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**KING COUNTY FIRE PROTECTION DISTRICT 40**  
**BOARD OF FIRE COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**5/8/2025**

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**DATE:** May 8, 2025  
**TIME:** 5:00 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, Chief
Joe Pratt, Commissioner	Chris Krystofiak, Lieutenant
Charlotte Ryan, Commissioner	
Linda Sartnurak, Commissioner	
Andrew Schneider, Commissioner	
Eric Quinn, Attorney	<b>PUBLIC</b>
	Edyte Parsons

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

Commissioner Parsons called the regular meeting of King County Fire Protection District #40 to order at 5:01 PM with Commissioners Pratt, Ryan, Sartnurak and Schneider present.

**It was Moved by Commissioner Ryan to excuse Commissioner Parsons from the June 12, 2025 meeting. Commissioner Schneider seconded. No discussion. Motion Approved (5-0).**

Commissioner Parsons led the pledge of allegiance.

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### **FIRE CHIEF'S REPORT:**

Chief Heitman presented his May 8, 2025 report which included:

- Members of the Quarter
- King County Fire Protection District No. 40 Annexation (passed by almost 80%)
- Strategic Plan Update
- Hiring/Staffing update
- Labor Negotiations
- Citizen Advisory Panel Meeting
- Washington Fire Chief Strategic Planning Workshop
- Diversity and Recruitment Workshop
- 2025 Washington Fire Chief Annual Conference

He then presented the Division Reports:

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

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

### **NEW BUSINESS:**

- FD40 Annexation To-Do List

Chief Heitman discussed each item on the draft annexation to-do list, which was prepared by Commissioner Ryan. The list included insurance policies, contracts, and other items to be canceled or transferred to the Renton RRFA prior to the July 1, 2025 annexation date. Representatives from both departments will meet in the coming weeks to work on the details.

Eric Quinn (FD40 legal counsel) reminded Chief Heitman that he previously sent the Renton RFA a pre-annexation agreement, which addresses many of these issues. The Chief thanked Mr. Quinn for the reminder and replied that he will forward the agreement to their attorney for review.

*A copy of the To-Do List is on file with the minutes.*

Chief Heitman was excused and left the remainder of the meeting.

### **CORRESPONDENCE:**

- April 22, 2025 Election Certification

The election was certified on May 2, 2025, and the results were 3,040 votes for in favor of annexation of FD40 into the Renton Regional Fire Authority and 767 votes against the annexation.

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- August 5, 2025 Special Election Acknowledgement Receipt  
King County Elections informed the District that they have received the necessary documentation to place Proposition No. 1 (to reduce fire commissioner board members from five to three) on the ballot.
- WFOA Annual Conference  
This year's conference will be held at the Tulalip Resort October 22 – 25, 2025. While registration won't open until mid August, group rates are now available to book lodging. Anyone wishing to attend was asked to make their own reservations, and the District will re-imburse their cost.

**UNFINISHED BUSINESS:**

None.

**EXECUTIVE SESSION:**

None.

**NEW BUSINESS (CONTINUED):.**

- FD40 Annexation To-Do List  
Previously discussed.
- Discussion Item : Commissioner Badges  
Commissioner Parsons asked the Board's thoughts of acquiring badges for Board members. He explained that they could be framed or kept as a memento of the time as a FD40 commissioner. After some discussion, he was instructed to look into the cost and report his findings back to the Board before the next regular meeting.
- Elect Renton RFA Governance Board Representatives  
A discussion was held regarding the revised Renton RFA Governance Board structure, in which two members of FD40 will attend meetings and have voting privileges and one (non-voting) alternate be appointed. After an extensive discussion, **it was Moved by Commissioner Pratt to appoint Commissioner Sartnurak as a FD40 voting representative to the Renton RFA Governance Board for a term of 2-1/2 years (through December 31, 2027) and Commissioner Schneider as a FD40 voting representative to the Renton RFA Governance Board for a term of six months (through December 31, 2025) and Commissioner Pratt as the FD40 alternate representative for a term of six months (through December 31, 2025). Commissioner Sartnurak seconded. No further discussion. Motion Approved (5-0).**

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## **CONSENT AGENDA:**

The consent agenda consisted of:

- April 10, 2025, Regular Meeting Minutes
- May A/P Vouchers in the amount of \$3,224,325.18
- May Payroll in the amount of \$3,076.49

**It was Moved by Commissioner Pratt to approve the consent agenda as presented. Commissioner Parsons seconded. No discussion. Motion Approved (5-0).**

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

## **WORKGROUP REPORTS:**

- **Finance** (Pratt + Ryan)  
The 2024 Annual Report is almost complete, and it will be submitted before the end of this month.
- **Communications - Newsletter** (Schneider + Sartnurak)  
After much discussion, it was decided the workgroup will reach out to Katie Lewis (Renton RFA Communications Manager) to help with content for the next newsletter.
- **Communications - Website** (Parsons + Ryan)  
It was suggested that the workgroup place an article on the website informing the public that the District is annexed into the Renton RFA effective July 1, 2025.
- **Policies & Special Projects** (Parsons + Sartnurak)  
The workgroup reported there was no need to draft an Electronic Funds Transfer (EFT) policy, as requested by the State Auditor, because the workgroup discovered FD40 already has a policy.
- **Renton RFA Liaison** (Schneider)  
Commissioner Schneider stated he has no report because the next scheduled meeting of the Renton RFA will be held on Monday, May 12, 2025.
- **Long-Range Planning** (Pratt + Sartnurak)  
Commissioners Pratt and Sartnurak reported that this workgroup is no longer necessary.

## **PUBLIC COMMENT:**

None.

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**GOOD OF THE ORDER:**

Eric Quinn congratulated the Board for the successful annexation vote into the Renton RFA ,and he stated his pleasure representing FD40 for many years.

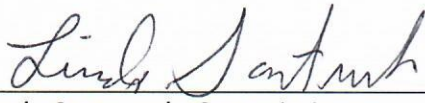
He then reminded the Board that the District is required to adopt a new resolution per RCW 42.30.070, establishing a regular meeting date and time before being annexed into the Renton RFA. A discussion regarding possible dates and times, as well as when FD25 (a member of the Renton RFA) holds their regular meetings. Commissioner Schneider reported that he will bring the question to the Chief at the upcoming Renton RFA Governance Board Meeting on Monday, May 12, and email the District’s general email with the answer.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 5:57 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

The next regular meeting, and final, of the Board of Fire Commissioners will be held on **Thursday, June 12, 2025, at 5:00 PM 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  
Draft To-Do List

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April 22, 2025 Election Certification  
August 5, 2025 Special Election Document Receipt  
Consent Agenda Documents

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