



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, May 13, 2019
Fire Station #16 – 12923 156th 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 April 22, 2019](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 4/16/19 – 4/30/19, Payroll 4/1/19 – 4/15/19
- Signing of Vouchers
- Board Committee Reports
- [Chief's Report](#)
- Division Reports
- Correspondence
- Unfinished Business
- New Business
 - [IT Expenditure Request](#)
- Good of the Order
 - Fire Station #16 Tour

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- Executive Session
- Future Meetings:
 - Monday, June 10, 2019, 10:00 a.m., Governance Board Regular Meeting, Fire Station #14 (1900 Lind Ave SW, Renton)
- Adjournment



Renton Regional Fire Authority

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

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, April 22, 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)
Ed Prince (City of Renton)
Myron Meikle (Fire District 25)
Marcus Morrell (Fire District 25)
Don Persson (City of Renton)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Kerry Abercrombie, Vice Chair (Fire District 25)

Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Deputy Chief Roy Gunsolus, Chief Administrative Officer Samantha Babich, Fire Marshal Anjela Barton, Battalion Chiefs Mike Proulx, and Rick Myking, Lieutenant Chris Krystofiak, Firefighter Kelly Carpenter, Deputy Fire Marshal Dan Johnson, Public Educator Sara Ferguson, Fleet Manager Brice Callaway, 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 the absent Board Member from the meeting. **MOTION CARRIED (5-0)**

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Persson to approve the consent agenda for April 22, 2019. **MOTION CARRIED (5-0)**

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SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for April 22, 2019.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- Office of the Fire Marshal New Members: We are pleased to welcome Deputy Fire Marshal/Public Educator Sarah Ferguson and Deputy Fire Marshal Dan Johnson to our organization.
- Washington Fire Chiefs Spring Seminar: On March 27 and 28, Chief Marshall had the opportunity to go to the Washington Fire Chief's Spring Seminar where he attended a lecture series on collective bargaining and labor law. The series was largely about how to follow the law and stay out of trouble with labor issues.
- FD40 Meeting: During the FD40 Commissioner meeting, the subject of a meeting to discuss contract costs was again discussed. The Commissioners committed to sending Acting Secretary Ryan available dates in June. Once we get those, Chief Marshall will reach out to the Governing Board to try and lock in a date.
- RRFA and RPD: Police Chief VanValey and Chief Marshall met on April 1 in their continued commitment to maintain positive and collaborative relationship. They both share the thought that leadership begins at the top and for their people on the streets to get along and work together, that starts with them.
- Meetings with Local Fire Chiefs: In an effort to keep relevant issues on the forefront, in the past month, Chief Marshall has continued to meet one on one with other local Chiefs and staff throughout the region to discuss emerging issues including automatic aid agreements, apparatus renumbering, response challenges, and continued efforts to find efficiencies in our operations. FM Barton met with other Fire Marshals in Zone 3 to discuss standardization of fire investigations and Chief Gunsolus took part in discussions regarding the standardization of Incident Management training throughout the Puget Sound region.
- Tyler Connect 2019: On April 8, 9, and 10, three of our Admin team members - Samantha Babich, LaQuanza Flowers, and Sheila Madsen - attended the Tyler Connect Conference in Dallas, TX. While there, they attended informative labs, workshops, and training sessions with hands-on demos of new and innovative tools for our financial software, Incode.
- Ballistic Vest Panel Purchase: We will be purchasing new bullet-proof panels to replace our expired and expiring ballistic vest panels. The amount will be \$21,243.00. This cost is currently in the budget.
- Senior Housing Responses: Following up on a question from the Governing Board, Chief Marshall had staff pull response data for EMS calls to some of the larger senior living occupancies. The report is a good reflection of the impact that senior housing has on our call volume—which also impacts availability, reliability and response times. We are happy to have to serve our seniors in the community. We just need to understand the impacts and develop innovative ways to address the increases we are seeing.

DEPARTMENT REPORTS

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All department reports were provided to the Board for their review. In addition to the department reports, Battalion Chief Rick Myking gave an update on the FDCARES and REACH programs.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Resolution to Move Meeting Location

The Governance Board meetings are currently held at Station 13. The next seven meetings will be held at the following locations:

May 13, 2019 – Fire Station 16 (12923 156th Ave SE)
June 10, 2019 – Fire Station 14 (1900 Lind Ave SW)
June 24, 2019 – Fire Station 11 (211 Mill Ave S)
July 8, 2019 – Fire Station 12 (1209 Kirkland Ave NE)
July 22, 2019 – Fire Station 17 (14810 Petrovitsky Rd SE)
August 13, 2019 – Fire Station 13 (18002 108th Ave SE)

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Persson to draft a resolution to identify the next seven meetings be held at the corresponding locations. **MOTION CARRIED (5-0)**

CPR Training ILA:

This agreement creates a cooperative between Valley Regional Fire, Puget Sound Fire, and Renton Regional Fire for the purposes of delivering CPR training to our communities. The new cooperative will give citizens more flexibility in class schedules and reduce the number of class cancellations due to a lack of instructors or poor attendance. The RFA will work with CPR program managers from area fire departments to develop a regional CPR/First Aid program.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Meikle to approve the First Aid/CPR ILA and allow the Fire Chief to sign on behalf of the Governing Board. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

There was no 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.

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Executive Session was called at 11:21 a.m. for 10 minutes. At 11:31 a.m., another 10 minutes was requested. At 11:41 a.m., another 5 minutes was requested. The meeting reconvened at 11:46 a.m.

FUTURE MEETINGS

The next meeting is scheduled for Monday, May 13, 2019, 10:00 a.m. at Fire Station #16 (12923 156th Ave SE, Renton).

ADJOURNMENT

The meeting was adjourned at 11:47 a.m.

Armondo Pavone, Board Chair

Linda Mann, Administrative Secretary

VOUCHER APPROVAL FOR MAY 13TH, 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 \$760,844.92, payroll vouchers and direct deposits totaling \$553,212.33

A/P Vouchers	Payment Date	Numbers	Amount
Checks	04/16/2019 - 04/30/2019	10987-11023	\$302,926.16
EFTs	04/16/2019 - 04/30/2019		\$117,100.59
Bank Drafts	04/16/2019 - 04/30/2019		\$340,818.17
TOTAL A/P			\$760,844.92
Payroll Vouchers	Payroll Date	No. of Vouchers	Amount
Direct Deposits	4/25/2019	163	\$551,853.22
Payroll Checks	4/25/2019	1	\$1,359.11
TOTAL PAYROLL		164	\$553,212.33
TOTAL CLAIMS			\$1,314,057.25

Renton Regional Fire Authority Finance Committee:

Kerry Abercrombie, Board Member

Ed Prince, Board Member

Myron Meikle, Board Member

Marcus Morrell, Board Member

Don Persson, Board Member

Armondo Pavone, Chairperson



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: May 13, 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. Members of the Quarter

Please join me in congratulating Dan Johnston as Firefighter of the 1st quarter and Stephen Rawson as Officer of the 1st Quarter! Both Dan and Stephen continually demonstrate our core values and we appreciate their dedication to our department and community.

2. AWC - Labor Relations Institute

On May 2nd and 3rd, Deputy Chiefs Roy Gunsolus and Chuck DeSmith attended the Labor Relations Institute in Yakima, WA. While there, they learned techniques to better understand the current legal landscape and navigate emerging trends, and learned to solve unique problems and improve employee-management relations.

3. Phase 2 IT Stand Up Contracts

In an effort to prepare for the end of our Information Technology ILA with the City of Renton, CAO Babich and her team have worked to secure contracts and supplemental documentation from various vendors. This will be to ensure our stations, headquarters, and the Department Operations Center (DOC) all function properly as of January 1, 2020. We will be presenting the board with a summary of contracts for approval.

4. New Firefighter Interviews

Our Human Resources section members have been hard at work last week with scheduling and facilitating interviews for over 100 candidates. The candidates with over 70% score will move on to the second round of interviews. Kudos to our 4 panel members and HR all who are involved in this process. I'd also like to recognize the work of our HR team for continuing to make improvements to our hiring process!

5. Executive Team Retreat

On May 9, the Executive team met to have an all-day retreat where we gained greater understanding of each other's communication styles and committed to improving the ways we communicate with one another. In addition we created both a shared vision for our team and our vision for the future of the organization.

6. DES Surplus Revenue

I have attached a summary of all Department of Enterprise Services (DES) surplus revenue for 2018. While these numbers are negative on the report, remember that it is reflecting a credit back to the accounts listed.



Renton Regional Fire Authority

Detail Report Account Detail

Date Range: 01/01/2018 - 12/31/2018

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Operating Fund								
001-369.10.06.702		Sale of Scrap/Junk/Surplus				0.00	-1,622.53	-1,622.53
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/26/2018	GLPKT00277	JE18-0258		Fire Hoses Surplus Proceeds			-92.82	-92.82
11/28/2018	GLPKT00457	JE18-0350		DES Check for Surplus - Discharge Pumps ...			-1,074.71	-1,167.53
12/10/2018	GLPKT00479	JE18-0357		Honda EW1000 Generator			-91.00	-1,258.53
12/26/2018	GLPKT00507	JE18-0366		Suplus - Honda EG5000 Generator			-364.00	-1,622.53
Total Fund: 001 - Operating Fund:				Beginning Balance: 0.00		Total Activity: -1,622.53	Ending Balance: -1,622.53	
Fund: 301 - Capital-Fleet Fund								
301-369.10.06.702		Sales of Surplus/Scrap/Junk				0.00	-28,921.25	-28,921.25
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/26/2018	GLPKT00277	JE18-0258		1996 E One Fire Engine Surplus Processs			-17,100.00	-17,100.00
08/15/2018	GLPKT00306	JE18-0272		1991 ISUZU Fire Truck Utility			-6,370.00	-23,470.00
10/15/2018	GLPKT00410	JE18-0330		1099 E One Fire Engine Surplus			-5,451.25	-28,921.25
Total Fund: 301 - Capital-Fleet Fund:				Beginning Balance: 0.00		Total Activity: -28,921.25	Ending Balance: -28,921.25	
Grand Totals:				Beginning Balance: 0.00		Total Activity: -30,543.78	Ending Balance: -30,543.78	

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Operating Fund	0.00	-1,622.53	-1,622.53
301 - Capital-Fleet Fund	0.00	-28,921.25	-28,921.25
Grand Total:	0.00	-30,543.78	-30,543.78



Governing Board Agenda Item

SUBJECT/TITLE: IT Expenditure Request

STAFF CONTACT: S. Babich, Chief Administration Officer

SUMMARY STATEMENT:

Presented for approval are eleven contracts for phase two of the IT stand up project.

FISCAL IMPACT:

Expenditure \$576,097 Revenue 0

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

Contracts for approval include:		
CDW-Gov Nutanix data servers	\$ 81,670.60	Right!Systems Implementation \$ 14,750.00
CDW-Gov Network servers	\$ 27,511.83	Tri-tec Mitel Telephone system \$ 52,565.04
CDW-Gov MS Office 365/SQL server	\$ 60,265.00	Tri-tec Implementation \$ 9,636.55
CDW-Gov NetMotion VPN server	\$ 49,567.82	CenturyLink Data (Annual) \$ 79,296.00
Right!Systems Cisco Meraki equipment	\$127,069.14	CenturyLink Voice (Annual) \$ 4,198.44
		ESRI Online \$ 19,566.90

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

IT expenditure explanation sheet

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move that the we approve the proposed IT expenditures in the amount of \$526,097 plus an additional \$50,000 in contingency and authorize the Fire Chief to sign applicable contracts and service agreements. Use of contingency funds in excess of \$1000 requires Board Chair authorization.

CDW-GOV		TOTAL 2019 Contract Cost
Nutanix Data Servers		\$81,670.60
Nutanix appliance to provide server functions for line of business applications, databases, and file storage Pricing includes hardware/software and licensing with support for 5 years.		
HP Network servers		\$27,511.83
HP Servers at Stations 12 and 13 to provide network user authentication, access privilege management, and network management. Pricing includes hardware, firewall firmware, licensing, support for 3 years, and installation at two locations.		
MS Office and SQL software licenses		\$60,265.00
The Microsoft Enterprise Agreement (EA) provides the RRFA with licenses for server operating systems and databases, and MS Office Licenses are paid on an annual basis during the 3-year agreement. Additional licenses are added on a per-user basis.		
NetMotion VPN Server and Software		\$49,567.82
Software Licenses to manage network connections for RRFA mobile computers. Pricing includes NetMotion Server, 100 perpetual NetMotion user licenses and support for three years.		
Right!Systems		
Cisco Meraki network and Wi-Fi equipment		\$127,069.14
Hardware and implementation services to build the RRFA WiFi Network, Network Security, and Internal Station Data Networks. Pricing includes hardware, licensing, and subscription for 5 years of support.		
Implementation (Professional Services)		\$14,750.00
Programming and configuration services to configure and install networking and WiFi hardware in all facilities.		
Tri-Tec		
Mitel PBX (Telephone controller & Phones)		\$52,565.04
Hardware (controller and phones), and licensing for new telephone system. Pricing includes two PBX controllers (primary and backup), software, handsets, and Mitel licensing.		
Implementation (Professional Services)		\$9,636.55
Programming and configuration services to implement the telephone and voicemail system in all facilities.		
CenturyLink		
CenturyLink MOE Data and Internet		\$79,296.00
Data Network Services to provide internet connectivity and station to station network connections. Costs shown is annual estimate		
CenturyLink Voice		\$4,198.44
Telephone service including 46 voice channels, LD (10K Minutes/Month), and 100 DIDs. Costs shown is estimated annual spend. Pricing includes two PBX controllers (primary and backup), software, handsets, and Mitel licensing.		
ESRI		
ArcGIS Online Services		\$19,566.90
Mapping and pre-incident planning software. Cloud based. Implementation/Launch support. 3 Days on site for configuration.		
TOTAL 2019 Contract Cost		\$526,097.32
Additional expenses as approved by Board Chair		\$50,000.00
Total Approval		\$576,097.32

Renton Regional Fire Authority Data and Voice Network Design

