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**KING COUNTY FIRE PROTECTION DISTRICT 40**  
**BOARD OF FIRE COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**9/12/2024**

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**DATE:** September 12, 2024  
**TIME:** 5:00 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	RENTON RFA
Steve Parsons, Commissioner	Steve Heitman, Chief
Joe Pratt, Commissioner	Mark Seaver, Deputy Chief
Charlotte Ryan, Commissioner	
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 5:00 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 reported about:
  - Members of the Quarter
  - New Recruits
  - Letter of Commendation
  - 2024 Station Open Houses
  - Valley Communications Committee Interview
  - Amazon Proposal
- Deputy Chief Seaver reported Division Reports:
  - Office of Fire Marshal
  - EMS/Health & Safety
  - Response Operations

Commissioner Sartnurak volunteered to help the RFA make up the 9-1-1 treat bags for the Station 17 Open House.

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

**CORRESPONDENCE:**

None.

**UNFINISHED BUSINESS:**

• **Revised/Updated Policies**

The Board reviewed the following revised policies:

#3300: Public Access to District Records

#3400: Complaints Concerning Members or Programs

#3601P: CPR Program Procedure

#1620P: Adopt-A-School Program Procedure

**It was Moved by Commissioner Parsons to table Policy #3300, accept revised Policy #3400, and rescind Policies #3601P and #3620P. Commissioner Sartnurak seconded. No discussion. Motion Approved (5-0).**

Copies of the policies are on file with the minutes.

• **District Secretary:**

Further discussion was held regarding the vacant District Secretary position. The subject was tabled again for the next meeting.

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### **EXECUTIVE SESSION:**

A twelve minute executive session was called at 5:18 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.

The regular meeting reconvened at 5:30 PM.

### **NEW BUSINESS:**

- **2025 Budget Timeline**

A revised 2025 Budget Timelines was presented to the Board. Chief Heitman informed the Board that the RFA will not be able to provide the District with the 2025 contract amount until October 14, 2024.

A copy of the revised 2025 Budget Timeline is on file with the minutes.

### **CONSENT AGENDA:**

The consent agenda consisted of:

- August 8, 2024, Regular Meeting Minutes
- September A/P Vouchers in the amount of \$3,064.47
- September Payroll in the amount of \$3,765.29

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

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

### **WORKGROUP REPORTS:**

- **Finance** (Pratt + Ryan)

Commissioner Pratt reported that the State Auditor has informed us that the District's 2023 audit will begin sometime after November 14, 2024.

- **Communications - Newsletter** (Schneider + Sartnurak)

The committee is planning to publish the next newsletter for the end of November.

- **Communications - Website** (Parsons + Ryan)

No report.

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- **Policies & Special Projects** (Parsons + Sartnurak)  
Commissioner Parsons reported that the workgroup has ordered swag and purchased trick-or-treat candy for Station 17's Open House.
- **Renton RFA Liaison** (Schneider)  
Commissioner Schneider stated that Chief Heitman covered everything in his "Chiefs Report."
- **Long-Range Planning** (Pratt + Sartnurak)  
No report.

**PUBLIC COMMENT:**

None.

**GOOD OF THE ORDER:**

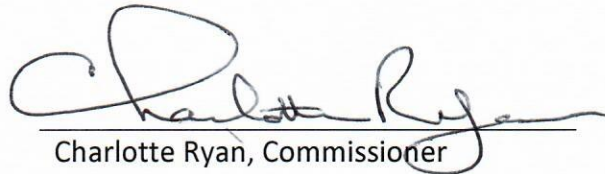
Commissioner Ryan asked if the District should mail a postcard advertising Station 17's Open House. The Board agreed and requested we add that this year is the District's 75th anniversary on the mailing. Commissioner Ryan will revise last year's postcard and have it reviewed by the Policies & Special Projects workgroup.

**ADJOURNMENT:**

As there was no further business, the meeting was adjourned at 5:43 PM.



Joe Pratt, Commissioner

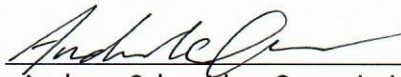


Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner

Steve Parsons, Commissioner



Andrew Schneider, Commissioner

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The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, October 10, 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

Chief's Report

Revised/Updated Policies #3300, #3400, #3601P, #3620P

Revised 2025 Budget Timeline

Voucher Approval Documents

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