



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, August 28, 2017

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

---

### CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Prince called the Regular Meeting to order at 10:04 a.m. and led the Pledge of Allegiance.

### ROLL CALL

#### Governance Board Members Present:

Ed Prince, Chair (City of Renton)  
Ray Barilleaux, Vice Chair (Fire District 25)  
Myron Meikle (Fire District 25)  
Armondo Pavone (City of Renton) – Via Teleconference  
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

#### Governance Board Members Not Present:

Kerry Abercrombie (Fire District 25)  
Don Persson (City of Renton)

#### Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Roy Gunsolus, Deputy Chief Charles DeSmith, Captain Erik Hammes, Captain John Hettick, Captain Mark Seaver, Lieutenant Gary Harsh, Corey Thomas, Kayla Eychner, Benjamin Thomas, Hector Luevano, Brandon Caldwell, Nguyen Le, Mark Avena, Brady Ver Steeg, Administrative Secretary Linda Mann. Also present from the City of Renton was Chief Administrative Officer Jay Covington and Facilities Director Michael Kirk.

A **MOTION** was made by Board Vice Chair Barilleaux and **SECONDED** by Board Member Meikle to excuse absent Board Member Abercrombie and Board Member Persson from the meeting.

**MOTION CARRIED (4-0)**

### AGENDA MODIFICATIONS

There were no agenda modifications.

### ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

### PUBLIC COMMENT

There were no public comments.

### CONSENT AGENDA

Approval of Minutes

## GOVERNANCE BOARD REGULAR MEETING MINUTES

August 28, 2017

Page 2 of 4

A **MOTION** was made by Board Vice Chair Barilleaux and **SECONDED** by Board Member Meikle to approve the Minutes from the August 14, 2017 Regular Meeting. **MOTION CARRIED (4-0)**

### Approval of Vouchers:

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

- AP Check Register 8/1/17 – 8/15/17, Payroll 7/16/17 – 7/31/17

**MOTION CARRIED (4-0)**

### SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for August 28, 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 Members and Hiring:** Chief Marshall introduced the six new recruits who started on August 16, 2017. He also mentioned that the process has begun for hiring six additional firefighters with an expected start date of February 1, 2018. Applications are currently being accepted for a Communications Manager and a Finance Analyst. Those positions will remain opened until filled.
- **Retirements and Promotions:** Captain John Hettick will be retiring at the end of August after 33 years of service. To fill his vacancy, "Rule of Three" interviews will be conducted on September 5 for a Captain and a Lieutenant, which will take effect September 16.
- **House Fires:** There have been three significant house fires in the past couple of weeks. One was a 2-alarm fire in Skyway which resulted in a total loss and also a firefighter injury. Another was one that started as a brush fire and extended to a structure and it also had a firefighter injury. The final fire was set by an arsonist, who was apprehended by Renton Police.
- **Sobering Center:** Effective at the end of September, the Sobering Center Pilot Program will be ending. A final report will be provided to both the Governance Board and City of Renton once it is completed.
- **2018 Budget Process:** We remain on schedule for the 2018 budget process. On August 24<sup>th</sup>, RRFA staff met for the first budget workshop to review 2018 budget requests. It was reinforced that a budget would be presented to the Board that does not increase the Fire Benefit Charge over 2017 rates.
- **Facilities Assessment:** In partnership with the City of Renton, the RRFA is working with McKinstry on a conditions assessment for all RFA facilities. This, along with our Capital Facilities Plan will help ensure that we are planning appropriately for our facility's needs.
- **Tyler Software Project:** Admin staff have been working diligently on the finance/HR software project. A consultant will be on-site for two weeks starting September 28.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

August 28, 2017

Page 3 of 4

### DEPARTMENT REPORTS

Chief Marshall briefly touched on the Department Reports.

### CORRESPONDENCE

There was no correspondence.

### UNFINISHED BUSINESS

Station 15 Update: Michael Kirk, Facilities Director for the City of Renton gave a presentation on the status of Station 15.

### NEW BUSINESS

Selection of Authorized Signatures for Payables: As part of our banking and software set up, we need to designate two individuals as signers on our AP accounts. It was decided to have Board Chair Ed Prince and Director of Administration Samantha Babich be the signers.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Barilleaux to appoint Ed Prince and Samantha Babich as authorized signers for Renton Regional Fire Authority payables beginning January 1, 2018. **MOTION CARRIED (4-0).**

Presentation of Capital Facilities Plan: The RRFA is required by ILA agreement with the City of Renton to have a Capital Facilities Plan for the purposes of imposing impact fees on development within the city limits. In conjunction with this, a rate study was conducted to more accurately align the rates for impact fees. Fire Administration is requesting adoption of these documents by resolution. If adopted by the Board, these documents will go before the Renton City Council for adoption.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Barilleaux to approve Resolution 2017-1, hereby adopting the 2017 Capital Facilities Plan and Rate Study for the Renton Regional Fire Authority. **MOTION CARRIED (4-0).**

WA State Task Force 1 Search & Rescue Agreement: The RRFA has a history of participating with both State and Federal mobilizations under FEMA's Urban Search and Rescue plan. Since becoming a RFA, the Memorandum of Agreement needs to be updated from the City of Renton to the Renton Regional Fire Authority.

A **MOTION** was made by Board Member Barilleaux and **SECONDED** by Board Member Meikle to approve the MOA between Renton Regional Fire Authority and Pierce County Emergency Management for participation in State and Federal mobilizations under Washington Task Force 1, and approve the fire chief to sign on behalf of the board. **MOTION CARRIED (4-0).**

### GOOD OF THE ORDER

### EXECUTIVE SESSION

There was no executive session.

### FUTURE MEETINGS

**GOVERNANCE BOARD REGULAR MEETING MINUTES**

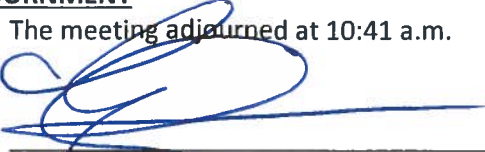
**August 28, 2017**

**Page 4 of 4**

The next meeting is scheduled for Monday, September 11, 2017, 10:00 a.m. at Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton).

**ADJOURNMENT**

The meeting adjourned at 10:41 a.m.



---

Ed Prince, Board Chair

Recorded by: Linda Mann, Administrative Secretary I