
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
3/14/2024



DATE: March 14, 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 Steve Parsons, Commissioner Charlotte Ryan, Commissioner Linda Sartnurak, Commissioner Andrew Schneider, Commissioner Eric Quinn, Attorney Laura Taylor, District Secretary	RENTON RFA Mark Seaver, Deputy Chief Craig Soucy, Battalion Chief PUBLIC Sean Taylor
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CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Parsons called the regular meeting of King County Fire Protection District #40 to order at 6:05 PM with Commissioners Ryan, Sartnurak, and Schneider present. Commissioner Pratt was previously excused from the meeting in progress.

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It was Moved by Commissioner Ryan to excuse Commissioner Parsons and District Secretary Taylor from the April 11, 2024, Regular Meeting. Commissioner Sartnurak seconded. No discussion. Approved 4-0.

Commissioner Parsons led the pledge of allegiance.

FIRE CHIEF'S REPORT:

- Chief's Report – DC Seaver

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

CORRESPONDENCE:

District Secretary Taylor reminded the commissioners the deadline to file their Financial Affairs Disclosure Statement (F-1) with the WA Public Disclosure Commission (PDC) is April 15, 2024.

UNFINISHED BUSINESS:

- **2021-2022 Audit Update**

Commissioners Ryan advised the board the State Auditors Office will be issuing a Finding to the district due to the interfund transfer process executed in the financial software. While the funds balanced and reconciled to the King County fund balances, the interfund transfers did not eliminate during the fund consolidation process. SAO declined the district's request to reduce the clerical error to a Management Letter despite SAO having made clerical errors in the letter sent to the district indicating incorrect transfer amounts. Jim Torpin drafted a District Response Letter on behalf of the district for review by Board Attorney Quinn. The next step will be the Exit Interview, please let Commissioner Ryan know if you would like to attend.

NEW BUSINESS:

None

CONSENT AGENDA:

The consent agenda consisted of:

- February 8, 2024, Regular Meeting Minutes
- February 22, 2024, Special Meeting Minutes
- March A/P Vouchers in the amount of \$10,243.68
- March Payroll in the amount of \$3,023.82

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It was Moved by Commissioner Parsons 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)
Nothing additional.
- **Communications - Newsletter** (Schneider + Sartnurak)
Commissioner Schneider will get a postage quote and invoice for the next newsletter. The spring newsletter will include articles on the 75th anniversary of King County Fire District #40 (April 1949) and carbon monoxide detectors.
- **Communications - Website** (Parsons + Ryan)
Commissioners Parsons and Ryan updated the website with images of the new fire engine.
- **Policies & Special Projects** (Parsons + Sartnurak)
Commissioners Parsons and Sartnurak are scheduled to meet on March 15th to review policies.
- **Renton RFA Liaison** (Schneider)
Commissioner Schneider reported each recruit was procured two new sets of bunker gear.

PUBLIC COMMENT:

NONE

GOOD OF THE ORDER:

Commissioner Sartnurak said it was good to be here, after returning from traveling abroad.

EXECUTIVE SESSION:

NONE

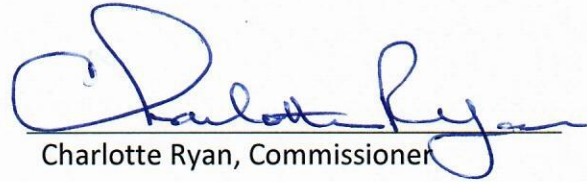
ADJOURNMENT:

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, Commissioner

Steve Parsons, Commissioner



Andrew Schneider, Commissioner

Laura Taylor, District Secretary

The next special meeting of the Board of Fire Commissioners will be held on **Thursday, April 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
Voucher Approval Documents

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