
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
1/11/2024



DATE: January 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
Steve Parsons, Commissioner	Dan Alexander, Deputy Chief
Joe Pratt, Commissioner	Nathan Blakeslee, Captain
Charlotte Ryan, Commissioner	Steve Heitman, Fire Chief
Linda Sartnurak, Commissioner	Chris Krystofiak, Lieutenant
Andrew Schneider, Commissioner	
Laura Taylor, District Secretary	PUBLIC
Eric Quinn, Attorney	None

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Schneider called the regular meeting of King County Fire Protection District #40 to order at 6:02 PM with Commissioners Parsons, Pratt, Ryan, and Sartnurak present.

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It was Moved by Commissioner Pratt to excuse Commissioner Sartnurak from the February 8, 2024, Regular Meeting and the February 22, 2024, Special Meeting. Commissioner Schneider seconded. No discussion. Approved 5-0.

It was Moved by Commissioner Pratt to excuse Commissioner Schneider from the February 8, 2024, Regular Meeting. Commissioner Schneider seconded. No discussion. Approved 5-0.

It was Moved by Commissioner Pratt to amend the meeting agenda to administer the Oath of Office to newly elected Commissioners Parsons and Sartnurak under 'New Business'. Commissioner Sartnurak seconded. No discussion. Approved 5-0.

Commissioner Schneider led the pledge of allegiance.

FIRE CHIEF'S REPORT:

- Chief's Report – Heitman

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

CORRESPONDENCE:

District Secretary Taylor announced the WFCB Spring Series training event on March 23, 2024, for newly elected and recently appointed commissioners. The event will be held live at the Tulalip Hotel and Resort from 0900-1600 or virtually via Zoom. Please email District Secretary Taylor to register for the event.

UNFINISHED BUSINESS:

- **2021-2022 Audit Update**

Commissioners Pratt and Ryan confirmed the audit is close to completion. The remaining outstanding items under review are transfers between funds and the Engine 17 procurement.

NEW BUSINESS:

- **Oath of Office**

District Secretary Taylor administered the Oath of Office to Commissioner Steve Parsons, Position No. 3. Current Term 1/1/2024-12/31/2029.

District Secretary Taylor administered the Oath of Office to Commissioner Linda Sartnurak, Position No. 1. Current Term 1/1/2024-12/31/2029.

Copies of the oaths are on file with the minutes.

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- **2024 Chair and Vice-Chair**

It was Moved by Commissioner Schneider to nominate Commissioner Pratt as Board Chair, and Commissioner Parsons as Vice Board Chair for the year 2024. Commissioner Pratt seconded. No discussion. Motion Approved (5-0).

- **2024 Workgroup Assignments**

After a discussion, the 2024 workgroup assignments are as follows:

Finance	(Pratt + Ryan)
Communications - Newsletter	(Sartnurak + Schneider)
Communications – Website	(Parsons + Ryan)
Policies & Special Projects	(Parsons + Sartnurak)
Renton RFA Liaison	(Schneider)
Board Chair	(Pratt)

- **Winter 2024 Newsletter**

Commissioners Pratt and Sartnurak presented the DRAFT Winter 2024 Newsletter to the board. The following amendments were suggested: 1) Add the upcoming Special Meeting on Thursday, February 22, 2024 to the calendar list. 2) Correct the fire extinguisher piece “PASS”, which was missing a letter in the acronym. The board unanimously approved the newsletter for distribution with the discussed changes.

A copy of the DRAFT Newsletter is on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- December 14, 2023, Regular Meeting Minutes
- January A/P Vouchers in the amount of \$30,676.98
- January Payroll in the amount of \$2,225.46

It was Moved by Commissioner Sartnurak to approve the consent agenda with the correction/typo made under “2021-2022 Audit”. Commissioner Schneider seconded. No discussion. Motion Approved (5-0).

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)

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Nothing additional.

- **Communications - Newsletter** (Pratt + Sartnurak)
Commissioners Pratt offered assistance to Commissioner Schneider with the Publisher program used to create the newsletters.
- **Communications - Website** (Parsons + Ryan)
Commissioner Ryan updated the FBC page with current 2024 information. Commissioner Taylor will reach out to Katie Lewis to locate a picture of the new engine in front of Station 17 to place on homepage.
- **Policies & Special Projects** (Parsons + Sartnurak)
No report.
- **Renton RFA Liaison** (Schneider)
Commissioner Schneider was unable to attend the last Renton RFA meeting

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

NONE

EXECUTIVE SESSION:

NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:31 PM.

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Joe Pratt, Commissioner



Charlotte Ryan, Commissioner

Linda Sartnurak

Linda Sartnurak, Commissioner

Steve Parsons

Steve Parsons, Commissioner

Andrew Schneider, Commissioner

Laura Taylor

Laura Taylor, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, February 8, 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
Oath of Office – Steve Parsons
Oath of Office – Linda Sartnurak
DRAFT 2024 Winter Newsletter
Voucher Approval Documents

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