



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, July 8, 2019

Fire Station #12 – 1209 Kirkland Ave. N.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 June 24, 2019](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 6/16/19 – 6/30/19, Payroll 6/1/19 – 6/15/19
- Signing of Vouchers
- Board Committee Reports
- [Chief's Report](#)
- Division Reports
- Correspondence
 - [Thank You Letter – Tukwila Fire](#)
- Unfinished Business
- New Business
 - [Governing Board Committee Formation](#)
- Good of the Order

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- Fire Station #12 Tour
- Executive Session
- Future Meetings:
 - Monday, July 22, 2019, 10:00 a.m., Governance Board Regular Meeting, Fire Station #17 (14810 S.E. Petrovitsky Rd., 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, June 24, 2019

Fire Station #11 – 211 Mill Ave. S., Renton

CALL TO ORDER AND FLAG SALUTE

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

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Vice Chair (Fire District 25)
Ed Prince (City of Renton)
Marcus Morrell (Fire District 25)
Don Persson (City of Renton)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Armondo Pavone, Chair (City of Renton)
Myron Meikle (Fire District 25)

Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Deputy Chief Roy Gunsolus, Fire Marshal Anjela Barton, Battalion Chiefs Will Aho, and Rick Myking, Captain Jim Ochs, Lieutenants Robbie Hyslop, and Dylan Gyll, Firefighters Boyer, and Donnell, Sr. HR Analyst Jennifer Zinck, Facilities Manager Kyle Kauzlarich, Communications Manager Katie Lewis and Administrative Secretary Linda Mann.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Persson to excuse the absent Board Members from the meeting. **MOTION CARRIED (4-0)**

AGENDA MODIFICATIONS

A request was made to move new business to after the consent agenda.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

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 Morrell to approve the minutes from the June 5, 2019 Special Meeting. **MOTION CARRIED (4-0)**

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A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Persson to approve the minutes from the June 10, 2019 Regular Meeting. **MOTION CARRIED (4-0)**

Approval of Vouchers

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

- AP Check Register 6/1/19 – 6/15/19, Payroll 5/16/19 – 5/31/19. **MOTION CARRIED (4-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for June 24, 2019.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- Congratulations are in Order: Renton RFA recognizes Jennifer Zinck, who recently received her Professional in Human Resources (PHR) certification through the HR Certification Institute, and is now a certified PHR.
- Senior Center Coffee: On Monday, June 17, Chief Marshall had the pleasure of spending time with several of the residents at the Renton Senior Center. They had coffee and talked about life while playing a game of bocce ball.
- Meeting with National Leadership: In a recent trip to Washington D.C., Chief Marshall joined other fire chiefs, Washington State Patrol and King County Sheriff members to meet with national leadership and discuss the future of emergency response and communication interoperability. Among those leaders were Congressman Rick Larsen, Congresswoman Suzanne Delbene, Congresswoman Dr. Kim Schrier, Senator Patty Murray and Senator Maria Cantwell. As a note, travel was covered by NORCOM.
- Meeting with Congressman Adam Smith: Congressman Adam Smith and Chief Marshall reviewed how Renton RFA is providing service to our constituents and discuss support needs. The conversation included issues of first responder interoperability, urban interface/wildland fire concerns, and effective management of non-emergency calls on emergency response. Chief Marshall outlined several ways Renton RFA is tackling these obstacles through strategic planning and strong relationships with other local agencies.
- Urban Interface Fire Prevention: Crews from Station 17 attended a home owners meeting in the Fairwood area to discuss things homeowners can do to create safe spaces around their home, including removal of natural vegetation and debris. FF Elliot has recently received training in wildland firefighting.
- EMS Advisory Committee: On Wednesday, June 19, Chief Marshall attended the EMS Advisory Committee meeting. This meeting focused on BLS and ALS allocations for the Medic One levy. There was considerable discussion on Core Services Grants and challenges with smaller ALS programs ability to contain costs with increased labor costs.
- Information Technology Transition Update: As the Board has noticed in our vouchers, we have paid for and received the first round of hardware and are working to install it.
- Governance Board Notifications: In keeping in line with our procurement process and policy, Chief Marshall is notifying the Board of the following purchases: Stryker Cot

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Maintenance Contract for \$20,687.40, and Commercial Office Interiors – KCDA for \$28,886.25. These have already been shown on vouchers.

- KCFCA Diversity Initiative Conference: Chief Marshall has included results of a survey that was conducted after the Diversity Workshop that he led for King County Fire Chiefs, HR professionals, and community leaders. The outcomes were not really a surprise to him and they are the reasons why he is continuing to push for increased community engagement and recruitment.
- Meeting with RPD Chief VanValey: Continuing with collaborative efforts between the RRFA and Renton Police to provide the highest level of safety and service to our community, Chief Marshall met with Police Chief Ed VanValey. They discussed protocol for Naloxone administration, Fourth of July fireworks ban enforcement, and ways to better communicate when there is cross-over between our respective agencies.
- Fatal Shootings in Downtown Renton: On Sunday, June 16 at 10:15 PM, RRFA crews responded to a shooting that took place at Cheers on the corner of S 2nd & Williams. This is the third shooting in three shifts. The previous two shootings include a self-inflicted gunshot, and a homicide.

DEPARTMENT 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

Governing Board Committee Formation

A request was made to have a discussion to determine the potential frequency in conducting committee meetings for specific areas, including, but not limited to: Fleet and Facilities Capital Purchase and Planning, Annual Budget and Finance. This may allow for streamlining of regular meetings by conducting conversations of greater depth and specificity with staff prior to an item coming before the entire Board.

Since not all Board Members were present, it was decided to table this discussion until the next meeting.

Request for IT Equipment Procurement

Phase two of our IT stand up includes procurement of additional IT equipment including desktops, laptops, and mobile data terminals. This will replace approximately 80% of our existing equipment and will allow us to stand up and test our new IT system side-by-side while continuing to run computers on the City's network.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Persson to authorize the purchase of IT hardware as proposed in the attached CDW-G quote. **MOTION CARRIED (4-0)**

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Fire Station #11 Basement Remodel:

This is the first phase of tenant improvement projects at FS11. We will be relocating the exercise room to the basement to allow future expansion of office space, laundry facilities, and a conference room in 2020. The basement space was not previously usable in 2018 due to occupation under lease by Renton Police.

Through the RFQ process, we have secured an architecture firm (Broderick Architects) to plan and create documentation for all future remodel projects. We solicited bids for the Fire Station #11 remodel, and Alegis Construction won the bid.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Morrell to approve the Alegis Construction contract for Chief Marshall to sign. **MOTION CARRIED (4-0)**

GOOD OF THE ORDER

Deputy Chief Chuck DeSmith, Facilities Manager Kyle Kauzlarich, and Captain Jim Ochs provided the Governance Board with a tour of Fire Station 11.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

The next meeting is scheduled for Monday, July 8, 2019, 10:00 a.m. at Fire Station #12 (1209 Kirkland Ave. N.E., Renton).

ADJOURNMENT

The meeting adjourned at 10:58 a.m.

Armondo Pavone, Board Chair

Linda Mann, Administrative Secretary

VOUCHER APPROVAL FOR JULY 8TH, 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 \$409,183.85, payroll vouchers and direct deposits totaling \$547,452.50.

A/P Vouchers	Payment Date	Numbers	Amount
Checks	06/16/2019 - 06/30/2019	11152-11190	\$103,702.49
EFTs	06/16/2019 - 06/30/2019		\$185,265.00
Bank Drafts	06/16/2019 - 06/30/2019		\$120,216.36
TOTAL A/P			\$409,183.85
Payroll Vouchers	Payroll Date	No. of Vouchers	Amount
Direct Deposits	6/25/2019	163	\$547,452.50
Payroll Checks	6/25/2019	0	\$0.00
TOTAL PAYROLL		163	\$547,452.50
TOTAL CLAIMS			\$956,636.35

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: July 8, 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. Congratulations are in Order

Job well done to Firefighters Andrew Harm and Ben Garretson who passed their 3A JATC test. They only have one more to go to achieve Journeyman status. In addition, Hector Luevano successfully completed his 2A and Nguyen Le completed his 2B step.

2. Recruit Graduation

On June 27, 2019, we graduated 8 recruits who are now officially Renton Firefighters. Of note:

Cody Olson was one of four selected for the Chief's Company

3. Firefighter Hiring

We have made 8 formal job offers that have been accepted and we had the opportunity to add a ninth to the Fall Recruit Academy. That person is currently in backgrounds. Adding these 9 new firefighters will allow for us to get close to our full staffing level by February 1 of 2020. Until that time, we will continue to staff vacant positions with overtime and off-set the cost with budgeted position salary. Of note also is the fact that we are pushing both the capacity of the Academy and our ability as an organization to support new members by this aggressive hiring schedule. Our situation is common with several area fire departments.

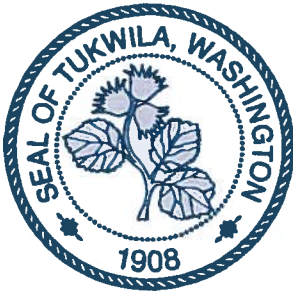
4. July 4th Staffing Plan

This year, a staffing plan was put into effect for coverage at Gene Coulon Park and for patrolling the city for fireworks enforcement. Staffing coverage of Gene Coulon Park included 2 Inspectors, 3 Divers from our dive unit and an Aid crew. Our enforcement teams continued the "Zero Tolerance" approach to fireworks from last year, collecting any and all fireworks they came across. Several members of the RRFA joined with Renton Police to make public service announcements that we hope will continue our campaign to inform

residents of the rules surrounding fireworks and the Fourth of July. Statistics for this year will be available later this afternoon.

5. Fire Station 14 Training Ground Improvement

Chief Gunsolus and Chief DeSmith have put their efforts into improving the Training Grounds over the last two years to better serve the growing use of our Training Division. Fire Station 14 is part of a bigger picture, and we have focused on making this facility one of the best to serve: *The Pump/Engineer Academy, Ventilation props, Haz-Mat Training, forcible entry, and Tower prop use.*



City of Tukwila

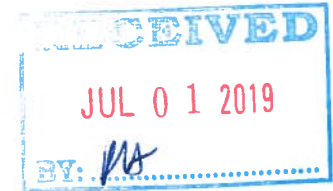
Fire Department

Allan Ekberg, Mayor

Jay C. Wittwer, Fire Chief

April 9, 2019

Chief Rick Marshall
Renton Regional Fire Authority
1055 S Grady Way
Renton, WA 98057



Re: TF19-2757 LPG Tank (CRF19-7998); 1201 Andover Park East, Tukwila WA

On the evening of June 13th, a source of reported gas odor was discovered in an underground LPG tank. Over the course of several days, the scene was made safe. An expert contractor on LPG tanks assessed the situation and determined that a faulty pipe could lead to a potentially dangerous situation. Tukwila Fire Department received assistance from Puget Sound and Renton Regional Fire Authorities during the mitigation planning and incident response. Much of June 15th was spent planning how to mitigate the emergency and operations took place on the morning of the 16th.

I would like to express my sincere appreciation for the assistance of these two agencies in bringing their expertise to our aid. We are fortunate, in this region, to have relationships that support all communities. In the future, Tukwila Fire Department is here to assist our neighbors in similar situations.

We would like to acknowledge the below key players who assisted us with this event:

Renton RFA- Mark Seaver, Brett Bigger, Josh Downing

Puget Sound RFA- Kyle Ohashi, Keith Keppler, Jeff Richardson, Jeff Didonato, Jenny Keiser

Regards,

Jay C. Wittwer
Tukwila Fire Department



Governing Board Agenda Item

SUBJECT/TITLE: Governing Board Committee Formation

STAFF CONTACT: Pavone

SUMMARY STATEMENT:

Board conversation and determination of potential efficiency in conducting committee meetings for specific areas, including, but not limited to: Fleet and Facilities Capital Purchase and Planning, Annual Budget and Finance. This may allow for streamlining of regular meetings by conducting conversations of greater depth and specificity with staff prior to an item coming before the entire Board.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Bring to Board for discussion

Determination of need, frequency, and if Board meetings could reduce the number of regular meetings needed.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

As determined by the Board