
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
12/14/2023



DATE: December 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 Joe Pratt, Commissioner Charlotte Ryan, Commissioner Linda Sartnurak, Commissioner Andrew Schneider, Commissioner	RENTON RFA Steve Heitman, Fire Chief
Laura Taylor, District Secretary Joe Quinn, Attorney	PUBLIC Edyte Parsons

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Schneider called the regular meeting of King County Fire Protection District #40 to order at 6:01 PM with Commissioners Parsons, Pratt, Ryan, and Sartnurak present. No absentee motions were requested for the next regular board meeting.

Commissioner Schneider led the pledge of allegiance.

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CORRESPONDENCE:

Commissioner Sartnurak requested to move discussion of the Station 17 D-shift incident response to Correspondence from Good of the Order. She thanked the crew for their excellent response assisting her husband the day before Thanksgiving.

FIRE CHIEF'S REPORT:

- Chief's Report – Heitman
- Response Operations Report – Heitman

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

UNFINISHED BUSINESS:

- **2021-2022 Audit Update**

Commissioners Pratt and Ryan confirmed the audit is close to completion. There were two outstanding items under review. First, the district's LEOFF 1 retiree was not listed on the retiree PEBB report, the district has not reported PEBB since 2018. Secondly, the auditor is requesting additional documentation on the initial quote to the district to purchase the engine for Station 17.

NEW BUSINESS:

- **Resolution No. 584: 2024 Budget**

Commissioner Ryan presented the 2024 budget resolution, explaining it is for internal use only to outline the 2024 budget, it does not need to be submitted to King County.

It was Moved by Commissioner Sartnurak to adopt Resolution No. 584: 2024 Budget as written. Commissioner Parsons seconded. No discussion. Approved (5-0).

A copy of the approved resolution is on file with the minutes.

- **Resolution No. 585: Updated Authorized Signature Form**

District Secretary Taylor advised the board that an updated authorized signature form is required to change her name on file with King County.

It was Moved by Commissioner Pratt to adopt Resolution No. 585: Updated Authorized Signature Form as written. Commissioner Parsons seconded. No discussion. Approved (5-0).

A copy of the approved resolution is on file with the minutes.

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- **2024 FBC Mailer Review**

District Secretary Taylor presented the 2024 FBC mailer to the board confirming the dates of the FBC hearings. The FBC mailer is the identical size and format as sent out last year.

A copy of the 2024 FBC Mailer is on file with the minutes.

- **Eric T. Quinn, P.S. Legal Services Contract**

Joe Quinn reviewed the annual legal services contract for the district on behalf of Eric T. Quinn. There are no rate changes from 2023.

It was Moved by Commissioner Ryan to accept the 2024 Eric T. Quinn, P.S. Legal Services Contract as presented. Commissioner Pratt seconded. No discussion. Approved (5-0).

A copy of the legal services contract is on file with the minutes.

- **Committee Assignments**

Commissioner Pratt will serve as Board Chair for 2024. Commissioner Schneider will continue to serve as the Renton RFA liaison in 2024. Committee assignments will be determined at the next regular board meeting on Thursday, January 11, 2024.

CONSENT AGENDA:

The consent agenda consisted of:

- November 9, 2023, Regular Meeting Minutes
- November 20, 2023, Special Meeting Minutes
- December A/P Vouchers in the amount of \$14,798.34
- December Payroll in the amount of \$3,438.68

It was Moved by Commissioner Parsons 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)

Commissioner Ryan advised the board that the Finance workgroup has requested the State Auditor's Office conduct our exit conference in January.

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- **Communications - Newsletter** (Pratt + Sartnurak)
Commissioners Pratt and Sartnurak requested the board email newsletter ideas to them. The draft winter newsletter will be presented to the board at the January 11, 2024, regular meeting for review and board approval.
- **Communications - Website** (Parsons + Ryan)
The workgroup will update the FBC page with current information. District Secretary Taylor informed the workgroup she updated her profile with her current information.
- **Policies & Special Projects** (Parsons + Sartnurak)
The open house is now complete. The workgroup inquired with Chief Heitman on his experience with the policy software, Lexipol. He advised their platform isn't ideal for Washington based agencies. The board agreed and will continue to send policies to Board Attorney Quinn for review.
- **Renton RFA Liaison** (Schneider)
Commissioner Schneider reported City of Renton Councilmember Ruth Pérez is no longer on the Renton RFA Governance board after 3 years of service and will be replaced by Ryan McIrvin.

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

Chief Heitman stated it has been a pleasure working with everyone.

EXECUTIVE SESSION:

NONE

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:45 PM.



Joe Pratt, Commissioner



Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner



Steve Parsons, Commissioner



Andrew Schneider, Commissioner



Laura Taylor, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, January 11, 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
Resolution No. 584: 2024 Budget
Resolution No. 585: Updated Authorized Signatures
2024 FBC Mailer
2024 Legal Services Contract
Voucher Approval Documents

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