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**KING COUNTY FIRE PROTECTION DISTRICT 40**  
**BOARD OF FIRE COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**1/9/2025**

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**DATE:** January 9, 2025  
**TIME:** 5:00 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:** KCFD #40  
Steve Parsons, Commissioner  
Joe Pratt, Commissioner  
Charlotte Ryan, Commissioner  
Linda Sartnurak, Commissioner  
Eric Quinn, Attorney

RENTON RFA  
Steve Heitman, Chief

**PUBLIC**  
None

**CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:**

Commissioner Pratt called the regular meeting of King County Fire Protection District #40 to order at 5:00 PM with Commissioners Parsons, Ryan, and Sartnurak present. **It was Moved by Commissioner Ryan to excuse Commissioner Schneider from the meeting. Commissioner Parsons seconded. No discussion. Motion Approved (4-0).**

Commissioner Pratt led the pledge of allegiance.

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## **BOARD NOMINATIONS:**

Commissioner Ryan moved to nominate Steve Parsons as Chair and Linda Sartnurak as Vice chair. Commissioner Pratt seconded. No discussion. The motion was approved (4-0). Commissioner Pratt handed the gavel to Commissioner Parsons to conduct the remainder of the meeting.

## **FIRE CHIEF'S REPORT:**

Chief Heitman presented his report which included:

- Unit Citation Awards
- Retirement: Deputy Chief Chuck DeSmith
- 2024 Adopt-A-Family
- 2024 Battle of the Badges

He also presented the following Division Reports:

- Office of the Fire Marshal
- Response Operations (significant incidents, training, public outreach)

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

## **CORRESPONDENCE:**

None.

## **UNFINISHED BUSINESS:**

- Annexation Pro/Con Statement Committees

Commissioner Ryan shared a copy of the advertisement posted on our website to recruit Pro and Con committee members for the April annexation ballot measure, and she reported that we have already received someone wishing to be on the Pro Committee. She requested permission to post the advertisement on local Facebook groups, which she received.

*A copy of the Advertisement is on file with the minutes.*

- Annexation Planning

A discussion was held regarding the next steps to be taken regarding the annexation process. Eric Quinn, legal counsel, stated he will draft the Explanatory Statement for the ballot measure. He also suggested a pre or post-annexation agreement, which would address other issues like LEOFF 1 liabilities, assets, and the transition of finances. The discussion continued addressing questions of public outreach, including HOA meetings, and the mailing a fact sheet to citizens.

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- Ballot Initiative for Board size Reduction

The Board reviewed the certification and filing dates for the April 22 (Annexation) and August 5 (Board Reduction) measures. A discussion was held regarding the short turn-around time between the two elections. Various options were discussed how to meet August 5 filing dates, including asking the Annexation Pro/Con Committees members to also serve on the Board Reduction Committees. Eric Quinn presented a draft Resolution (Reduction in Board Size) for the Board's review in anticipation of placing the measure on the August 5 ballot.

*A copy of the filing dates and draft Resolution are on file with the minutes.*

**EXECUTIVE SESSION:**

None.

**NEW BUSINESS:**

- Revised Policy 3300 (Public Access to District Records)

After reviewing the document, **it was moved by Commissioner Pratt to adopt Revised Policy 3300 as presented. Commissioner Sartnurak seconded. No further discussion. Motion Approved (4-0).**

- Revised Policy 3300F-1 (Request for Public Records: Non-medical)

After reviewing the document, **it was moved by Commissioner Parsons to adopt Revised Policy 3300F-1 as presented. Commissioner Sartnurak seconded. No further discussion. Motion Approved (4-0).**

- Policy 3300F-2 (Authorization for Release of Medical Information)

After reviewing the document, **it was moved by Commissioner Parsons to rescind Policy 3300F-2. Commissioner Pratt seconded. No further discussion. Motion Approved (4-0).**

- Policy 3300F-3 (Certification of Medical Record)

After reviewing the document, **it was moved by Commissioner Parsons to rescind Policy 3300F-3. Commissioner Sartnurak seconded. No further discussion. Motion Approved (4-0).**

- Policy 3300P (Public Access to District Records)

After reviewing the document, **it was moved by Commissioner Parsons to rescind Policy 3300P. Commissioner Ryan seconded. No further discussion. Motion Approved (4-0).**

*Copies of the revised/rescinded policies are on file with the minutes.*

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- 2025 Work Groups and Assignments

A discussion was held regarding changing the 2025 workgroups and those assigned to them. After much deliberation, it was decided to keep them the same and not make any changes at this time.

**CONSENT AGENDA:**

The consent agenda consisted of:

- December 12, 2024, Regular Meeting Minutes
- January A/P Vouchers (Batch 1) in the amount of \$20,487.99
- January A/P Vouchers (Batch 2) in the amount of \$1,385.57
- December A/P Vouchers (from the Capital Reserve fund) in the amount of \$2,596.76
- January Payroll in the amount of \$3,418.31

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

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

**WORKGROUP REPORTS:**

- **Finance** (Pratt + Ryan)  
Our 2023 audit is ongoing. Commissioner Pratt thanked Commissioners Sartnurak and Schneider for attending the Entrance Interview.
- **Communications - Newsletter** (Schneider + Sartnurak)  
Nothing to add. An annexation “fact sheet” is still planned to be mailed out in March 2025.
- **Communications - Website** (Parsons + Ryan)  
Nothing to report.
- **Policies & Special Projects** (Parsons + Sartnurak)  
Nothing additional (see New Business).
- **Renton RFA Liaison** (Schneider)  
No report.
- **Long-Range Planning** (Pratt + Sartnurak)  
Nothing additional (see Unfinished Business).

Commissioner Sartnurak reported that she attended the Fairwood Alliance meeting held on December 3, 2024. The main topic of conversation was the adverse effect the new increased

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minimum wage was having on local businesses. She also reported that the Apogee is planning to remodel to make it more welcoming for families.

**PUBLIC COMMENT:**

None.

**GOOD OF THE ORDER:**

None.

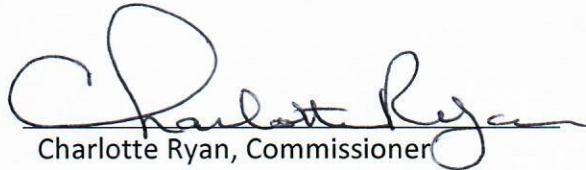
**FIRE BENEFIT CHARGE REVIEW BOARD HEARINGS:**

Commissioner Pratt reported that the scheduled Fire Benefit Charge Hearings we inadvertently advertised as beginning at 6 PM. Therefore, we will hold our regular meeting on Thursday February 13 at 5PM, and then, if necessary, recess until 6 PM, when we will open the Review Board Hearing. The special meeting scheduled for Thursday, February 27 will be held at 6 PM, when we will close the Review Board Hearing.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 5:52 PM.

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Joe Pratt, Commissioner

  
Charlotte Ryan, Commissioner

  
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Linda Sartnurak, Commissioner

  
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Steve Parsons, Commissioner

  
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Andrew Schneider, Commissioner

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The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, February 13, 2025, at 5:00 PM at Renton Fire Station #13, 18002 108<sup>th</sup> Avenue SE, Renton, WA 98055 and via Zoom** to conduct district business and open the Fire Benefit Charge Review Board Hearing.

A special meeting of the Board of Fire Commissioners will be held on **Thursday, February 27, 2025, at 6:00 PM at Renton Fire Station #13, 18002 108<sup>th</sup> Avenue SE, Renton, WA 98055 and via Zoom** to close the Fire Benefit Charge Review Board Hearing.

Attachments: Agenda  
Chief's Report  
Annexation Pro/Con Committee Advertisement  
King County 2025 Election Date Schedule  
Draft Resolution No. 593 (Reduction in Board Size)  
Policies #3300, 3300F-1, 3300F-2, 3300F-3, 2200P  
Consent Agenda Documents

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