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# KING COUNTY FIRE PROTECTION DISTRICT 40



## BOARD OF FIRE COMMISSIONERS REGULAR MEETING MINUTES 5/9/2024

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**DATE:** May 9, 2024  
**TIME:** 6:00 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:**

<b>KCFD #40</b>	<b>RENTON RFA</b>
Steve Parsons, Commissioner	Steve Heitman, Fire Chief
Joe Pratt, Commissioner	
Charlotte Ryan, Commissioner	
Linda Sartnurak, Commissioner	
Andrew Schneider, Commissioner	
Eric Quinn, Attorney	<b>PUBLIC</b>
Laura Taylor, District Secretary	None

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

Commissioner Pratt called the regular meeting of King County Fire Protection District #40 to order at 6:03 PM with Commissioners Parsons, Ryan, Sartnurak, and Schneider present.

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**It was Moved by Commissioner Pratt to excuse Commissioner Schneider from the June 13, 2024, Regular Meeting. Commissioner Sartnurak seconded. No discussion. Motion Approved (5-0).**

Commissioner Pratt led the pledge of allegiance.

**FIRE CHIEF’S REPORT:**

- Chief’s Report – Chief Heitman

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

**CORRESPONDENCE:**

A local resident dropped off a copy of the recent newsletter at Station 13 stating they felt the publication is a “waste of money” and the red font was difficult to read. The commissioners will reconsider font color moving forward.

**UNFINISHED BUSINESS:**

- **State Auditor Interagency Data Sharing Agreement**  
Board Attorney Quinn advised the board he inserted an indemnification clause to protect confidentiality, and they agreed the modification.

**It was Moved by Commissioner Ryan to authorize Board Chair Pratt to sign the State Auditor Interagency Data Sharing Agreement as presented. Commissioner Schneider seconded. No discussion. Motion Approved (5-0).**

*A copy of the signed SAO Interagency Data Sharing Agreement is on file with the minutes.*

**NEW BUSINESS:**

- **Revised Policy 1111: Elections**  
Commissioners Parsons and Sartnurak presented the updated policy with revisions to the filing period and the referenced RCWs.
- **Revised Policy 1120: Annual Organizational Meeting**  
Commissioners Parsons and Sartnurak presented the updated policy with a revision to “order of business”.
- **Revised Policy 1220-I: Responsibilities of the Fire Commissioners**  
Commissioners Parsons and Sartnurak presented the updated policy to revise responsibility of commissioners to “establish policies”.



**It was Moved by Commissioner Schneider to approve revised Policy 1111: Elections, revised Policy 1120: Annual Organization Meeting, and revised Policy 1220-I: Responsibilities of Fire Commissioners as presented. Commissioner Pratt seconded. No discussion. Motion Approved (5-0).**

*Copies of revised Policy 1111: Election, Policy 1120: Annual Organizational Meeting, and Policy 1220-I: responsibilities of Fire Commissioners are on file with the minutes.*

- **AGENDA AMENDMENT: Legal Description Updates in Policies**

Commissioners Parsons and Sartnurak have identified multiple policies requiring legal reference recodification to replace “29” with “29A”. Board Attorney Quinn confirmed the changes do not require board approval. The commissioners will update the legal references within the necessary policies.

- **Draft 2023 Annual Report**

Commissioners Pratt and Ryan have been working to submit the 2023 Annual Report to the State Auditor Office (SAO) prior to the May 29, 2024, deadline. After conflicting opinions from SAO staff, the commissioners received a final determination from SAO deeming Springbrook financial software a “short-term lease” and therefore should not be reported on the SBITA.

**FINANCIAL REPORT:**

Commissioner Pratt reviewed the district’s Q1 2024 financial report. He reminded the board \$170,000 is scheduled to be moved from the General Expense Fund to the Capital Replacement Fund later in 2024.

*A copy of the Q1 2024 financial report is on file with the minutes.*

**CONSENT AGENDA:**

The consent agenda consisted of:

- April 11, 2024, Regular Meeting Minutes
- May A/P Vouchers in the amount of \$3,422,35.79
- May Payroll in the amount of \$3,939.82

**It was Moved by Commissioner Sartnurak to approve the consent agenda as presented. 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)  
Nothing additional.
- **Communications - Newsletter** (Schneider + Sartnurak)  
Commissioners Sartnurak and Schneider will keep red color font in mind when preparing the next newsletter. Will provide information and review to Renton RFA Communications Liaison, Katie Lewis, on the Station 13 Open House and KCFD #40 75<sup>th</sup> Anniversary articles for publication in the Renton RFA newsletter.
- **Communications - Website** (Parsons + Ryan)  
No report.
- **Policies & Special Projects** (Parsons + Sartnurak)  
Nothing additional.
- **Renton RFA Liaison** (Schneider)  
Nothing new to report at this time. Commissioner Schneider will have District Secretary Taylor forward the upcoming Renton RFA May 2024 meeting agenda to the board when available. The meeting this month is scheduled after the KCFD #40 regular meeting.

**PUBLIC COMMENT:**

NONE

**GOOD OF THE ORDER:**

NONE

**EXECUTIVE SESSION:**

A twenty-seven-minute executive session was called at 6:33 PM per RCW 42.30.110 (1)(i) to discuss with legal counsel representing District 40 matters relating to agency enforcement actions, or to discuss with legal counsel representing District 40 litigation or potential litigation to which District 40, the governing body, or a member acting in an official capacity is or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to District 40. Action is likely to be taken.

The regular meeting reconvened at 7:00 PM.

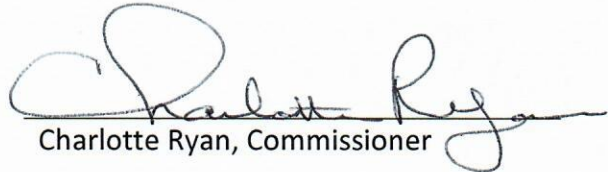


It was Moved by Commissioner Pratt to form a new two-member Long-Range Planning Workgroup, consisting of Commissioners Pratt and Sartnurak, focused on a possible annexation of KCFD #40 into Renton RFA. Commissioner Sartnurak seconded. There was discussion regarding the simple-majority ballot measure requirement, the number of potential future KCFD #40 board seats, and future resolution adoption by KCFD #40 to request the annexation process. Motion Approved (5-0).

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 7:02 PM.

  
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Joe Pratt, Commissioner

  
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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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Laura Taylor, District Secretary

The next special meeting of the Board of Fire Commissioners will be held on **Thursday June 13, 2024, at 6:00PM at Renton Fire Station #13, 18002 108<sup>th</sup> Avenue SE, Renton, WA 98055 and via Zoom to conduct district business.**

Attachments: Agenda  
Chief's Report  
SAO Interagency Data Sharing Agreement  
Policy 1111; Elections  
Policy 1120: Annual Organizational Meeting  
Policy 1220-I: Responsibilities of Fire Commissioners  
Q1 2024 Financial Report  
Voucher Approval Documents

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