



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, November 27, 2017

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 10:00 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)
Don Persson (City of Renton)
Myron Meikle (Fire District 25)
Armondo Pavone (City of Renton)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Kerry Abercrombie (Fire District 25)

Administrative Staff Present:

Attorney Brian Snure, Chief Rick Marshall, Deputy Chief Charles DeSmith, Deputy Chief Roy Gunsolus, Director of Administration, Samantha Babich, Fire Marshal Anjela St. John, Battalion Chief Robert Homan, Captains Jeff Vollandt, Steve Winter and Will Aho, Firefighter Justin Cox and Administrative Secretary Linda Mann.

Public Present:

Marcus Morrell
Janise Hansen, State Auditor's Office

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Vice Chair Barilleaux to excuse absent Board Member Abercrombie from the meeting. **MOTION CARRIED (5-0)**

AGENDA MODIFICATIONS

Chief Marshall made a request to move the 2016 State Auditor Entrance Conference from New Business to Announcements, Proclamations, and Presentations.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Janise Hansen, Assistant Audit Manager with the State Auditor's Office, gave an entrance conference to share the Auditor's plan for the RRFA 2016 Fiscal Year audit.

PUBLIC COMMENT

There were no public comments.

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CONSENT AGENDA

Approval of Minutes

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Pavone to approve the Minutes from the November 13, 2017 Regular Meeting and the November 17, 2017 Special Meeting. **MOTION CARRIED (5-0)**

Approval of Vouchers:

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

- AP Check Register 11/1/17 – 11/15/17, Payroll 10/16/17 – 10/31/17

MOTION CARRIED (5-0)

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for November 27, 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:

- **Member Position Updates:** All six of our new firefighters have passed their physical, mental, and background screenings and have returned their signed formal job offers. They will start on January 29, 2018. Our new Finance Analyst, LaQuanza Flowers, started on November 16.
- **Fire Station 15 Update:** The Fire Station 15 project went before the Hearing Examiner on Tuesday, November 21. There were no objections to the project.
- **DOC Opened in Response to Storm:** On Monday, November 13, we opened the Department Operating Center (DOC) due to the high call volume. Our DOC is at Fire Station 12 and is run by RRFA Admin Staff lead by DC Gunsolus. Valley Communications transfers all non-emergent calls to the DOC and they rely on us to prioritize and dispatch them.
- **RRFA Budget Update:** With the adoption of the proposed budget, staff have been preparing the final documents to go to King County. Those are due by November 30.
- **Changes to State Law regarding Sick Leave and non-LEOFF 2 Employers:** Recent changes have been made to State Law that will impact RRFA's costs for labor. One is with the new State Family Care Act, which provides for sick leave benefits for employees. While the compensation for this State plan benefit is less than what is currently afforded to our employees, there will be some cost to both the RRFA and its members. The second change is one that requires employers to pay the State's portion of LEOFF 2 pension contributions for any services provided to non-LEOFF 2 companies/organizations.

DEPARTMENT REPORTS

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Department reports were provided to the Board for their review.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Approval of Impact Fee ILA:

In order to administer the process for collection, use, and distribution of impact fees as directed under the ILA between Renton Regional Fire Authority and the City of Renton, it is necessary to have a separate agreement. This agreement allows for the City to collect impact fees on behalf of the RRFA and use them until such time as the debt service for fire station 13 is fully paid off. At that time, impact fees will be remitted to the RRFA for use in accordance with our Capital Facilities Plan.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Pavone to approve the ILA for impact fees between the RRFA and the City and authorize the Chief to sign on behalf of the RRFA Board. **MOTION CARRIED (5-0)**

FDCARES Presentation:

EMS Captain, Rick Myking, gave a presentation on the proposed FDCARES Program that the RFA is planning to implement starting July 1, 2018.

Standards of Cover (SOC) Presentation:

Captain Jeff Vollandt gave a presentation on the Standards of Cover (SOC) project. The SOC is defined as those written policies and procedures that establish the distribution and concentration of fixed and mobile resources of an organization. The elements included in this SOC were taken directly from the Center for Public Safety Excellence (CPSE) Commission on Fire Accreditation International (CFAI) Standards of Cover, 5th Edition. This SOC is directly responsive to Washington House Bill (HB) 1756, which was signed into state law in 2005. HB 1756 mandates that all fire departments in the State of Washington establish response objectives, measure its outcomes against its adopted response standards on an annual basis, and report the results to the applicable elected officials, as well as to the communities served. The RRFA hired NorthStar, LLC in January of 2017 as a consultant to complete the SOC.

Surplus Policy:

To create a standard system and process for the disposal or surplus of property owned by the RRFA and comply with state law regarding the surplus of equipment, it is necessary for the RRFA to have a surplus policy. Since a surplus policy impacts RRFA finances, this policy requires Board adoption. This policy will outline documentation procedures for the Surplus Officer (Logistics Capt.), Budget Line Item Managers and Station Captains. Any item to surplus over the estimated value of \$50,000.00 will need Governance Board approval by resolution.

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A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Pavone to approve and adopt the attached surplus policy and direct RRFA staff to handle surplus property in accordance with this policy. **MOTION CARRIED (5-0)**

DES Surplus Agreement:

An agreement with WA State Department of Enterprise Services (DES) will enable the RRFA to properly and legally surplus fire apparatus, equipment, and unused furniture. DES, under its authority in RCW 43.19.1919, acting on behalf of FIRE AUTHORITY agrees to sell vehicles, equipment and other personal property, except for hazardous materials that are declared surplus and turned over to DES for disposal ("Property"). Support Services has worked in conjunction with DES, Legal Counsel, and City of Renton departments that are providing services under the ILA to provide a means to surplus property of the RRFA that no longer provides value.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Persson to adopt the inter-agency agreement with DES and allow DES to surplus any property that no longer provides value to the RRFA in accordance with policy. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

There were no good of the order items.

EXECUTIVE SESSION

- *Executive Session 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 legal risks of proposed actions that will likely result in adverse legal or financial consequences if the discussion is held in public.*
- *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 11:16 a.m. for 20 minutes. At 11:36 a.m., an additional 10 minutes was requested and at 11:47 a.m., an additional five minutes was requested.

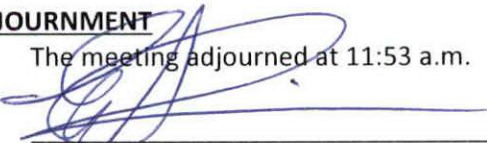
The regular meeting reconvened at 11:52 a.m.

FUTURE MEETINGS

The next meeting is scheduled for Monday, December 11, 2017, 10:00 a.m. at Fire Station #13 (18002 108th AVE S.E., Renton)

ADJOURNMENT

The meeting adjourned at 11:53 a.m.



Ed Prince, Board Chair

Recorded by: Linda Mann, Administrative Secretary I