
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

6/12/2025

DATE: June 12, 2025
TIME: 5:00 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	Steve Heitman, Chief
Charlotte Ryan, Commissioner	LaQuanza Flowers, Finance Manager
Linda Sartnurak, Commissioner	Christine Noddings, Admin Services Manager
Andrew Schneider, Commissioner	
Eric Quinn, Attorney	

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:00 PM with Commissioners Pratt, Ryan, and Schneider present. Commissioner Parsons was excused from attending at the previous meeting.

Commissioner Sartnurak led the pledge of allegiance.

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The agenda was modified as follows:

NEW BUSINESS:

- **Engine 317 and Aid 317 Bill of Sale**

Eric Quinn, District Counsel, explained that the transfer of tangible assets to the Renton Regional Fire Authority (RRFA) should be made prior to the annexation date of July 1, 2025. **It was Moved by Commissioner Ryan to authorize Commissioner Sartnurak to sign the Engine 317 and Aid 317 Bill of Sale on behalf of King County Fire District 40. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).**

- **Station 17 Quit Claim Deed**

It was Moved by Commissioner Ryan to authorize Commissioner Sartnurak to sign the Station 17 Quit Claim Deed on behalf of King County Fire District 40. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).

Christine Noddings (RRFA Administrative Services Manager) notarized the signatures on both the bill of sale and quit claim deed. She was then excused from the remainder of the meeting.

- **Renton RFA Payroll Documents (W-4, I-9)**

Because Commissioner Reimbursements will be processed by the Renton RFA after the July 1, 2025 annexation date, FD40 Board members completed new W-4 and I-9 forms for LaQuanza Flowers (RRFA Finance Manager). She was also excused from the remainder of the meeting.

FIRE CHIEF'S REPORT:

Chief Heitman presented his June 12, 2025 report which included:

- Retirements/Promotions
- Recruit Class #20 Graduation
- Seattle Fire Department Executive Leadership Academy Graduation
- Muscular Dystrophy Association (MDA) Boot Drive Update
- Annual Washington Fire Chiefs Conference
- Collective Bargaining Agreement Negotiations

He then presented the Division Reports:

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

CORRESPONDENCE:

The District Secretary received an email from Empower regarding a request to verify the plan administrator for FD40's deferred compensation plan. The request was forwarded to the Renton RFA for their response.

UNFINISHED BUSINESS:

None.

NEW BUSINESS (Continued):

- Resolution No. 595: Setting Regular Meeting Location, Date and Time
Commissioner Sartnurak read Resolution No. 595 into the record, which changes the District's regular meetings to 9:00 AM on the second Monday of each month. **It was Moved by Commissioner Pratt to adopt Resolution 595 as presented. Commissioner Schneider seconded. No further discussion. Motion Approved (4-0).**
- Resolution No. 596: Transferring Financial Assets to Renton RFA (Expense and Reserve)
Commissioner Sartnurak read Resolution No. 596 into the record, which transfers monies contained in the District's Expense and Reserve Funds to the Renton RFA effective July 1, 2025. **It was Moved by Commissioner Schneider to adopt Resolution 596 as presented. Commissioner Pratt seconded. No further discussion. Motion Approved (4-0).**
- Verizon Cell Tower Contract
Mr. Quinn reported that he sent a letter to Verizon to transfer the contract from FD40 to the Renton RFA. He will complete the required Assignment and Assumption Agreement forms as soon as possible.
- Seattle Public Utilities (SPU) Contract
Mr. Quinn has also been in contact with Seattle Public Utilities and will finalize the Assignment and Assumption Agreement with them.

Copies of Resolution Nos. 595 and 596 are on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- May 8, 2025 Regular Meeting Minutes
- May 22, 2025 Special Meeting Minutes
- June A/P Vouchers in the amount of \$2,959.56
- June Payroll in the amount of \$3,069.95

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
The Renton RFA has requested that the Finance workgroup reconcile the June financial statements.
- **Communications - Newsletter** (Schneider + Sartnurak)
The Newsletter workgroup stated they will reach out to Katie Lewis (Renton RFA Communications Manager) if she needs anything from them.
- **Communications - Website** (Parsons + Ryan)
The Renton RFA will be keeping the FD40 website online for the time being.
- **Policies & Special Projects** (Parsons + Sartnurak)
No report.
- **Renton RFA Liaison** (Schneider)
Commissioner Schneider stated he was unable to attend the June 9, 2025 meeting.

PUBLIC COMMENT:

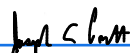
None.

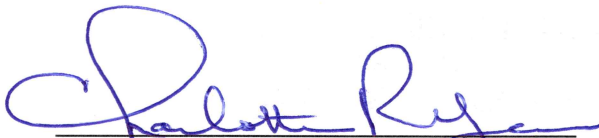
GOOD OF THE ORDER:

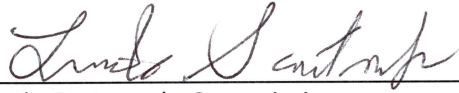
None.

ADJOURNMENT:

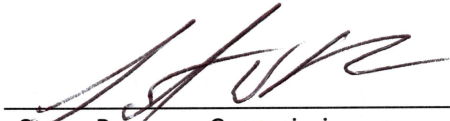
As there was no further business, the meeting was adjourned at 5:39 PM.


Joe Pratt (Jul 15, 2025 15:52 PDT)
Joe Pratt, Commissioner


Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner



Steve Parsons, Commissioner

Andrew Schneider, Commissioner

The next regular meeting of the King County Fire District 40 Board of Fire Commissioners will be held on **Monday, July 14, 2025, at 9:00 AM at Renton Fire Station #14, 1900 Lind Ave SW, Renton, WA 98057.**

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