



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, May 14, 2018
Fire Station #13 – 18002 108th Ave. S.E., Renton

1. Call Meeting to Order
2. Flag Salute
3. Roll Call
4. Agenda Modifications
5. Announcements, Proclamations, and Presentations
6. Public Comment

Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of the Bylaws. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board as requested by the Chair.
7. Consent Agenda
 - Approval of [Minutes from the April 23, 2018](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 4/16/18 – 4/30/18, Payroll 4/01/18 – 4/15/18
8. Signing of Vouchers
9. Board Committee Reports
10. Board Member Reports
11. [Chief's Report](#)
12. Department Reports
 - Response Ops
 - Renton Air Port Letter of agreement
 - Agreed to changes in airport response Plan
 - New Defib went in service April 30th
 - April 26th Merril Gardens Fire
 - Shooting Call April 27th
 - A Facchini B Myking to NOAA dive class
 - Brush 17 in service

- Support Services
 - OFM Move Update
 - FS14 Repair Update
 - Holmatro Rescue Toll Purchase

13. Correspondence

14. Unfinished Business

15. New Business

- [Establishment of RRFA Civil Service](#)
- [Updates to the Renton Fire Code](#)
- [Fire Sprinkler Proclamation](#)
- [Logistics ILA and Cost Sharing](#)

16. Good of the Order

17. Executive Session

18. Future Meetings:

- Monday, June 11, 2018, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave., S.E., Renton)

19. Adjournment



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, April 23, 2018

Fire Station #13 – 18002 108th Ave. S.E., Renton

CALL TO ORDER AND FLAG SALUTE

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

ROLL CALL

Governance Board Members Present:

Myron Meikle, Chair (Fire District 25)

Armondo Pavone, Vice Chair (City of Renton)

Marcus Morrell (Fire District 25)

Don Persson (City of Renton)

Kerry Abercrombie (Fire District 25)

Ed Prince (City of Renton)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Administrative Staff Present:

Fire Chief Rick Marshall, Deputy Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Battalion Chief Kevin Anderson, Captains Will Aho, Jeff Vollandt, and Steve Winter, Lieutenant Rick Laycock, Firefighter Justin Olney, Lead Plans Reviewer Corey Thomas, Communications Manager Katie Lewis, and Administrative Secretary Linda Mann.

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

A **MOTION** was made by Board Vice Chair Pavone and **SECONDED** by Board Member Morrell to approve the Minutes from the March 26, 2018 Regular Meeting. **MOTION CARRIED (6-0)**

Approval of Vouchers:

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

- AP Check Register 3/16/18 - 3/31/18 and 4/01/18 – 4/15/18, Payroll 3/01/18 – 3/15/18 and 3/16/18 – 3/31/18. **MOTION CARRIED (6-0)**

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SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for April 9, 2018 and April 23, 2018.

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 Haz-Mat Techs: Andrew Harm and Robert Elliott are the two newest additions to the Haz-Mat team. They just completed their Haz-Mat Technician training through Emergency Response Training Institute (ERTI).
- 30th Annual Congressional Fire Services Institute Symposium and Dinner: Chief Marshall has the opportunity to join other fire chiefs from around the country after being asked to join the delegation from Washington State Fire Chiefs in Washington D.C. The delegation spoke with Congress about the importance of continued support for fire services, including grants that help fund adequate staffing and equipment, and to discuss important issues that save lives, such as fire sprinkler systems.
- KING5 Recruitment Story Follow Up: Chief Marshall provided a link to the KING5 story he referenced on recruitment and hiring.
- Fire Station 15 Update: Since the groundbreaking on February 27, the contractor has been working to get the ground ready for a foundation. Approximately 3,000 cu ft. of dirt has been removed as part of the leveling the building site.
- Fire Station 14 Construction Update: On April 18, a new hydrant was installed and paving was completed for water runoff and repairs. Also, construction began for the plumbing project. This project has a completion date of May 28.

DEPARTMENT REPORTS

The 2018 Q1 Communications Report was presented by Communications Manager Katie Lewis. All other department reports were provided to the Board for their review.

CORRESPONDENCE

A copy of the 2017 Enduris Annual Report was provided to the Board for their review.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Resolution 2018-2: Canceling the May 28, November 12, and December 24 RFA Board Meetings:
The Governing Board is currently scheduled to hold Board meetings on May 28, 2018, November 12, 2018, and December 24, 2018. Staff recommends canceling these meetings due to the following holidays: Memorial Day, Veteran's Day, and Christmas Eve.

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A **MOTION** was made by Board Member Prince and **SECONDED** by Board Vice Chair Pavone to adopt Resolution No. 2018-2 canceling the May 28, 2018, November 12, 2018, and December 24, 2018 RFA Governing Board regular meetings. **MOTION CARRIED (6-0)**

RRFA/City of Renton ILAs:

The RRFA currently receives services under an ILA for Facilities, Fleet, and IT. The City does not want to continue IT services if we cancel Fleet and Facilities and has notified us that they will discontinue service effective April 2, 2019 should the RRFA follow through with terminating Fleet and Facilities. RRFA staff and RRFA budget does not have the capacity to take on all of these in the time frame given.

On December 11, 2017, the Fire Chief was directed by the Governing Board to furnish the City of Renton with a letter notifying them of the RRFA's intent to end Facilities and Fleet support effective December 31, 2018. Since that time there have been several meeting with the City and other area fire departments to determine the best course of action for the RRFA. The City has responded by notifying the RRFA on April 2, 2018, that if we follow through with our intent that they would end IT support effective April 2, 2019. This would require more funding and staff than the RRFA currently has available.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Vice Chair Pavone to direct the Chief to rescind the notice to the City to terminate service with the intent to terminate all services effective December 31, 2019. **MOTION CARRIED (6-0)**

GOOD OF THE ORDER

Chief Marshall asked the Board about their thoughts on moving from two meetings a month to one meeting a month. After further discussion, it was decided to continue with two meetings a month with the option of canceling one if there isn't enough business to warrant a meeting.

EXECUTIVE SESSION

Executive Session pursuant to RCW 42.30.140(4), collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement.

Discuss with legal counsel in executive session pursuant to RCW 42.30.110 (1)(i) to maintain an attorney client privilege while discussing legal risks associated with proposed action or current practice relating to the interlocal with District 40 that is likely to result in an adverse legal or financial consequence to the agency if discussed publicly.

Executive Session was called at 10:34 a.m. for 30 minutes. At 11:03 a.m., another 30 minutes was requested. At 11:33 a.m. another five minutes was requested. The regular meeting reconvened at 11:38 a.m.

FUTURE MEETINGS

The next meeting is scheduled for Monday, May 14, 2018, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton).

GOVERNANCE BOARD REGULAR MEETING MINUTES

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ADJOURNMENT

The meeting was adjourned at 11:39 a.m.

Myron Meikle, Board Chair

Recorded by: Linda Mann, RFA Board Secretary

VOUCHER APPROVAL FOR MAY 14TH, 2018 MEETING

AUDITING OFFICER CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Renton Regional Fire Authority, and that I am authorized to authenticate and certify said claim.

Auditing Officer: _____
Rick Marshall, Fire Chief

AUDIT COMMITTEE

The vouchers below have been reviewed and certified by individual departments and the RFA's Auditing Officer as required by RCW's 42.24.080 & 090, and a list of vouchers has been provided for review by the Finance Committee.

The undersigned members of the Finance Committee of the Renton Regional Fire Authority do hereby approve for payment accounts payable vouchers totaling \$240,546.71, payroll vouchers and direct deposits totaling \$476,751.21

A/P VOUCHERS	Payment Date	Numbers	Amount
Checks	04/16/2018 - 04/30/2018	10218-10245	\$36,570.57
EFTs	04/16/2018 - 04/30/2018		\$102,503.59
Bank Drafts	04/16/2018 - 04/30/2018		\$101,472.55
TOTAL A/P			\$240,546.71

PAYROLL VOUCHERS		No. of Vouchers	Amount
Direct Deposits	4/25/2018	156	\$476,751.21
Payroll Checks	4/25/2018	1	\$0.00
TOTAL PAYROLL		157	\$476,751.21

TOTAL CLAIMS			\$717,297.92
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Renton Regional Fire Authority Finance Committee:

Kerry Abercrombie, Board Member

Ed Prince, Board Member

Myron Meikle, Chairperson

Marcus Morrell, Board Member

Don Persson, Board Member

Armondo Pavone, Board Member



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: May 14, 2018

TO: Myron Meikle, Chairperson (Fire District 25)
Kerry Abercrombie (Fire District 25)
Marcus Morrell (Fire District 25)
Ed Prince (City of Renton)
Armondo Pavone (City of Renton)
Don Persson (City of Renton)
Linda Sartnurak (Non-voting Advisory Position, Fire District 40)

FROM: Rick Marshall, Fire Chief

SUBJECT: Renton Regional Fire Authority Chief's Report

1. Recent Trainings for the Administration Division

➤ **Tyler Technologies Connect 2018**

Our Director of Administration, Samantha Babich and our Finance section, Jennifer Zhou and LaQuanza Flowers, had the opportunity to travel to Boston during the week of April 23 for the annual Tyler Technologies conference. They had a chance share ideas, see new products, and learn new ways to navigate our HR and Finance software system.

➤ **Association of Washington Cities Labor Relations Institute**

From May 2 through May 4, select members of our Executive team travelled to Yakima for this crucial training event. Once there, they had the opportunity to learn to enhance their skills and better understand the current legal landscape, learn to solve unique problems, improve employee-management relations, and meet and learn from leading service and product providers.

➤ **Washington Fire Chiefs Admin Support Conference**

Administrative Assistant Sheila Madsen journeyed to Walla Walla for the annual WFAS Conference. There she had a chance to network with Admin professionals from all over the state, attend workshops on leadership and plain talk, and enjoy a keynote speech from Chief Scoggins of Seattle Fire.



2. Renton Firefighters and Renton PD Flag Football to Benefit Children's Hospital

On May 6, Renton Firefighters and police officers participated in a charity football game to benefit Seattle Children's Hospital. The event was held at Renton Memorial Stadium and 100 percent of the proceeds went to help kids fighting childhood illness.



I am happy to report that your Renton Firefighters pulled out a win - 31 to 19!

3. National Home Sprinkler Day

National Home Sprinkler Day is May 19 and this year we have partnered with Ikea and the State Fire Marshal's Office to have the fire sprinkler trailer make an appearance at the store from 11:00am – 1:00pm. Fire Marshals from all over our region are scheduled to attend. We'll have live fire sprinkler demonstrations, educational materials, and more. We hope to see you there!

4. Fire Station 15 Update

Progress continues and the masonry bay walls are going up. Over the next couple of weeks, the contractor is focusing on installing all the underground plumbing and electrical. The pictures included were taken on May 2, 2018.



Front of Bay



Rear of Station

5. Fire Station 14 Construction Update

We are on schedule for both the bathroom and plumbing repairs to be completed by the end of the month and for a move-in the first week of June for the Office of the Fire Marshal!

6. Labor Negotiations

On Wednesday, May 9, we entered into negotiation with L864. The meeting focused on establishing ground rules and housekeeping items. Our goal is to complete negotiations by August 1.



Governing Board Agenda Item

SUBJECT/TITLE: Establishment of RRFA Civil Service

STAFF CONTACT: Babich

SUMMARY STATEMENT:

Employees who were under Civil Service while employed by the City of Renton were entitled to, and chose to, remain under Civil Service. Civil Service was provided by ILA from July 1, 2018 until December 31, 2017. We requested an extension through June 30, 2018 which the commission granted. Effective July 1, 2018 the RRFA will need to have its own Civil Service Commission.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes No

SUMMARY OF ACTION:

With the approval of the Governing Board, staff will solicit interested citizens to apply. Applicants will be interviewed by a panel consisting of one Local 864 member, one AFSME L2170, one member from Administration, and should the Board chose, one member from the Governing Board. Once selection has been made, the Board will be asked to establish the RRFA Civil Service Commission and appoint the commissioners through resolution. We expect to have the resolution before the Board on July 9, 2018.

Reviewed by Legal Yes No

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

No action required



Governing Board Agenda Item

SUBJECT/TITLE: Proposed Changes to the Renton Fire Code

STAFF CONTACT: Anjela St. John

SUMMARY STATEMENT:

Update the Renton Fire Code to address the following necessary changes:

1. Reduce separation distances for food trucks (20ft to 10ft, add new exception for 5ft)
 2. New fire safety requirements for private smoking clubs
 3. New permit requirement for commercial cooking hood suppression contractors and penalties for working without a valid permit.
 4. Clean up late fees language.
- We request the Board approve moving this proposal forward to the Renton City Council for adoption.

FISCAL IMPACT:

Expenditure N/A Revenue \$250/yr

Currently in the Budget Yes No

SUMMARY OF ACTION:

Staff have drafted proposed updates based on discussions with the RFA Governance Board and have worked with the City Attorney's Office to ensure proposed language meets the City of Renton's requirements for the municipal code.

Reviewed by Legal Yes No

EXHIBITS:

See attached.

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

Recommend RFA Governance Board approval to work with the City Attorney's Office to submit the proposed changes to the Fire Code, as adopted in Renton Municipal Code, for City Council approval

CITY OF RENTON, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF RENTON, WASHINGTON, AMENDING SUBSECTIONS 4-5-070.C, 4-5-070.C.10, 4-5-070.C.16, 4-5-070.C.27, 4-5-070.C.33, 4-5-070.C.49, 4-5-070.C.54, AND 4-5-070.C.76 OF THE RENTON MUNICIPAL CODE, BY AMENDING THE CITY'S AMENDMENTS TO THE 2015 EDITION OF THE INTERNATIONAL FIRE CODE, ADDING FIRE DEPARTMENT RESTITUTION REGULATIONS, AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

THE CITY COUNCIL OF THE CITY OF RENTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION I. Subsection 4-5-070.C.10 of the Renton Municipal Code is amended as follows:

10. Subsection 105.1.1, Permits required, of the International Fire Code, 2015 Edition, is hereby amended by adding a new subsection, to read as follows:

105.1.1.1 Operational permit fees. The fee for permits issued in accordance with Subsection 105.6 of the International Fire Code and permits issued for underground tank removal shall be as stipulated in the City of Renton Fee Schedule Brochure. Fees for tank storage shall be assessed for each individual tank.

Exceptions:

1. Permit fees for Class IIIB liquid storage shall be assessed for each tank up to a total of five tanks, and no additional fee shall be charged for the sixth through the tenth tank. The eleventh tank and each subsequent tank of Class IIIB liquids shall be assessed per tank.

2. Permit fees for carbon dioxide systems used in beverage dispensing applications shall be waived.

The permits shall expire one (1) year after date of issuance or as otherwise noted on the permit. The permit fee shall be payable at or before the time of issuance or renewal of the permit. In the event of failure to remit payment for an operational permit within thirty (30) days after receipt of application or renewal notice, ~~the fee for the permit shall be double the amount of the above-stated fee~~ a late fee as specified for Fire Plan Review and Inspection Fees in the City of Renton Fee Schedule shall be assessed in addition to the permit fees.

SECTION II. Subsection 4-5-070.C.16 of the Renton Municipal Code is amended as follows:

16. Subsection 105.6, Required operational permits, of the International Fire Code, 2015 Edition, is hereby amended to add two ~~a~~ new subsections to read as follows:

105.6.4950 Mobile Food Facilities. An operational permit is required to operate a mobile food facility.

105.6.51 Commercial Cooking Hood Suppression System Contractor.
A permit is required for any person or organization/companies before performing any inspection, service, maintenance or repair on commercial cooking hood suppression systems. This-Such permit shall be valid for twenty-four (24) months.

SECTION III. Subsection 4-5-070.C.27 of the Renton Municipal Code is amended as follows:

27. Section 202, General Definitions, of the International Fire Code, 2015

Edition, is hereby amended by adding the following definitions:

AUTOMATED EXTERNAL DEFIBRILLATOR (AED). An automated external defibrillator (AED) is a portable automatic device used to restore normal heart rhythm to patients in cardiac arrest.

MOBILE FOOD FACILITY. Permanent and nonpermanent food operation vehicles that store, prepare, package, serve, vend, or otherwise provide food for human consumption, on or off the premises.

PRIVATE SMOKING CLUB. A club that is privately operated, employs no staff and is not open to the public, or which otherwise meets the criteria for such a club as established by the King County Department of Public Health, that allows flame lighted or heated smoking materials to be used for personal consumption and is not located within single family residential or multi-family residential building.

SHALL. The word “shall” is defined to have the following meaning:

a. With respect to the functions and powers of the Fire Code Official, any agents and employees of the City of Renton, and any Board authorized hereunder, a direction and authorization to act in the exercise of sound discretion and in good faith; and

b. With respect to the obligations upon owners, occupants of the premises and their agents, there is a mandatory requirement to act in compliance with this code at the risk of civil and criminal liability upon failure to so act.

SPECIAL EVENT. For the purposes of this code, events that have large occupant loads or create a potential hazard to the participants or the community shall be defined as a “special event” including:

a. Any event that occurs in a permitted place of assembly that introduces a hazard regulated by this code and not approved at the time of the issuance of the Place of Assembly Permit.

b. Any event with an occupant load that exceeds three hundred (300) in a location that does not have a Place of Assembly Permit.

c. All temporary places of assembly.

TEMPORARY PLACE OF ASSEMBLY. An occupancy not classified as “Assembly Group A” that is used for activities normally restricted to assembly occupancies and limited to a period of less than thirty (30) calendar days of assembly use.

SECTION IV. Subsection 4-5-070.C.33 of the Renton Municipal Code is amended as follows:

33. Subsection 403.2, Group A occupancies, of the International Fire Code, 2015 Edition, is hereby amended by adding new subsections to read as follows:

403.2.5 Automated External Defibrillators (AED). Group A-1 through A-5 occupancies ~~and special events,~~ with an occupancy load ~~or event~~ of three hundred (300) or more persons, shall have available and maintain an AED on the premises.

403.2.5.1 Placement. The location of the AEDs shall be as determined by the Fire Code Official with a one way travel distance not to exceed six hundred (600) feet.

403.2.5.2 Notification. The Fire Department shall be notified in writing of the installation and location of an AED on the premises.

403.2.5.3 AED Maintenance. AEDs shall be maintained as per the manufacturer's requirements.

403.2.5.4 Automated External Defibrillator (AED) Training. Where AEDs are required by this code, employees shall be trained in the use of and be familiar with the locations of the AEDs.

SECTION V. Subsection 4-5-070.C of the Renton Municipal Code is amended to add a new subsection 4-5-070.C.49, to read as shown below. All remaining subsections shall be renumbered accordingly.

49. Section 609, Commercial Kitchen Hoods, of the International Fire Code, 2015 Edition, is amended to add a new subsection, to read as follows:

609.5 Type II hoods. Type II hoods shall be installed at or above any heating appliance utilized for the processing and preparation of smoking materials or smoking related paraphernalia for personal consumption. Hoods shall comply with the requirements of the International Mechanical Code. Only approved heating appliances shall be used for the processing and preparation of smoking materials and/or

smoking paraphernalia. Heating appliances shall be installed in an approved manner.

SECTION VI. Subsection 4-5-070.C.50, currently codified as 4-5-070.C.49, of the Renton Municipal Code is amended as follows:

49.50. Chapter 6, Building Services and Systems, of the International Fire Code, 2015 Edition, is hereby amended to add a new section, to read as follows:

SECTION 612

MOBILE FOOD FACILITIES

612.1 General. Mobile food facilities shall comply with this section.

612.2 Kitchen Hood. A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease laden vapors. Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code. Hoods shall be inspected, tested and maintained in accordance with NFPA 96.

612.3 Fire Extinguishers. Approved ~~2A:20BC~~ 3A:40BC and Type K rated fire extinguishers shall be provided in each mobile food facility as determined by the Fire Code Official and the individual hazard presented by the individual mobile food facility.

612.4 Liquefied petroleum gas (LP-gas). LP-gas shall be in accordance with Chapter 61 and sections 612.4.1 and 612.4.2.

612.4.1 Maximum number and quantity. A maximum of two LP-gas containers (one hundred (100) pounds each) with a total aggregate water capacity of two hundred (200) pounds is permitted at one mobile food facility.

612.4.2 LP-gas cylinder hoses. Hoses shall be designed for a working pressure of three hundred fifty (350) psig with a safety factor of five to one (5:1) and shall be continuously marked with LP-gas, propane, three hundred fifty (350) working pressure and manufacturer's name or trademark. Hose assemblies, after application of couplings, shall have a design capacity of seven hundred (700) psig. Hose assemblies shall be leak tested at time of installation at not less than the operating pressure of the system in which they are installed.

612.4.3 LP-gas cylinders. LP-gas cylinders shall be secured in an approved manner in an upright position. LP-gas cylinders shall not be stored within the facility at any time. If stored within a compartment, the compartment shall have approved venting directly to the exterior and must not allow venting to the interior of the facility at any time. If LP-gas cylinder storage is added to the rear of the facility, an appropriate, approved bumper shall be added to the rear of the facility to provide adequate impact protection. Belly cylinder tanks shall be installed according to DOT standards.

612.5 Location. Mobile food facilities shall not be located within ~~twenty ten~~ ten feet (~~20'~~10') of buildings, tents, canopies or membrane structures or within ten feet (10') of any other mobile food facility.

Exceptions:

1. When mobile food facilities are positioned on public streets, the distance from buildings may be reduced to five feet (5'). This exception is designated for events lasting a maximum of no more than three (3) consecutive calendar days in a row.

2. When located on private property, the distance from buildings may be reduced to five feet (5') if exposed by a fire wall constructed of materials of clay or concrete only and having no openings such as windows or doors.

SECTION VII. Subsection 4-5-070.C.55, currently codified as 4-5-070.54, of the Renton Municipal Code is amended as follows:

54.55. **Subsection 903.2, Where required,** of the International Fire Code, 2015 Edition, is hereby amended to read as follows:

903.2 Where required. Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in this section.

903.2.1 All newly constructed buildings with a gross square footage of five thousand (5,000) or greater square feet, regardless of type of use as well as zero lot line townhouses with an aggregate area of all connected townhouses equaling five thousand (5,000) or greater square feet must be ~~sprinklered~~ equipped with sprinklers in accordance with this Chapter. Additions to existing buildings which would result in a gross floor area greater than five thousand (5,000) square feet must be retrofitted with an automatic sprinkler system.

Exception:

1. One-time additions to International Building Code Group R-3 occupancies of up to five hundred (500) square feet are permitted without compliance with this section.

2. Single-family and duplex dwellings and townhouses built in compliance with the International Residential Code and meeting fire flow and access requirements of the City of Renton.

When not required by other provisions of this chapter, a fire-extinguishing system installed in accordance with NFPA 13 may be used for increases and substitutions allowed in Subsections 504.3, 506.2 and Table 601 of the Building Code.

903.2.2 All newly established building occupancy uses defined as Private Smoking Clubs. Fire sprinklers shall be installed throughout the entire fire area utilized for such occupancy, regardless of size of such occupancy.

SECTION VIII. Subsection 4-5-070.C of the Renton Municipal Code is amended to add a new subsection 4-5-070.C.78, to read as shown below. All remaining subsections shall be renumbered accordingly.

78. Subsection 904.12.6, Operations and maintenance, of the International Fire Code, 2015 Edition, is hereby amended to add a new subsection to read as follows:

904.12.6.4 Commercial Cooking Hood Suppression System Contractor.

It shall be unlawful for any persons or organizations that to perform an inspection, maintenance, or servicing of a commercial cooking hood suppression system without a valid permit. A violation of this section is a misdemeanor, punishable in accordance with RMC 1-3-1. Each separate instance where an inspection, maintenance or service was provided constitutes a separate violation.

~~**SECTION IX.** Section 4-5-070 of the Renton Municipal Code is amended to add a new subsection E, to read as shown below:~~

~~**E. FIRE DEPARTMENT RESTITUTION AND INSURANCE CLAIM:**~~

~~**1. Purpose.** This section is adopted to protect the residents and businesses of Renton by providing for the possible recovery of costs incurred by the Fire Department while performing fire suppression and investigation services in response to incidents resulting from an illegal activity. The Fire Department has the authority to claim against available insurance policies, bill an individual, or to seek an enforceable court-ordered judgment for restitution to recover material, labor, monetary, and consumable resources the Fire Department used to respond to the incident.~~

~~a. Individuals that are the party to an incident and who own insurance policies covering emergency services shall cooperate fully with the RRFA by providing full and complete information about themselves (name, addresses, phone numbers and email addresses) and about their insurance coverage, including policy numbers, and names and contact information for their~~

~~underwriters and agents. The information provided shall enable the Fire Department to file claims for recovery of costs incurred during the incident or, if warranted to bring an action for restitution.~~

~~**2. Billing, Filing Insurance Claims and Administration.**~~

~~**a. Costs.** The Fire Department shall create and keep current a schedule of its costs and unit costs relating to consumables, equipment and staffing. This schedule shall be used when submitting claims to insurance or when seeking restitution.~~

~~**b. Filing Claims.** The Fire Department shall file insurance claims or submit a bill for restitution within 30 days after the occurrence of the incident.~~

~~**c. Enforcement Against Unpaid Claims.** The Fire Department may authorize legal action to collect insurance and restitution claims that remain outstanding for more than sixty (60) days.~~

~~**d. Claims Proceeds.** All claims proceeds shall be made payable to the Fire Department. The Finance Manager shall maintain a record of all such deposits.~~

SECTION IX. If any section, subsection, sentence, clause, phrase or work of this ordinance should be held to be invalid or unconstitutional by a court or competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

ORDINANCE NO. _____

SECTION X. This ordinance shall be in full force and effect thirty (30) days after publication of a summary of this ordinance in the City's official newspaper. The summary shall consist of this ordinance's title.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2018.

Jason A. Seth, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, 2018.

Denis Law, Mayor

Approved as to form:

Shane Moloney, City Attorney

Date of Publication: _____

ORD:2014:5/1/18:scr



Governing Board Agenda Item

SUBJECT/TITLE: Home Fire Sprinkler Day Proclamation

STAFF CONTACT: Anjela St. John

SUMMARY STATEMENT:

The vast majority of fire deaths occur at home. The NFPA has designated May 19, 2018, as National Home Fire Sprinkler Day where advocates for residential fire sprinklers will host events nationwide aimed at demonstrating the effectiveness of residential fire sprinklers and to show what incentives we provide here in Renton for their installation.

We request the Board proclaim May 19, 2018 Home Fire Sprinkler Day.

FISCAL IMPACT:

Expenditure N/A Revenue \$N/A

Currently in the Budget Yes No

SUMMARY OF ACTION:

Staff have drafted a proclamation naming May 19, 2018, Home Fire Sprinkler Day to highlight the effectiveness of fire sprinklers.

Reviewed by Legal Yes No

EXHIBITS:

See attached.

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

Recommend RFA Governance Board approve and sign the Home Fire Sprinkler Day proclamation.



Proclamation

Whereas, the effects of home fires are far-reaching and longstanding. A home fire can become deadly in less than two minutes due to today's construction materials and common synthetic furnishings producing toxic smoke; and

Whereas, homes should be the place where our residents feel safe. In reality, home is where they have the greatest risk of injury or death from fire; and

Whereas, home fires put our firefighters at risk through exposure that can lead to health issues; and

Whereas, combined with working smoke alarms and proper fire escape planning, fire sprinklers in homes can and do make a difference in our community; and

Whereas, by taking part in a national day of action, let us recognize that protecting homes with fire sprinklers will make the future safer for our residents, first responders, and our community for generations to come.

Now, Therefore, the members of the Renton Regional Fire Authority Governance Board do hereby proclaim May 19, 2018, to be:

Home Fire Sprinkler Day

We encourage all citizens to join the Renton Regional Fire Authority in this special observance.

In witness whereof, we have caused the seal of the Renton Regional Fire Authority to be affixed this 14th day of May 2018.

Myron Meikle
Board Chair

Kerry Abercrombie
Board Member

Marcus Morrell
Board Member

Armondo Pavone
Board Member

Don Persson
Board Member

Ed Prince
Board Member

Linda Sartnurak
Non-Voting Advisory Board Member



Governing Board Agenda Item

SUBJECT/TITLE: Logistics ILA and Cost Sharing

STAFF CONTACT: D/C DeSmith

SUMMARY STATEMENT:

Asking for approval of the Western Washington Fire Logistics Group ILA and Exhibit A. This ILA will enable RRFA to set min/max with fire station supplies, cost share civilian warehouse employees, and move bulk supplies out of working RRFA fire stations.

FISCAL IMPACT:

Expenditure \$22,400.00 Revenue _____

Currently in the Budget Yes No

SUMMARY OF ACTION:

Have ILA and cost sharing numbers in place for RRFA Logistics to move to warehouse in July 2018. Costs were placed in the budget back in October 2017, but will be pro-rated from July 1st until December 31st for 2018.

Reviewed by Legal Yes No

EXHIBITS:

Attachment of ILA and Western Washington Fire Logistics Group cost sharing breakdown.

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the Western Washington Fire Logistics Group ILA and Exhibit A for Chief Marshall to sign.

Western Washington Fire Logistics Group (Interlocal Agreement)

This agreement is made and entered into by and between the undersigned municipal corporations, collectively referred to as “Agency” or “Agencies.”

RECITALS

1. This agreement is entered into in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.
2. The Agencies currently each maintain and operate their own fire departments to provide emergency responder services, including fire protection, fire suppression, emergency medical services and non-emergent medical care in their respective areas.
3. It is recognized that the Agencies have staffs that are performing similar tasks on a daily basis and that have varied talents, skills, and expertise; and by allowing the staffs to coordinate and collaborate, the skills and abilities of the individuals could be used in a manner that increases the efficiency of each Agency’s logistic needs.
4. The Agencies desire to coordinate and centralize the common logistical needs of the Agencies to reduce duplication of effort and expenses where feasible, to increase efficiencies and to gain the benefit of economies of scale for all participating Agencies.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and benefits contained herein, it is agreed between the Agencies as follows:

1. **Purpose and Scope of Agreement.** The purpose and scope of this Agreement is to formally establish an administrative entity under the provisions of RCW 39.34.030(3) to be known as the Western Washington Fire Logistics Group “Logistics Group” to implement a cooperative logistics division that serves each Agency according to its needs. Each Agency shall retain full authority for and jurisdiction over fire protection, prevention and suppression, emergency medical services, boundaries, elections, and budgets and all other matters not specifically addressed in this Agreement.
2. **Governing Structure of Logistics Group**
 - 2.1. **Administrative Board**
 - (a) The Administrative Board shall be composed of the Fire Chief of each Agency to this Agreement. The Administrative Board shall be responsible for:
 - (i) Overseeing administration of the fiscal arrangements as set forth in this Agreement;
 - (ii) Directing, guiding and overseeing the actions of the Logistics Group Chief and the Logistics Operations Board.

- (iii) Communicating with the governing bodies of the Agencies to this Agreement.
- (b) The Administrative Board shall meet a minimum of twice a year. Members of the Administrative Board shall elect by majority vote, after nominations at the first board meeting, a Chief to serve as presiding officer of the Administrative Board. The Chair shall serve a two-year term. The Chair shall work with the Logistics Group Chief to schedule the meetings of the Administrative Board, to serve as presiding officer at board meetings, to gather information and to prepare the agenda for board meetings. In the event a Chair is unable or unwilling to complete his or her term, nominations shall be accepted by the Administrative Board for a replacement Chair, who shall be elected by majority vote of the board and who shall complete the term of the resigning Chair. Each Chief shall have an equal vote on matters that come before the Administrative Board. Any decisions of the Administrative Board that involve the expenditure or obligation of an Agency's funds shall constitute a recommendation to the governing bodies of the Agencies and shall not be effective until the governing bodies of each Agency have approved such recommendation.

2.2. Joint Decision Making

- (a) This Agreement does not alter the current command structure or organizational responsibilities of any Agency. However, this Agreement will allow for joint decision-making by the Administrative Board to modify command structures or organizational responsibilities relating to each Agency's Logistics needs within the Logistics Group.
- (b) Joint decision-making shall be exercised through the Administrative Board and shall apply only to those areas specifically identified by this Agreement. The Administrative Board shall make joint decisions using the following procedure. Joint decisions shall only be made at a meeting of the Administrative Board attended by a quorum of Agency representatives. A majority of the currently appointed Agency representatives shall constitute a quorum. Joint decisions shall be made by a majority vote. A Chief unable to attend a meeting may vote by proxy by either sending a designated representative or by notifying the Administrative Board of the Chief's vote via email or fax prior to the meeting or by providing a written proxy to another Chief attending the meeting.

2.3. Logistics Group Chief

- (a) The Logistics Group Chief shall be an employee of an Agency and shall be appointed by the Administrative Board for a term established by the Administrative Board. The Logistics Group Chief, in conjunction with the Logistics Operation Board shall be responsible for:
 - (i) Recommending annual logistics goals and objectives to the Administrative Board;
 - (ii) Develop, recommend and assist with implementing consistent standards for Agency equipment, materials and supplies for all Agencies to meet the needs of individual Agencies;
 - (iii) Managing the Logistics Group Operations on a day to day basis.

- (iv) Recommend staffing requirements, Job descriptions. and organizational structure of Logistics Group.
- (v) Developing an annual Budget for the Logistics Group.
- (vi) Develop, recommend and assist with implementing standard protocols for the procurement of materials, equipment and supplies to meet the needs of individual Agencies.
- (vii) Develop, recommend and assist with implementing standard protocols for the disposal of surplus materials, equipment and supplies to meet the needs of individual Agencies.
- (viii) Performing such other tasks as directed by the Administrative Board.

2.4. Logistics Operations Board “LOB”

- (a) The LOB shall be composed of the Logistic Group’s Chief, and a Logistics Representative appointed by each Agency to this Agreement. The LOB shall be responsible for:
 - (i) Consulting and communicating with the Logistics Group Chief regarding the structure, staffing and operations of the Logistics Group.
 - (ii) Work with the Logistics Group Chief to establish consistency in Agency standards for equipment, materials and supplies.
 - (iii) Work with the Logistics Group Chief to insure the Logistics Group is operating in a manner that is consistent with and supportive of Agency operations.
 - (iv) Establish rules, policies and practices governing inventory storage, cross docking, distribution, access and tracking of inventory to provide consistency among Agencies.
 - (v) Work with Agencies to coordinate bids and purchases to insure Agencies are coordinating similar purchases to maximize efficiency in purchasing among members.
 - (vi) Work to establish recommended vendors and products.

- 3. **Logistics Group Employees.** The Administrative Board shall identify the total number of employees necessary for the operation of the Logistics Group based on the recommendations of the

Logistics Group Chief. The Administrative Board may fill such positions by contracting with Agencies for the use of Agency personnel under the terms established in **Exhibit A**.

4. Central Warehouse and Logistics Base. Puget Sound Regional Fire Authority currently leases space in a centralized location that the Agencies may use for inventory storage and office space for the Logistics Group staffing.

5. Fiscal Arrangements

5.1. Budget Process. On or before August 15 of each year, the Administrative Board shall prepare an annual budget for the Logistics Group's operations. The Budget shall identify each Agency's Per Capita Financial Responsibility for the Administrative Costs, if any, in the following manner:

(a) Per Capita Financial Responsibility. Shall be calculated as follows:

(b) The number of FTE Equivalents employed by the Agency in any capacity as a proportion of the total number of FTE Equivalents employed by all Agencies. (For example, if the Total Agency FTE equivalents = 1000 and Agency X has 100 FTE equivalents, Agency X would be responsible for 10% of the Administrative Costs).

(i) FTE Equivalents shall be calculated as follows. FTE shall be an employee hired to work a minimum of 2080 hours per year in any capacity. Each FTE shall count as 1 FTE. Part Time Employees shall be determined based on the proportion of hours hired to work as compared to a FTE (for example, a part time employee hired to work 1040 hours would count as .5 FTE). Volunteers will count as .25 FTE's regardless of hours worked).

(c) Administrative Costs. Administrative Costs shall include the following:

(i) Facility Costs. Costs of Logistic Group Facilities including but not limited to rent and utilities for the Central Warehouse and Logistics Base reduced by amount of rent paid for inventory storage.

(ii) Logistics Group Employee Cost. The costs, if any, of the Logistics Employees appointed pursuant to Section 3.

(iii) Logistics Group Courier Vehicle Costs. The Costs of vehicles necessary to support the Logistics Couriers. Such Vehicles may be provided by any Agency at an agreed reimbursement rate or may be purchased and owned directly by the Logistics Group.

(iv) Logistics Group Direct Costs. Costs for equipment and services that are not provided by any Agency and that are approved by the Administrative Board in the budgeting process.

(d) Unbudgeted Costs. In the event the Administrative Board determines during the course of the year that additional expenditures or contributions from one or more participating Agencies are necessary, the Administrative Board shall make a recommendation/request to the appropriate Agency.

- (e) **Cost/Service Reductions.** The Administrative Board shall have the authority to reduce an Agency's Costs if an Agency requires less than the full services covered by the Administrative Costs.

6. Logistics Inventory: This Agreement allows for the collaborative acquisition, storage, distribution, use, and management of materials, equipment and supplies necessary for Agency operations ("Inventory").

6.1. Existing Inventory. On the effective date of this Agreement an agency may transfer existing inventory to the Central Warehouse and rent space to store items and rates established by the Administrative Board. Each Agency shall be responsible for management of its own inventory.

6.2. Purchased Inventory. Each Agency shall be responsible for purchasing its own inventory. Agencies may rent space to store inventory at the Central Warehouse at rates established by the Administrative Board. Each Agency shall be responsible for the management of its own inventory.

6.3. Intergovernmental Transfers. Pursuant to chapter 39.33 RCW, Agencies may purchase inventory from other agencies at prices to be agreed on by the Agencies.

6.4. No Jointly Owned Property. This Agreement is not intended to and shall not create jointly owned property or inventory. In the event an Agency withdraws from this Agreement, the Agency will remain the owner of its own inventory and property.

7. Insurance

7.1. The Agencies shall each provide and maintain-suitable commercial general liability and auto liability insurance policies to protect it from casualty losses by reason of the activities contemplated by this Agreement. The limits of liability for each coverage shall be at least \$2,000,000 each occurrence. Each Agency shall provide the Group with a Certificate of Liability Insurance or Evidence of Coverage, which the LFA shall maintain on file, provided that any Agency that is self-insured will provide a letter of self-insurance as evidence of coverage.

8. Indemnification

8.1. Each Agency shall be responsible for the wrongful or negligent actions of its Employees while participating in this Agreement as their respective liability shall appear under the laws of the State of Washington and/or Federal Law and this Agreement is not intended to diminish or expand such liability.

8.2. To that end, each Agency promises to indemnify, defend and hold harmless all the other Agencies from any loss, claim or liability arising from or out of the negligent or otherwise tortious actions or omissions of its Employees, officers and officials. Such liability shall be apportioned among the Agencies or other at fault persons or entities in accordance with the laws of the State of Washington. Each agency shall be solely responsible for its own attorney fees and any litigation related costs.

8.3. Nothing herein shall be interpreted to:

- (a) Waive any defense arising out of RCW Title 51, provided; however, each Agency agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its Employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Agency's immunity under Washington's Industrial Insurance Act, RCW Title 51, with respect to the other Agencies only, and only to the extent necessary to provide each Agency with a full and complete indemnity of claims made by the other Agency's Employees. The Agencies acknowledge that these provisions were specifically negotiated and agreed upon by them.
- (b) Limit the ability of a participant to exercise any right, defense, or remedy which an Agency may have with respect to third party Agencies or the officer(s) whose action or omission give rise to loss, claim or liability, including but not limited to an assertion that the employee was acting beyond the scope of his or her employment.
- (c) Cover or require indemnification or payment of any judgment against any individual or Agency for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or Agency. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment, fine or sanction is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.

9. Dispute Resolution.

- 9.1.** Prior to any other action, the Administrative Board shall meet and attempt to negotiate a resolution to any dispute arising under this agreement.
- 9.2.** If the parties are unable to resolve the dispute through negotiation, any party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 9.3.** If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute, then within 30 calendar days any party may submit the matter to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.

9.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for any party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

10. Term/Termination of Agreement

10.1. This agreement shall be effective on June 1, 2018 and shall continue for a term of three (3) years. Additional renewals shall require reauthorization by the legislative bodies of the Agencies.

10.2. In the event any Agency shall desire to withdraw or renegotiate any of the provisions of this agreement, such Agency shall give written notice to the other agencies no later than June 1 of the year prior to the year of the termination. A written notice to renegotiate shall specify the provision to be negotiated, the requested change and the reasons therefore and shall not be considered a notice of termination. In the event an Agency withdraws under this paragraph the remaining Agencies shall continue the Agreement.

10.3. If an Agency consolidates with another municipal or local government entity through merger, annexation, or through the creation of a Regional Fire Protection Authority, the consolidated entity shall become an Agency to this Agreement and a successor in interest to the Agency's interest on the effective date of the consolidation without any action by the remaining Agencies, unless otherwise required.

11. Additional Agencies.

11.1. Additional Agencies may join the Logistics Group when approved by a majority vote of the Administrative Board and upon approval and execution of this Interlocal Agreement.

11.2. The Administrative Board may authorize "Associate Agency" Agreements with municipal corporations that wish to purchase equipment, materials and supplies through the Logistics Group. Such Associate Agency Agreements shall be in a form approved by the Administrative Board but shall provide Associate Agencies with no administrative or decision-making authority.

11.3. If this agreement is terminated as to all Agencies, each Agency shall receive its Logistics Inventory Credit in cash, equipment or supplies as determined by the sole reasonable discretion of the Administrative Board. Any additional assets or liabilities shall be shared by the Agency's based on the per capita formula contained in Section 4.3(a).

12. Miscellaneous

12.1. Notices. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail via the United States Postal Service and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

12.2. Benefits. This Agreement is entered into for the benefit of the Agencies to this agreement only and shall confer no benefits, direct or implied, on any third persons.

12.3. Severability. If any provision of this agreement or its application is held invalid, the remainder of this Agreement shall not be affected.

12.4. Amendments. This Agreement represents the entire agreement of the Agencies regarding the subjects addressed herein. Amendments to this Agreement may be proposed by the Administrative Board or by any Agency to the Agreement. To become binding, Amendments must be made in writing and must be recommended for approval by the Administrative Board and approved by the unanimous consent of the Agencies to the Agreement. In the event that changes in federal or state law or changes in the boundaries of any or all Agencies significantly affect the performance of any Agency, the Agencies agree to enter into good faith negotiations so that continuation of the operations of the Logistics Group are not impaired.

13. Execution.

13.1. This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

IN WITNESS WHEREOF, the Agencies by the signatures of their authorized representatives have executed this Agreement effective upon the date of signatures.

SIGNATURE PAGES FOLLOW

EXHIBIT A
LOGISTICS GROUP EMPLOYEES

- 1. Employees.** Each Agency that provides Logistics Employees to the Logistics Group, agrees that such Employees shall be provided consistent with the following terms and provisions.
 - 1.1.** The Agency shall remain as the employer of each Agency employee assigned as Logistic Employees and shall be responsible for establishing and paying its Logistics' Employees compensation and benefits.
 - 1.2.** It is understood by the Agencies that the services provided by Logistics Employees pursuant to this Agreement will mutually benefit each Agency in proportion to the benefits received by that Agency.
 - 1.3.** The Administrative Board shall establish the chain of command and job duties for Logistics Employees under this Agreement. However, the responsibility for hiring, evaluating, firing and disciplining Assigned Employees shall remain with the employing Agency. An employing Agency may seek input from the Administrative Board in hiring, evaluating, firing or disciplining Logistics Employees, but such guidance shall be optional and nonbinding on the Agency seeking guidance.
 - 1.4.** To the extent this Agreement would result in any personnel changes that affect the wages, benefits or working conditions of any represented Employee, the Logistics Group Chief shall assist the affected employing Agencies and the affected bargaining units to address such impacts prior to the implementation of the change.

Mission: To professionally supply, equip and serve our partner agencies through research, testing, and standardization in an efficient and fiscally responsible manner.

Vision: We are a customer driven, efficient system that is user friendly and continuously improves the products and services we deliver. We are committed to providing:

- A reliable supply chain
- Quality products and services
- Streamlined and responsive solutions
- Continuous improvement through industry best practices
- Opportunities for regional expansion
- Competitive pricing through vetted vendor partnerships
- A platform for customer feedback
- Transparency and accountability through written procedures and reporting

Values: Respect in Relationships, Consistency in Service, Integrity above all.



Proposed Costs to Relocate RRFA Logistics Operations to Combined Warehouse

Proposed Location: 8320 South 208th Street, Suite H-110, Kent, WA 98032

After a feasibility analysis was concluded in September, a determination was made that the Renton Regional Fire Authority (RRFA) headquarters would be relocating to Fire Station 13 in 2018.

Fire Station 13 has office space currently utilized by the Office of the Fire Marshall and Fire Logistics staff. The decision to move headquarter staff to Station 13 comes with associated relocation costs for both of these sections in the RRFA. The Office of the Fire Marshall is developing relocation costs for their move to Station 14.

For the Fire Logistics staff, the proposed warehouse and office location chosen to relocate our operations to currently supports a regional Fire Department Logistics model serving the City of SeaTac, City of Kent, and City of Covington.

This warehouse, and attached office, has available space to accommodate the relocation of RRFA Logistics Operations without the need for Tenant Improvements (TI) or significant interruptions of internal service.

The existing facility is outfitted and functioning as a regional Fire Department Logistics center, with staff in place performing two key functions the RRFA can utilize through cost sharing;

- **Warehouse Receiving**
- **Supply Courier**

Each of these positions are filled by one civilian employee, are in place, and have the capacity to accommodate the added work load necessary to fully support the RRFA Logistics needs. By including these two key support functions, the reduction of uniform staff in RRFA Logistics from 3 to 2 would become more feasible in conjunction with a full consolidation of our current operations into a regional Logistics service. This full consolidation would require adding formal partnerships for overhead management and a dedicated purchasing agent.

Work stations and other employee support systems and areas (conference room, restrooms, and break room) are also in place and available through cost sharing options as well.

2018 Projected Costs

Relocating the current RRFA Logistics operations to this regional warehouse will require cost sharing in the following areas:

Item	Details	RRFA Needs	RRFA Cost
Warehouse Space	8000 total sq ft \$8.33 per sq ft =\$66,640.00 annual	25% of Warehouse 8000 x .25 = 2000 sq ft	2000 sq ft x \$8.33 = \$16,660 annual = \$1,388.33 monthly
Office Space	\$8.33 sq ft as needed + 12.3% for "Circulation Space"	Space for 3 Workstations 10' x 10' ea = 100 sq ft 100 sq ft x 12.3% = 112.3 112.3 sq ft x \$8.33 =\$935.46	3 x \$935.46 = \$2806.38 annually = \$233.87 monthly
Computer Work Station	Full IT support per computer work station = \$1000.00 / yr	3 Workstations	3 x \$1000.00 = \$3000.00 annually = \$250.00 monthly
Warehouse Worker	1 FTE full salary and benefits \$58,000 / 230 current customers	RRFA customers = 134 New total with RRFA = 364 RRFA accounts for 36.8% of total customers \$58,000 / 364 customers = \$159.34 / customer	\$159.34 x 134 = \$21,351.65 annually = \$1779.30 monthly
Courier Service	1 FTE full salary and benefits \$58,000 / 13 current locations	RRFA locations = 6 New total with RRFA = 19 RRFA accounts for 31.6% of total locations \$58,000 / 19 locations =\$3052.63 / location	6 x \$3052.63 = \$18,315.78 annually = \$1526.32 monthly
Total Annual Cost			\$62,133.81
Total Monthly Cost			\$5177.81
Total Daily Cost			\$170.23