadets, the board declined and thanked Wyborny for the offer.

GOOD OF THE ORDER:

District Secretary Buckley announced she was recently married; her last name will change to Taylor.

Commissioner Ryan reminded everyone of the next two upcoming meetings: October 19, 2023, Special Meeting and November 9, 2023, Regular Meeting.

EXECUTIVE SESSION:

NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:30 PM.



Joe Pratt, Commissioner



Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner



Steve Parsons, Commissioner

Andrew Schneider, Commissioner



Laura Taylor, District Secretary

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The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, November 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
2023 Incident Management Training Flyer
Chief's Report
Voucher Approval Documents

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