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**KING COUNTY FIRE PROTECTION DISTRICT 40**  
**BOARD OF FIRE COMMISSIONERS**  
**SPECIAL MEETING MINUTES**  
**11/23/2022**

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**DATE:** November 23, 2022  
**TIME:** 5:00 PM  
**PURPOSE:** To Conduct Business Due to Cancellation of Regular Meeting  
**LOCATION:** FAIRWOOD LIBRARY  
17009 140<sup>th</sup> Ave SE, Renton, WA 98058  
*and*  
ZOOM MEETING ([www.zoom.us](http://www.zoom.us))  
Meeting ID: 886 4934 4889  
Password: 245066

**ATTENDANCE:**

<b>KCFD #40</b> Joe Pratt, Commissioner Charlotte Ryan, Commissioner Linda Sartnurak, Commissioner Andrew Schneider, Commissioner Laura Buckley, District Secretary Eric Quinn, Attorney  Jim Torpin, Consultant	<b>RENTON RFA</b> Charles DeSmith, Deputy Chief Scott Murphy, Facilities Manager  <b>PUBLIC</b> Sean Penwell, Puget Sound Fire
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**CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:**

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:03 PM with Commissioners Pratt, Ryan, and Schneider present. It was **Moved by Commissioner Schneider to excuse Commissioner Parsons from this evening's, November 23, 2022, special meeting. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).** No absentee motions were requested for the next regular board meeting.

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Page 1 of 10

Commissioner Sartnurak led the pledge of allegiance.

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

Chief DeSmith went over the following items from the Chief's report:

- **Members of the Third Quarter**  
Nominations were held for third quarter recognition. The following members were chosen for this great honor:
  - Officer of the Quarter – Luke Alvarado
  - Firefighter of the Quarter – Justin Olney
  - Civilian of the Quarter – Sammee Vergara
- **Promotions/Retirements**  
Captain Larry Welch retired on October 18th, 2022. Captain Welch served with Renton for 34 years and took with him a wealth of knowledge in the fire industry. He will be greatly missed. To fill his vacancy, we conducted “Rule of Three” interviews and promoted Lt. Luke Alvarado, which created a lieutenant opening which was filled by FF Nate Risen. Both promotions became effective November 1st. We will be holding a promotional ceremony to celebrate their accomplishments at 10:30 a.m. on November 14th.
- **Congratulations are in Order**  
Please join me in congratulating FF Brandon Ross on earning Journeyman status! He completed JATC and reached his 3-year anniversary back in August, and we wanted to make sure we didn't let this one go without the pat on the back that it deserves.
- **2022 Annual WFCFA Conference**  
I attended this year's annual Washington Fire Commissioners Association conference with CAO Samantha Babich the last week of October. This conference was very educational with updates on current laws impacting the fire service, information on the bond process, and district funding with levy lid lifts and the fire benefit charge.
- **Firefighter Chief Interviews**  
Conditional offers have been sent out to nine new hires. We are in the process of conducting the physical, psychological, and background checks necessary to complete the process for them to start on January 23rd in time for the February 6th Academy.  
  
On October 26th, DC Seaver and I reviewed documented issues with one of our recruits. After meeting with the training officers and meeting with the recruit, I made the decision to separate the recruit from the RFA.
- **Fire Chief Videos**  
The King County Fire Chiefs Association is working to promote a unified blueprint for deploying Diversity, Equity, and Inclusion programs at fire agencies throughout the region.

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On November 3rd, I met with our Communications Manager, Katie Lewis, to record a video that will highlight the importance of DEI overall, and more specifically about the importance of equity planning for fire service organizations. The video is tentatively scheduled to be completed by November 11th.

Video has become the desired method for how our community members prefer to receive information across web-based platforms. Beginning this month, Katie and I will be creating monthly Chief's videos to highlight relevant topics of discussion that will be shared on the Renton RFA social media platforms in an effort to deliver this information to more members of our community.

- **FDCARES Fund Agreement**

The Renton Regional Community Foundation Board approved our proposed fund that will help bolster and support the FDCARES program in providing medical and social services to community members in need.

- **Station Open Houses**

This year, Administration and Support Services worked together to optimize and construct new signage for the event that was customized for every station to maximize visibility, in addition to our traditional communication methods. We experienced larger crowds than last year at almost every station. The Office of the Fire Marshal dedicated two personnel at every event to provide fire safety education and swag. We had unprecedented attendance at Station 17 (an estimated 350-400 visitors) thanks to the mutual promotional efforts of Fire District 40.

This is the first year we partnered with the Zone 3 Fire Cadets to provide safe crossing at Petrovitsky for the Station 17 open house, and it proved to be incredibly necessary. We have already created a list of improvements for 2023 and will have even more Zone 3 Fire Cadets reserved for the event next year.

The events resulted in 76 new newsletter subscribers, nearly 1,000 photos for use in our communication efforts in the coming year, and six community members inquired about the Cadet program.

- **Local 864 Contract Negotiation Update**

We reached a tentative agreement with Local 864 on November 1st. Members of Local 864 will be voting on the contract November 8th and 9th.

- **Division Reports**

- EMS/Health & Safety: Deputy Chief DeSmith

- New CARES service model begins in January (RN & Social Worker) and will operate out of Station 12.

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- Renton RFA has received continued grant support from the Medic One Foundation for an “Off-Duty Firefighter Sleep Management” class in 2023. This was voted the #1 concern from Response Operations (flyer attached).
- Support Services: Deputy Chief DeSmith
  - New pumper in service
    - Chief DeSmith reported both the crews and public agree this is the most beautiful pumper they have seen
  - Station update
    - None
- Response Operations: Deputy Chief DeSmith
  - Significant Incidents
    - (10/09) Residential Fire at 321 Wells Ave N
    - (10/12) Residential Fire at 410 Lind Ave NW
    - (10/17) Brush Fire at 140th Way & 142nd Pl SE
    - Chief DeSmith additionally reported an increase in violence in the community including a murder/suicide in broad daylight at Regal Cinemas at 2pm with multiple witnesses.
  - Training
    - Hazmat, county-wide training at Seattle’s Joint Training Facility
    - Blue Card Incident Command simulations
    - Wildland Chainsaw class
    - New pumper training
    - Extrication
  - Public Outreach
    - Renton Stadium aid unit coverage for football games
    - Preschool visit to Family Circle Learning Center
    - Trick or Treat engine visit to Renton Community Center
    - Halloween engine visit to Aspenwoods
    - Chief DeSmith additionally reported he would love to hire more kids from the Renton School District and acquire more local kids as recruits by starting an outreach program within the schools.

Commissioner Schneider inquired on the budget for the open house versus how much was spent. Chief DeSmith will get the figures from Samantha Babich and report back at the next meeting on how Station 17 compared to other Renton RFA open houses.

Commissioner Ryan asked if any additional information was available regarding the murder this morning in the Carriages apartment complex. Chief DeSmith does not have any additional

information at this time as the investigation is ongoing, a suspect has not yet been identified or apprehended.

- Response Operations Statistics YTD through October 2022.

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

**CORRESPONDENCE:**

NONE

**UNFINISHED BUSINESS:**

- **Resolution No. 571: Property Tax Increase Resolution - 2023**

Commissioner Sartnurak presented No. 571: Property Tax Increase Resolution – 2023. The resolution defines the property tax increase to be levied in 2023 per RCW 84.55.120.

**It was Moved by Commissioner Ryan to adopt Resolution No. 571: Property Tax Increase Resolution - 2023. Commissioner Schneider seconded. No discussion. Motion Approved (4-0).**

*A copy of Resolution No. 571: Property Tax Increase Resolution – 2023 is on file with the minutes.*

- **Resolution No. 572: Property Tax Levy**

Commissioner Sartnurak presented No. 572: Property Tax Levy. The resolution defines the property tax of \$3,452,300 to be levied for 2023 based on 2022 property assessments.

**It was Moved by Commissioner Schneider to adopt Resolution No. 572: Property Tax Levy. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).**

*A copy of Resolution No. 572: Property Tax Levy is on file with the minutes.*

- **Resolution No. 573: Benefit Charge (RCW 52.18) - 2023**

Commissioner Sartnurak presented No. 573: Benefit Charge (RCW 52.18) - 2023. The resolution establishes the benefit charge amount of \$2,930,000 to be collected for 2023.

**It was Moved by Commissioner Pratt to adopt Resolution No. 573: Benefit Charge (RCW 52.18) - 2023. Commissioner Ryan seconded. Commissioner Ryan advised the board that the benefit charge amount came in under \$3 million as previously expected. Motion Approved (4-0).**

*A copy of Resolution No. 573: Benefit Charge (RCW 52.18) – 2023 is on file with the minutes.*

- **DRAFT FBC Mailer**

Sean Penwell presented the 2023 FBC postcard mailer to be distributed to the property owners within the fire district. The card is nearly identical to the one distributed last year. District Secretary Buckley will provide the two meeting dates to be printed on the mailer before the end of December, when a venue and time can be confirmed.

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

- **Cell Tower Lease**

To be discussed later in the meeting in Executive Session.

- **Resolution No. 574: General Obligation Bond Fund Close-Out Resolution - 2023**

Board Attorney Eric Quinn presented No. 574: General Obligation Bond Fund Close-Out Resolution. He stated the resolution is more of a housekeeping item; the resolution informs the King County Treasurer we want to close the fund and that it is no longer necessary as the District no longer has interest in issuing bonds in the future.

**It was Moved by Commissioner Ryan to adopt Resolution No. 574: General Obligation Bond Fund Close-Out Resolution. Commissioner Pratt seconded. Motion Approved (4-0).**

*A copy of Resolution No. 574: General Obligation Bond Fund Close-Out Resolution is on file with the minutes.*

**NEW BUSINESS:**

- **Eric T. Quinn, PS Legal Services Contract - 2023**

Board Chair Sartnurak presented the 2023 legal services contract from board attorney Eric Quinn. **It was Moved by Commissioner Ryan to accept the Eric T. Quinn, PS Legal Services Contract – 2023 as presented. Commissioner Schneider seconded. Motion Approved (4-0).**

*A copy of the Eric T. Quinn, PS Legal Services Contract – 2023 is on file with the minutes.*

- **F431 Surplus**

The surplus of F431 will be discussed at the next meeting with Deputy Chief Seaver and Fire Garage Mechanic Brice Callaway.

- **Policy Review (Update): 2741 & 2741P Travel/Training Expenses**

District Secretary Buckley reviewed the current per diem rates listed in the policies and requested the board consider a change to the rate to match the Standard GSA rate, which is slightly higher than currently provided in policy. She stated by updating the policy to the Standard GSA rate, updated rates would automatically apply to reimbursement requests without an amendment to the policies. The board agreed with the proposed change, the Policy Workgroup will work on updating the policies for the next board meeting.

- **2023 District Secretary CPI**

To be discussed later in the meeting in Executive Session.

- **New Photos for Website**

Commissioner Ryan stated she would like to update the FIRE District 40 website with new photos from the Station 17 Open House and the new fire engine. Chief DeSmith stated that Katie Lewis can provide the requested pictures; if additional pictures of the fire engine are requested, she can come out and take new ones for use on the website.

### **FINANCIAL REPORTS:**

Commissioner Sartnurak presented the Q3 2022 Financial Activity Report for review.

*A copy of the Q3 2022 Financial Activity Report is on file with the minutes.*

### **CONSENT AGENDA:**

The consent agenda consisted of:

- October 13, 2022, Regular Meeting Minutes
- November A/P Vouchers in the amount of \$3,039,977.55
- November Payroll in the amount of \$3,147.66

**It was Moved by Commissioner Pratt 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)

Commissioner Ryan advised Chief DeSmith the Finance Workgroup would like to get together with CAO Samantha Babich to coordinate a levy lid lift. Commissioner Pratt extended a “thank you” to Commissioner Ryan for all the work she does for the workgroup.

- **Communications** (Ryan + Schneider)

Nothing additional, will work on obtaining new photos for the website.

- **Facilities & Equipment** (Parsons + Schneider)

Commissioner Schneider stated the new engine has been well-received by not only the crews at Station 17, but also by firefighters at other departments. He has shared photos of the new engine; all agree it is a beautiful rig.

- **Policies & Special Projects** (Parsons + Pratt),  
Commissioner Pratt confirmed the workgroup will bring updated 2741 & 2741P policies to the next board meeting.
- **Renton RFA Liaison** (Sartnurak)  
Commissioner Sartnurak stated Renton RFA is working on Station 16. She thanked the Chiefs for keeping Fire District 40 well informed of operations within the community.

**PUBLIC COMMENT:**

NONE

**GOOD OF THE ORDER:**

- Board Chair Sartnurak purchased a “thank you” card for the Fire Cadets and the Instructor that assisted with the Open House. She has requested the Commissioners signed the card before it is mailed to them.
- District Secretary Buckley announced that she recently accepted a position at Enumclaw Fire Department as their Finance & HR Specialist, resigning from her position as Accountant at Puget Sound Regional Fire Authority.
- Commissioner Ryan discussed the schedule for the next board meetings. The December regular meeting will be cancelled, and a special meeting will be held on Friday, December 16, 2022 at 1PM. She hopes to bring a resolution to the board at the December special meeting to change the regular meeting location and time to the Fairwood Library on the second Wednesday of each month at 5PM.

**EXECUTIVE SESSION:**

A ten-minute executive session was called at 5:53 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. And RCW 42.30.110(G) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or



disciplining an employee, that action shall be taken in a meeting open to the public. Action is likely to be taken.

A ten-minute extension was added to the executive session at 6:03 PM.

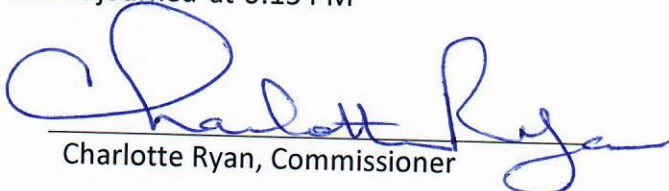
The regular meeting reconvened at 6:13 PM.


It was **Moved by Commissioner Pratt to increase District Secretary Buckley's hourly rate by \$2.50/hour effective January 1, 2023. Commissioner Schneider seconded. No discussion. Commissioner Ryan abstained from the vote. Motion Approved (3-0).**

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 6:15 PM

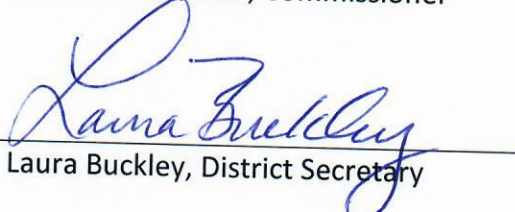
  
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Joe Pratt, Commissioner

  
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Charlotte Ryan, Commissioner

  
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Linda Sartnurak, Commissioner

  
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Andrew Schneider, Commissioner

  
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Steve Parsons, Commissioner

  
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Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners is cancelled. A special meeting will be held on **Wednesday, November 23, 2022, at 5:00PM at the Fairwood Library, 17009 140th Avenue SE, Renton, WA 98058 and via Zoom (meeting ID: 886 4934 4889, Password: 245066).**

- Attachments: Agenda  
Chief's Report  
Resolution No. 571 Property Tax Increase -2023  
Resolution No. 572 Property Tax Levy - 2023  
Resolution No. 573 Benefit Charge (RCW 52.18) - 2023  
DRAFT FBC Mailer

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Resolution No. 574 GO Bond Fund Close-Out  
Eric T. Quinn, PS Legal Services Contract – 2023  
Q3 2022 Financial Reports  
Voucher Approval Documents

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