



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, March 11, 2019
Fire Station #13 – 18002 108th Ave. S.E., Renton

- Call Meeting to Order
- Flag Salute
- Roll Call
- Agenda Modifications
 - Add Fire Benefit Charge Hearing to agenda after Announcements, Proclamations, and Presentations
- Announcements, Proclamations, and Presentations
- [Fire Benefit Charge Hearing](#)
- 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 February 25, 2019](#) Regular Meeting
 - Approval of [Minutes from the February 27, 2019](#) Special Meeting
 - Approval of [Vouchers](#): AP Check Register 2/16/19 – 2/28/19, Payroll 2/1/19 – 2/15/19
- Signing of Vouchers
- Board Committee Reports
- [Chief's Report](#)
- Division Reports
- Correspondence
- Unfinished Business

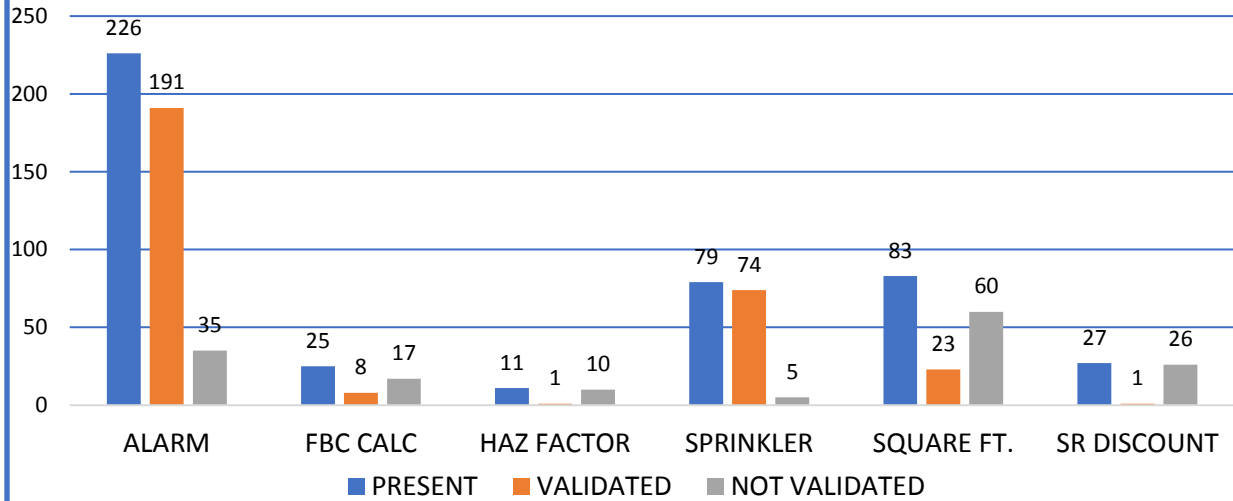
GOVERNANCE BOARD REGULAR MEETING AGENDA

March 11, 2019

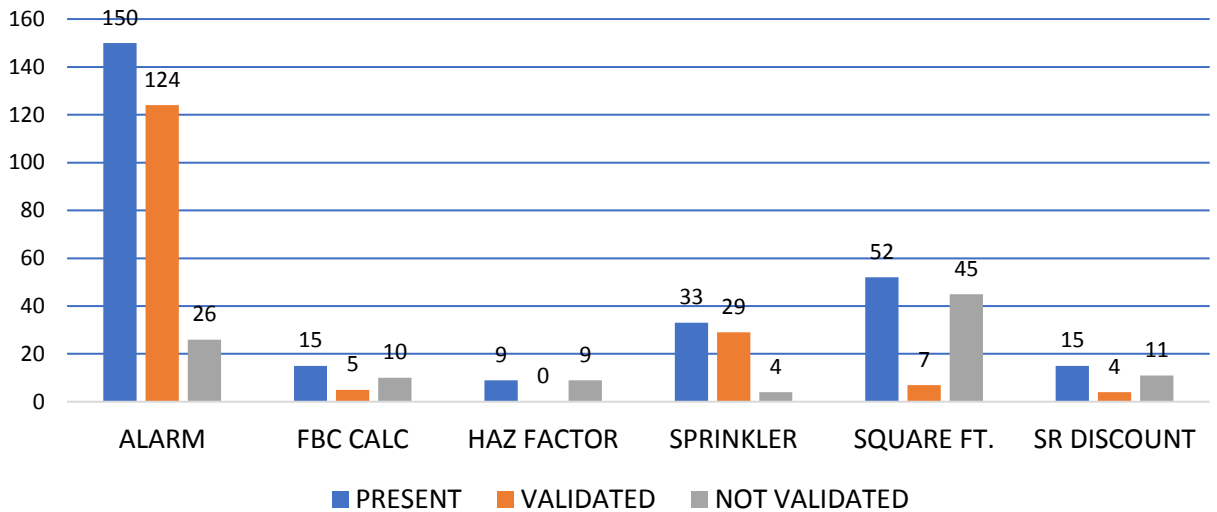
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- New Business
- Good of the Order
- Executive Session
 - *Executive Session pursuant to RCW 42.30.140(4)(a) to discuss a pending grievance under the collective bargaining agreement.*
- Future Meetings:
 - Monday, March 25, 2019, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)
- Adjournment

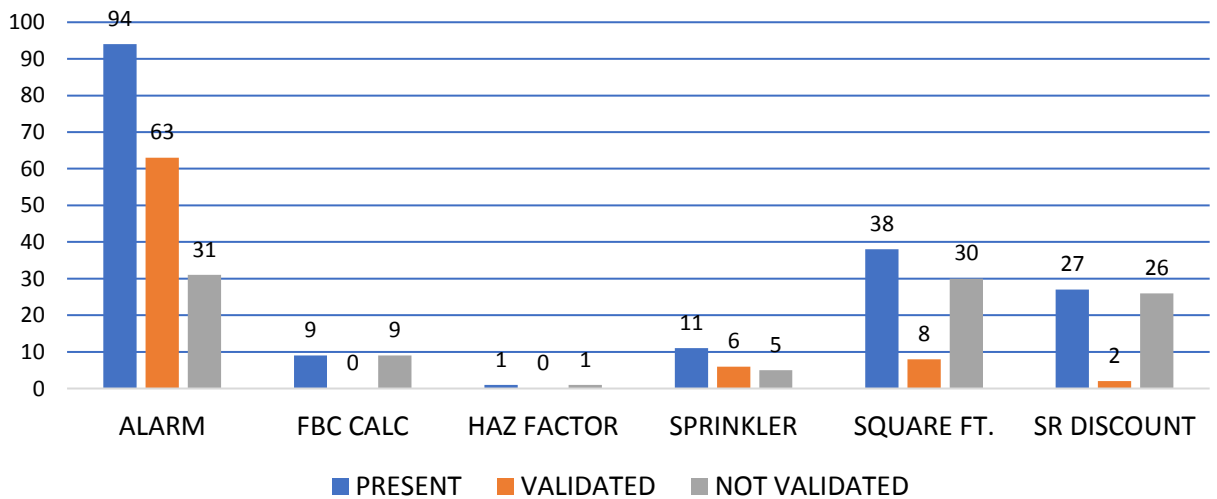
2017 PETITIONS by CATAGORY



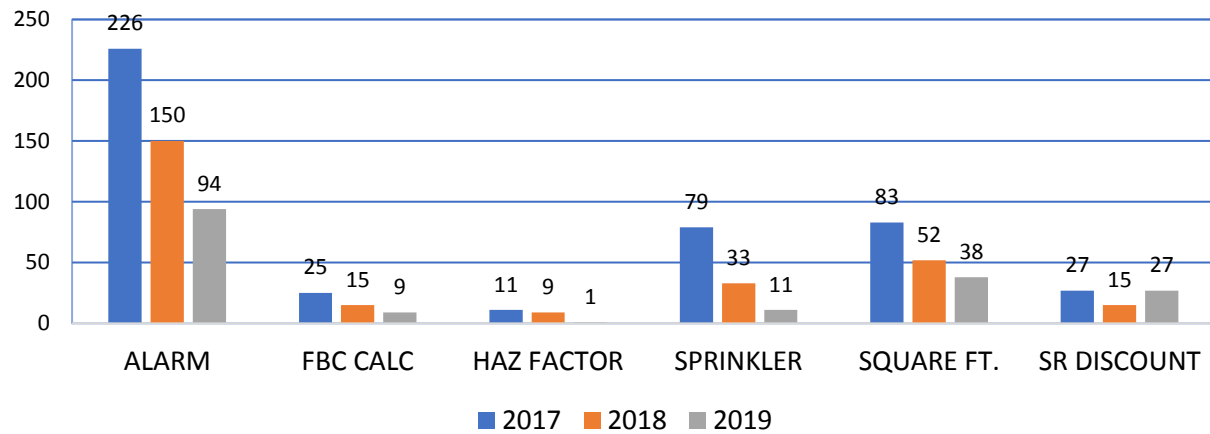
2018 PETITIONS by CATAGORY



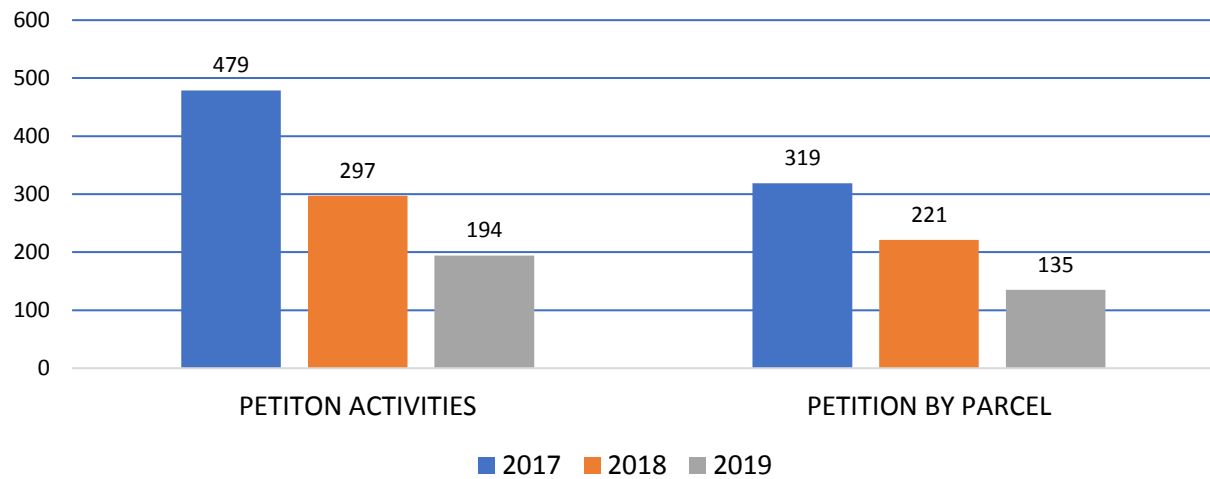
2019 PETITIONS by CATAGORY



3-YEAR PETITON TREND BY CATAGORY



3-YEAR TREND PETITION ACTIVITIES VS PETITIONS



****CHART INCLUDES "OTHER"**



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 & Benefit Charge Hearing

10:00 A.M. – Monday, February 25, 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)
Myron Meikle (Fire District 25)
Marcus Morrell (Fire District 25)
Ed Prince (City of Renton)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Don Persson (City of Renton)

Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Chief Administrative Officer Samantha Babich, Fire Marshal Anjela St. John, Battalion Chiefs Bob Homan and Rick Myking, Lieutenant Rick Laycock, Firefighter Guyll, Sr. HR Analyst Jennifer Zinck, Communications Manager Katie Lewis, Administrative Assistant Sheila Madsen, Facilities Manager Kyle Kauzlarich, and Administrative Secretary Linda Mann.

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

AGENDA MODIFICATIONS

Add Fire Benefit Charge Hearing to agenda after Announcements, Proclamations, and Presentations.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Promotion Ceremony

Renton Regional Fire Authority will promote seven people, effective March 1, 2019:

- Will Aho – Captain to Battalion Chief/Safety Officer
- Jeff Vollandt – Captain to Battalion Chief/Safety Officer
- Dan Hawkins – Lieutenant to Captain
- Ryan Simonds – Lieutenant to Captain
- Steve Wright – Lieutenant to Captain
- Shawn Phipps – Firefighter to Lieutenant

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- Chip Slothower – Firefighter to Lieutenant

They were all presented with a badge and helmet with their new rank by Chief Marshall.

FIRE BENEFIT CHARGE HEARING

The Renton Regional Fire Authority Governing Board convened as the Benefit Charge Petitions Review Board pursuant to RCW 52.26.250. The Review Board will remain convened until Monday, March 11, 2019. The Review Board will hold two public hearings to receive petitions, the first being February 25, 2019 and the second being February 27, 2019.

Deputy Chief Chuck DeSmith gave a Staff Report which included a summary of petitions.

Docketed Appeals:

CCAS Property and Construction Petition, Parcel #7840800105

Petitioner was not present for the hearing. The parcel has been used to support the K-8 Education including storage for school supplies (chairs, desks, etc.). CCAS is petitioning that the parcel is exempt from the benefit charge per RCW 52.26.180. The petitioner is requesting present and future exemption from the benefit charge. Staff recommendation is to approve the request to change the Fire Benefit Charge status to FBC-X (exempt).

At 10:28 a.m., the Benefit Charge Hearing was recessed to reconvene at 5:00 p.m. on February 27, 2019. The Regular Meeting then resumed.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Approval of Minutes

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Meikle to approve the Minutes from the February 11, 2019 Regular Meeting. **MOTION CARRIED (5-0)**

Approval of Vouchers:

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

- AP Check Register 2/01/19 - 2/15/19, Payroll 1/16/19 – 1/31/19. **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for February 25, 2019.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- 2019 Promotions: Effective March 1, 2019, there will be seven people promoted. They were recognized in a ceremony earlier in the meeting.

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February 25, 2019

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- Recognition Awards: Please join Chief Marshall in congratulating the following members for Member of the Year and Top Company Awards: EMT of the Year, 2018 – Jonathan Sarreal, Firefighter of the Year, 2018 – Brett Bigger, Officer of the Year, 2018 – Fred Heistuman, Civilian of the Year, 2018 – Eric Donnerstag, Top Engine Company, 2018 – Engine 11, A Shift, Top Ladder Company, 2018, - Ladder 11, C Shift, Top Aid Unit, 2018 – Aid 13, A Shift. The members will be recognized at the Members Celebration Event on March 9, 2019.
- Station 15 Ribbon Cutting: We had a great crowd out for our Station 15 Ribbon Cutting! Thank you to everyone who was able to make it. We look forward to scheduling an open house later this year.
- SKCFTC Board Meeting: On Thursday, February 21, Chief Marshall attended the South King County Fire Training Consortium Board meeting where they discussed several items, including the addition of several more departments including Snoqualmie, South King (Federal Way), and Mountain View (East Auburn/Enumclaw), cost reductions due to economy of scale, a best practice and standardization for termination of recruits who fail to meet expectations, and wildland firefighting training.
- Changes to Logistics: Changes are coming to our Logistics Consortium. Working collaboratively with L864, we will be replacing the uniformed firefighter position in Logistics with a civilian buyer. This will allow us to increase efficiency, ensure continuity and provide for better coordination with our finance team and procurement policy.
- Information Technology Transition: Overall project planning is complete with the final transition planned to take effect on December 15. Currently, we are in the final stages of reviewing network carrier proposals for service, and anticipate settling contracts by the first of April. The RRFA Core network design proposals are completed and we are currently reviewing the design and pricing. The network will provide for both data and voice network services and also plans for enhanced high speed Wi-Fi service at all stations. Evaluation of Microsoft licensing and plan pricing and features is wrapping up. We are considering the alternatives of either Cloud Services (Office 365) or On-premise servers. The next major project milestone is to complete a full appraisal of line-of-business applications and transfer/transition plans. This will allow us to then complete our assessment of requirements for servers.

DEPARTMENT REPORTS

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

CORRESPONDENCE

Thank You Letter – Tukwila Fire Department

Chief Marshall received a letter from Chief Jay Wittwer with the Tukwila Fire Department thanking the RRFA for our assistance with a HazMat incident on January 31, 2019.

Thank You Note – Bothell Fire

Chief Marshall received a note from Bothell Fire Department thanking him for the opportunity to have one of their Battalion Chiefs visit for the day and see how the RRFA operates.

UNFINISHED BUSINESS

There was no unfinished business.

GOVERNANCE BOARD REGULAR MEETING MINUTES

February 25, 2019

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NEW BUSINESS

Final Budget Approval:

After receiving final revenue numbers and adjusting line items accordingly, the RRFA is presenting the 2019 Final Budget for Board approval.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Meikle to approve and adopt the 2019 RRFA Final Budget. **MOTION CARRIED (5-0)**

Planning Section ILA

Beginning 2 ½ years ago, Renton Regional Fire entered into an agreement with Puget Sound Regional Fire to develop a Joint Planning Section to work on common issues including Standards of Cover, Capital Facilities Plans, Benefit Charge management, and data analysis. This ILA formalizes an ongoing relationship and provides for a clear governance of the program. The cost to the RRFA in 2019 has been included and approved in the budget.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Vice Chair Abercrombie to approve the ILA between Puget Sound Fire and Renton Regional Fire for joint Planning operations and authorize the Fire Chief to sign on behalf of the Board. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

A special meeting is scheduled for Wednesday, February 27, 2019, 5:00 p.m. at Fire Station #13 (18002 108th Ave. S.E., Renton). The next regular meeting is scheduled for Monday, March 11, 2019, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton).

ADJOURNMENT

The meeting was adjourned at 10:53 a.m.

Armondo Pavone, Board Chair

Linda Mann, Administrative Secretary



Renton Regional Fire Authority

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

MINUTES

RFA Governance Board Special Meeting: Benefit Charge Hearing

5:00 P.M. – Wednesday, February 27, 2019

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

CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Pavone called the Special Meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

Governance Board Members Present:

Armondo Pavone, Chair (City of Renton)
Kerry Abercrombie (Fire District 25)
Marcus Morrell (Fire District 25)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Myron Meikle (Fire District 25)
Don Persson (City of Renton)
Ed Prince (City of Renton)

Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Lieutenant Rick Laycock, and Administrative Secretary Linda Mann.

A **MOTION** was made by Board Vice Chair Abercrombie and **SECONDED** by Board Member Morrell to excuse absent Board Members Persson, Prince, and Meikle from the meeting. **MOTION CARRIED (3-0)**

FIRE BENEFIT CHARGE HEARING

The Renton Regional Fire Authority Governing Board convened as the Benefit Charge Petitions Review Board pursuant to RCW 52.26.250. The Review Board will remain convened until Monday, March 11, 2019. The Review Board will hold two public hearings to receive petitions, the first was held on Monday, February 25, 2019 and the second being held today.

Deputy Chief Chuck DeSmith gave a Staff Report which included a summary of petitions.

Docketed Petitions:

There were no petitions on the docket.

Other Petitions:

There were no other petitions.

GOVERNANCE BOARD SPECIAL MEETING MINUTES

February 27, 2019

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At 5:02 p.m., the Benefit Charge Hearing was recessed to reconvene at 10:00 a.m. on March 11, 2019.

FUTURE MEETINGS

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

ADJOURNMENT

The meeting was adjourned at 5:03 p.m.

Armondo Pavone, Board Chair

Linda Mann, Administrative Secretary

VOUCHER APPROVAL FOR MARCH 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 \$440,606.86, payroll vouchers and direct deposits totaling \$955,711.23

A/P Vouchers	Payment Date	Numbers	Amount
Checks	02/16/2019 - 02/28/2019	10838-10875	\$51,802.23
EFTs	02/16/2019 - 02/28/2019		\$117,962.56
Bank Drafts	02/16/2019 - 02/28/2019		\$270,842.07
TOTAL A/P			\$440,606.86
Payroll Vouchers	Payroll Date	No. of Vouchers	Amount
Direct Deposits	2/25/2019	167	\$955,711.23
Payroll Checks	2/25/2019	0	\$0.00
TOTAL PAYROLL		167	\$955,711.23
TOTAL CLAIMS			\$1,396,318.09

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: March 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. Northwest Leadership Seminar

From March 6-8, several members of our department including Samantha Babich, Chuck DeSmith, and Roy Gunsolus of our Executive Team attended the Northwest Leadership Seminar in Portland, OR. While there, they were able to experience speaker sessions regarding "Ethical Decision Making" and "Emotional Survival". I know the team is ready to put these lessons learned into practice.

2. LLS Stair Climb

On Sunday, March 10, several members of the RRFA completed the Firefighter Stair Climb. The team met its goal this year, raising over \$15,000. As the Chief, it was an honor to be counted among our men and women who raised money to fight Leukemia and Lymphoma.

3. New Deputy Fire Marshal

We tentatively have a new DFM - Public Educator, Sara Ferguson. She accepted a tentative job offer and will hopefully start employment with the RFA on April 1. Sara will start at Step A of the DFM III job class. She graduated from CWU with a degree in Public Health and has provided community education through her internships.

4. Fire at Distant Lands

At 10:37am on February 26, 2019, RRFA was dispatched to the report of a fire at 801 Houser Way N.

This is an 81,000 square foot mixed use masonry warehouse/office/coffee roasting building built in 1965.

The fire originated in the coffee roasting area at the north end of the Distant Land Coffee Roasting. Interior damage was contained to the coffee roaster and associated duct work.

Damage is estimated at \$40,000 for the building and \$500,000 for the equipment and the loss of 1/3 the coffee roasting capacity. Cause is accidental mechanical failure.

5. Feast Buffet Fire

At 4:01am on March 5th, 2019, RRFA was dispatched for a sprinkler water flow alarm at the Feast Buffet- 485 Renton Center Way SW.

The fire originated in the south kitchen area, involving a coffee maker and boxes. Crews found the coffee maker and hot water dispenser in the on position. Coffee filters were burned on the top coffee pot warmer. The fire was contained to the origin area by sprinkler system activation, which extinguished the fire prior to fire crew's arrival.

Damage is estimated at \$2,000 for equipment, but potentially more for water damage. Damage to contents included a commercial coffee maker, hot water dispenser, and ice-maker, with possible water damage to walls and cabinets.

Cause is determined to be accidental.