



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

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

- Call Meeting to Order
- Flag Salute
- Roll Call
- Agenda Modifications
- Announcements, Proclamations, and Presentations
- 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.
- Consent Agenda
 - Approval of [Minutes from the October 22, 2018](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 10/16/18 – 10/31/18, Payroll 10/1/18 – 10/15/18
- Signing of Vouchers
- Board Committee Reports
- [Chief's Report](#)
- Department Reports
 - [Administration/Communications Report for 2018 Q3](#)
- Correspondence
 - [Report on Process for setting the Benefit Charge](#)
 - [2019 Joint Annual Meeting/Banquet for the KC Fire Chiefs and Commissioners](#)
- Unfinished Business
- New Business
 - [Letter of Engagement Washington State Auditor](#)

GOVERNANCE BOARD REGULAR MEETING AGENDA

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- [Resolution 2018-04: Certifying Property Tax Levy and Adopting an Operating Budget for the FY 2019](#)
- [Resolution 2018-05: Property Tax 2019](#)
- [Resolution 2018-06: Benefit Charge 2019](#)

- Good of the Order

- Executive Session

- Future Meeting: Monday, November 26, 2018, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)

- 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 & Public Hearing

10:00 A.M. – Monday, October 22, 2018

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

CALL TO ORDER AND FLAG SALUTE

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

ROLL CALL

Governance Board Members Present:

Armondo Pavone, Vice Chair (City of Renton)

Marcus Morrell (Fire District 25)

Ed Prince (City of Renton) – Via Teleconference

Don Persson (City of Renton)

Kerry Abercrombie (Fire District 25)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Myron Meikle, Chair (Fire District 25)

Administrative Staff Present:

Attorney Brian Snure, Fire Chief Rick Marshall, Deputy Fire Chiefs Roy Gunsolus and Chuck DeSmith, Director of Administration Samantha Babich, Lead Plans Reviewer Corey Thomas, Battalion Chief Craig Soucy, Captain Steve Winter, Lieutenants Rick Laycock, Marcus Rismiller, and Nathan Blakeslee, Firefighters Olney, McDuffy, Donnell, Caldwell, and Krystofiak, and Administrative Secretary Linda Mann.

Public:

Charlotte Ryan

Ronnie Little

Jason Parker

Kathleen Booher

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

AGENDA MODIFICATIONS

A request was made to have the Executive Session moved to before New Business.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

GOVERNANCE BOARD REGULAR MEETING MINUTES

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Chief Marshall introduced two of the Citizen Advisory Panel founding members, Jason Parker and Kathleen Booher. The third member, Robert Peck wasn't in attendance.

PUBLIC HEARING ON REVENUE SOURCES, 2019 PROPOSED EXPENSE BUDGET, PROPERTY TAX, AND BENEFIT CHARGE

The Public Hearing was opened at 10:08 a.m. by Board Vice Chair Pavone.

- Fire Chief Marshall gave an overview of the 2019 proposed budget, stating that it implements the next phase of the increased level of service including staffing for Fire Station 15, Relocation of RRFA Headquarters, startup of RRFA Fleet, Facilities, and IT Service Sections, and continues funding of capital reserve for equipment, apparatus, and operations consistent with Board policy.
- The proposed 2019 Balanced Budget is \$41,745,259.
- The RFA's funding system is made up of both Property Taxes (based on AV) and the Benefit Charge (based on property size, use, and risk).
- The Public Hearing was then opened for public comments.
- Charlotte Ryan, District 40 Commissioner, asked where the transfers out of \$5.8 million goes to and if it was just for the expense fund. Director of Administration, Samantha Babich stated that it was for all funds. Commissioner Ryan asked about the levy lid lift and asked at what rate it would be if there was one. Chief Marshall stated that he didn't know. She then asked about the remodeling budget for the new RRFA Headquarters. Chief Marshall stated that it was right around \$272,000.

There being no further public comment, a **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Morrell to close the public hearing. **MOTION CARRIED (5-0)**

PUBLIC COMMENT

There were no public comments (not related to the Public Hearing).

CONSENT AGENDA

Approval of Minutes

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Morrell to approve the Minutes from the September 24, 2018 Regular Meeting. **MOTION CARRIED (5-0)**

Approval of Vouchers:

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

- AP Check Register 9/16/18 – 9/30/18, Payroll 9/01/18 – 9/15/18
- AP Check Register 10/01/18 – 10/15/18, Payroll 9/16/18 – 9/30/18

MOTION CARRIED (5-0)

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for October 22, 2018.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

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CHIEF'S REPORT

Chief Marshall's report included the following:

- WSRB Rating Results: King 25 and King 40 went from Protection Class (PC) 4 to PC 3 and Renton went from PC 3 to PC 2.
- New Extrication Tools: The Board of Fire Commissioners for King County District 40 has approved the purchase of a new set of Holmatro Extrication Tools for Engine 17. These will replace the aging Amkus Extrication tools that are currently in service on E17. When Engine 15 goes into service, it will also have a compliment of this same generation of tools (already purchased by the RFA).
- Homeless Task Force: Months ago, Battalion Chief/Safety Officer Rick Myking received an email from a group called Renton Area Nonprofits Unite (RANU). The subject of homelessness in Renton came up and members of the group wanted to solicit advice/help from fire and police in Renton. BC Myking went to a couple of meetings and then a Homeless Task Force was stood up to continue the conversation. Other groups at the table are Catholic Community Services, YWCA, REACH (this is a Renton specific group not to be confused with our REACH pilot which is from Seattle), RPD and a few private citizens who are passionate about this cause. We continue to be involved with this effort as it fits our mission, vision and values.
- Local Records Grant Program Recipient: Back in July of this year, Administrative Assistant Sheila Madsen applied for a "Technology Tools" grant through the Washington State Archives. This grant is meant to help the Admin team improve the process of receiving and responding to Public Records Requests. Chief Marshall just received word that we were awarded the grant in the amount of \$6,500 and after a review of all documents, we can begin implementing a new system to track, organize, and analyze our requests. Kudos to Director of Administration, Samantha and her team on this award!
- Fire Station 15 Update: We expect to take possession on January 7, 2019 and have it operational by February 1, 2019.
- WAPELRA Fall Conference: During the week of September 18-20 our Director Babich attended the Washington Public Employees Labor Relations Association (WAPELRA) Fall Conference in Leavenworth. The Conference is specifically designed to help public sector HR professionals and other practitioners involved in labor relations obtain legal updates, build skills and develop resources.
- New Dive Unit in Service: Our new Dive Unit, F129, was placed in service the weekend of October 13-14.
- New Headquarters Progress: We continue to make great progress in our renovation of the office space at Fire Station 13. We will be purchasing new carpet in the amount of \$22,608.85. All of these costs are included in this year's budget.

DEPARTMENT REPORTS

Department reports were provided to the Board for their review.

CORRESPONDENCE

Chief Marshall received a Certificate of Appreciation for the RFA's participation in the Future Woman in EMS & Fire Workshop.

UNFINISHED BUSINESS

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There was no unfinished business.

The meeting recessed at 10:58 a.m. until 11:15 a.m. The meeting reconvened at 11:15 a.m.

EXECUTIVE SESSION

- *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 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.*

Executive Session was called at 11:15 a.m. for 45 minutes. At 11:55 a.m., another 20 minutes was requested. At 12:15 p.m., another 5 minutes was requested. The meeting reconvened at 12:20 p.m.

NEW BUSINESS

Sole Source Resolution for Extrication Purchase:

In order to purchase without competitive bid, State law requires that a sole source letter be approved by the Governing Board. For the purposes of standardization and uniformity in training, operations and maintenance the RRFA requires one rescue tool – Holmatro.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Morrell to approve Resolution No. 2018-3 and allow the Renton Regional Fire Authority staff to complete the order of extrication equipment. **MOTION CARRIED (5-0)**

Local 864 Firefighter through Captain Union Contract

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Abercrombie to ratify the Local 864 proposed contract and authorize the Fire Chief to enter into labor agreement pending ratification by Local 864. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

Board Member Sartnurak mentioned that the RFA and Fire District 40 have been working on an acceptable contract between the two parties. Fire District 40 has reached a point to where they are considering early termination of the contract. The legal staff of Fire District 40 has asked to reach out to the governing board to have an informal meeting. After further discussion, it was decided to have the attorney of the RFA and the attorney of Fire District 40 to come up with an agenda and suggest different times to meet and discuss the contract.

Chief Marshall asked to have a meeting on November 13th since November 12th is a holiday. It was decided that November 13th at 10:00 a.m. would work for everyone.

FUTURE MEETINGS

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

ADJOURNMENT

The meeting adjourned at 12:33 p.m.

Myron Meikle, Board Chair

Linda Mann, RFA Board Secretary

VOUCHER APPROVAL FOR NOVEMBER 13TH, 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 \$649,984.33, payroll vouchers and direct deposits totaling \$468,371.48.

A/P Vouchers	Payment Date	Numbers	Amount
Checks	10/16/2018 - 10/31/2018	10569-10603	\$295,540.22
EFTs	10/16/2018 - 10/31/2018		\$98,871.70
Bank Drafts	10/16/2018 - 10/31/2018		\$255,572.41
TOTAL A/P			\$649,984.33

Payroll Vouchers	Payroll Date	No. of Vouchers	Amount
Direct Deposits	10/25/2018	159	\$468,371.48
Payroll Checks	10/25/2018	0	\$0.00
TOTAL PAYROLL		159	\$468,371.48

TOTAL CLAIMS	\$1,118,355.81
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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: November 13, 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. Future Women in EMS/Fire Workshop

This workshop, held on October 13 and 14, is designed for women in King County, ages 18-35, who are interested in pursuing a career in Emergency Medical Services or serving their community as a Firefighter. The workshop is free, and participants are selected through an application process. See below for some pictures from this year's workshop.



2. Stormwater Compliance

On October 25, we received a letter from King County Water and Land Resources Division notifying us that Station 17 has come into compliance with the County's stormwater regulations. See the attached letter.

3. Chamber of Commerce Event

On November 7, DC DeSmith, FM St. John and myself attended the Chamber of Commerce Economic Forecast luncheon that gave us the opportunity to network with businesses and community leaders in the greater Renton area. Our presence was greatly appreciated and provided us with the opportunity to engage another vital element of our community.

4. WFC Leadership Conference

On November 7-8, I attended the Washington Fire Chiefs' Fall Leadership Conference in Lacey, WA. There were several good speakers discussing leadership, conflict resolution, and secession planning. I was able to attend this event free of charge due to a grant from our insurance carrier—Enduris.

5. 2018 Public Outreach Events

Included with this report is a breakout of the 2018 year-to-date Public outreach events.

6. New Headquarters Progress

Fire Station 13 remodel is fully underway with painters continuing this week, new carpet slated to be installed next, and plans for furniture coming together.

I would like to recognize DC Chuck DeSmith for his hard work through this transition. He has made countless calls, arrangements and preparations for our move. A feat his big must be orchestrated perfectly because of the operations that still need to run in the background. Thank you, Chuck!

7. EMS Gear Tracking

Our department has a need to track EMS equipment that has been sent to area hospitals. This ensures timely retrieval of equipment and the ability to maintain accountability.

Brandon Myking, BC Rick Myking, and Joseph Mau from Puget Sound have worked up a solution within the ESO system. It is a simple way to track equipment sent and then we can generate a report in logistics.

Instructions on how to track the equipment have been sent to all Response Operations members.

8. Fire Station 15 Update

There has been much progress in the last 30 days. The exterior is almost completely sealed and the sheetrock is being mud and taped.



Front of the Bay



Interior of Bay

9. Maple Valley Highway Accident

At 2:25am on November 3, RRFA crews were dispatched to a head-on accident on Maple Valley Highway. E11 arrived first and reported 2 vehicles, heavy mechanism with one of the vehicles on its top. They established Maple Valley Command and called for additional resources. L11 arrived and was assigned Rescue Group Supervisor in charge of vehicle stabilization and extrication. All total, this incident required two Engines, one Ladder truck, two Medic units, one Aid car, one Battalion Chief, and one MSO.

The first patient was extricated and taken to the back of A12 with their crew. M7 arrived soon thereafter, transferred the patient to their rig and transported with 1 FF to Harborview MC.

The second patient was extricated and taken to the back of M5's rig with assistance from E11 crew. This patient transported by M5 with 1 Firefighter to Harborview MC.

This occurred just past Classics Sports Bar at the first big sweeping curve of the Maple Valley Hwy—the site of several serious accidents, despite strong efforts by the City to control speed and warn drivers of the curves. Initial indications are that speed, alcohol, and the location of the curve all contributed to the accident.

10. Kennydale House Fire

At 5:58pm on October 23, neighbors called 911 reporting flames from an unoccupied house under construction at the 1000 block of N 29th St. E12 was first in and called for a working incident. There was no one in the house and no firefighters were injured, crews were also successful protecting the exposure on Delta side. E11, E14, E13, L11, Bellevue E9, A12, B12, B13 all responded to help. Crews tapped the fire and an RRFA investigator was called out.

11. Serious Car V Pedestrian

On the evening of November 6, we had a male in his 30's attempt to cross SE 180th at Oaksdale (near IKEA). Unfortunately, he was hit by a vehicle and has suffered very life threatening injuries. He was treated by RRFA members and KC Medic One and transported with a poor prognosis to Harborview MC. It appears that he was crossing outside the crosswalk and wearing dark clothing. Renton PD is currently investigating.



King County

Water and Land Resources Division

Department of Natural Resources and Parks

King Street Center

201 South Jackson Street, Suite 600

Seattle, WA 98104-3855

206.296.6519 Fax 206.296.0192

TTY Relay: 711



October 19, 2018

Deputy Chief Charles DeSmith
Renton Regional Fire Authority
1055 South Grady Way, 7th Floor
Renton, WA 98057

RE: **WQA 2018-0656 – Compliance Letter**

Location: Fire Station 17, 14810 SE Petrovitsky Road, Renton, WA 98058

Dear Deputy Chief DeSmith:

A follow-up inspection was conducted at Renton Regional Fire Authority (RRFA) Station 17 on October 18, 2018. King County has determined that your site has come into compliance with the County's stormwater regulations. As we requested in our letter of August 27, 2018, you have:

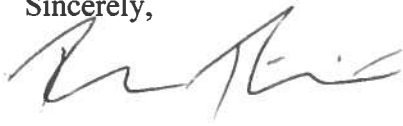
1. **Stopped the practice of washing vehicles with soap in outdoor areas that drain to the County's storm system.** All vehicle washing with soap now occurs indoors, where the wash water will discharge to the sanitary sewer. Vehicle rinsing still occurs outdoors, but only water is used and the RRFA has installed a filtration device inside the on-site storm system to filter rinse water prior to discharging to the County's storm system.
2. **Cleaned the accumulated sediment from the stormwater catch basin at the fire station.**

We appreciate your efforts to prevent pollutants from entering your storm drains, which discharge into the lower Cedar River drainage basin. Additional information regarding King County's Stormwater Pollution Prevention Program is available on our website at www.kingcounty.gov/stormwater.

Deputy Chief Charles DeSmith
October 19, 2018
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If you have any questions or concerns regarding this inspection or pollution prevention, please contact me at 206-263-0282 or bbillick@kingcounty.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ben Billick', with a stylized, cursive script.

Ben Billick
Stormwater Pollution Prevention Inspector
Stormwater Services Section

BB:bgD28



2018 Q3

Communications Report

SOCIAL MEDIA WINS

FACEBOOK

213 New followers in Q3

182 New page likes in Q3

161,842 Total reach in Q3 (↑ 59%)

TWITTER

237 New followers in Q3

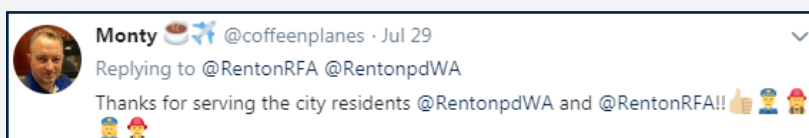
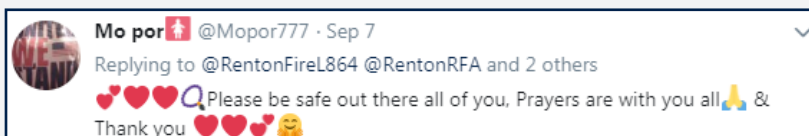
134,600 Total impressions in Q3 (↑ 20%)

COMBINED

450 New followers in Q3 (↑ 7%)



The web is a-Twitter...



Facebook Feedback

"I just wanted to say THANK YOU!!! For everything you do. On this day eleven years ago I went into cardiac arrest (v-fib) while I was working on the Liberty Square appts. Off of 5th and Williams. If it wasn't for the quick response I may not be here today, thank you. I'm alive and well. I don't know the names of the men that helped me that day except for Jahn? If any of them are still around please tell them I said thank you and give them a big hug for me! Thank you for everything you do, please stay safe."

-Jamie Perry

"Hi I just wanted to thank all of you working at this station (11). Almost three years ago I came in after my boyfriend at the time had abused me and kept me locked in his van. when I managed to escape this station was the closest place I could go that I knew I would be safe and all the people on staff at the time where really really nice and super helpful you all got me the help I needed and made me feel safe. I dont think I would be in the same place had I not came to you guys. I'm not sure if the same people who helped me still work there so ill just say that in general all of you there saved my life and helped me get to a good place. so thank you! I have a little boy now and an amazing and wonderful fiancé. everything is going a lot better in my life. So thank you all so much for all the selfless hard work you do and for saving me."

-Brandi Malnerich



2018 Q3

Communications Report



423 Views



354 Views



323 Views



BOUNCE RATE

51%

Web Presence Wins

4,465

New Website Users

A "new user" is someone visiting the site for the first time.

16,949

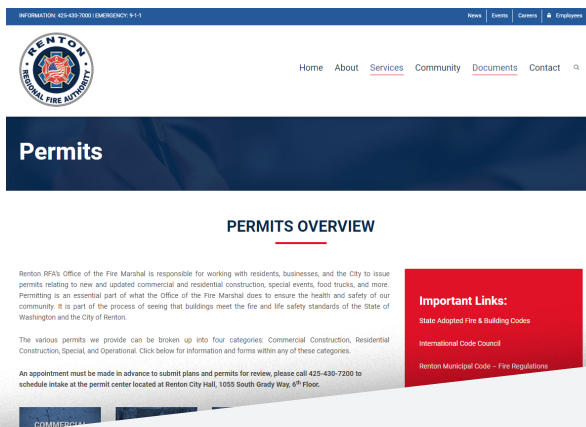
Pageviews

The number of pages viewed by users in Q3.

2.32

Pages Viewed Per Session

The average number of pages people view per visit to the site.



Top Viewed Page

The Permits page is now the top viewed page outside of the Homepage and our Employee page. It received 1,068 views in Q3.

What is It?

The % when a user visits a single page with no other website interactions.

Why We Like It

Industry average for content sites is between 50 - 70%.

Low Where It Counts

Important pages, like Permits and FBC carry bounce rates as low as 28%.



Governing Board Agenda Item

SUBJECT/TITLE: Report on Process for Setting Annual Benefit Charge

STAFF CONTACT: Brian Snure, Snure Law and Rick Marshall, Fire Chief

SUMMARY STATEMENT:

The Report on Process for Setting Annual Benefit Charge memorandum presented describes the benefit charge process, the value of benefit to properties in the RFA boundaries, and the formula for apportioning the benefit charge.

FISCAL IMPACT:

Expenditure 0 Revenue 0

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Report on Process for Setting Annual Benefit Charge

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

No action required. Information only.



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: November 13, 2018

TO: Renton RFA Governing Board

FROM: Brian Snure, Snure Law
Rick Marshall, Fire Chief

SUBJECT: Report on Process for Setting Annual Benefit Charge

I. OVERVIEW

The first step in the benefit charge process is to obtain voter approval, which was obtained at the April 26, 2016 election. Once the benefit charge is authorized, the Fire Authority must hold a public hearing preceding each year the charge is to be imposed. RCW 52.26.230 provides, in part:

“... (2) Prior to November 15th of each year, the governing body of the authority shall hold a public hearing to *review* and *establish* the regional fire protection service authority benefit charges for the subsequent year.” (Emphasis added)

The hearing, held October 22, 2018, allowed staff to present detailed information regarding the benefit charge and allowed the public to provide input to staff regarding the benefit charge. After the hearing was over, the Fire Authority established the aggregate amount of the benefit charge for the following year by resolution. This resolution is submitted to the County Treasurer in the form of a request for imposition of the charge by separate designation on the tax statement. The Fire Authority works with the County Treasurer in apportioning the Benefit Charge among individual property owners.

Thus, the process for imposing the Benefit Charge on individual properties involves four basic steps:

1. First, a determination is made of the *total* benefit charge for the next calendar year. A crucial part of this process is the hearing itself. The Board will review the benefits received by all property owners, obtain input from the community and set a charge that is no more than 60% of the estimated total operating budget for the next year, and which does not exceed the total value of the benefits conferred.
2. Second, the charge is apportioned throughout the properties in the Fire Authority service area. The actual mechanics for apportioning the charge is generally done by following the formula adopted by the Fire Authority Board. In order to comply with the requirements of RCW 52.26.180 and consistent with Section 6.B.2 of the RFA Plan, the formula is adjusted on an annual basis to insure that the benefit charge is reasonably proportioned to the measureable benefits to property resulting from the services provided by the Fire Authority.
3. Third, the Fire Authority notifies the County Treasurer of the charge and requests the apportioned charges be included as a separate item on the annual tax statements. The apportioned benefit charge is collected by the County Assessor, along with taxes.
4. Finally, individual property owners will receive a notice of the amount of the apportioned charge imposed on their property. The individual charge is a combination of a number of elements which when combined does not exceed the total benefits conferred on the individual property. If any property owner believes that the apportioned charge has been unfairly imposed on his or her property, the property owner may make a written appeal to the Regional Fire Authority Board which will consider the points raised and may reduce or eliminate the charge.

The Board's primary functions in the process is setting the total benefit charge, establishing the formula for allocation and hearing any appeals.

II. VALUE OF BENEFITS TO ALL PROPERTIES IN REGIONAL FIRE AUTHORITY

The Renton Regional Fire Authority has adopted a policy of establishing the benefit charge on the basis of fire flow and the resources required to effectively deliver that fire flow, which relates, not only to the direct benefit received by the property but also to insurance savings as determined by the Washington State Survey and Rating Bureau. Other benefits can also be included in establishing the overall benefits conferred to properties in the Fire Authority. The following sections describe in dollar terms the value of the total benefit.

A. INSURANCE BENEFIT

Based on historical information the aggregate insurance savings for the entire Fire Authority exceeds the Benefit Charge imposed on properties based upon standards established by the Insurance Services Office (ISO) and adopted by the Washington State Survey and Rating Bureau (WSRB). This estimated savings are the direct result of the risk reduction from fire that insurance companies base insurance premiums upon. The direct benefit to property owners is that the emergency response capabilities of the Fire Authority as rated by the WSRB, are sufficient enough for insurance companies to reduce fire premiums paid by Fire Authority residents, when compared to the cost that would be charged if the Fire Authority and its services did not exist.

This is a fair estimate in that it takes into consideration the individual characteristics of each property and is based upon industry standards that serve as the basis for rate setting schedules.

B. EMERGENCY MEDICAL SERVICES BENEFIT

The RFA's emergency medical services are delivered using substantially the same staffing and equipment that has been set in place to achieve the WSRB rating which reduces insurance costs to the residents of the RFA. While these resources have been carefully deployed to achieve effective fire response and positive ratings from the WSRB, they have reserve capacity and are also positioned just as effectively to provide emergency medical response. Both fire and emergency medical events are time critical, quick response limits property loss from fire, and saves lives. The dual use of these resources provides a value added cost effective benefit to the RFA community.

C. OTHER BENEFITS

Insurance savings only address savings derived from structural or personal property loss. Standard insurance rate savings do not take into consideration the other benefits received by citizens. The fire benefit charge allows sustainability of the following programs that are used to monitor and improve services in an efficient and cost effective manner:

- 1) Fire Prevention Services: The Fire Authority administers fire prevention services in concert with state building and fire codes. An emphasis is placed on implementing mitigations where necessary to better match emergency response capabilities with the risk of a particular structure, its ongoing use or storage of

hazardous materials, and any risks related to manufacturing processes. Where emergency response is less than adequate for the use, storage or process, fire prevention, protection and alarm systems are used to provide an adequate level of public safety and reduce the long-term cost of emergency response personnel and resources that would be needed without built in protection.

- a. Assures fire and life safety of public and private buildings to reduce fire and life safety risk to the general public and neighboring property.
- b. Assures built in fire suppression and alerting systems in buildings that pose the risk of overwhelming Fire Authority resources to safeguard neighboring properties from conflagrations.

2) Public Education Services: The National Fire Protection Association in its Standard 550 recognizes that there is no such thing as perfect emergency response and recommends the use of fire prevention techniques and public education to reduce the numbers of fires, minimize community risk and improve outcomes when fire or emergency medical incidents do occur. Public Education Services are provided in the following methods:

- a. Collaborative partnerships between local schools and the Fire Authority are used to develop and implement fire prevention, general safety and first aid curriculum in area schools. This joint effort with partner schools provides the most cost effective fire and life safety education possible.

- b. CPR classes provided by the Fire Authority empower citizens with the critical knowledge needed to save a life. The Fire Authority's population enjoys one of the best cardiac survival rates in the world as a result of this educational partnering program that delivers "by-stander CPR" until emergency responders can arrive.
 - c. An intensive "Juvenile Fire Setter" program provides local families an outlet to deal with juveniles who set fires, creating a life safety risk for themselves and their families. Many of these individuals have set fires in area schools; this value added program provides them and their families with the counseling resources necessary to change this dangerous behavior.
 - d. CARES program: The Community Assistance Referral and Education Services program provides an assistance and referral service for many people who without the program, would be forced to frequently call 9-1-1 for assistance. This cost effective program reduces the need for emergency response, saving money by creating greater capacity within existing resources and providing more appropriate care to those in need.
- 3) Technical Rescue Services: As an all hazards response organization, the Fire Authority maintains specialized teams of firefighters who respond to all types of technical rescue. These teams are made up from the same daily staff that provides fire and emergency medical response. Their specialized training

provides citizens with heavy rescue tools and techniques for machinery accidents; rope rescue teams are capable of high and low angle rescues; vehicle rescue teams can quickly remove trapped and injured patients from vehicle wreckage; hazardous materials teams respond to chemical spills and releases; trench and confined space rescue teams are also incorporated into the fabric of daily staffing providing value added service to the basic service delivery model.

Thus, by this limited analysis (under which the most conservative numbers are always used), cumulative benefits to Renton Regional Fire Authority residents are in excess of the proposed Benefit Charge. While this analysis does not attempt to establish a total benefit to Renton Regional Fire Authority properties, it does demonstrate the total benefits are substantially in excess of any benefit charge likely to be imposed under current Renton Regional Fire Authority benefit charge formula.

III. THE FORMULA FOR APPORTIONING THE BENEFIT CHARGE

The statute requires that the benefit charge imposed must be reasonably proportioned to the measurable benefits to the property afforded by the authority, RCW 52.26.180(2). In this instance the Renton Regional Fire Authority Administration suggest that the aggregate charge established by the Board based upon the measurable benefits afforded by services provided by the Regional Fire Authority be apportioned in a manner equitable among property types, structure size and the inherent risk posed by a structure or occupants to the community and/or fire service personnel. In addition, the formula takes into account the amount of firefighting water that would be required to extinguish a fire, the number of firefighters and Fire

Authority resources it would take to deliver that water and any factors present in the structure that would either increase or reduce the need for firefighting water. The formula is based upon a fire flow formula used by the Insurance Services Organization and the Washington State Rating Bureau and is assembled as follows:

$\text{Square root of structure area}^1 \times 18^2 \times \text{category factor}^3 \times \text{response factor}^4 \times \text{risk factor}^5 \times \text{discount}^6 = FBC$
A complete listing of benefit charge formula factors is attached to this memo.

The aggregate benefit charge throughout the RFA is roughly apportioned by property types as follows:

- Single Family Homes = 51.2%
- Multi Family Homes = 20.3%

Total Residential Properties = 71.5% Fire Benefit Charge Amount

Commercial/Ag/Other Property = 28.5% Fire Benefit Charge Amount

Total apportioned = 100.00%

¹ The formula begins with the square root of the square feet of the structure being assessed. The RFA uses data from the King County Assessor to determine the area of the structure.

² The number 18 is critical to the ISO fire flow formula

³ The category factor is derived from one of four uses, 1) One & two family homes, 2) Mobile homes, 3) Mutli-family dwellings, 4) Commercial structures. Each category has a specific factor according to its structure size.

⁴ Response factor relates to the units of initial response force in personnel and resources needed to deliver the required fire flow for extinguishment.

⁵ Risk factors apply to commercial structures and are determined by the type of material handled, stored or used in manufacturing. From the type of material on site, definitions established by the National Fire Protection Association are used to define the risk factor.

⁶ Discounts are offered for automatic fire sprinkler systems in homes and for automatic sprinklers and alarm systems in apartments and commercial structures.

QUESTIONS AND ANSWERS ON BENEFIT CHARGE

1. What is a benefit charge?

The 1987 Washington State Legislature passed RCW 52.18. This statute provided that fire districts, with the approval of the voters in the district, are authorized to collect a benefit charge from residential and business property owners. A similar statute was subsequently passed as part of the legislation authorizing regional fire authorities under RCW 52.26, see specifically RCW 52.26.180 - .270. That law allows regional fire authorities to impose benefit charges which shall be reasonably proportioned to the measurable benefits received by the property resulting from the services provided by a regional fire authority. This is referred to as a “benefit charge.”

The benefit charge is not a per call charge and is not based on property value. The benefit charge is a fee which is based on the benefit of having fire protection. The benefit charge is collected by the County Treasurer’s office along with the property tax bill.

2. How will a benefit charge provide a better source of funding for the Renton Regional Fire Authority?

The benefit charge is a fairer way of funding fire service. Property taxes only take into consideration the value of the property and not the benefits provided. These benefits include lower fire insurance costs which are passed on to the property owners. Other benefits include charging the cost of specialized equipment and training required by some properties to those properties. By using a benefit charge, costs will be more fairly distributed.

3. Who establishes the benefit charge and what does it cover?

RCW 52.26.180 provides that the Regional Fire Authority may fix and impose a benefit charge on personal property and improvements to real property. The benefit charge does not apply to land. The benefit charge would cover such property as residential buildings, commercial structures, agricultural buildings, and other structures affixed to the land. The statute also provides for certain exemptions, which include:

- A. Personal property not used in business. RCW 52.26.190.
- B. Property that is the subject of a contract for services with the Fire Authority, including publicly owned buildings. RCW 52.26.190.
- C. Any property used for religious purposes by a recognized religious organization, including educational facilities. RCW 52.26.180(1).
- D. Property which maintains its own fire department. RCW 52.26.180(2).

The Regional Authority Board may also determine that certain classes or types of property are not receiving any measurable benefit based on criteria it establishes. RCW 52.26.180(2).

4. How much revenue will be available from the benefit charge?

The statute states that the total amount that can be raised by a benefit charge cannot exceed 60% of the operating budget. If a fire authority enacts a benefit charge *it must reduce its maximum regular property tax levy from \$1.50 to \$1.00 per \$1,000.00 assessed valuation.*

5. How will a benefit charge help the average homeowner?

It will provide a continued level of dependable fire service by maintaining well equipped fire fighters; and because you will have a regular voice in the benefit charge, you will have greater control over the cost of your fire service.

6. How long is the benefit charge good for?

The benefit charge law provides for annual public hearings and must be put to the voters for renewal every six years. Current authorization extends through 2022.



Hi Everyone,

Please save the date and join us for a casual evening of networking at the King County Fire Chiefs & Fire Commissioners Annual Banquet. **Wednesday, January 16, 2019** at the Museum of Flight. A formal invitation will follow.

— *Save the Date* —

KING COUNTY FIRE CHIEFS
&
KING COUNTY FIRE COMMISSIONERS

Annual Banquet

WEDNESDAY, JANUARY 16, 2019

MUSEUM OF FLIGHT, SEATTLE



If you have any questions about this event please contact Jamie Formisano from Eastside Fire and Rescue at jformisano@esf-r.org

If there is anything we can do to help, please let me know.

Thanks,

Julie Hiatt
King County Fire Commissioners Association Secretary
206-920-4144



Governing Board Agenda Item

SUBJECT/TITLE: Letter of Engagement - Washington State Auditor

STAFF CONTACT: S. Babich, Director of Administration

SUMMARY STATEMENT:

The Washington State Auditor has contacted the RFA to report that the previous auditor has left their employment and that a new auditor will be completing the following audits as of September 2018: Financial Statement Audits for 2016 and 2017 and an Accountability Audit for 07/01/2016 through 12/31/2017. A new Letter of Engagement is required because of this change.

FISCAL IMPACT:

Expenditure \$24,000 + Revenue 0

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Letter of Engagement dated 10/23/2018

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

A motion to approve the Letter of Engagement dated 10/23/2018 with the State Auditor's Office covering the 2016 and 2017 Financial Statement Audits and the July 2016-2017 Accountability Audit and further approve Board Member _____ to sign the letter on behalf of the Board.



Office of the Washington State Auditor Pat McCarthy

October 23, 2018

Governance Board
Renton Regional Fire Authority
1055 S. Grady Way
Renton, WA 98057

We are pleased to confirm the audits to be performed by the Office of the Washington State Auditor for the Renton Regional Fire Authority. This letter confirms the nature and limitations of the audits, as well as responsibilities of the parties and other engagement terms. This letter updates the Engagement Letter previously signed in relation to a financial statement audit of the period from the Authority's inception to December 31, 2016, dated November 27, 2017.

Office of the Washington State Auditor Responsibilities

Financial Statement Audits

The Office of the Washington State Auditor agrees to perform audits of the financial statements of the Renton Regional Fire Authority as of and for the fiscal years ended December 31, 2016 and December 31, 2017, prepared in accordance with the cash basis *Budgeting, Accounting and Reporting System Manual* (BARS). Our audits will be conducted with the objective of our expressing opinions on these financial statements.

We will perform our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free from material misstatement. Since we do not review every transaction, our audit cannot be relied upon to identify all misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Fire Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fire Authority's internal control. Accordingly, we will express no such opinion.

Although our audits are not designed to provide an opinion on the effectiveness of internal control over financial reporting, we are required to report any identified significant deficiencies and material weaknesses in controls. We are also required to report instances of fraud and noncompliance with

provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the accuracy of financial statements, or any instances of material abuse that come to our attention. Abuse is defined by *Government Auditing Standards* as involving behavior that is deficient or improper, or misuse of authority or position for personal financial interests. As the determination of abuse is subjective, *Government Auditing Standards* do not require auditors to detect instances of abuse.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the standards identified above.

Our responsibility is to express in a written report an opinion on the financial statements based on the results of our audit. We cannot provide assurance that an unmodified opinion will be expressed. We may modify or disclaim an opinion on your financial statements if we are unable to complete the audit or obtain sufficient and appropriate audit evidence supporting the financial statements. If our opinion is other than unmodified, we will fully discuss the reason with you prior to issuing our report. Further, in accordance with professional standards, we may add emphasis-of-matter or other-matter paragraphs to the report for matters that, in our judgment, are relevant to understanding the financial statements or our audit.

We will also issue written reports (that do not include an opinion) on issues identified during the audits related to the Fire Authority's internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

The Fire Authority prepares supplementary information that accompanies the financial statements, which is required by the BARS Manual. We agree to perform auditing procedures on this information, with the objective of expressing an opinion as to whether it is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Accountability Audit

In accordance with RCW 43.09.260, we will perform an accountability audit for the period of inception to December 31, 2017, of the Fire Authority's compliance with applicable state laws, regulations, policies and procedures, and safeguarding of public resources in areas representing the highest risk of fraud, loss, abuse, or noncompliance.

Areas will be selected for audit using a risk-based approach and will be identified in the audit entrance conference.

Upon completion of our audit we will issue a written report describing the overall results and conclusions for the areas we examined.

Other SAO Responsibilities

Additionally, the Office of the Washington State Auditor will:

- Provide the Governance Board with advanced notification if we identify issues that require further audit work and increase audit costs.

- Participate in weekly progress meetings to discuss audit plans for future weeks. At those meetings, we will provide information on the areas we will work in and the audit objectives we will be addressing.
- Safeguard Authority financial records and documentation from loss, damage, and inadvertent release to unauthorized persons.
- Provide input on accounting standards when requested by Fire Authority staff as they apply to the Fire Authority's financial statements and propose adjusting journal entries as necessary.
- Conduct a formal exit conference with the Fire Authority to discuss results of the financial and accountability audits on or before January 30, 2019.
- Interact with Authority staff professionally and respectfully and communicate needs and issues in a timely manner. We will notify the Fire Authority the previous day, if we know that audit staff will not be onsite the subsequent day(s).
- Provide written correspondence during the course of the audit through email to the audit liaison, Samantha Babich, Director of Administration.
- Provide advance notice when a scheduled meeting is to be cancelled.
- Allow the Fire Authority seven days to provide a written response to any findings.

Reporting Levels for Audit Issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations, and contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response, or a synopsis of it, will be published in the audit report. Professional auditing standards define the issues we must report as findings with regard to non-compliance with a financial statement effect and internal controls over financial reporting.
- **Management letters** communicate control deficiencies, non-compliance or abuse with a less-than-material effect on the financial statements or other issues with significance to the audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies or non-compliance with laws or regulations that have an insignificant or immaterial effect on the audit objectives, or errors with an immaterial effect on the financial statements. These issues are informally communicated to management, but do not warrant the attention of those charged with governance and are not referenced in the audit report.

Client's Responsibilities

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis *Budgeting, Accounting and Reporting System Manual* (BARS); this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Our audit does not relieve management or the governing body of their responsibilities.

Management is also responsible for:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial reporting, compliance, and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.

- Making all financial records and related information available to us.
- Correcting the financial statements based on the results of our audit.
- Identifying and providing copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented.
- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Providing us with a management representation letter, on the Fire Authority's own letterhead, that confirms certain representations, both express and implied, which we will request at the conclusion of our audit. This letter includes representations regarding legal matters. A separate letter may be needed from the Fire Authority's legal counsel.
- Following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the Fire Authority's own letterhead.
- Preparing the following supplementary information and providing us with certain written representation concerning the supplementary information:
 - Schedule of Liabilities in accordance the BARS Manual
- Including the auditor's report on the supplementary information in any document that both contains the supplementary information and indicates that the auditor reported on the supplementary information.
- Either presenting the supplementary information with the audited financial statements or, if the supplementary information will not be presented, making the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information and auditor's report thereon are issued.

Management will provide the Office of the Washington State Auditor with the information required for performing the audit and is responsible for the accuracy and completeness of that information. Management will notify the Office of the Washington State Auditor when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws, such as HIPAA.

All misstatements identified by the audit will be discussed with management. Material misstatements corrected by management and all uncorrected misstatements will be communicated at the exit conference, as required by professional auditing standards.

Management's Written Representations

At the conclusion of our audit, we will also request certain written representations from you about the audit, including items discussed above.

Additionally, the Fire Authority will:

- Provide our Office with documentation of the financial statement review and approval before they were submitted for audit.
- Obtain a clear understanding of accounting standards applied in your financial statements and fully understand any adjusting journal entries recommended by the Office of the Washington State Auditor before approving the entries.
- Revise financial statement and schedules only if agreed to in writing by our Office.
- Provide auditors adequate work space with access to secure Internet, phone, and electrical outlets.
- Interact with auditors professionally and respectfully and promptly communicate issues and concerns.

Estimated Audit Costs and Timeline

We estimate the cost of the audit work to be \$24,000, plus travel costs and other expenses, if any, with work commenced in November 2017. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports, which will be addressed to the Fire Authority's governing body and published on our website www.sao.wa.gov to be available to you and the public as outlined below. These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

Report	Date*
Independent Auditor's Report on Financial Statements (for Periods Ending December 31, 2016 and December 31, 2017)	November 30, 2018
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards (for Periods Ending December 31, 2016 and December 31, 2017)	November 30, 2018
Independent Auditor's Report on Accountability for Period Ending December 31, 2017	November 30, 2018

**Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation, will be made available upon request and in a timely manner to appropriate auditors and reviewers, Fire Authority's management and governing body, and federal agencies, for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

Expected Communications

During the course of the audit, we will communicate with the Fire Authority's selected audit liaison, Samantha Babich, Director of Administration, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating the Fire Authority's management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or at the Fire Authority's request.

Please contact us if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,



Sandra Groshong, Audit Manager 10/23/18
Office of the Washington State Auditor

Fire Authority's Response:

This letter correctly sets forth our understanding.

Governance Board Member *Date*

Samantha Babich *Date*
Director of Administration



Governing Board Agenda Item

SUBJECT/TITLE: Resolution 2018-04: Certifying Property Tax Levy and Adopting an Operating Budget for the FY 2019

STAFF CONTACT: Rick Marshall, Fire Chief

SUMMARY STATEMENT:

With the adoption of Resolution No. 2018-04, the Renton Regional Fire Authority Governance Board adopts the preliminary 2019 budget of \$41,745,259 and establishes the 2019 tax levy based upon the estimated assessed valuation of property within the boundaries of the Regional Fire Authority based upon information from the King County Assessor's Office.

FISCAL IMPACT:

Expenditure 0 Revenue 0

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Renton Regional Fire Authority has drafted our preliminary budget that establishes a benchmark for necessary revenues. The 2019 preliminary budget indicates needed revenues of \$41,745,346 for projected expenses of \$41,745,346 which includes projected operating and capital expenses consistent with maintaining the level of services set by the Board. The budget is subject to change.

The attached resolution adopts the 2019 preliminary budget and certifies the property tax levy in the amount

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Resolution 2018-04: Certifying Property Tax Levy and Adopting an Operating Budget for the FY 2019

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I make a MOTION to adopt Resolution No. 2018-04 adopting the preliminary 2019 budget in amount of \$41,745,259 and establishing the 2019 tax levy for the Renton Regional Fire Authority AND to direct staff to provide certified copies of this resolution, including Exhibit A, to the appropriate King County agencies.

RENTON REGIONAL FIRE AUTHORITY

RESOLUTION NO. 2018 - 04

**Certifying Property Tax Levy and
Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2019**

WHEREAS, The King County Assessor has notified the Governing Board of the Renton Regional Fire Authority that the assessed valuation of real properties lying within its boundaries for the assessment year of 2018 and tax year 2019 is estimated to be \$20,306,883,971.

BE IT RESOLVED by the Governing Board of the Renton Regional Fire Authority as follows:

1. The attached Exhibit A is adopted as the preliminary 2019 budget, in the amount of \$41,745,259, of the Renton Regional Fire Authority.
2. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2018, to be collected in 2019 for the Renton Regional Fire Authority in the amount of \$17,400,000 which includes the RFA's regular levy of \$17,045,346, new construction of \$269,951, the 2018 Levy correction of \$84,703 plus increases due to the increase of state assessed value.
3. Pursuant to RCW 84.52.125, the RFA hereby protects the RFA's tax levy from pro rationing under RCW 84.52.010(2) by imposing up to a total of twenty-five cents per thousand dollars of assessed value of the tax levies authorized under RCW 52.26.140(1)(b) outside of the five dollars and ninety cents per thousand dollars of assessed valuation limitation established under RCW 84.52.043(2), if those taxes otherwise would be prorated under RCW 84.52.010.
4. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the Expense Fund of the Renton Regional Fire Authority.
5. That certified copies of this resolution, together with exhibits, be delivered to:

Clerk's Office
Metropolitan King County Council
516 Third Avenue Room W-1200
Seattle, WA 98104
T: 206-477-1020
E: Clerk.council@kingcounty.gov

Hazel Gantz -Accounting Division
KC Department of Assessments
500 Fourth Avenue – Room 709
Seattle, WA 98104
F: 206-296-0106
T: 206-263-2308
E: Hazel.Gantz@kingcounty.gov

ADOPTED by the Governing Board of the Renton Regional Fire Authority in a regular open public meeting on the 13th day of November, 2018.

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

RENTON REGIONAL FIRE AUTHORITY

RESOLUTION NO. 2018 - 04

Exhibit A Preliminary Budget

	Operating Fund (001)	Contingency Fund (002)	Operating Reserves Fund (003)	Capital Fund				Total
				Fleet (301)	Facilities (302)	Small Tools and Equipment (303)	IT (304)	
2019 Beginning Fund Balance	\$ 12,456,303	\$ 191,835	\$ -	\$ 2,934,260	\$ 300,000	\$ 756,246	\$ 401,666	17,040,309
Transfers from Operating		\$ -	\$ 1,747,600	\$ 2,200,000	\$ 970,942	\$ 338,174	\$ 600,000	5,856,716
Other Resource	\$ 41,745,259	\$ -	\$ -	\$ 25,000				41,770,259
Capital Purchases		\$ -	\$ -	\$ 3,127,950	\$ 955,861	\$ 88,174	\$ 1,000,000	5,171,985
Other Spending	\$ 35,888,543							35,888,543
Transfer Out	\$ 5,856,716							5,856,716
2019 Ending Fund Balance	\$ 12,456,303	\$ 191,835	\$ 1,747,600	\$ 2,031,310	\$ 315,081	\$ 1,006,246	\$ 1,666	\$ 17,750,040

By Ordinance 2152 of the Metropolitan King County Council,
Taxing Districts are required annually
to submit the following information regarding their
tax levies for the ensuing year as part of a
formal resolution of the District's governing body.

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF
_____ THAT THE ASSESSED VALUATION OF PROPERTY
LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT
YEAR 2018 IS:

\$ _____

REGULAR (STATUTORY) LEVY (AS APPLICABLE):

EXPENSE FUND \$ _____

- TEMP. LID NAME _____ \$ _____

- TEMP. LID NAME _____ \$ _____

RESERVE FUND \$ _____

NON-VOTED G.O. BOND (Limited) \$ _____

REFUNDS (Noted on worksheet) \$ _____

TOTAL REGULAR LEVY \$ _____

EXCESS (VOTER APPROVED) LEVY:
(Please list authorized bond levies separately.)

G.O. BONDS FUND LEVY \$ _____

G.O. BONDS FUND LEVY \$ _____

G.O. BONDS FUND LEVY \$ _____

**SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT
WHICH APPROVED):**

_____ \$ _____

_____ \$ _____

TOTAL TAXES REQUESTED: \$ _____

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT
FOR TAX YEAR 2019 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY
LAW.

(AUTHORIZED SIGNATURE)

(DATE)



Governing Board Agenda Item

SUBJECT/TITLE: Resolution 2018-05: Property Tax 2019

STAFF CONTACT: Rick Marshall, Fire Chief

SUMMARY STATEMENT:

With the adoption of Resolution No. 2018-05, the Renton Regional Fire Authority Governance Board establishes that an increase in the regular property tax levy in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds ma

FISCAL IMPACT:

Expenditure 0 Revenue 0

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Resolution 2018-05: Property Tax 2019

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I make a MOTION to adopt Resolution No. 2018-05 authorizing an increase in the regular property tax levy for 2018 in the amount of \$443,742 which is a percentage increase of 2.7% from the previous year.

RENTON REGIONAL FIRE AUTHORITY

RESOLUTION NO. 2018 - 05

PROPERTY TAX - 2019

WHEREAS, the Governing Board of the Renton Regional Fire Authority has properly given notice of the public hearing held on October 22, 2018 to consider the department's current expense budget for the 2019 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the Governing Board of Renton Regional Fire Authority, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the Renton Regional Fire Authority requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the department and in its best interest; now therefore,

BE IT RESOLVED, by the Governing Board of the Renton Regional Fire Authority that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made is hereby authorized for the 2019 levy in the amount of \$443,742 which is a percentage increase of 2.7% from the previous year.

ADOPTED by the Governing Board of the Renton Regional Fire Authority in a regular open public meeting on the 13th day of November, 2018.

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member



Governing Board Agenda Item

SUBJECT/TITLE: Resolution 2018-06: Benefit Charge 2019

STAFF CONTACT: Rick Marshall, Fire Chief

SUMMARY STATEMENT:

With the adoption of Resolution No. 2018-06, the Renton Regional Fire Authority Governance Board establishes the 2019 Benefit Charge in the total amount of \$17,168,584 to be apportioned in accordance with the "2019 Schedule for Benefit Charges".

FISCAL IMPACT:

Expenditure 0 Revenue 0

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Resolution 2018-06: Benefit Charge 2019

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I make a MOTION to adopt Resolution No. 2018-06 establishing the 2019 Benefit Charge in the total amount of \$17,168,584 to be apportioned in accordance with the "2019 Schedule for Benefit Charges".

RENTON REGIONAL FIRE AUTHORITY

RESOLUTION NO. 2018 - 06

BENEFIT CHARGE (RCW 52.26) 2019

WHEREAS, on April 26, 2016 the citizens of the City of Renton and King County Fire Protection District No. 25 approved a ballot measure creating the Renton Regional Fire Authority effective July 1, 2016; and

WHEREAS, the ballot measure passed by the citizens on April 26, 2016 also authorized the Renton Regional Fire Authority, as part of its funding method, to fix and impose a benefit charge for a six-year period on personal property and improvements to real property, which are located within the regional fire authority on the date specified, and which have or will receive benefits provided by the regional fire authority, to be paid by the owners of the property under RCW 52.26.180; and

WHEREAS, RCW 52.26.180 and Section 6.B.2 of the Renton Regional Fire Authority Plan require that the funding formula used to apportion the benefit charge be adjusted on an as needed basis to insure that the formula reasonably apportions the charge to the measureable benefits to the properties served by the Renton Regional Fire Authority; and

WHEREAS, pursuant to RCW 52.26.230(2) a public hearing was held on October 22, 2018 to review revenue sources, and review and establish the benefit charge to be imposed for calendar year 2019; and

WHEREAS, based on the information presented at the public hearing, the Governing Board has determined that the measurable benefits resulting from the services afforded by the Regional Fire Authority exceed \$17,168,584 as further established in the Report on Process for Setting Annual Benefit Charge memorandum dated November 13, 2018; and

WHEREAS, the Board determined that the methodology used and set forth in the report of the public hearing reasonably takes into consideration the facts and circumstances of each property for which a benefit charge is imposed, and further that each individual benefit charge is reasonably proportioned to the measurable benefits to the property resulting from the services afforded by the RFA;

BE IT RESOLVED, by the Governing Board of the Renton Regional Fire Authority as follows:

1. Amount. The benefit charge to be collected in 2019 is hereby established in the total amount of \$17,168,584.
2. Specification of benefit charge. The apportioned benefit charge to be applied to specific commercial, residential and personal property within the Renton

Regional Fire Authority shall be in accordance with the "2019 Schedule for Benefit Charges" attached to this resolution.

BE IT FURTHER RESOLVED, by the Governing Board of the Renton Regional Fire Authority that the "Schedule for Fire Benefit Charges – Renton Regional Fire Authority" be reviewed and adjusted as necessary on an annual basis to insure that it is reasonably proportioned to the measurable benefits to property within the Fire Authority.

ADOPTED by the Governing Board of the Renton Regional Fire Authority in a regular open public meeting on the 13th day of November, 2018.

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

2019 Schedule for Benefit Charges

Fire flow factor is estimated until final tax and property data is certified by the King County Assessor

**Response factor is based upon the number of firefighters needed to deliver the required fireflow. A base residential response force is 16 firefighters on scene. When a residential property needs more than 16 firefighters to deliver the calculated fire flow, that number is auto calculated using the adopted formula and 50 gallons per minute fire flow delivery per firefighter on scene up to 3,599 square feet and 48 gallons per minute for homes greater than 3,599 square feet

*** Risk factors apply to commercial property and are defined by the National Fire Protection Association and deal with fire hazards and hazardous materials.