
KING COUNTY FIRE PROTECTION DISTRICT 40
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
2/13/2025



DATE: February 13, 2025
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 Steve Parsons, Commissioner Charlotte Ryan, Commissioner Linda Sartnurak, Commissioner Andrew Schneider, Commissioner Eric Quinn, Attorney	RENTON RFA Steve Heitman, Chief Dan Alexander, Deputy Chief Chris Krystofiak, Captain
PUBLIC None	STATE AUDITOR'S OFFICE Gabriela Godeck, Assistant Audit Manager Paul Griswold, Audit Manager Vanessa Schweitzer, Audit Lead

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Parsons called the regular meeting of King County Fire Protection District #40 to order at 5:00 PM with Commissioners Schneider, Ryan, and Sartnurak present. Commissioner Pratt was excused at a prior meeting.

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Commissioner Parsons led the pledge of allegiance.

2023 AUDIT REPORT (EXIT CONFERENCE):

Three members of the State Auditor's Office were in attendance. They stated their purpose at this evening's meeting was to share the results of our 2023 audit and their draft Accountability and Financial Statement Reports. They didn't identify any materials misstatements during the audit; however they did provide exit recommendations for management's consideration. The final audit reports will be posted on the State Auditor's website within the next few weeks.

Commissioner Parsons thanked them for their report and excused them from the remainder of the meeting.

A copy of the Exit Interview Documents are on file with the minutes.

FIRE CHIEF'S REPORT:

Chief Heitman presented his report which included:

- Battalion Chief Kevin Anderson Retirement
- Recruit Class #19 Graduation
- New Recruit Class #20
- 4th Quarter Commendations
- 2024 Top Company Awards
- Letter of Commendation (FF Timotel Butiu)
- Washington Fire Chiefs Update

Deputy Chief Alexander presented the following 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.

CORRESPONDENCE:

None.

UNFINISHED BUSINESS:

- Annexation Planning Update
Everything is moving along as planned.
- Revised Explanatory Statement for April 22 Election

The Board reviewed a revised Explanatory Statement drafted by Eric Quinn, legal counsel. Commissioner Ryan reported that she will submit the required ballot measure information to King County Elections next week.

A copy of the Explanatory Statement is on file with the minutes.

- Ballot Initiative for Board size Reduction

Commissioner Ryan reported that the member of the Annexation Pro Committee is willing to be on the Board-size Reduction measure committee. She will also advertise for other committee members, although the window to do so is very small.

EXECUTIVE SESSION:

None.

NEW BUSINESS:

- 2025 Spring Newsletter/Annexation Information

Renton RFA Communications Manager, Katie Lewis, drafted an Annexation Informational Newsletter to be distributed to FD40 residents. It has been reviewed by legal counsel and follows PDC guidelines. Ms. Lewis contacted our printer and received the following price quotes:

Option 1) 8.5" x 14" trifold @ \$5,154.47

Option 2) 10.5" x 16.5" trifold @ \$5,154.47 – recommended

Option 3) 11" x 17" right angel fold: @ \$5,346.53

After reviewing the document and printing quotes, the Board accepted the draft newsletter using the recommended Option 2.

A copy of the newsletter and printing options are on file with the minutes.

FINANCIAL REPORTS:

- 4th Quarter 2024

Commissioner Ryan reviewed the 4th Quarter Financial Report with the Board reporting end-of-year balances in the Expense Fund of \$898,139 and Consolidated Reserve Fund of \$4,877,587.

A copy of the 4th Quarter Financial Report is on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- January 9, 2025, Regular Meeting Minutes

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- February A/P Vouchers in the amount of \$8,328.13
- February Payroll in the amount of \$4,102.88

It was Moved by Commissioner Sartnurak 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)
Nothing more to report.
- **Communications - Newsletter** (Schneider + Sartnurak)
Nothing to more to report.
- **Communications - Website** (Parsons + Ryan)
The Chief was asked if Ms. Lewis would be willing to help put annexation information on our website. He replied that she would and suggested we provide her with our login and password.
- **Policies & Special Projects** (Parsons + Sartnurak)
Commissioner Sartnurak reported they will draft a policy on EFT's as suggested by the Auditor.
- **Renton RFA Liaison** (Schneider)
No report.
- **Long-Range Planning** (Pratt + Sartnurak)
Commissioner Sartnurak stated we should begin working on annexation outreach to the community. Chief Heitman replied that we will be ready to give presentations to local homeowners associations and will coordinate with the Board.

PUBLIC COMMENT:

None.

GOOD OF THE ORDER:

None.

FIRE BENEFIT CHARGE REVIEW BOARD HEARING:

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At 6:00 PM, Commissioner Parsons opened the Benefit Charge Appeals Review Board Hearing and read the following statement:

"The King County Fire District #40 Board of Commissioners hereby convenes as the Benefit Charge Review Board pursuant to RCW .52.18.070. The Review Board is authorized to review property owner petitions for adjustment of the benefit charge imposed on their property when such petitions have been timely submitted in writing. The Board may adjust the charge to a true, fair, and just amount if the Board determines that a property owner has been charged too large a sum. The Review Board will remain convened until February 27, 2025. The Review Board will hold two public hearings to receive petitions, the first being today and the second being February 27, 2025. The deadline for submitting petitions challenging the benefit charge was February 1, 2025 at 4:30 PM."

Deputy Chief Sean Penwell was introduced, and he gave a PowerPoint presentation on the 2025 Benefit Charge, reporting that there are no current petitions. The hearing was recessed until February 27, 2025 at 6:00 PM.

A copy of the PowerPoint presentation is on file with the minutes.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:06 PM.



Joe Pratt, Commissioner



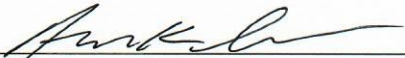
Charlotte Ryan, Commissioner



Linda Sartnurak, Commissioner



Steve Parsons, Commissioner



Andrew Schneider, Commissioner

A special meeting of the Board of Fire Commissioners will be held on ***Thursday, February 27, 2025, at 6:00 PM at Renton Fire Station #13, 18002 108th Avenue SE, Renton, WA 98055 and via Zoom*** to close the Fire Benefit Charge Review Board Hearing.

The next regular meeting of the Board of Fire Commissioners will be held on ***Thursday, March 13, 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

- Washington State Auditor 2023 Exit Interview Documents
- Chief's Report
- Explanatory Statement for April 22, 2025 Ballot Measure
- Spring Newsletter/Annexation Information and printing options
- 4th Quarter 2024 Financial Report
- Consent Agenda Documents
- 2025 Benefit Charge Hearing Presentation