



Renton Regional Fire Authority  
1055 South Grady Way  
Renton, WA 98055  
Office: (425) 430-7000  
Fax: (425) 430-7044

## MINUTES

### RFA Governance Board Regular Meeting

10:00 A.M. – Monday, June 26, 2017

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

---

### CALL TO ORDER AND FLAG SALUTE

Governance Board Vice Chair Barilleaux 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) – Via Teleconference  
Ray Barilleaux, Vice Chair (Fire District 25)  
Kerry Abercrombie (Fire District 25)  
Myron Meikle (Fire District 25)  
Don Persson (City of Renton)  
Armondo Pavone (City of Renton)  
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

#### Administrative Staff Present:

Attorney Brian Snure, Chief Rick Marshall, Deputy Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Director of Administration Samantha Babich, Fire Marshal Anjela St. John, Battalion Chief Doug McDonald, Battalion Chief Craig Soucy, Captains Will Aho, Jeff Vollandt and Erik Hammes, Robbie Hyslop, Administrative Secretary Linda Mann.

### 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 Pavone and **SECONDED** by Board Chair Prince to approve the Minutes from the June 12, 2017 Regular Meeting. **MOTION CARRIED (6-0)**

#### Approval of Vouchers:

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Chair Prince to approve the vouchers which included the following:

- AP Check Register 6/01/17 – 6/15/17, Payroll 5/16/17 – 5/31/17

**MOTION CARRIED (6-0)**

## GOVERNANCE BOARD REGULAR MEETING MINUTES

June 26, 2017

Page 2 of 5

### SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for June 26, 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:

- **Personnel Assignments:** Chief Marshall selected Captain Rick Myking to serve as EMS Captain, responsible for developing the business plan for FD CARES Renton and RFA EMS delivery systems. Capt. Myking has served several years in various EMS roles for our organization. His selection was critical to ensure the best possible outcome to EMS and low acuity calls within our community.

Chief Marshall chose Captain Erik Hammes to serve as Logistics Captain, temporarily bolstering day staff assignment to Logistics. Over the past year, DC Gunsolus and Chief Marshall have determined that with the added responsibilities that have come with becoming an RFA and managing various ILAs for service, that Logistics is overwhelmed. Capt. Hammes has the skills necessary to develop efficiencies in Logistics, Fleet and Facilities. Over the next 6-12 months, Capt. Hammes and the Logistics team will be exploring and developing opportunities to increase efficiency and effectiveness. Firefighter Brian Kane has received a temporary promotion to Lieutenant, taking Capt. Myking's position on shift. This assignment is currently slated to run through December 31 of this year.

- **Hiring:** We have completed oral board interviews for firefighters. A team of three interviewed over 120 candidates over a six day period. We feel extremely confident that we will get six great candidates, and we are looking at every option to expedite hiring to maximize our potential to hire our desired candidates.
- **Fourth of July:** On June 19, Chief Marshall addressed the City of Renton City Council regarding efforts for fireworks ban enforcement. Chief Marshall is confident that we have built the most significant response since the inception of the fireworks ban. Below is a summary:
  - **Park Plan:**
    - (2) Deputy Fire Marshal's at the park providing inspection of the public display set up and operation (Fireworks Show). This is a split shift, so they will be there in the morning for set up and again in the evening for wiring of the display and to inspect the show as it is fired.
    - Response Ops staffing at the park for emergency response (EMS, Dive Team, Gator)
      - Water Rescue Team
      - Aid Car to provide EMS Services
  - **Enforcement:**

## GOVERNANCE BOARD REGULAR MEETING MINUTES

June 26, 2017

Page 3 of 5

- (5) vehicles on the road for enforcement (4 dedicated to confiscation and enforcement/1 fireworks pickup and delivery to storage)
  - Staffing includes (1) Fire Marshal staff/(1) Law Enforcement member
  - Scheduled staffing is from 6pm – 1am, with the end time adjustable based on call volume towards the end of the night
  - Confiscate fireworks when seen
  - Issue citations as needed based on initial interaction
  - Increased temporary storage capacity this year to accommodate ALL confiscated fireworks
- Fire & PD will have additional resources out around the city that can contact the enforcement crews as needed
- Capital Facilities Plan Update: The Capital Facilities Plan project remains on track. We continue to work with Berk and the City of Renton. Some concerns arose regarding the project being off scope and over budget, but the City (Chip Vincent, CED Administrator) reached out to Berk and helped to address those concerns. Berk is committed to our project and will continue to find efficiencies to avoid any additional changes.
- 2018 Budget Process: As of June 22, we have formally kicked off the 2018 Budget Process. The intent is to develop an effective and transparent budget for the RFA. During the process we will be reaching out to both internal and external stakeholders. Chief Marshall will be briefing the Governing Board at each milestone.
- King County Automatic Aid Agreement: For the past year, King County fire chiefs have been working to build an automatic aid agreement that functionally extends the agreement we work under in our zone (Zone 3) to the entire county (Zone 1-Seattle and Zone-3 Eastside). Chief Marshall will soon be bringing this agreement to the Board in the form of an action item, requesting permission to enter into the agreement along with the other fire agencies. This agreement will add depth to the ability to respond to emergencies in our area by providing automatic dispatch of units previously only available through Zone mutual aid request.
- Administrative Office Location and Lease Study: Under ILA, the RFA has use of the 7<sup>th</sup> floor office space previously allotted to the Renton Fire & Emergencies Department at no cost through 2018. Beginning in 2019, we will need to relocate (either to another space in City Hall or to another building entirely). This means that we will need to budget for lease and tenant improvements in the 2018 budget. Staff is currently evaluating options and will be briefing the Board in the near future.

### **DEPARTMENT REPORTS**

May Financial Report: Chief Marshall presented the January – May 2017 budget, revenue, and expenses report.

May Fire Marshal Report: Fire Marshal, Anjela St. John, presented the monthly report for May, 2017.

May Response Operations Report: DC Gunsolus presented the May 2017 statistics.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

June 26, 2017

Page 4 of 5

### CORRESPONDENCE

There was not any correspondence.

### UNFINISHED BUSINESS

There was not any unfinished business.

### NEW BUSINESS

HGAC Purchasing Agreement: Local governments in Washington State are required to go through competitive bidding process. The required level of competition varies depending on project type, agency type, estimated price and project complexity. The Houston-Galveston Area Council (HGAC) Purchasing Program assists local governments in reducing costs through government-to-government procurement. The HGAC ensures that the requirements for competitive bidding have been met, and agencies receive the best possible purchasing price. It is recommended the Governance Board authorize Chief Marshall to enter into an agreement with the Houston-Galveston Area Council (HGAC) in order to meet the requirements for a competitive bidding process for vehicle purchases.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Persson to authorize Chief Marshall to enter into an agreement with the Houston-Galveston Area Council (HGAC). **MOTION CARRIED (6-0).**

Communications Manager and Finance Analyst positions: The need for a Communications Manager for the RRFA was identified in the early stages of planning for the RRFA. This position is critical to effective internal and external messaging, including items such as community engagement and outreach, recruitment, social media development and dissemination, and public information. This position will be exempt and outside of civil service. The Communications Manager was incorporated into the original organizational chart. During the early stages of the RRFA the organization had limited capacity to on-board and direct new employees. It was decided to delay the filling of this position until we could both effectively utilize and effectively manage this position. The Executive Team believes that now is the time to fill this position. We anticipate on-boarding this position in late August or early September.

The need for a Finance Analyst has become apparent as we migrate away from City financial support. Existing staff is not capable of managing both the day to day activities and providing analytics and forecasting. From an audit and accountability standpoint, we believe that there is significant importance ensuring separation of duties in finance operations. This cannot be achieved by having only one person dedicated to finance operations. This also builds redundancy, ensuring continuity should there be an unplanned absence. Our org chart currently lists the potential for the addition of a Finance Manager. We believe that we can save the RFA money, run efficiently, and still meet our needs by changing the Finance Manager to Finance Analyst, reporting to the Director of Administration. We anticipate on-boarding this position in late August or early September.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Chair Prince to authorize Chief Marshall to recruit and fill the positions of Finance Analyst and Communications Manager. **MOTION CARRIED (6-0).**

**GOVERNANCE BOARD REGULAR MEETING MINUTES**

June 26, 2017

Page 5 of 5

**GOOD OF THE ORDER**

There were not any good of the order items.

**EXECUTIVE SESSION**

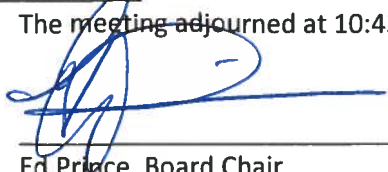
There was not an executive session.

**FUTURE MEETINGS**

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

**ADJOURNMENT**

The meeting adjourned at 10:43 a.m.



Ed Prince, Board Chair

Recorded by: Linda Mann, Administrative Secretary I