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



DATE: December 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 Chuck DeSmith, Deputy Chief
Joe Pratt, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner
Eric Quinn, Attorney PUBLIC
None

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Pratt called the regular meeting of King County Fire Protection District #40 to order at 5:05 PM with Commissioners Parsons, Ryan, and Sartnurak present. **It was Moved by Commissioner Ryan to excuse Commissioner Schneider from the meeting. Commissioner Parsons seconded. No discussion. Motion Approved (4-0).**

Commissioner Pratt led the pledge of allegiance.

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FIRE CHIEF'S REPORT:

Deputy Chief DeSmith presented the Chief's report which included:

- Leadership Roles at Valley Comm and SKCFTC
- Salvation Army Red Kettle Volunteers
- 2024 Adopt-A-Family
- 2024 Battle of the Badges
- Washington Fire Chiefs Executive Director

He also presented the following Division Reports:

- Office of the Fire Marshal
- EMS/Health & Safety
- Response Operations (significant incidents, training, public outreach)

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

CORRESPONDENCE:

None.

UNFINISHED BUSINESS:

None.

EXECUTIVE SESSION:

None.

NEW BUSINESS:

- Resolution No. 592: Annexation into the Renton Regional Fire Authority
Eric Quinn, Attorney, discussed RCW 52.14.017 and explained how a reduction of Board members (from five to three) would be accomplished. An additional discussion was held regarding the timing to place the annexation measure and the reduction issue on the ballot. After reviewing Renton RFA's Resolution No. 2024-05, **it was moved by Commissioner Pratt to adopt Resolution No. 592 as presented. Commissioner Sartnurak seconded. No further discussion. Motion Approved (4-0).**

A copy of the signed Resolution is on file with the minutes.

- 2025 Legal Services Contract (Eric Quinn)
Mr. Quinn's proposed 2025 contract remains at the same rate of \$250 per hour for his services and \$300 per hour for those of Joe Quinn. **It was moved by Commissioner Ryan to accept the 2025 Legal Services Contract with Eric Quinn. Commissioner Sartnurak seconded. No discussion. Motion Approved (4-0).**

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A copy of the signed contract is on file with the minutes.

- Resolution No. 591: 2025 Budget

Commissioner Ryan presented the resolution formally adopting the 2025 Fire District 40 Budget. **It was moved by Commissioner Parsons to adopt Resolution No. 591 as presented. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).**

A copy of Resolution No. 591 is on file with the minutes.

- Fire Benefit Charge Mailer

Commissioner Pratt presented a copy of the postcard to be mailed to citizens in January. The card contains a QR Code directing them to their 2025 Fire Benefit Charge amount as well as information on petition hearings scheduled for February 13 and February 27, 2025.

A copy of the postcard is on file with the minutes.

The following policies were presented to the Board:

- Policy 6200 (Purchasing: Authorization and Control)

After amending the proposed revisions, **it was moved by Commissioner Pratt to amend Policy 6200 as revised. Commissioner Parsons seconded. No discussion. Motion Approved (4-0).**

- Policy 6200P (Purchasing: Authorization and Control)

It was moved by Commissioner Pratt to rescind Policy 6200P as recommended. Commissioner Sartnurak seconded. No discussion. Motion Approved (4-0).

- Policy 6210 (Purchasing: Bids and Contracts)

It was moved by Commissioner Parsons to rescind Policy 6200P as recommended. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).

- Policy 6210P (Purchasing: Bids and Contracts)

It was moved by Commissioner Ryan to rescind Policy 6200P as recommended. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).

- Policy 6210S (Purchasing: Bids and Contracts)

It was moved by Commissioner Ryan to rescind Policy 6200P as recommended. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).

- Policy 6410 (System of Accounts and Funds)

After the Board reviewed the proposed amendments, **it was moved by Commissioner Pratt to revise Policy 6410 to revise the policy by removing the two paragraphs and the Advance**

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Travel Fund cross reference. Commissioner Parsons seconded. No further discussion. Motion Approved (4-0).

- Policy 6420 (Management of District Bank Accounts)
It was moved by Commissioner Pratt to rescind Policy 6420 as recommended. Commissioner Sartnurak seconded. No discussion. Motion Approved (4-0).
- Policy 6420P (Management of District Bank Accounts)
It was moved by Commissioner Pratt to rescind Policy 6420 as recommended. Commissioner Parsons seconded. No discussion. Motion Approved (4-0).
- Policy 6430 (Monthly Financial Report)
After the Board reviewed the proposed amendments, it was decided to leave the policy as is and not make any changes to the document.
- Policy 6450 (Cash Receipts and Deposits)
It was moved by Commissioner Parsons to accept revised Policy 6450 as presented. Commissioner Sartnurak seconded. No discussion. Motion Approved (4-0).
- Policy 7000 (Facilities: Goals)
It was moved by Commissioner Sartnurak to rescind Policy 7000 as recommended. Commissioner Parsons seconded. Commissioner Pratt asked the Attorney what would happen to District 40's policies should we annex into the Renton RFA. Mr. Quinn responded that they would not go away because District 40 would still exist. Motion Approved (4-0).
- Policy 7210 (Facilities: Site Acquisition)
It was moved by Commissioner Sartnurak to rescind Policy 7210 as recommended. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).
- Policy 7230 (Facilities: Construction Design)
It was moved by Commissioner Parsons to rescind Policy 7230 as recommended. Commissioner Sartnurak seconded. No discussion. Motion Approved (4-0).
- Policy 7231 (Facilities: Architectural and Engineering Services)
It was moved by Commissioner Ryan to rescind Policy 7231 as recommended. Commissioner Pratt seconded. No discussion. Motion Approved (4-0).

Copies of the revised/rescinded policies are on file with the minutes.

Commissioner Parsons asked for permission to have our Attorney help revise Policy 3300 (Public Access to District Records). The Board agreed, and Mr. Quinn will rewrite the policy for the Board's review.

CONSENT AGENDA:

The consent agenda consisted of:

- November 14, 2024, Regular Meeting Minutes
- November 25 2024, Special Meeting Minutes
- December A/P Vouchers in the amount of \$6,296.97
- December Payroll in the amount of \$3,443.32

It was Moved by Commissioner Parsons to approve the consent agenda as presented. Commissioner Sartnurak seconded. No discussion. Motion Approved (4-0).

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

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
Our 2023 audit has begun, and the Auditor thinks we should be done by the end of January.
- **Communications - Newsletter** (Schneider + Sartnurak)
A “fact sheet” is planned to go out in March 2025.
- **Communications - Website** (Parsons + Ryan)
Nothing to report.
- **Policies & Special Projects** (Parsons + Sartnurak)
Nothing additional (see New Business).
- **Renton RFA Liaison** (Schneider)
No report.
- **Long-Range Planning** (Pratt + Sartnurak)
A brief discussion was held regarding holding public meetings prior to the April annexation election.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

None.

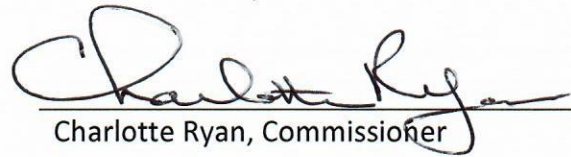
ADJOURNMENT:

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As there was no further business, the meeting was adjourned at 6:26 PM.



Joe Pratt, Commissioner



Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner



Steve Parsons, Commissioner

Andrew Schneider, Commissioner

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, January 9, 2025, at 5:00 PM at Renton Fire Station #13, 18002 108th Avenue SE, Renton, WA 98055 and via Zoom to conduct district business.**

- Attachments: Agenda
Chief's Report
Resolution No. 592: Annexation Approval
2025 Legal Services Contract
Resolution No. 591: 2025 Budget
Fire Benefit Charge Mailer
Policies #6200, 6200P, 6210, 6210P, 6210S, 6410, 6420, 6420P,
6430, 6450, 7000, 7210, 7230, 7231
Consent Agenda Documents

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