



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, February 11, 2019
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 January 28, 2019](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 1/16/19 – 1/31/19, Payroll 1/1/19 – 1/15/19
- Signing of Vouchers
- Board Committee Reports
- [Chief's Report](#)
- Division Reports
 - Support Services
 - Administration
 - [Office of the Fire Marshal](#)
- Correspondence
- Unfinished Business
- New Business
 - [Impact Fee ILA Addendum](#)

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- Good of the Order
- Executive Session
 - *Executive Session pursuant to RCW 42.30.140(4)(b), regarding labor negotiations.*
 - *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.*
- Future Meetings:
 - Monday, February 25, 2019, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)
- Adjournment



Renton Regional Fire Authority

18002 108th Ave SE
Renton, WA 98055
Office: (425) 430-7000
Fax: (425) 430-7044

MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, January 28, 2019

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

CALL TO ORDER AND FLAG SALUTE

Governance Board 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, Chair (City of Renton)
Kerry Abercrombie, Vice Chair (Fire District 25)
Marcus Morrell (Fire District 25)
Don Persson (City of Renton)
Myron Meikle (Fire District 25)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Ed Prince (City of Renton)

Administrative Staff Present:

Fire Chief Rick Marshall, Deputy Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Director of Administration Samantha Babich, Fire Marshal Anjela St. John, Battalion Chief Rick Myking, Lieutenant Robbie Hyslop, Firefighters Cline, Lucas, Carpenter, Deputy Fire Marshal Naomi Roberts, Fleet Manager Brice Callaway, Facilities Manager Kyle Kazularich, Communications Manager Katie Lewis, and Administrative Secretary Linda Mann.

Public Present:

Charlotte Ryan

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

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Chief Marshall introduced 11 new employees who recently joined the RRFA, which included eight new recruits, one Facilities Manager, one Fleet Manager, and one Deputy Fire Marshal.

PUBLIC COMMENT

Commissioner Ryan from Fire District 40 wanted to thank the RFA for their help in moving the Fire District 40 Headquarters from Station 13 to Station 17.

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CONSENT AGENDA

Approval of Minutes

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Vice Chair Abercrombie to approve the Minutes from the January 14, 2019 Regular Meeting. **MOTION CARRIED (5-0)**

Approval of Vouchers:

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

- AP Check Register 1/01/19 – 1/15/19, Payroll 12/16/18 – 12/31/18. **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for January 28, 2019.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- Station 15 Update: Starting January 16th, the RFA moved in supplies to make the station operational. DC DeSmith is working on a grand opening ceremony and will provide more information to follow.
- JATC Test Results: Congratulations to FF Zachary Forghani, FF Adam Bloom, and FF Bryan Lane for successfully passing their 1B JATC step test with high marks.
- Welcome New Members: Welcome aboard to our new Fleet Manager, Brice Callaway, our new Facilities Manager, Kyle Kauzlarich, and our new Deputy Fire Marshal, Naomi Roberts. Also, our newest firefighter recruits: Cody Olson, Travis Retherford, Logan Wasem, Nick Felt, Sean Leahy, Spencer Armstrong, Kasey Parker, and Lyubomir Lazurkevich, who are beginning zero week this week.
- 2019 Leukemia & Lymphoma Society: Our fire department will be participating in the 28th annual LLS Firefighter Stairclimb on Sunday, March 10th in support of The Leukemia & Lymphoma Society (LLS).
- Renton FDCARES Success Story: We started the process of developing our FDCARES program two years ago with DC DeSmith and it was taken over by BC Myking 18 months ago. This pilot program was finally up and running on January 14, 2019 and we are already seeing benefits from it.
- Recruit Graduation: On January 24, 2019, we graduated 7 recruits who are now officially Renton Firefighters. Of note, Tanner Lucas received the Marty Hauer Fitness Award and was one of four selected for the Chief's Company, Dawson Bain received the Valedictorian Award, and Derric Matteson was the Class Speaker.
- WFC Legislative Day: On January 24, 2019, Chief Marshall attended the Washington Fire Chief's Legislative Day where he had the opportunity to listen to the Lt. Governor and Commissioner of Public Lands. In addition, he met with Representative Bergquist to address issues important to our organization, including future funding considerations, support of State Mobilization renewal, and food truck regulations.

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DIVISION REPORTS

All department reports were provided to the Board for their review.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Recognition Awards

As a follow up to the discussion regarding recognition awards for community members, our Communications Manager has put together some thoughts and ideas about two types of potential awards. Examples are attached for your information.

No action was taken.

Healthy Heart Month Proclamation

Every year in February the Renton Regional Fire Authority reaches out into our community in an organized and concerted effort to provide blood pressure and blood sugar screenings and provide education on healthy living choices. Our focus continues to be within the schools of our community. A proclamation has been developed that is in alignment with our healthy heart mission and activities.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Vice Chair Abercrombie to approve the proclamation to be signed by members of the Governing Board. **MOTION CARRIED (5-0)**

Procurement of New Aid Unit

The RRFA will order one Braun Unit from Hughes Fire and HGAC to arrive in July 2019. The RRFA currently staffs three full-time Aid Units, and provides transportation for the Community to Valley Med, Overlake, and Highline. Emergency Medical Services currently makes up 76% of our total call volume.

In March 2018, the RRFA took the lead in building a Zone 3 spec committee for a user/patient/mechanic focused Aid Unit. Our current need was to replace a 20 year old Aid Unit with 130K miles (F072). The committee worked together to order four Aid Units at the same time for a substantial discount. The group order discount per unit is \$11,200.00, and the Ford discount is \$4,400.00. This spec total cost also includes a Stryker stretcher and loading system (\$30K) to match our other three Aid Units.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Vice Chair Abercrombie to approve the purchase of a new Aid Unit and authorize Chief Marshall to sign. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

There was no good of the order.

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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.*

Executive Session was called at 10:58 a.m. for 15 minutes. The meeting reconvened at 11:13 a.m.

FUTURE MEETINGS

The next meeting is scheduled for February 11, 2019, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton).

ADJOURNMENT

The meeting adjourned at 11:14 a.m.

Armondo Pavone, Board Chair

Linda Mann, Board Secretary

VOUCHER APPROVAL FOR FEBRUARY 11TH, 2019 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 \$559,292.76, payroll vouchers and direct deposits totaling \$497,580.96

A/P Vouchers	Payment Date	Numbers	Amount
Checks	01/16/2019 - 01/31/2019	10765-10800	\$169,954.32
EFTs	01/16/2019 - 01/31/2019		\$122,070.56
Bank Drafts	01/16/2019 - 01/31/2019		\$267,267.88
TOTAL A/P			\$559,292.76
Payroll Vouchers	Payroll Date	No. of Vouchers	Amount
Direct Deposits	1/25/2019	155	\$497,580.96
Payroll Checks	1/25/2019		
TOTAL PAYROLL		155	\$497,580.96
TOTAL CLAIMS			\$1,056,873.72

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: February 11, 2019

TO: Armondo Pavone, Chairperson (City of Renton)
Myron Meikle (Fire District 25)
Kerry Abercrombie (Fire District 25)
Marcus Morrell (Fire District 25)
Ed Prince (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. Meeting With Police Chief Ed VanValey

On Thursday, January 31, I had a chance to meet and talk with Police Chief Ed VanValey regarding Operational issues between the Renton Police Department and the RRFA. Chief VanValey and I have a great relationship that dates back to our time on the streets of Renton. As two new Public Safety leaders for our community, we enjoy working to ensure the highest level of collaboration and sharing stories about the challenges in our new roles.

2. Congratulations are in Order

Please join me in congratulating FF Ben Garretson and FF Ben Thomas for completing their 2 year JATC tests and FF Schuyler Nagorski for completing his 1 year test. They did well and are moving on to the next step.

3. Meetings with Local Chiefs

Over the past week, I've had the opportunity to meet one on one with other local Chiefs to discuss emerging issues including automatic aid agreements, apparatus renumbering, response challenges, and continued efforts to find efficiencies in our operations. Also included were discussions with Tukwila Fire with regard to fire investigations and Puget Sound Fire on Planning and Data Analysis needs.

4. Community Solutions Summit

On February 7, I attended the Community Solutions Summit in Seattle, where we discussed non-emergent calls relating to homelessness, mental illness, and drug abuse that are taxing public safety resources at an alarming rate. I was able to meet with Chiefs from all over the Western United States, gaining insight on their issues and steps they are taking. What is clear is that this is a huge problem, impacting every urban fire department. The challenges are large and complex but opportunities like this event also demonstrate that we can work together to address these issues.



5. Citizen Advisory Panel Meeting

On January 31, I met with our Citizen Advisory Panel. We were able to gain tremendous insight into how we can address the outward face of the organization. We received feedback on our community awards, annual report, and ideas for engaging with our communities.

6. Temporary Firefighter Assignment

FF Jim Eastwood, formerly assigned to Logistics, will be moved temporarily to support our IT transition. Jim has over 30 years of experience as a firefighter, coupled with tremendous skills in IT—not the least of which is in our records management systems and software, and GIS. His abilities will help to ensure that we are ready to go on our own beginning January of 2020. As a result of this move, and upcoming promotions, we are looking to fill our two positions in Logistics effective March 1, 2019.

7. Station 15 Ribbon Cutting

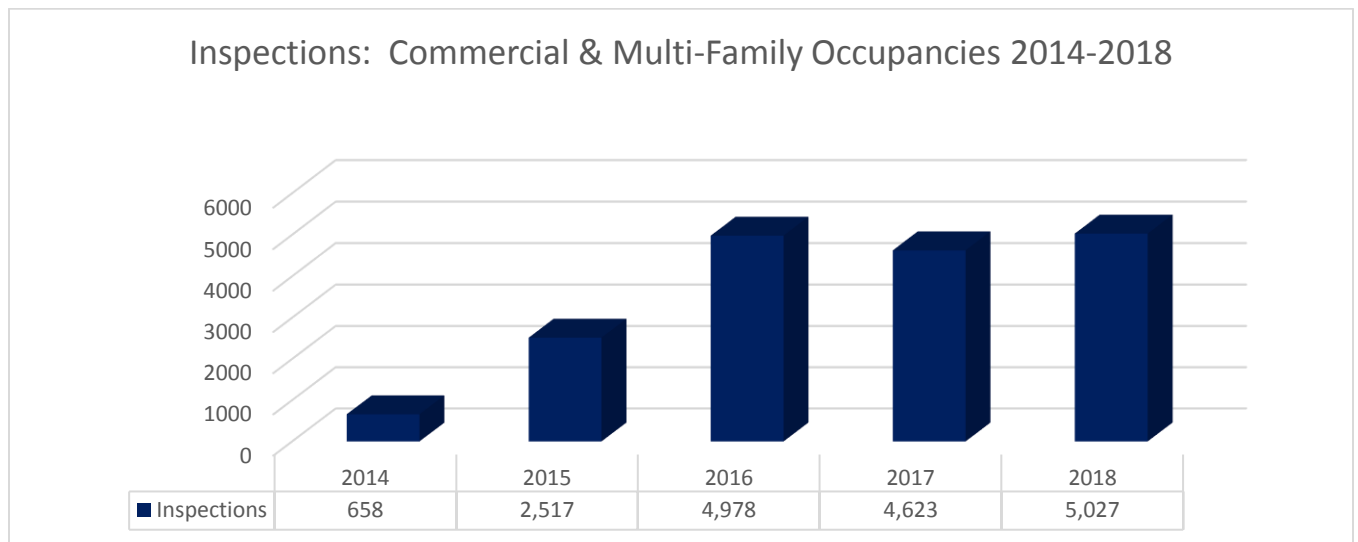
Please join us on Saturday, February 23, at 10:00AM for the grand opening of Fire Station 15. We will have speeches from RRFA and City Officials, a station walk-through, and light refreshments.



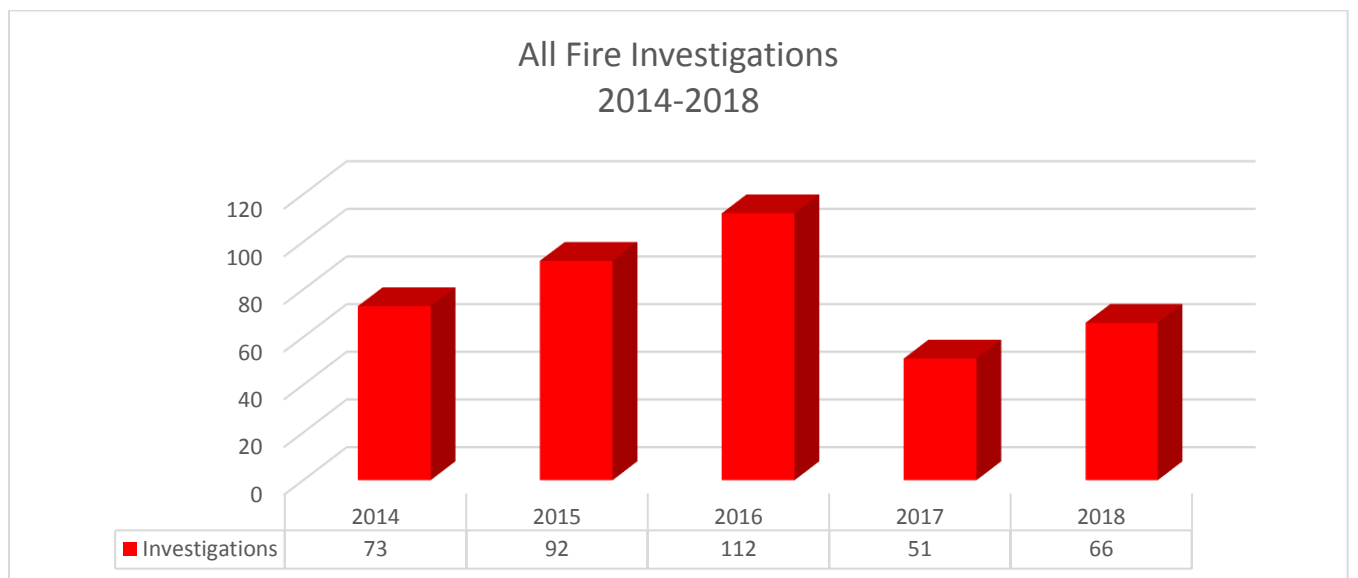
Office of the Fire Marshal – Performance Report

5 Year Comparative 2014-2018

Fire & Life Safety Inspections



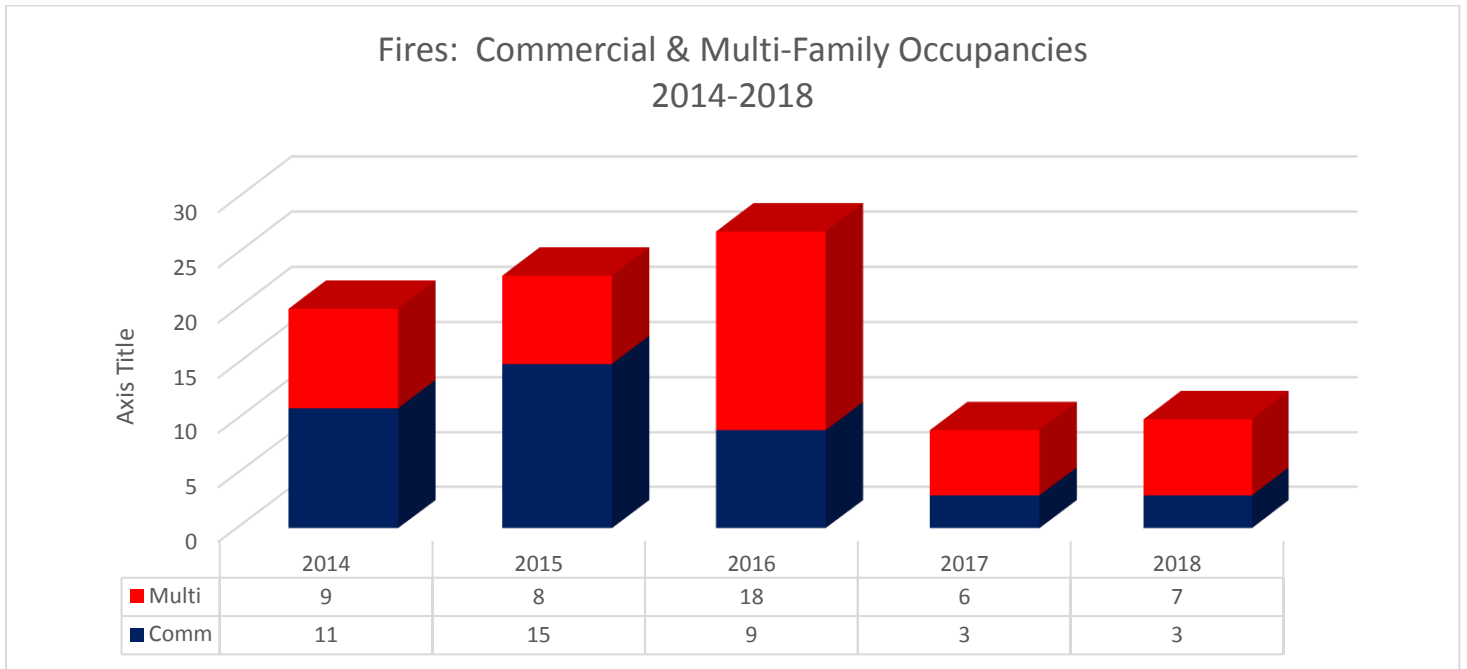
Fire Investigations



2018 Fires included 6 that did not meet the threshold for call out but were investigated as "hands on training" for newly assigned staff

The Fire Marshal's Office adopted a work plan that prioritized fire inspections and established an ongoing schedule based on a fire risk assessment that is applied to each commercial and multi-family occupancy within Renton mid-2016 with full implementation by January 2017.

The following chart reflects non-incendiary fires in commercial and multi-family occupancies (those that have regular inspections by fire marshal staff)





Governing Board Agenda Item

SUBJECT/TITLE: Impact Fee ILA Addendum

STAFF CONTACT: Marshall

SUMMARY STATEMENT:

The Renton Regional Fire Authority, in partnership with the City of Renton, recognize the importance of affordable housing in our community. Among other things, homelessness creates additional impacts to public safety services, including the RRFA. This addendum provides, under some conditions pursuant to the Renton Municipal Code, to be exempt from construction fees including RRFA impact fees.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

See Background on addendum.

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

**ADDENDUM NO. 1 TO
INTERLOCAL AGREEMENT FOR THE COLLECTION,
DISTRIBUTION, AND EXPENDITURE OF FIRE IMPACT FEES**

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the addendum to the fire impact fee ILA between the RRFA and City of Renton.

**ADDENDUM NO. 1 TO
INTERLOCAL AGREEMENT FOR THE COLLECTION,
DISTRIBUTION, AND EXPENDITURE OF FIRE IMPACT FEES**

THIS ADDENDUM, dated for reference purposes only as _____, 2019, is made by and between the City of Renton, a Washington municipal corporation (the "City"), and the Renton Regional Fire Authority, a Washington special purpose district ("RRFA") (collectively, the City and the RRFA are the "Parties"). This Addendum amends the Parties' Interlocal Agreement for the Collection, Distribution, and Expenditure of Fire Impact Fees, filed under City file number CAG-19-022 (the "ILA").

I. BACKGROUND

1. The City and the RRFA entered into the ILA pursuant to chapter 39.34 RCW for the purposes of setting forth the responsibilities and requirements of the Parties with regard to the fire impact fee program.
2. After the ILA was negotiated, the City adopted Ordinance No. 5912 amending Subsections 4-1-210.A, 4-1-210.B, and 4-1-210.C of the Renton Municipal Code ("RMC") and making available, under specified conditions, the waiver of certain development and mitigation fees for affordable housing projects; and
3. Among its other provisions, Ordinance No. 5912 provides that waivable fees include "Fire impact mitigation fees, to the extent such waiver is authorized by interlocal agreement with the Renton Regional Fire Authority;" and
4. The Parties mutually desire to amend the existing ILA to allow fire impact fees to be waived under RMC 4-1-210.

II. AGREEMENT

1. The RRFA hereby authorizes fire impact fees to be included among the fees which the Renton City Council may waive pursuant to RMC 4-1-210.
2. All terms of the ILA not explicitly modified herein shall remain in full force and effect.
3. This Addendum may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS, the Parties below execute this Addendum, which shall become effective on the last date entered below.

RENTON REGIONAL FIRE AUTHORITY

By: Roderick Marshall

Its: Fire Chief

Dated: _____

APPROVED AS TO FORM:

Brian Snure

Attorney for RRFA

CITY OF RENTON

By: Denis Law

Its: Mayor

Dated: _____

ATTESTED TO BY:

Jason Seth, City Clerk

APPROVED AS TO FORM:

Shane Moloney, City Attorney