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**KING COUNTY FIRE PROTECTION DISTRICT 40**  
**BOARD OF FIRE COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**7/11/2024**

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**DATE:** July 11, 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:**

<b>KCFD #40</b>	<b>RENTON RFA</b>
Steve Parsons, Commissioner	Anjela Barton, Fire Marshal
Joe Pratt, Commissioner	Steve Heitman, Chief
Charlotte Ryan, Commissioner	Chris Krystofiak, Captain
Linda Sartnurak, Commissioner	
Andrew Schneider, Commissioner	
Eric Quinn, Attorney	<b>PUBLIC</b>
	None

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

Commissioner Pratt called the regular meeting of King County Fire Protection District #40 to order at 6:02 PM with Commissioners Parsons, Ryan, Sartnurak and Scheider present.

Commissioner Pratt led the pledge of allegiance.

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

- Chief Heitman deferred to Fire Marshal Barton who reported she was pleased to announce that King County has signed an ILA to allow the RFA to conduct inspections in Fire Districts 25 and 40. She explained that inspections will be done on both permitted and multi-family properties, which haven't been done for the past twenty years. She then handed out a 'Fire Inspection Checklist' to be given to property owners, allowing them to self-inspect prior to their formal inspection.
- Chief's Report – Chief Heitman  
Highlights of the report included retirements & promotions, newly hired employees, recruit class graduation, HazMat grant, strategic plan and MIG review, and division reports.
- Renton RFA Annual Report – Chief Heitman  
This report focuses on station and response performance metrics and is required by contract. He stated most everything is stable from previous years, and that Station 17 responded to 64 fires, 1,853 EMS calls, 18 hazardous conditions, 9 service calls, 98 good intent calls, and 153 false alarms in 2023.

*A copy of the Fire Inspection Checklist, the Chief's Report and the Renton RFA Annual report are on file with the minutes.*

## **CORRESPONDENCE:**

- **WFCA Annual Conference: October 23-26, 2024**  
This year's event will be held in Spokane, Washington. Room reservations are now available, and Commissioner Ryan asked that anyone wishing to attend to contact her, and she would make their reservations, which could be canceled later.
- **Fairwood Alliance: July Meeting**  
This month's meeting will be held July 16 at 6 PM at Five Sisters Thai Restaurant. Commissioner Sartnurak stated she will attend on behalf of Fire District 40.
- **Camp Eyabsut**  
We received notice that this year's camp for young burn victims will be held July 21-26, and they are still looking for volunteers to help.
- **WFCA Fireline Newsletter: 2nd Quarter 2024**  
Because WFCA requires a username and password to access their online newsletter, a printed version was provided for the Board's review.

*Copies of all Correspondence is on file with the minutes.*

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**UNFINISHED BUSINESS:**

The vacant District Secretary position will be discussed in the executive session.

**NEW BUSINESS:**

• **Regular Meeting Time**

Chief Heitman has requested that District 40's regular meeting time be changed back to 5 PM. Commissioner Pratt presented Resolution No. 586, and he read it into the record.

**It was Moved by Commissioner Schneider to return the regular meeting to 5 PM and approve Resolution No. 586 as presented. Commissioner Sartnurak seconded. No discussion. Motion Approved (5-0).**

*A copy of Resolution No. 586 is on file with the minutes.*

• **Revised Policies**

The Board reviewed the following revised policies:

#1114: Oath of Office

#1120: Annual Organization

#1211: Officers of the Board

#1220: Duties of Individual Commissioners

#1320: Rescinding a Policy

#1400: Meetings

**It was Moved by Commissioner Pratt to accept Policies #1114, 1211, and 1220 as presented and accept #1320 as amended (adding the word 'present' at the end of the last sentence). Commissioner Schneider seconded. No discussion. Motion Approved (5-0).**

Policies #1120 and #1400 were tabled and will be brought back to the next regular meeting.

**CONSENT AGENDA:**

The consent agenda consisted of:

- June 13, 2024, Regular Meeting Minutes
- July A/P Vouchers in the amount of \$2,359.99
- July Payroll in the amount of \$1,882.46
- July Newsletter Postage Voucher in the amount of \$1,737.00

**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.*

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## **WORKGROUP REPORTS:**

- **Finance** (Pratt + Ryan)  
No report.
- **Communications - Newsletter** (Schneider + Sartnurak)  
Commissioners Schneider presented a draft newsletter for the Board's review, and he requested any suggestions and/or modifications be emailed directly to him. The workgroup would like the newsletter to be mailed out by the end of July.  
*A copy of the draft newsletter is on file with the minutes.*
- **Communications - Website** (Parsons + Ryan)  
No report.
- **Policies & Special Projects** (Parsons + Sartnurak)  
Commissioner Sartnurak asked how much money is in the public education budget, as it is about time to order swag in preparation for the annual open house in October. Commissioner Ryan stated she would provide her with that information.
- **Renton RFA Liaison** (Schneider)  
The July RFA meeting was held Monday, July 8. Commissioner Schneider stated that Chief Heitman covered much of what occurred in his Chief's Report.
- **Long-Range Planning** (Pratt + Sartnurak)  
No report.

## **PUBLIC COMMENT:**

None.

## **GOOD OF THE ORDER:**

The Board congratulated Chris Krystofiak on his promotion to Captain.

## **EXECUTIVE SESSION:**

A 30 minute executive session was called at 7:05 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. No action is likely to be taken.

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The executive session was extended an additional 25 minutes at 7:35 PM.

The regular meeting reconvened at 8:00 PM.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 8:00 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 special meeting of the Board of Fire Commissioners will be held on **Thursday, August 9, 2024, at 5:00PM at Renton Fire Station #13, 18002 108th Avenue SE, Renton, WA 98055 and via Zoom to conduct district business.**

Attachments: Agenda

- Fire Inspection Checklist
- Chief's Report
- 2024 District 40 Report
- 2024 WFCOA Annual Conference
- Email from Fairwood Alliance
- Email from Camp Eyabsut
- WFCOA 2nd Quarter Fireline Newsletter
- Draft Revised Policies #1114, #1120, #1211, #1220, #1320, #1400
- Draft Summer Newsletter
- Voucher Approval Documents

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