



REGIONAL FIRE AUTHORITY PLANNING COMMITTEE April 13, 2016

Present: Ed Prince (Chair), Renton City Council
Armondo Pavone, Renton City Council
Ray Barilleaux, KCFD #25
Kerry Abercrombie, KCFD #25
Myron Meikle, KCFD #25
Mark Peterson, Fire Chief
Chad Michael, Deputy Fire Chief
Rick Marshall, Battalion Chief

Will Aho, Lieutenant
Gary Harsh, Lieutenant
Brett Bigger, Local 864 Vice President
Jay Covington, Chief Admin Officer
Iwen Wang, FIT Administrator
Brian Snure, Attorney
Linda Sartnurak, KCFD #40
Rhonda Heyden, Admin Secretary

1. **Call to Order:** Councilmember Prince called the committee meeting to order at 2:06 p.m.
2. **Approval of Previous Minutes:** Motion made by Commissioner Abercrombie to approve the minutes of the Planning Committee Meeting on March 9, 2016. Seconded by Councilmember Pavone. Motion carried.
3. **RFA Formation Process:**

Attorney Brian Snure presented a PowerPoint presentation titled "Creating the Renton RFA". He discussed the RFA; roles, duties, and responsibilities of the current planning committee and future governing board; special purpose districts and RCW's; responsibilities of the RFA and the City on July 1, 2016; and transitional services between the City and the RFA. Additionally, Attorney Snure supplied documents outlining executive sessions and Resolutions.

Commissioner Barilleaux asked a question about the Incompatible Offices Doctrine and whether there would be a conflict with him serving on the RFA Governing Board as well as the Pension Board. Attorney Snure stated that since the Pension Board consists of former City employees, there would not be any conflict with him serving on both boards.

Commissioner Abercrombie asked if District 25 needed it's own attorney after the RFA is created. Attorney Snure stated that there should not be a need for this since the commissioners will also serve on the RFA governing board. However, if the need arises, the RFA would pay for legal counsel and the expenses would be covered.

Lieutenant Aho asked how to work around "blackout" times with contracts, since the RFA Governing Board cannot sign contracts until July 1, 2016. For example, the healthcare contract involves an enrollment time period, but it would need to be functional on July 1, 2016. Attorney Snure stated that any agreement in which the RFA would be bound and committed to on July 1st would need to be handled on an individual basis and be contract specific. The healthcare provider could, perhaps, accept a Resolution from the City (although it wouldn't be binding until July 1st), agree to some kind of automatic assignment, or go through the whole process knowing that the agreement wouldn't be approved until July 1st.

4. **Bylaws and Governing Rules:**

Chief Peterson referred to the draft Bylaws and stated that Attorney Snure added language into the Bylaws regarding changes in the governance board (Section 2.8). Chief Peterson asked the Planning Committee for feedback on the Bylaws.

Commissioner Abercrombie asked for clarification of Section 2.4; Quorum, and what constitutes a quorum. If he were to speak with three City Council board members, would this constitute a quorum? Attorney Snure responded that a quorum is defined as a minimum of two City Council board members and two District position board members. If Commissioner Abercrombie were to speak with three City Council board members, it would not constitute a quorum, since it did not include a minimum of two District position board members.

Commissioner Meikle requested an additional meeting to be able to go through the document together.

5. **HR & Finance Managers:**

Chief Peterson referred to the Human Resources Manager and Finance Manager job specifications and stated that the salaries were compared with other departments (Everett, Redmond, Kirkland, South King Fire & Rescue, Valley Regional Fire Authority, and Kent Regional Fire Authority). Battalion Chief Marshall indicated that Renton is on the bottom of the salary comparisons. Councilmember Prince, Commissioner Meikle, and Commissioner Abercrombie voiced their concerns about the salaries being too low and recommended higher salaries, stating they would like the RFA to be a first class organization that brings in the best candidates to make the RFA the best it can be.

Administrator Wang suggested checking the market by running the announcements and seeing what kind of candidate pool comes back. If there is a problem with the candidate pool, then the necessary modifications could be made. She also stated that the HR & Finance Manager positions could recruit from both the private and public industry and believes that recruitment at this pay scale would be attainable.

Councilmember Prince stated that he would still prefer the pay scale to be toward “the middle of the pack” when compared to the other departments. Commissioner Abercrombie agreed. Firefighter Bigger thought that it would be problematic to “test the waters” with a lower pay scale since the RFA is up against a time crunch and, ideally, would need to have this position filled by July 1st. City of Renton Chief Admin Officer Covington thought that the proposed salary ranges were similar to those of ValleyCom and SCORE.

Commissioner Abercrombie asked if there is a provision for a hiring bonus, to which Chief Peterson replied that it would be up to the Committee to add one on.

Battalion Chief Marshall stated that, in order to expedite the hiring process, there could be some flexibility with the steps within the pay scale (Step A through Step E pay ranges). Chief Admin Officer Covington added that the advertisements for the positions could be started and then amended if it is decided the pay scale should be higher. The announcement could state that the pay scale is “subject to negotiation”. After Commissioner Abercrombie asked if anyone has reached out to recruiters, Chief Admin Officer Covington responded that he can reach out to a firm that has been assisting the City with recruitments to obtain a professional opinion about the proposed salaries. It was decided that Chief

Admin Officer Covington would email this information to the Committee, the recruitments would be posted on May 2nd, and the final decision regarding the pay scale would be made during the upcoming meeting on May 3rd.

6. Interlocal Agreement Briefing:

There was some concern regarding the Interlocal Agreement and having not seen a draft as of yet. Attorney Snure stated that staff is currently developing the first draft of the agreement and establishing the framework of the agreement. When the first draft is complete, he will review it and go over it with the Planning Committee. If there are issues with the Interlocal Agreement, those would be discussed and worked through. The Planning Committee would speak on behalf of the RFA until the RFA is formed on July 1, 2016. Attorney Snure recommended that everyone on the Planning Committee read through the Interlocal Agreement when the draft is ready and bring their questions to work through, but that he would also be offering suggestions as to what is in the best interest of the RFA.

Chief Admin Officer Covington stated that staff is trying to get Interlocal Agreement as specific as they can so that 5, 10, and 15 years into the future, the interpretation is clear in the wording. Additionally, they are working on setting a performance standard for services offered.

Chief Peterson provided an "ILA Overview" document, which briefly explained what is included in the Interlocal Agreement. He further stated that he would give the Interlocal Agreement to the Planning Committee at the same time that he gives it to Attorney Snure so that everyone has an opportunity to go through it and provide feedback. The targeted date is April 25th.

Commissioner Abercrombie asked what the process of amending the Interlocal Agreement is, in case something is missed. Attorney Snure stated that the Exhibits, which contain the details of the services involved, can be amended by Committee. The main agreement is more difficult to amend.

7. Confirmation of May, June, and July RFA meetings:

Battalion Chief Marshall recommended having all future meetings at Fire Station #13, where the room is set up to accommodate such meetings, with the Planning Committee members being established as the authority.

May 3, 2016, 3:00 p.m. – 5:00 p.m: HR/Finance, Healthcare Plan, Bylaws, Interlocal Agreement

May 19, 2016, 2:00 p.m. – 4:00 p.m: Review of the implementation plan prior to July 1st.

June 1, 2016, 2:00 p.m. – 4:00 p.m: Follow-up on progress toward July 1; approve any actions required of the Planning Committee

June 15, 2016: 10:00 a.m. – 3:00 p.m: Workshop to review all documents and actions that will be required by the new Governance Board on July 1.

July 1, 2016: 9:00 a.m. – 11:00 a.m: First meeting of the new Renton Regional Fire Authority Governance Board.

Meeting adjourned at 4:07 p.m.

Recorded by:

Rhonda Heyden, Administrative Secretary I