



**Renton Regional Fire Authority**  
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Renton, WA 98055  
Office: (425) 430-7000  
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## **MINUTES**

### **RFA Governance Board Regular Meeting**

**10:00 A.M. – Monday, January 23, 2017**

**Fire Station #13 – 18002 108<sup>th</sup> Ave. S.E., Renton**

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### **CALL TO ORDER AND FLAG SALUTE**

Governance Board Chair Prince called the Regular Meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

### **ROLL CALL**

#### **Governance Board Members Present:**

Ed Prince, Chair (City of Renton)  
Kerry Abercrombie (Fire District 25)  
Ray Barilleaux (Fire District 25)  
Don Persson (City of Renton)  
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

#### **Governance Board Member Absent:**

Armondo Pavone (City of Renton)  
Myron Meikle (Fire District 25)

**MOVED BY ABERCROMBIE, SECONDED BY BARILLEAUX, BOARD EXCUSED ABSENT BOARD MEMBERS MEIKLE AND PAVONE.**

#### **Administrative Staff Present:**

Attorney Brian Snure, Chief Rick Marshall, Deputy Chief Chad Michael, Director of Administration Samantha Babich, Battalion Chief Mike Proulx, Captain Jeff Vollandt, Lieutenant Steve Winter, Firefighter Brett Bigger, Fire Marshal Anjela St. John, RFA Board Secretary Rhonda Heyden.

### **AGENDA MODIFICATIONS**

There were not any agenda modifications.

### **ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

There were not any announcements, proclamations, or presentations.

### **PUBLIC COMMENT**

There were not any public comments.

### **CONSENT AGENDA**

#### **Approval of Minutes**

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Abercrombie to approve the Minutes from the January 9, 2016 Regular Meeting.

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### Approval of Vouchers:

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Barilleaux to approve the vouchers which included the following:

- Approval of Vouchers: AP Check Register 1/1 - 1/15/17, Payroll 12/16 – 12/31/16

**MOTION CARRIED (4-0)**

### SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for January 23, 2017.

### BOARD COMMITTEE REPORTS

There were no Board Committee reports.

### BOARD MEMBER REPORTS

There were no Board Member reports.

### CHIEF'S REPORT

Chief Marshall's report included the following:

- New Firefighters: Graduation for the four recruits that completed 20 weeks of training at the academy occurred on January 12, 2017 and Chief Marshall delivered the keynote address at the graduation ceremony.
- Benefit Charge notices arrived at homes on Tuesday, January 17 and the phones have been busy ever since.
- Final Budget: The final assessed valuation numbers were received from King County. With the receipt of the valuation report, the budget is now final.
- KCFD40: KCFD40 hired a part time secretary to manage the finances and secretarial duties since the Renton RFA is no longer providing these services. Deputy Chief Michael is working with KCFD40 to determine options for apparatus replacement schedules.
- 2017 All Officer Meeting: Topics include Ownership & Responsibility, Tactical Procedures, Human Resources, Planning, and Fire Marshal's Office.
- Neighborhood Outreach: The Renton RFA will be working collaboratively with the City of Renton to provide communications and services to neighborhood groups within the City.
- CPR Statistics: 2016 statistics were provided. Information regarding the CPR classes has been added to the Renton RFA website.
- Response Operation Statistics: December 2016 statistics were provided.
- Office of the Fire Marshal Statistics: 2016 Annual Report was provided.

### DEPARTMENT REPORTS

Website Statistics: Traffic to the website has increased since citizens received their Fire Benefit Charge cards. From 1/16 – 1/23/17, 589 users to the site clicked on 2,712 pages, with the most popular pages being: 1) Benefit Charge, 2) FAQ's, 3) What is an RFA, 4) Discounts, and 5) Square Footage Guide.

### Sobering Center Update:

The Sobering Center provides an inebriated individual a safe place to get off the street for the night, while also providing a meal, counseling, and ride home in the morning. Since January 1, 2017, 5 people have utilized the sobering center.

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Nomad's Update: Within the time that the Nomad's Lounge has been open (less than 1 year), the Fire Department has received at least four complaints, most of which involved overcrowding issues. On January 14, a "Stop Work Order" was issued following a visit to the establishment that found 68 patrons within the establishment when the business had a maximum 49 person occupant load. On January 17, the "Stop Work Order" was lifted when the business came up with an acceptable plan and is now working with the Renton RFA and City toward becoming an assembly occupancy, allowing over 49 person occupant load.

### CORRESPONDENCE

There was not any correspondence.

### UNFINISHED BUSINESS

#### Appeal Update and Process Review:

The Fire Benefit Charge inquiry and appeals process flow chart was discussed. Citizens have until 5:00 p.m. on February 8 to file an appeal (postmarks accepted). From these appeals, citizens then have until February 20<sup>th</sup> to respond in writing with a request for adjustment to the Appeal Board.

Chief Marshall stated that a common misconception from citizens was that the total amount listed on their cards was a new charge. The only new charge is the benefit charge (the property tax is not a new tax). A press release has been sent to the Renton Reporter to clear up the confusion.

### NEW BUSINESS

#### Duty Chief Vehicle Purchase:

As outlined in the 2017 budget, a vehicle replacement schedule for all vehicles in the fleet has been established. In addition, there is a need to purchase Duty Chief vehicles that allow for the Duty Chief to respond with lights and siren, have access to a mobile data computer, and be highly visible in the community and on calls. The Duty Chief vehicles will serve as back-up vehicles for the on-duty Battalion Chiefs and be available for field assignments in the event of a natural disaster. These vehicles will not be additions to the fleet, but replacement vehicles for two vehicles scheduled for surplus.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Persson to allow the Fire Chief to authorize the replacement of two RFA fleet vehicles with two duty chief vehicles that were included in the 2017 approved RFA budget. **MOTION CARRIED (4-0).**

### GOOD OF THE ORDER

Board Member Sartnurak indicated that she had the opportunity to meet the four firefighters at the graduation ceremony and concurred that they are exemplary people and will be a great asset to the Renton RFA.

### EXECUTIVE SESSION

The meeting recessed at 10:54 a.m. into executive session for 15 minutes pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, in a forum that maintains the attorney client privilege, the

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legal risks of proposed actions that will likely result in adverse legal or financial consequences if the discussion is held in public. No official action took place.

The Board members reconvened at 11:10 a.m. at which point the Board Meeting continued.

**FUTURE MEETINGS**

The next meeting is scheduled for Monday, February 27, 2017, 10:00 a.m. at Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton).

**ADJOURNMENT**

The meeting was adjourned at 11:10 a.m.



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Ed Prince, Board Chair

Recorded by: Rhonda Heyden, RFA Board Secretary