
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
4/11/2024



DATE: April 11, 2024
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 |
| Joe Pratt, Commissioner | Daniel Alexander, Deputy Chief |
| Charlotte Ryan, Commissioner | Craig Soucy, Battalion Chief |
| Linda Sartnurak, Commissioner | |
| Andrew Schneider, Commissioner | |
| Eric Quinn, Attorney | PUBLIC |
| | Jacob Smith |

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Pratt called the regular meeting of King County Fire Protection District #40 to order at 6:00 PM with Commissioners Ryan, Sartnurak, and Schneider present. Commissioner Parsons and District Secretary Taylor were previously excused from the meeting.

Commissioner Parsons led the pledge of allegiance.

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FIRE CHIEF'S REPORT:

- Chief's Report – DC Alexander presented the report which included:
 - A report from the Washington State Rating Bureau evaluating Fire District 40, stating we will retain our Protection Class 3 rating.
 - A new CO₂ cleaning method for PPE.
 - Critical Incident Stress debriefings held for the crews who responded to the MVA/Fatalities call on March 19, 2024.

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

CORRESPONDENCE:

Pierce County Fire Commissioners' Association and Eric Quinn are offering a seminar entitled *Roles of Fire Commissioners and Fire Chief*, to be held Saturday, April 20, 2024.

A copy of the invitation is on file with the minutes.

UNFINISHED BUSINESS:

- **2021-2022 Audit Update**

Our Exit Conference is scheduled for Friday, April 12, 2024 at 10:00 AM via Teams. It was decided that Commissioners Ryan and Sartnurak will attend on behalf of the Board.

NEW BUSINESS:

- **Policy 1130 (Workgroups and Organizations)**

Commissioner Sartnurak reported that she and Commissioner Parsons have begun reviewing/revising District policies. She presented an updated Policy 1130 for the Board's consideration. After reviewing the document, it was **moved by Commissioner Schneider to approve Revised Policy 1130 as presented. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).**

A copy of revised Policy 1130 is on file with the minutes.

- **Excess Disposable/Cloth Masks**

Commissioner Schneider explained that we still have a number of boxes of disposable and cloth masks in our storage room from the pandemic. Because they are either about to, or have expired, he requested they be surplus. It was **moved by Commissioner Ryan to surplus the excess disposable and cloth masks. Commissioner Sartnurak seconded. No discussion. Motion Approved (4-0).**

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- **Interagency Data Sharing Agreement with State Auditor**
Commissioner Ryan presented a current contract from the State Auditor's Office (SAO) for signature. Attorney Quinn requested he review the document and asked it be forwarded to him in Word format. Commissioner Ryan will forward it to him.
- **Spring 2024 Newsletter**
Commissioner Schneider presented three versions of a draft 2024 Spring Newsletter for the Board's review. After discussing each option, it was decided to accept Version 1 with a modification to the lead story's picture. Commissioner Ryan said she would make the change and forward the document to Commissioner Schneider.

A copy of draft the newsletters are on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- March 14, 2024, Regular Meeting Minutes
- April A/P Vouchers in the amount of \$12,143.19
- April Payroll in the amount of \$4,110.95

It was Moved by Commissioner Sartnurak to approve the consent agenda as presented. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
Commissioner Ryan reported she's been attending Annual Report Workshops in preparation to submit to SAO.
- **Communications - Newsletter** (Schneider + Sartnurak)
Nothing additional.
- **Communications - Website** (Parsons + Ryan)
Nothing to report.
- **Policies & Special Projects** (Parsons + Sartnurak)
Nothing additional.

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- **Renton RFA Liaison** (Schneider)

Commissioner Schneider reported that he attended the RRFA Governance meeting held Monday, April 8, and he thanked DC Chief Alexander for covering everything that occurred in the Chief's Report. Commissioner Schneider then expressed his appreciation for Chief Heitman as the new Washington Fire Chiefs Association Vice President, as the appointment shows how well liked, respected, and good leader he is.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

None.

EXECUTIVE SESSION:

A twenty-minute Executive Session was called at 6:34 PM pursuant to RCW 42.30.110.


The regular meeting reconvened at 6:54 PM.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:54 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, May 9, 2024, 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

Pierce County Fire Commissioners' Association Seminar Invitation

Revised Policy 1130 (Workgroups and Organizations)

Draft Spring Newsletters (3)

Consent Agenda Documents

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