



Renton Regional Fire Authority

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MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, September 12, 2016

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

CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Prince called the Regular Meeting to order at 10:03 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)
Myron Meikle (Fire District 25)
Armondo Pavone (City of Renton)
Don Persson (City of Renton)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Administrative Staff Present:

Attorney Brian Snure, Interim Fire Chief Rick Marshall, Deputy Fire Chief Chad Michael, RRFA Finance Manager David Hammond, RRFA Human Resources Manager Samantha Babich, Battalion Chief Doug McDonald, Lieutenants Will Aho, Steve Winter, Eleanor Cantrell, Jeff Vollandt, Firefighters Brett Bigger, Ryan Simonds, Fire Marshal Anjela St. John, Fire Inspector Eric Donnerstag, Administrative Assistant Jennifer Zinck, Administrative Secretary Dudley Jackson, Joseph Clow (KCFD 20), Office Assistant Linda Mann

AGENDA MODIFICATIONS

- Signing of the vouchers will occur following the consent agenda
- "Mutual Notice of Termination of the Interlocal Agreement between Fire District 25 and the City of Renton" will be added to Unfinished Business
- Executive Session will occur after Unfinished Business
- "VEBA Administrative Fees" will be added to New Business

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Persson to approve the agenda modifications. **MOTION CARRIED (6-0)**

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Approval of Minutes and Approval of Vouchers:

A **MOTION** was made by Board Member Person and **SECONDED** by Board Member Meikle to approve the minutes of the August 22, 2016 RFA Governance Board Regular Meeting and approve the claims vouchers and payroll vouchers as presented on the September 12, 2016 voucher approval. **MOTION CARRIED (6-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the A/P Vouchers totaling \$431,568.16, Payroll Checks totaling \$7,096.41, and Direct Deposits totaling \$469,958.58.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

BOARD MEMBER REPORTS

There were no Board Member reports.

CHIEF'S REPORT

Interim Chief Marshall's report included discussions on KCFD 40 finances, the hiring of six new firefighters, assuming the Interim Chief role, attending the Fairwood Fifty celebration, the recruitment for the Response Operations Deputy Chief, the fire benefit charge with Boeing, Community Risk Reduction monthly report, and Chief Peterson's retirement party.

Board Member Meikle inquired about the source of brush fires and voiced a concern with the hazards that firefighters face when entering into homeless camps. He recommended a police response when entering into these areas to help protect the safety of the firefighters.

DEPARTMENT REPORTS

Safety & Support Services – Standards of Cover

Deputy Chief Michael and Lieutenant Vollandt gave an overview of the Standards of Cover document, stating that the purpose for the document is to analyze the services provided to community and measure performance. Topics included: challenges, support needed, anticipated time frame, project status, internal and external stakeholders, benefits, and accreditation.

Finance: 2017 Budget Briefing:

Renton Regional Finance Manager David Hammond recommended the following dates for upcoming budget actions:

October 10th – Workshop/Overview Presentation

October 24th – Public Hearing on Revenue Sources

November 14th – Preliminary Budget Approval/Adopt Tax Levy and Fire Benefit Charge

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King County Interfund Borrowing Agreement/PowerPoint Presentation:

The Board was asked to authorize a short-term King County Interfund Loan Program application in the amount of \$5,170,000, which is a two-year loan term. Topics discussed included a five-year cash flow forecast and other short-term financing options. (Action Item follows in New Business).

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

Mutual Notice of Termination of the Interlocal Agreement between Fire District 25 and City of Renton Contract:

Board Member Abercrombie asked if the contract cancellation was complete between Fire District 25 and the City of Renton. Attorney Snure indicated that the City of Renton attorney still had to sign the document.

EXECUTIVE SESSION

The meeting recessed at 11:28 a.m. into executive session for 20 minutes pursuant to RCW 42.30.110(1)(g) to discuss personal service contracts, in a forum that maintains the attorney client privilege, the 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.

At 11:48 a.m., another 20 minutes was requested.

The Board Members reconvened at 12:03 p.m. at which point the Board Meeting continued.

NEW BUSINESS

King County Interfund Borrowing Agreement:

It was recommended that the Governance Board adopt Resolution 2016-12 authorizing the Fire Chief to sign the Interfund Borrowing Application and submit it to King County. Upon approval, the RFA will submit the interfund borrowing application to the King County Executive Finance Committee for consideration. If the application is approved, an interfund borrowing agreement will be executed. Beginning in 2017, cash flow needs will be met via cash transfer to the Renton Regional Fire Authority Operating Fund.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Pavone to adopt the Resolution 2016-12. **MOTION CARRIED (6-0).**

VEBA Administrative Fees:

The HRA/VEBA funding was discussed with both bargaining units and the exempt employees in June 2016. Part of the discussion was the understanding that the BPAS administrative fees would be included with the HRA/VEBA funding. The City of Renton Finance Department has been made aware that the administrative fees were not transmitted with the original HRA/VEBA funding and are prepared to send the adjustments once the Board approves the full funding.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to approve the detailed VEBA funding plan which includes the previously agreed upon contribution plus the additional monthly administrative fee. **MOTION CARRIED (6-0).**

Deputy Chief Job Description:

The Deputy Chief job description was modified to remove the requirement of a 4-year Degree and allow for other qualifying education and experience, at the discretion of the Fire Chief.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Pavone to adopt the revised job description for Deputy Chief. **MOTION CARRIED (6-0).**

IT Consultant Contract:

Per the Interlocal Agreement between the City of Renton and the Renton RFA, the RFA is required to separate from the City of Renton Finance/HR system. This system will require extensive planning, selecting, and implementation steps. Staff recommends entering into a contract with Paul Dunn, a private consultant that has experience with both regional fire authority IT systems and City of Renton IT systems.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Abercrombie to enter into a contract for service with DunnCo for consulting service related to the planning, selection, and implementation steps required for a Finance/HR system. **MOTION CARRIED (6-0).**

Stryker Power Load System:

The RFA has received funding from the King County Emergency Medical Services Basic Life Support Core Services Program to upgrade two existing Stryker Corporation gurneys with electric lift systems and to purchase a third gurney with an electric lift system. It is recommended that the Governance Board adopt Resolution 2016-11 authorizing the sole source purchase of two Stryker corporation gurney electric lift system upgrades and purchase one additional Stryker gurney with electric lift system.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Persson to adopt Resolution 2016-11. **MOTION CARRIED (6-0).**

South King County Fire Training Consortium Interlocal Agreement:

The South King County Fire Training Consortium was formed four years ago and provides firefighter training. Currently, there are 10 participating agencies in South King County, including the Renton RFA. This Agreement shall be effective on January 1, 2017 and shall continue for a term of three years. It is recommended that the Governance Board accept the South King County Fire Training consortium Interlocal Agreement and authorize the Fire Chief to sign the agreement.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to accept the South King County Fire Training consortium Interlocal Agreement and authorize the Fire Chief to sign the agreement. **MOTION CARRIED (6-0).**

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Fire Prevention Week Proclamation (in absentia)

A **MOTION** to approve a Proclamation was made by Board Member Persson and **SECONDED** by Board Member Pavone, declaring the week of October 9-15, 2016 as Fire Prevention Week.

MOTION CARRIED (6-0).

GOOD OF THE ORDER

There were no Good of the Order items.

FUTURE MEETINGS

The next meeting is scheduled for Monday, September 26, 2016, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton).

Board Members Abercrombie and Meikle noted that they would not be able to attend the meeting on September 26, 2016, nor can they teleconference in. Linda Sartnurak also indicated that she would not be able to attend, but that she would be able to teleconference in.

ADJOURNMENT

The meeting was adjourned at 12:19 p.m.



Ed Prince, Board Chair

Recorded by: Linda Mann, Office Assistant