



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, July 22, 2019

Fire Station #17 – 14810 S.E. Petrovitsky Rd., 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 July 8, 2019](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 7/1/19 – 7/15/19, Payroll 6/15/19 – 6/30/19
- Signing of Vouchers
- Board Committee Reports
- [Chief's Report](#)
- Division Reports
 - [Communications Report](#)
 - Financial Report
 - [Balance Sheet as of 6.30.19](#)
 - [Financial Report by Expenditure Type](#)
 - [Financial Report by Division](#)
 - [Fire Marshal Report](#)
 - [Response Operations Report](#)
- Correspondence

GOVERNANCE BOARD REGULAR MEETING AGENDA

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- Unfinished Business
 - [Governing Board Committee Formation and Bylaws](#)
- New Business
 - [RRFA 2020 Budget Calendar](#)
 - [Professional IT Services Contract](#)
- Good of the Order
 - Fire Station #17 Tour
- Executive Session
 - *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 pursuant to RCW 42.30.110(i), To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.*
- Future Meetings:
 - Monday, August 12, 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, July 8, 2019

Fire Station #12 – 1209 Kirkland Ave. N.E., Renton

CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Pavone called the Regular Meeting to order at 10:01 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)

Governance Board Members Not Present:

Kerry Abercrombie, Vice Chair (Fire District 25)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Fire Marshal Anjela St. John, Battalion Chiefs Bob Homan, Kevin Anderson, and Will Aho, Captain Steve Winter, Lieutenant Chris Krystofiak, Facilities Manager Kyle Kauzlarich, Fleet Manager Brice Callaway, Communications Manager Katie Lewis, Administrative Supervisor Christine Noddings, and Administrative Secretary Linda Mann.

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

At 10:09 a.m., Board Member Sartnurak arrived.

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 Meikle to approve the consent agenda for July 8, 2019. **MOTION CARRIED (5-0)**

GOVERNANCE BOARD REGULAR MEETING MINUTES

July 8, 2019

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SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for July 8, 2019.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- 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.
- Recruit Graduations: 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 Chiefs Company.
- 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.
- 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.
- 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.*

DEPARTMENT REPORTS

There were no department reports.

CORRESPONDENCE

We received a thank you letter from Tukwila Fire for our efforts in assisting them with a HazMat incident on June 13th.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Governing Board Committee Formation

GOVERNANCE BOARD REGULAR MEETING MINUTES

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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.

After further discussion, the Board was in agreement that separate committees should be created for things such as Finance, Fleet and Facilities. Counsel stated that a resolution would need to be drafted to amend the by-laws that are currently in place regarding committees.

Chief Marshall is going to work with the executive team to decide what committees need to be formed and bring the ideas back to the Board.

No action was taken.

GOOD OF THE ORDER

Board Member Sartnurak thanked Chief Marshall for the efforts that the crews provided at a condo fire in the Fairwood area in the early hours of July 5th.

Deputy Chief Chuck DeSmith, Facilities Manager Kyle Kauzlarich, and Captain Steve Winter provided the Governance Board with a tour of Fire Station 12.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

The next meeting is scheduled for Monday, July 22, 2019, 10:00 a.m. at Fire Station #17 (14810 S.E. Petrovitsky Rd., Renton).

ADJOURNMENT

There was no additional action taken so the meeting was adjourned at 10:27 a.m.

Armondo Pavone, Board Chair

Linda Mann, Administrative Secretary

VOUCHER APPROVAL FOR JULY 22ND, 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 \$977,080.91, payroll vouchers and direct deposits totaling \$562,327.77

A/P Vouchers	Payment Date	Numbers	Amount
Checks	07/01/2019 - 07/15/2019	11191-11215	\$318,831.82
EFTs	07/01/2019 - 07/15/2019		\$225,434.73
Bank Drafts	07/01/2019 - 07/15/2019		\$432,814.36
TOTAL A/P			\$977,080.91
Payroll Vouchers	Payroll Date	No. of Vouchers	Amount
Direct Deposits	7/10/2019	167	\$562,101.77
Payroll Checks	7/10/2019	1	\$226.00
TOTAL PAYROLL		168	\$562,327.77
TOTAL CLAIMS			\$1,539,408.68

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 22, 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 Carl Pedersen as Firefighter of the 2nd Quarter, Dan Hawkins as Officer of the 2nd Quarter, and Kyle Kauzlarich as Civilian of the 2nd Quarter! Carl, Dan and Kyle consistently exemplify our core values, and we appreciate their dedication to our department and community.

2. New Office of the Fire Marshal Member

We are pleased to welcome our new Deputy Fire Marshal, Nathaniel Savel, to our organization.

Nathaniel was born and raised in Palmer, Alaska. He joined the fire service at age 17 as a volunteer firefighter and then was hired as a wildland firefighter at 18. He then went on to attend the University of Alaska Fairbanks, where he earned an Associate's Degree in Fire Science and is completing his Bachelor's in Emergency Management and Homeland Security. While at UAF, he worked for the University Fire Department as a firefighter/EMT, and later joined the Fire Marshal's Office as a Fire and Life Safety Technician. When not working, he enjoys skiing, hiking and playing hockey. He looks forward to serving the citizens with the Renton Regional Fire Authority and is thankful for this amazing opportunity.



3. Lunch with the Mayor

On Thursday, July 11, the mayor and I met to discuss RRFA/City transitions and governance issues related to Valley Communications Center.

4. I-405 City of Renton/WSDOT Executive Meeting

On Monday, July 15, I met with City employees and WSDOT staff to discuss the construction schedule and impacts to proposed modifications to the I-405 system through Renton. Construction could begin as soon as next year, but they must first evaluate bids that are due in August.

5. Cammack Fiduciary Training

On Tuesday, July 16, I attended a fiduciary training with the Cammack group for our TIAA 457 retirement plan. This training is required annually to ensure that fiduciaries are continually acting in the best interest of plan participants.

6. Meeting with Valley Communications Center Operations

On Wednesday, July 17, I visited with Chief Morris (Puget Sound Fire) and Valley Communications Center Director Lora Ueland to discuss operations, finance, and governance issues. The meeting was productive. The RFA is no longer considered an owner of Valley Comm, but a contract agency. We are working to build a service level agreement to help justify costs to the RFA.

7. Bid Law Requirement Changes

Washington State Bid Law requirements are changing on July 28th. The staff will be preparing an updated procurement policy to present at a future meeting.



COMMUNICATIONS REPORT

Social Media Followers **by** **Platform**

Social Media Channel	Follower Count (Total Q2, 2019)	Change From Q2 2018
Facebook	3,935	+14%
Twitter	1,817	+37%
Instagram	635	+35%

Total Followers as of **Q2 2019**:

6,457 | **+24%**

Social Media Post Likes **by** **Platform**

Social Media Channel	Post Likes Count (Total Q2, 2019)	Change From Q2 2018
Facebook	2,894	-19%
Twitter	233	+8%
Instagram	584	+21%

Q1 & Q2 **2019**

Transitioning out of the military?

SEE YOURSELF IN THE FIRE SERVICE

Website Stats

[Learn More](#)

Your input is important to us. Let us know your thoughts →



Latest Updates

Upcoming Events

Stat Type	Q2 2019 Stat Total	Change from Q2 2018
Users	9,982	+7%
Sessions	17,830	+22%
Pageviews	39,819	+16%
Pages Per Session (average)	2.23	-7%
Bounce Rate (average)	50.07%	+4%

Total Unique Blog Posts **Q2 2019:**

20 | +10%

E-Newsletter: Community Connection

As of 2019, our e-newsletter is now open for sign-up via our website. Previously, it had been distributed exclusively to local HOAs.

2019/2020 will see further fine-tuning of newsletter content as well as additional promotion to garner more general subscribers.

Total Q2 Subscribers:

76



Q2 Project Highlights



Original mock-up designed by Communications.

Updated Building Signage

Communications was brought into this sign project to aid with the design and implementation of an interior sign for Station 15. To maintain consistent branding throughout the organization, additional stations also received installation in January 2019.

Event Photography



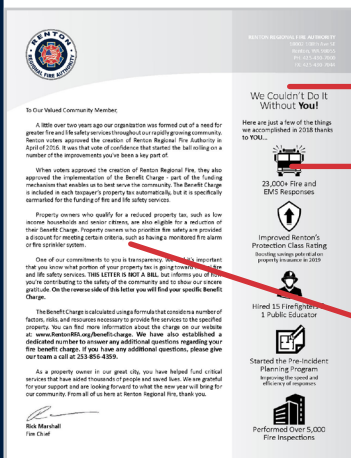
Station 15 Opening Day

New FBC Letter Format

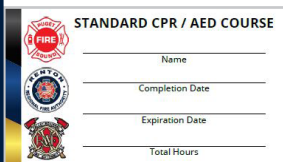
Updated, full-letter design

Easy to absorb accomplishments from the previous year to illustrate clear value

Clear descriptions and personable messaging from the Fire Chief



Community Certificate of Appreciation



Regional CPR & First Aid Program

We worked with leadership from PSRFA and VRFA to develop a regional cpr/ first aid program. Communications role included generating the automated event management tool (EventBrite), creating co-branded graphics, completion cards, power point template, etc., creating a central document repository, and training partner administrators to use the tool.



First Annual Scout Night



Member Promotions

Event Photography



Station 15 Ribbon Cutting

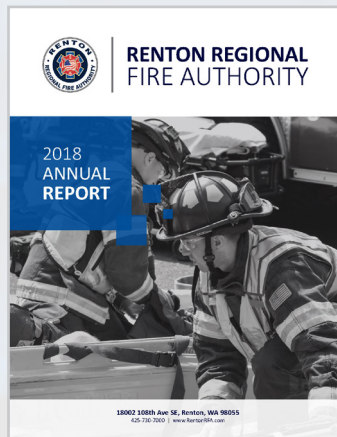


Airport Drill



Fire Academy 7 Graduation

Q2 Project Highlights *(continued)*



2018 Annual Report

The 2018 Annual Report deviated from previous formats and appearances, including updated branding, a focus on key data highlights throughout, and a new brochure print format. The design included feedback from the Citizen Advisory Panel.



Vehicle Rebranding

Communications works closely with Fleet to ensure that vehicles in need of new branding or rebranding adhere to the vehicle standards set forth by the Renton RFA brand manual. Q2 included brand updates to a new brush vehicle.

Pending/Upcoming Projects

- Station building glass updates (90% complete)
- Renton RFA challenge coins (Q3 completion)
- Bi-Annual print newsletter (September issue deadline)
- Web and social media archiving tool (implemented Q3)
- 2020 Communications budget (Q3)
- New press release website archive (launched Q3)
- Public education website section development



Renton Regional Fire Authority

Balance Sheet Account Summary As Of 06/30/2019

Account	Name	Balance
Fund: 001 - Operating Fund		
Assets		
001-111.10.10.000	Claim on Cash	21,754,709.14
001-111.10.11.004	Other Receivable	6,338.53
	Total Assets:	21,761,047.67
		<u>21,761,047.67</u>
Liability		
001-231.50.20.111	Wages Payable	0.00
001-231.50.20.112	Workers Comp Payable	14,302.03
001-231.50.20.113	Pension Retirement Payable	0.00
001-231.50.20.114	Deferred Comp Payable	0.00
001-231.50.20.115	Group Life Insurance Payable	28.28
001-231.50.20.116	Medical Insurance Payable	12,831.39
001-231.50.20.117	Garnishment Payable	0.00
001-231.50.20.126	Other Payroll Deduction Payable	0.00
001-231.50.20.127	WA Paid Leave Payable	42,750.51
001-231.50.20.131	PY Correction Payable	0.00
001-231.70.20.103	Use/Retail Tax Payable	0.00
001-231.70.20.111	Federal Payroll Tax Payable	0.00
001-231.90.20.120	Union Dues Payable - AFSCME	0.00
001-231.90.20.121	Union Dues Payable - IAFF	0.00
001-231.90.20.123	MERP Payable	0.00
001-231.90.20.124	125 Plan Holding	5,756.94
001-231.90.20.128	AP Pending	137,112.52
001-231.90.20.130	Other Payable	0.00
001-231.90.20.140	Unapplied Credit	15.00
001-239.90.20.190	Clearing Account	504.13
	Total Liability:	213,300.80
Equity		
001-288.00.30.200	Fund Balance - Unassigned	16,965,060.39
	Total Beginning Equity:	16,965,060.39
Total Revenue		22,603,682.36
Total Expense		18,020,995.88
Revenues Over/Under Expenses		4,582,686.48
	Total Equity and Current Surplus (Deficit):	21,547,746.87
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>21,761,047.67</u>

Balance Sheet

As Of 06/30/2019

Account	Name	Balance	
Fund: 002 - Contingency Fund			
Assets			
002-111.10.10.000	Claim on Cash	191,658.11	
	Total Assets:	191,658.11	191,658.11
Liability			
002-231.90.20.128	AP Pending	0.00	
002-239.90.20.190	Clearing Account	0.00	
	Total Liability:	0.00	
Equity			
002-288.00.30.200	Fund Balance - Unassigned	194,070.32	
	Total Beginning Equity:	194,070.32	
Total Revenue		2,150.35	
Total Expense		4,562.56	
Revenues Over/Under Expenses		-2,412.21	
	Total Equity and Current Surplus (Deficit):	191,658.11	
	Total Liabilities, Equity and Current Surplus (Deficit):		191,658.11

Balance Sheet

As Of 06/30/2019

Account	Name	Balance	
Fund: 003 - Operating Reserve Fund			
Assets			
003-111.10.10.000	Claim on Cash	877,794.53	
	Total Assets:	877,794.53	877,794.53
Liability			
003-231.90.20.128	AP Pending	0.00	
003-239.90.20.190	Clearing Account	0.00	
	Total Liability:	0.00	
Equity			
003-288.00.30.200	Fund Balance - Unassigned	0.00	
	Total Beginning Equity:	0.00	
Total Revenue		877,794.53	
Total Expense		0.00	
Revenues Over/Under Expenses		877,794.53	
	Total Equity and Current Surplus (Deficit):	877,794.53	
	Total Liabilities, Equity and Current Surplus (Deficit):		877,794.53

Balance Sheet

As Of 06/30/2019

Account	Name	Balance	
Fund: 301 - Capital-Fleet Fund			
Assets			
301-111.10.10.000	Claim on Cash	4,197,143.75	
	Total Assets:	4,197,143.75	<u>4,197,143.75</u>
Liability			
301-231.90.20.128	AP Pending	0.00	
	Total Liability:	0.00	
Equity			
301-288.00.30.200	Fund Balance - Unassigned	3,027,181.14	
	Total Beginning Equity:	3,027,181.14	
Total Revenue		1,169,962.61	
Total Expense		0.00	
Revenues Over/Under Expenses		1,169,962.61	
	Total Equity and Current Surplus (Deficit):	4,197,143.75	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>4,197,143.75</u>

Balance Sheet

As Of 06/30/2019

Account	Name	Balance	
Fund: 302 - Capital-Facilities Improvement Fund			
Assets			
302-111.10.10.000	Claim on Cash	971,920.09	
	Total Assets:	971,920.09	971,920.09
Liability			
302-231.90.20.128	AP Pending	0.00	
	Total Liability:	0.00	
Equity			
302-288.00.30.200	Fund Balance - Unassigned	534,063.65	
	Total Beginning Equity:	534,063.65	
Total Revenue		492,853.35	
Total Expense		54,996.91	
Revenues Over/Under Expenses		437,856.44	
	Total Equity and Current Surplus (Deficit):	971,920.09	
	Total Liabilities, Equity and Current Surplus (Deficit):		971,920.09

Balance Sheet

As Of 06/30/2019

Account	Name	Balance	
Fund: 303 - Capital-Equipment Fund			
Assets			
303-111.10.10.000	Claim on Cash	1,062,680.79	
	Total Assets:	1,062,680.79	<u>1,062,680.79</u>
Liability			
303-231.90.20.128	AP Pending	0.00	
	Total Liability:	0.00	
Equity			
303-288.00.30.200	Fund Balance - Unassigned	904,910.11	
	Total Beginning Equity:	904,910.11	
Total Revenue		199,592.98	
Total Expense		41,822.30	
Revenues Over/Under Expenses		157,770.68	
	Total Equity and Current Surplus (Deficit):	1,062,680.79	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>1,062,680.79</u>

Balance Sheet

As Of 06/30/2019

Account	Name	Balance	
Fund: 304 - Capital-IT Fund			
Assets			
304-111.10.10.000	Claim on Cash	339,959.52	
	Total Assets:	339,959.52	339,959.52
Liability			
304-231.90.20.128	AP Pending	0.00	
	Total Liability:	0.00	
Equity			
304-288.00.30.200	Fund Balance - Unassigned	407,033.03	
	Total Beginning Equity:	407,033.03	
Total Revenue		305,539.82	
Total Expense		372,613.33	
Revenues Over/Under Expenses		-67,073.51	
	Total Equity and Current Surplus (Deficit):	339,959.52	
	Total Liabilities, Equity and Current Surplus (Deficit):		339,959.52

Balance Sheet

As Of 06/30/2019

Account	Name	Balance	
Fund: 999 - Pooled Cash Fund			
Assets			
999-110.10.10.000	Pooled Cash - Warrants	-105,335.40	
999-110.10.10.001	Pooled Cash - Payroll	0.00	
999-110.10.10.002	Pooled Cash - Misc	-123.00	
999-110.10.10.003	Pooled Cash - KCIP	29,614,779.58	
999-131.00.11.010	Due From Operating Fund (001)	137,112.52	
999-131.00.11.011	Due From Contingency Fund (002)	0.00	
999-131.00.11.012	Due From Operating Reserve Fund (003)	0.00	
999-131.00.11.013	Due From Special Revenue Fund (101)	0.00	
999-131.00.11.014	Due From Capital Fleet Fund (301)	0.00	
999-131.00.11.015	Due From IAFF H&W Program Fund (601)	0.00	
999-131.00.11.016	Due From Capital Facilities Imp Fund (302)	0.00	
999-131.00.11.017	Due From Capital Equip Fund (303)	0.00	
999-131.00.11.018	Due From Captial IT Fund (304)	0.00	
999-131.00.11.019	Due From SKC CPR Fund (631)	0.00	
	Total Assets:	29,646,433.70	<u>29,646,433.70</u>
Liability			
999-213.10.20.100	AP Control	137,112.52	
999-225.00.20.101	Due To Other Funds	29,509,321.18	
999-239.90.20.190	Clearing Account	0.00	
	Total Liability:	29,646,433.70	
Equity			
999-288.00.30.200	Fund Balance - Unassigned	0.00	
	Total Beginning Equity:	0.00	
	Total Equity and Current Surplus (Deficit):	0.00	
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>29,646,433.70</u>	



Renton Regional Fire Authority

Budget Report

Group Summary

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 001 - Operating Fund						
Revenue						
100 - Property Tax	16,974,637.00	16,974,637.00	67,439.36	8,789,828.43	-8,184,808.57	51.78 %
101 - Property Tax - Delinquent	165,888.00	165,888.00	5,079.64	122,078.82	-43,809.18	73.59 %
102 - Leasehold Excise Taxes	20,000.00	20,000.00	5,690.81	10,634.56	-9,365.44	53.17 %
103 - KC EMS Levy	1,526,163.00	1,526,163.00	0.00	1,447,480.00	-78,683.00	94.84 %
104 - Fire Benefit Charge	17,168,584.00	17,168,584.00	57,533.52	8,880,776.11	-8,287,807.89	51.73 %
105 - Fire Benefit Charge - Delinquent	217,875.00	217,875.00	3,121.10	136,081.96	-81,793.04	62.46 %
106 - FD 40 Contract	5,190,769.00	5,190,769.00	0.00	2,595,384.50	-2,595,384.50	50.00 %
107 - Fire Protection Services - Schools	28,200.00	28,200.00	0.00	29,109.57	909.57	103.23 %
200 - Training Reimburse	14,769.00	14,769.00	0.00	3,490.25	-11,278.75	23.63 %
203 - Ambulance Services Contract	60,000.00	60,000.00	0.00	25,000.00	-35,000.00	41.67 %
207 - Private Sector Overtime Reimb	0.00	0.00	6,997.38	9,243.85	9,243.85	0.00 %
208 - DNR Deployment Reimb	0.00	0.00	0.00	35,145.48	35,145.48	0.00 %
300 - Reinspection Fee	13,000.00	13,000.00	450.00	6,705.00	-6,295.00	51.58 %
301 - Inspection Overtime Reimburse	1,000.00	1,000.00	0.00	625.00	-375.00	62.50 %
303 - Fire Code Permits	189,700.00	189,700.00	2,400.00	237,600.00	47,900.00	125.25 %
304 - Construction Permits	25,000.00	25,000.00	1,002.95	9,864.82	-15,135.18	39.46 %
305 - Fire Protection System Permits	90,000.00	90,000.00	3,756.59	33,346.71	-56,653.29	37.05 %
306 - False Alarm	10,000.00	10,000.00	600.00	7,360.00	-2,640.00	73.60 %
307 - Tech Fee	3,400.00	3,400.00	0.00	0.00	-3,400.00	0.00 %
400 - Investment Income	100,000.00	100,000.00	45,261.54	173,029.80	73,029.80	173.03 %
500 - Private Contribution/Donation	0.00	0.00	0.00	400.00	400.00	0.00 %
600 - Rents - Received	17,500.00	17,500.00	1,451.54	8,709.24	-8,790.76	49.77 %
700 - Misc Fire Revenue	0.00	0.00	0.00	1,154.60	1,154.60	0.00 %
701 - Jury Duty Reimburse	0.00	0.00	0.00	16.00	16.00	0.00 %
702 - Sale of Scrap/Junk	3,000.00	3,000.00	260.55	535.37	-2,464.63	17.85 %
704 - Insu Recoveries for Non Capital Assets	0.00	0.00	131.21	2,561.60	2,561.60	0.00 %
706 - Late Fee & Penalty	1,120.00	1,120.00	175.00	3,775.00	2,655.00	337.05 %
707 - Vendor Rebate	0.00	0.00	882.22	3,450.69	3,450.69	0.00 %
900 - WA State Grants from Other Agencies	0.00	0.00	0.00	7,666.00	7,666.00	0.00 %
901 - Federal Grants Indirect	6,618.00	6,618.00	0.00	0.00	-6,618.00	0.00 %
902 - FEMA Public Assistance Disaster Grant	0.00	0.00	0.00	22,629.00	22,629.00	0.00 %
Revenue Total:	41,827,223.00	41,827,223.00	202,233.41	22,603,682.36	-19,223,540.64	54.04 %
Expense						
100 - Salaries	19,105,964.00	19,105,964.00	1,418,618.68	8,996,452.56	10,109,511.44	47.09 %
101 - Separation Pay	350,000.00	350,000.00	30,739.40	147,116.98	202,883.02	42.03 %
110 - Overtime	2,068,228.00	2,068,228.00	283,566.13	1,359,535.04	708,692.96	65.73 %
111 - Acting Pay Overtime	46,869.00	46,869.00	3,377.89	31,864.05	15,004.95	67.99 %
112 - Promotions/Onboarding Overtime	49,129.00	49,129.00	3,519.59	49,422.03	-293.03	100.60 %
113 - Explorer Program Overtime	6,162.00	6,162.00	0.00	3,221.06	2,940.94	52.27 %
114 - Meeting Overtime	85,763.00	85,763.00	2,204.03	14,041.16	71,721.84	16.37 %
115 - Physicals Overtime	29,918.00	29,918.00	0.00	491.61	29,426.39	1.64 %
116 - Community Outreach Overtime	67,949.00	67,949.00	0.00	18,364.16	49,584.84	27.03 %
117 - Union Business Overtime	12,000.00	12,000.00	726.84	3,629.95	8,370.05	30.25 %
118 - FDCARES Overtime	0.00	0.00	13,720.80	53,947.84	-53,947.84	0.00 %
200 - FICA	459,623.00	459,623.00	34,206.05	210,870.97	248,752.03	45.88 %
201 - Workers Comp	827,938.00	827,938.00	69,332.47	377,109.52	450,828.48	45.55 %
202 - Paid Medical/Family Leave	31,735.00	31,735.00	2,576.92	15,678.82	16,056.18	49.41 %
210 - Pension Retirement	1,350,304.00	1,350,304.00	105,569.17	640,573.64	709,730.36	47.44 %
220 - Group Life Insurance	46,598.00	46,598.00	3,556.54	21,247.31	25,350.69	45.60 %
221 - Longterm Disability	22,401.00	22,401.00	1,522.23	8,965.21	13,435.79	40.02 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetai...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
230 - Medical Insurance	3,444,615.00	3,444,615.00	239,018.01	1,413,928.67	2,030,686.33	41.05 %
231 - Medical Insurance - LEOFF	49,375.00	49,375.00	5,813.21	31,464.16	17,910.84	63.72 %
232 - VEBA	681,880.00	681,880.00	49,219.01	297,147.43	384,732.57	43.58 %
233 - MERP	133,200.00	133,200.00	10,650.00	64,050.00	69,150.00	48.09 %
240 - Uniform Allowance	165,941.00	165,941.00	0.00	157,320.89	8,620.11	94.81 %
241 - Health & Wellness	17,760.00	17,760.00	1,400.00	8,390.00	9,370.00	47.24 %
300 - Office Supplies	22,470.00	22,470.00	1,274.62	11,285.41	11,184.59	50.22 %
301 - Recognition Supplies	550.00	550.00	0.00	286.55	263.45	52.10 %
302 - Manuals/Books	11,100.00	11,100.00	93.60	7,505.29	3,594.71	67.62 %
303 - Uniforms	3,780.00	3,780.00	105.27	2,116.77	1,663.23	56.00 %
304 - Food	6,370.00	6,370.00	448.00	2,859.18	3,510.82	44.89 %
305 - Branding Supplies	10,000.00	10,000.00	76.06	7,778.90	2,221.10	77.79 %
306 - Misc Supplies	13,962.00	13,962.00	1,591.50	2,794.10	11,167.90	20.01 %
310 - Unleaded Fuel	600.00	600.00	0.00	1,993.54	-1,393.54	332.26 %
312 - Lube Oil	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
320 - Small Tools	199,399.00	199,399.00	9,359.93	49,893.50	149,505.50	25.02 %
321 - Computer/Electronics	152,545.00	152,545.00	0.00	10,499.95	142,045.05	6.88 %
322 - Software	47,000.00	47,000.00	0.00	570.75	46,429.25	1.21 %
323 - PPE/Safety Gear	331,318.00	331,318.00	30,002.53	96,075.79	235,242.21	29.00 %
330 - Operating Supplies	181,573.00	181,573.00	10,341.63	58,407.63	123,165.37	32.17 %
331 - Repair Parts	54,960.00	54,960.00	2,079.76	6,659.38	48,300.62	12.12 %
340 - Furnishings	59,145.00	59,145.00	1,032.77	48,975.13	10,169.87	82.81 %
350 - Appliance	4,200.00	4,200.00	0.00	2,666.09	1,533.91	63.48 %
400 - Professional Services	1,789,528.00	1,789,528.00	39,338.77	432,893.61	1,356,634.39	24.19 %
401 - Legal Services	125,000.00	125,000.00	2,676.00	27,865.72	97,134.28	22.29 %
402 - Health Services	134,000.00	134,000.00	0.00	21,375.00	112,625.00	15.95 %
403 - Branding Services	8,000.00	8,000.00	0.00	169.20	7,830.80	2.12 %
404 - Accounting/Auditing	25,000.00	25,000.00	0.00	6,955.47	18,044.53	27.82 %
405 - Cash Mgmt Fees	8,400.00	8,400.00	948.87	4,150.60	4,249.40	49.41 %
406 - Advertising	3,000.00	3,000.00	0.00	806.09	2,193.91	26.87 %
407 - ILA	2,495,995.00	2,495,995.00	0.00	0.00	2,495,995.00	0.00 %
408 - IT Services	0.00	0.00	0.00	39,405.50	-39,405.50	0.00 %
410 - Postage/Shipping	10,489.00	10,489.00	161.65	1,941.49	8,547.51	18.51 %
412 - Telephone	30,390.00	30,390.00	1,731.16	7,312.80	23,077.20	24.06 %
413 - Data Plan	9,540.00	9,540.00	682.66	2,613.41	6,926.59	27.39 %
420 - Travel	82,679.00	82,679.00	1,672.61	19,730.01	62,948.99	23.86 %
421 - Mileage	1,770.00	1,770.00	0.00	0.00	1,770.00	0.00 %
430 - Training/Registration	94,716.00	94,716.00	10,006.18	46,176.38	48,539.62	48.75 %
440 - Repair/Maint	50,800.00	50,800.00	676.24	13,241.25	37,558.75	26.07 %
450 - Liability Insurance	160,550.00	160,550.00	0.00	5,826.00	154,724.00	3.63 %
451 - Property Tax	0.00	0.00	0.00	269.25	-269.25	0.00 %
460 - FBC Collection Fee	330,000.00	330,000.00	0.00	91,748.45	238,251.55	27.80 %
461 - Licenses/Permits/Fees	155,500.00	155,500.00	0.00	291.65	155,208.35	0.19 %
462 - Memberships	11,851.00	11,851.00	908.00	3,447.00	8,404.00	29.09 %
463 - Subscriptions	45,399.00	45,399.00	495.36	9,851.69	35,547.31	21.70 %
464 - Printing Services	4,500.00	4,500.00	0.00	487.21	4,012.79	10.83 %
465 - Misc Contracts	130,248.00	130,248.00	29,602.92	77,970.12	52,277.88	59.86 %
466 - Meal/Incidental Expense	6,120.00	6,120.00	375.00	5,133.26	986.74	83.88 %
467 - Certification	16,379.00	16,379.00	100.00	7,855.00	8,524.00	47.96 %
473 - Waste Disposal	30,000.00	30,000.00	1,799.79	10,537.55	19,462.45	35.13 %
480 - Equipment Lease	5,000.00	5,000.00	0.00	229.15	4,770.85	4.58 %
902 - Transfer Out for Operating Reserve	1,747,600.00	1,747,600.00	145,633.00	873,798.00	873,802.00	50.00 %
903 - Transfer Out for IT Reserve	600,000.00	600,000.00	50,000.00	300,000.00	300,000.00	50.00 %
904 - Transfer Out for Fleet Reserve	2,200,000.00	2,200,000.00	183,333.00	1,099,998.00	1,100,002.00	50.00 %
905 - Transfer Out for Small Tools Reserve	377,734.00	377,734.00	31,477.00	188,862.00	188,872.00	50.00 %
906 - Transfer Out for Facilities Reserve	969,711.00	969,711.00	80,809.00	484,854.00	484,857.00	50.00 %
Expense Total:	41,827,223.00	41,827,223.00	2,918,169.85	18,020,995.88	23,806,227.12	43.08 %
Fund: 001 - Operating Fund Surplus (Deficit):	0.00	0.00	-2,715,936.44	4,582,686.48	4,582,686.48	0.00 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 002 - Contingency Fund						
Revenue						
400 - Investment Income	0.00	0.00	374.17	2,150.35	2,150.35	0.00 %
Revenue Total:	0.00	0.00	374.17	2,150.35	2,150.35	0.00 %
Expense						
465 - Misc Contracts	0.00	0.00	0.00	4,562.56	-4,562.56	0.00 %
Expense Total:	0.00	0.00	0.00	4,562.56	-4,562.56	0.00 %
Fund: 002 - Contingency Fund Surplus (Deficit):	0.00	0.00	374.17	-2,412.21	-2,412.21	0.00 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 003 - Operating Reserve Fund						
Revenue						
400 - Investment Income	0.00	0.00	1,438.85	3,996.53	3,996.53	0.00 %
990 - Interfund Transfer In	1,747,600.00	1,747,600.00	145,633.00	873,798.00	-873,802.00	50.00 %
Revenue Total:	1,747,600.00	1,747,600.00	147,071.85	877,794.53	-869,805.47	50.23 %
Fund: 003 - Operating Reserve Fund Total:	1,747,600.00	1,747,600.00	147,071.85	877,794.53	-869,805.47	50.23 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 301 - Capital-Fleet Fund						
Revenue						
400 - Investment Income	0.00	0.00	7,847.02	38,980.29	38,980.29	0.00 %
500 - Private Contribution/Donation	0.00	0.00	0.00	30,000.00	30,000.00	0.00 %
702 - Sale of Scrap/Junk	25,000.00	25,000.00	684.32	984.32	-24,015.68	3.94 %
990 - Interfund Transfer In	2,200,000.00	2,200,000.00	183,333.00	1,099,998.00	-1,100,002.00	50.00 %
Revenue Total:	2,225,000.00	2,225,000.00	191,864.34	1,169,962.61	-1,055,037.39	52.58 %
Expense						
600 - Vehicle	3,127,950.00	3,127,950.00	0.00	0.00	3,127,950.00	0.00 %
Expense Total:	3,127,950.00	3,127,950.00	0.00	0.00	3,127,950.00	0.00 %
Fund: 301 - Capital-Fleet Fund Surplus (Deficit):	-902,950.00	-902,950.00	191,864.34	1,169,962.61	2,072,912.61	-129.57 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 302 - Capital-Facilities Improvement Fund						
Revenue						
400 - Investment Income	0.00	0.00	1,763.45	7,999.35	7,999.35	0.00 %
990 - Interfund Transfer In	969,711.00	969,711.00	80,809.00	484,854.00	-484,857.00	50.00 %
Revenue Total:	969,711.00	969,711.00	82,572.45	492,853.35	-476,857.65	50.82 %
Expense						
621 - Facility Improvement #11	262,217.00	262,217.00	11,296.77	15,225.52	246,991.48	5.81 %
622 - Facility Improvement #12	50,362.00	50,362.00	0.00	0.00	50,362.00	0.00 %
623 - Facility Improvement #13	239,120.00	239,120.00	5,042.89	13,297.09	225,822.91	5.56 %
624 - Facility Improvement #14	289,243.00	289,243.00	0.00	26,474.30	262,768.70	9.15 %
626 - Facility Improvement #16	121,579.00	121,579.00	0.00	0.00	121,579.00	0.00 %
627 - Facility Improvement #17	7,190.00	7,190.00	0.00	0.00	7,190.00	0.00 %
Expense Total:	969,711.00	969,711.00	16,339.66	54,996.91	914,714.09	5.67 %
Fund: 302 - Capital-Facilities Improvement Fund Surplus (Deficit):	0.00	0.00	66,232.79	437,856.44	437,856.44	0.00 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 303 - Capital-Equipment Fund						
Revenue						
400 - Investment Income	0.00	0.00	2,015.22	10,730.98	10,730.98	0.00 %
990 - Interfund Transfer In	377,734.00	377,734.00	31,477.00	188,862.00	-188,872.00	50.00 %
Revenue Total:	377,734.00	377,734.00	33,492.22	199,592.98	-178,141.02	52.84 %
Expense						
610 - Equipment	127,734.00	127,734.00	0.00	41,822.30	85,911.70	32.74 %
Expense Total:	127,734.00	127,734.00	0.00	41,822.30	85,911.70	32.74 %
Fund: 303 - Capital-Equipment Fund Surplus (Deficit):	250,000.00	250,000.00	33,492.22	157,770.68	-92,229.32	63.11 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 304 - Capital-IT Fund						
Revenue						
400 - Investment Income	0.00	0.00	919.83	5,539.82	5,539.82	0.00 %
990 - Interfund Transfer In	600,000.00	600,000.00	50,000.00	300,000.00	-300,000.00	50.00 %
Revenue Total:	600,000.00	600,000.00	50,919.83	305,539.82	-294,460.18	50.92 %
Expense						
630 - IT Hardware	500,000.00	500,000.00	229,762.91	248,807.23	251,192.77	49.76 %
631 - IT Software	500,000.00	500,000.00	123,806.10	123,806.10	376,193.90	24.76 %
Expense Total:	1,000,000.00	1,000,000.00	353,569.01	372,613.33	627,386.67	37.26 %
Fund: 304 - Capital-IT Fund Surplus (Deficit):	-400,000.00	-400,000.00	-302,649.18	-67,073.51	332,926.49	16.77 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 610 - IAFF H&W Program Fund						
Revenue						
400 - Investment Income	0.00	0.00	214.06	1,218.79	1,218.79	0.00 %
705 - Employee/Employer Contribution	0.00	0.00	2,100.00	12,585.00	12,585.00	0.00 %
Revenue Total:	0.00	0.00	2,314.06	13,803.79	13,803.79	0.00 %
Expense						
320 - Small Tools	0.00	0.00	0.00	7,463.44	-7,463.44	0.00 %
Expense Total:	0.00	0.00	0.00	7,463.44	-7,463.44	0.00 %
Fund: 610 - IAFF H&W Program Fund Surplus (Deficit):	0.00	0.00	2,314.06	6,340.35	6,340.35	0.00 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 631 - SKC CPR Fund						
Revenue						
501 - First Aid Class Fee	0.00	0.00	1,785.00	3,735.00	3,735.00	0.00 %
Revenue Total:	0.00	0.00	1,785.00	3,735.00	3,735.00	0.00 %
Expense						
330 - Operating Supplies	0.00	0.00	0.00	558.80	-558.80	0.00 %
Expense Total:	0.00	0.00	0.00	558.80	-558.80	0.00 %
Fund: 631 - SKC CPR Fund Surplus (Deficit):	0.00	0.00	1,785.00	3,176.20	3,176.20	0.00 %
Report Surplus (Deficit):	694,650.00	694,650.00	-2,575,451.19	7,166,101.57	6,471,451.57	1,031.61 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - Operating Fund	0.00	0.00	-2,715,936.44	4,582,686.48	4,582,686.48
002 - Contingency Fund	0.00	0.00	374.17	-2,412.21	-2,412.21
003 - Operating Reserve Fund	1,747,600.00	1,747,600.00	147,071.85	877,794.53	-869,805.47
301 - Capital-Fleet Fund	-902,950.00	-902,950.00	191,864.34	1,169,962.61	2,072,912.61
302 - Capital-Facilities Improvement	0.00	0.00	66,232.79	437,856.44	437,856.44
303 - Capital-Equipment Fund	250,000.00	250,000.00	33,492.22	157,770.68	-92,229.32
304 - Capital-IT Fund	-400,000.00	-400,000.00	-302,649.18	-67,073.51	332,926.49
610 - IAFF H&W Program Fund	0.00	0.00	2,314.06	6,340.35	6,340.35
631 - SKC CPR Fund	0.00	0.00	1,785.00	3,176.20	3,176.20
Report Surplus (Deficit):	694,650.00	694,650.00	-2,575,451.19	7,166,101.57	6,471,451.57



Renton Regional Fire Authority

Budget Report

Group Summary

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RevDivision: 00 - General						
Revenue						
100 - Property Tax	16,974,637.00	16,974,637.00	67,439.36	8,789,828.43	-8,184,808.57	51.78 %
101 - Property Tax - Delinquent	165,888.00	165,888.00	5,079.64	122,078.82	-43,809.18	73.59 %
102 - Leasehold Excise Taxes	20,000.00	20,000.00	5,690.81	10,634.56	-9,365.44	53.17 %
103 - KC EMS Levy	1,526,163.00	1,526,163.00	0.00	1,447,480.00	-78,683.00	94.84 %
104 - Fire Benefit Charge	17,168,584.00	17,168,584.00	57,533.52	8,880,776.11	-8,287,807.89	51.73 %
105 - Fire Benefit Charge - Delinquent	217,875.00	217,875.00	3,121.10	136,081.96	-81,793.04	62.46 %
106 - FD 40 Contract	5,190,769.00	5,190,769.00	0.00	2,595,384.50	-2,595,384.50	50.00 %
107 - Fire Protection Services - Schools	28,200.00	28,200.00	0.00	29,109.57	909.57	103.23 %
400 - Investment Income	100,000.00	100,000.00	45,261.54	173,029.80	73,029.80	173.03 %
500 - Private Contribution/Donation	0.00	0.00	0.00	400.00	400.00	0.00 %
600 - Rents - Received	17,500.00	17,500.00	1,451.54	8,709.24	-8,790.76	49.77 %
700 - Misc Fire Revenue	0.00	0.00	0.00	1,154.60	1,154.60	0.00 %
701 - Jury Duty Reimburse	0.00	0.00	0.00	16.00	16.00	0.00 %
702 - Sale of Scrap/Junk	3,000.00	3,000.00	260.55	535.37	-2,464.63	17.85 %
704 - Insu Recoveries for Non Capital Assets	0.00	0.00	131.21	2,561.60	2,561.60	0.00 %
707 - Vendor Rebate	0.00	0.00	882.22	3,450.69	3,450.69	0.00 %
900 - WA State Grants from Other Agencies	0.00	0.00	0.00	7,666.00	7,666.00	0.00 %
901 - Federal Grants Indirect	6,618.00	6,618.00	0.00	0.00	-6,618.00	0.00 %
Revenue Total:	41,419,234.00	41,419,234.00	186,851.49	22,208,897.25	-19,210,336.75	53.62 %
Expense						
902 - Transfer Out for Operating Reserve	1,747,600.00	1,747,600.00	145,633.00	873,798.00	873,802.00	50.00 %
903 - Transfer Out for IT Reserve	600,000.00	600,000.00	50,000.00	300,000.00	300,000.00	50.00 %
904 - Transfer Out for Fleet Reserve	2,200,000.00	2,200,000.00	183,333.00	1,099,998.00	1,100,002.00	50.00 %
905 - Transfer Out for Small Tools Reserve	377,734.00	377,734.00	31,477.00	188,862.00	188,872.00	50.00 %
906 - Transfer Out for Facilities Reserve	969,711.00	969,711.00	80,809.00	484,854.00	484,857.00	50.00 %
Expense Total:	5,895,045.00	5,895,045.00	491,252.00	2,947,512.00	2,947,533.00	50.00 %
ExpDivision: 00 - General Surplus (Deficit):	35,524,189.00	35,524,189.00	-304,400.51	19,261,385.25	-16,262,803.75	54.22 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
ExpDivision: 01 - Administration						
Expense						
100 - Salaries	1,322,459.00	1,322,459.00	96,370.78	536,206.17	786,252.83	40.55 %
110 - Overtime	1,660.00	1,660.00	0.00	0.00	1,660.00	0.00 %
200 - FICA	86,769.00	86,769.00	5,462.33	31,630.59	55,138.41	36.45 %
201 - Workers Comp	11,821.00	11,821.00	1,244.02	5,363.04	6,457.96	45.37 %
202 - Paid Medical/Family Leave	2,067.00	2,067.00	153.38	785.94	1,281.06	38.02 %
210 - Pension Retirement	150,004.00	150,004.00	10,236.99	57,555.12	92,448.88	38.37 %
220 - Group Life Insurance	3,526.00	3,526.00	260.70	1,421.23	2,104.77	40.31 %
221 - Longterm Disability	9,905.00	9,905.00	679.02	3,848.01	6,056.99	38.85 %
230 - Medical Insurance	265,287.00	265,287.00	16,240.10	88,226.17	177,060.83	33.26 %
231 - Medical Insurance - LEOFF	49,375.00	49,375.00	5,813.21	31,464.16	17,910.84	63.72 %
232 - VEBA	53,092.00	53,092.00	3,404.79	19,069.42	34,022.58	35.92 %
233 - MERP	0.00	0.00	150.00	675.00	-675.00	0.00 %
241 - Health & Wellness	0.00	0.00	10.00	20.00	-20.00	0.00 %
300 - Office Supplies	15,220.00	15,220.00	1,079.81	8,981.38	6,238.62	59.01 %
301 - Recognition Supplies	550.00	550.00	0.00	286.55	263.45	52.10 %
302 - Manuals/Books	500.00	500.00	0.00	0.00	500.00	0.00 %
303 - Uniforms	1,980.00	1,980.00	0.00	1,634.46	345.54	82.55 %
304 - Food	3,420.00	3,420.00	110.00	997.53	2,422.47	29.17 %
305 - Branding Supplies	10,000.00	10,000.00	76.06	7,778.90	2,221.10	77.79 %
306 - Misc Supplies	3,262.00	3,262.00	0.00	253.93	3,008.07	7.78 %
320 - Small Tools	0.00	0.00	0.00	904.96	-904.96	0.00 %
321 - Computer/Electronics	142,545.00	142,545.00	0.00	10,499.95	132,045.05	7.37 %
322 - Software	44,000.00	44,000.00	0.00	570.75	43,429.25	1.30 %
340 - Furnishings	24,395.00	24,395.00	1,032.77	23,275.45	1,119.55	95.41 %
400 - Professional Services	712,448.00	712,448.00	3,887.40	42,979.55	669,468.45	6.03 %
401 - Legal Services	125,000.00	125,000.00	2,676.00	27,865.72	97,134.28	22.29 %
402 - Health Services	134,000.00	134,000.00	0.00	21,375.00	112,625.00	15.95 %
403 - Branding Services	8,000.00	8,000.00	0.00	169.20	7,830.80	2.12 %
404 - Accounting/Auditing	25,000.00	25,000.00	0.00	6,955.47	18,044.53	27.82 %
405 - Cash Mgmt Fees	8,400.00	8,400.00	948.87	4,150.60	4,249.40	49.41 %
406 - Advertising	3,000.00	3,000.00	0.00	806.09	2,193.91	26.87 %
407 - ILA	946,577.00	946,577.00	0.00	0.00	946,577.00	0.00 %
408 - IT Services	0.00	0.00	0.00	39,405.50	-39,405.50	0.00 %
410 - Postage/Shipping	3,289.00	3,289.00	125.50	1,825.29	1,463.71	55.50 %
412 - Telephone	30,390.00	30,390.00	1,731.16	7,312.80	23,077.20	24.06 %
413 - Data Plan	9,540.00	9,540.00	682.66	2,613.41	6,926.59	27.39 %
420 - Travel	32,097.00	32,097.00	278.30	11,579.87	20,517.13	36.08 %
421 - Mileage	500.00	500.00	0.00	0.00	500.00	0.00 %
430 - Training/Registration	30,416.00	30,416.00	1,767.00	18,456.58	11,959.42	60.68 %
440 - Repair/Maint	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
450 - Liability Insurance	160,550.00	160,550.00	0.00	5,826.00	154,724.00	3.63 %
460 - FBC Collection Fee	330,000.00	330,000.00	0.00	91,748.45	238,251.55	27.80 %
461 - Licenses/Permits/Fees	155,000.00	155,000.00	0.00	0.00	155,000.00	0.00 %
462 - Memberships	10,446.00	10,446.00	749.00	2,727.00	7,719.00	26.11 %
463 - Subscriptions	17,900.00	17,900.00	495.36	7,686.79	10,213.21	42.94 %
464 - Printing Services	2,500.00	2,500.00	0.00	487.21	2,012.79	19.49 %
466 - Meal/Incidental Expense	5,370.00	5,370.00	240.00	4,408.93	961.07	82.10 %
Expense Total:	4,954,760.00	4,954,760.00	155,905.21	1,129,828.17	3,824,931.83	22.80 %
ExpDivision: 01 - Administration Total:	4,954,760.00	4,954,760.00	155,905.21	1,129,828.17	3,824,931.83	22.80 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RevDivision: 02 - Response Operations						
Revenue						
200 - Training Reimburse	14,769.00	14,769.00	0.00	3,490.25	-11,278.75	23.63 %
203 - Ambulance Services Contract	60,000.00	60,000.00	0.00	25,000.00	-35,000.00	41.67 %
207 - Private Sector Overtime Reimb	0.00	0.00	6,997.38	9,243.85	9,243.85	0.00 %
208 - DNR Deployment Reimb	0.00	0.00	0.00	35,145.48	35,145.48	0.00 %
902 - FEMA Public Assistance Disaster Grant	0.00	0.00	0.00	22,629.00	22,629.00	0.00 %
Revenue Total:	74,769.00	74,769.00	6,997.38	95,508.58	20,739.58	127.74 %
Expense						
100 - Salaries	15,935,403.00	15,935,403.00	1,201,358.31	7,635,578.58	8,299,824.42	47.92 %
101 - Separation Pay	350,000.00	350,000.00	30,739.40	138,301.28	211,698.72	39.51 %
110 - Overtime	1,979,897.00	1,979,897.00	280,782.18	1,338,741.21	641,155.79	67.62 %
111 - Acting Pay Overtime	46,869.00	46,869.00	3,377.89	31,864.05	15,004.95	67.99 %
112 - Promotions/Onboarding Overtime	49,129.00	49,129.00	3,519.59	49,422.03	-293.03	100.60 %
113 - Explorer Program Overtime	6,162.00	6,162.00	0.00	3,221.06	2,940.94	52.27 %
114 - Meeting Overtime	85,763.00	85,763.00	2,204.03	14,041.16	71,721.84	16.37 %
115 - Physicals Overtime	29,918.00	29,918.00	0.00	491.61	29,426.39	1.64 %
116 - Community Outreach Overtime	67,949.00	67,949.00	0.00	18,364.16	49,584.84	27.03 %
117 - Union Business Overtime	12,000.00	12,000.00	726.84	3,629.95	8,370.05	30.25 %
118 - FDCARES Overtime	0.00	0.00	13,720.80	53,947.84	-53,947.84	0.00 %
200 - FICA	262,694.00	262,694.00	21,816.72	134,274.98	128,419.02	51.11 %
201 - Workers Comp	759,427.00	759,427.00	64,704.75	350,564.89	408,862.11	46.16 %
202 - Paid Medical/Family Leave	26,773.00	26,773.00	2,234.18	13,611.83	13,161.17	50.84 %
210 - Pension Retirement	998,644.00	998,644.00	82,311.75	497,509.80	501,134.20	49.82 %
220 - Group Life Insurance	38,201.00	38,201.00	2,974.92	17,837.60	20,363.40	46.69 %
221 - Longterm Disability	1,288.00	1,288.00	107.29	643.74	644.26	49.98 %
230 - Medical Insurance	2,840,805.00	2,840,805.00	202,939.05	1,214,165.00	1,626,640.00	42.74 %
232 - VEBA	557,384.00	557,384.00	41,889.95	252,006.38	305,377.62	45.21 %
233 - MERP	130,500.00	130,500.00	10,275.00	61,800.00	68,700.00	47.36 %
240 - Uniform Allowance	159,050.00	159,050.00	0.00	151,005.22	8,044.78	94.94 %
241 - Health & Wellness	17,400.00	17,400.00	1,370.00	8,190.00	9,210.00	47.07 %
300 - Office Supplies	950.00	950.00	0.00	895.00	55.00	94.21 %
302 - Manuals/Books	4,600.00	4,600.00	0.00	3,333.06	1,266.94	72.46 %
304 - Food	2,750.00	2,750.00	338.00	1,861.65	888.35	67.70 %
306 - Misc Supplies	3,500.00	3,500.00	23.99	104.25	3,395.75	2.98 %
320 - Small Tools	141,949.00	141,949.00	8,277.71	45,656.40	96,292.60	32.16 %
323 - PPE/Safety Gear	328,318.00	328,318.00	29,639.21	94,702.31	233,615.69	28.84 %
330 - Operating Supplies	145,648.00	145,648.00	8,012.75	42,286.78	103,361.22	29.03 %
331 - Repair Parts	21,610.00	21,610.00	736.18	5,042.72	16,567.28	23.34 %
400 - Professional Services	792,560.00	792,560.00	12,492.40	358,467.95	434,092.05	45.23 %
420 - Travel	18,042.00	18,042.00	1,157.72	4,943.15	13,098.85	27.40 %
421 - Mileage	1,070.00	1,070.00	0.00	0.00	1,070.00	0.00 %
430 - Training/Registration	52,780.00	52,780.00	5,744.18	21,527.68	31,252.32	40.79 %
440 - Repair/Maint	39,700.00	39,700.00	676.24	12,563.41	27,136.59	31.65 %
463 - Subscriptions	7,499.00	7,499.00	0.00	2,164.90	5,334.10	28.87 %
465 - Misc Contracts	70,372.00	70,372.00	0.00	48,367.20	22,004.80	68.73 %
466 - Meal/Incidental Expense	750.00	750.00	135.00	249.33	500.67	33.24 %
467 - Certification	8,079.00	8,079.00	0.00	7,425.00	654.00	91.90 %
Expense Total:	25,995,433.00	25,995,433.00	2,034,286.03	12,638,803.16	13,356,629.84	48.62 %
ExpDivision: 02 - Response Operations Surplus (Deficit):	-25,920,664.00	-25,920,664.00	-2,027,288.65	-12,543,294.58	13,377,369.42	48.39 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RevDivision: 03 - Fire Marshal						
Revenue						
300 - Reinspection Fee	13,000.00	13,000.00	450.00	6,705.00	-6,295.00	51.58 %
301 - Inspection Overtime Reimburse	1,000.00	1,000.00	0.00	625.00	-375.00	62.50 %
303 - Fire Code Permits	189,700.00	189,700.00	2,400.00	237,600.00	47,900.00	125.25 %
304 - Construction Permits	25,000.00	25,000.00	1,002.95	9,864.82	-15,135.18	39.46 %
305 - Fire Protection System Permits	90,000.00	90,000.00	3,756.59	33,346.71	-56,653.29	37.05 %
306 - False Alarm	10,000.00	10,000.00	600.00	7,360.00	-2,640.00	73.60 %
307 - Tech Fee	3,400.00	3,400.00	0.00	0.00	-3,400.00	0.00 %
706 - Late Fee & Penalty	1,120.00	1,120.00	175.00	3,775.00	2,655.00	337.05 %
Revenue Total:	333,220.00	333,220.00	8,384.54	299,276.53	-33,943.47	89.81 %
Expense						
100 - Salaries	947,484.00	947,484.00	67,381.57	428,418.68	519,065.32	45.22 %
101 - Separation Pay	0.00	0.00	0.00	8,815.70	-8,815.70	0.00 %
110 - Overtime	41,952.00	41,952.00	2,066.25	11,818.89	30,133.11	28.17 %
200 - FICA	75,876.00	75,876.00	5,203.67	34,062.71	41,813.29	44.89 %
201 - Workers Comp	24,261.00	24,261.00	1,908.20	11,519.56	12,741.44	47.48 %
202 - Paid Medical/Family Leave	1,478.00	1,478.00	105.41	658.80	819.20	44.57 %
210 - Pension Retirement	127,253.00	127,253.00	8,910.13	56,482.37	70,770.63	44.39 %
220 - Group Life Insurance	2,591.00	2,591.00	188.21	1,174.12	1,416.88	45.32 %
221 - Longterm Disability	7,279.00	7,279.00	506.06	3,222.04	4,056.96	44.26 %
230 - Medical Insurance	169,393.00	169,393.00	12,578.82	64,335.77	105,057.23	37.98 %
232 - VEBA	38,780.00	38,780.00	2,391.79	15,350.76	23,429.24	39.58 %
240 - Uniform Allowance	2,400.00	2,400.00	0.00	3,025.00	-625.00	126.04 %
300 - Office Supplies	3,000.00	3,000.00	194.81	388.38	2,611.62	12.95 %
302 - Manuals/Books	5,000.00	5,000.00	93.60	4,172.23	827.77	83.44 %
306 - Misc Supplies	4,500.00	4,500.00	1,567.51	1,695.91	2,804.09	37.69 %
320 - Small Tools	4,000.00	4,000.00	167.95	260.29	3,739.71	6.51 %
323 - PPE/Safety Gear	3,000.00	3,000.00	363.32	1,373.48	1,626.52	45.78 %
330 - Operating Supplies	1,500.00	1,500.00	0.00	27.23	1,472.77	1.82 %
331 - Repair Parts	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
340 - Furnishings	5,000.00	5,000.00	0.00	5,245.33	-245.33	104.91 %
420 - Travel	8,300.00	8,300.00	0.00	1,058.46	7,241.54	12.75 %
421 - Mileage	200.00	200.00	0.00	0.00	200.00	0.00 %
430 - Training/Registration	6,545.00	6,545.00	1,800.00	5,247.12	1,297.88	80.17 %
462 - Memberships	1,035.00	1,035.00	35.00	230.00	805.00	22.22 %
464 - Printing Services	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
466 - Meal/Incidental Expense	0.00	0.00	0.00	165.00	-165.00	0.00 %
467 - Certification	1,300.00	1,300.00	100.00	430.00	870.00	33.08 %
Expense Total:	1,485,127.00	1,485,127.00	105,562.30	659,177.83	825,949.17	44.39 %
ExpDivision: 03 - Fire Marshal Surplus (Deficit):	-1,151,907.00	-1,151,907.00	-97,177.76	-359,901.30	792,005.70	31.24 %

Budget Report

For Fiscal: 2019 Period Ending: 06/30/2019

ExpenditureDetail;RevenueDetail...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
ExpDivision: 04 - Support Services						
Expense						
100 - Salaries	900,618.00	900,618.00	53,508.02	396,249.13	504,368.87	44.00 %
110 - Overtime	44,719.00	44,719.00	717.70	8,974.94	35,744.06	20.07 %
200 - FICA	34,284.00	34,284.00	1,723.33	10,902.69	23,381.31	31.80 %
201 - Workers Comp	32,429.00	32,429.00	1,475.50	9,662.03	22,766.97	29.79 %
202 - Paid Medical/Family Leave	1,417.00	1,417.00	83.95	622.25	794.75	43.91 %
210 - Pension Retirement	74,403.00	74,403.00	4,110.30	29,026.35	45,376.65	39.01 %
220 - Group Life Insurance	2,280.00	2,280.00	132.71	814.36	1,465.64	35.72 %
221 - Longterm Disability	3,929.00	3,929.00	229.86	1,251.42	2,677.58	31.85 %
230 - Medical Insurance	169,130.00	169,130.00	7,260.04	47,201.73	121,928.27	27.91 %
232 - VEBA	32,624.00	32,624.00	1,532.48	10,720.87	21,903.13	32.86 %
233 - MERP	2,700.00	2,700.00	225.00	1,575.00	1,125.00	58.33 %
240 - Uniform Allowance	4,491.00	4,491.00	0.00	3,290.67	1,200.33	73.27 %
241 - Health & Wellness	360.00	360.00	20.00	180.00	180.00	50.00 %
300 - Office Supplies	3,300.00	3,300.00	0.00	1,020.65	2,279.35	30.93 %
302 - Manuals/Books	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
303 - Uniforms	1,800.00	1,800.00	105.27	482.31	1,317.69	26.80 %
304 - Food	200.00	200.00	0.00	0.00	200.00	0.00 %
306 - Misc Supplies	2,700.00	2,700.00	0.00	740.01	1,959.99	27.41 %
310 - Unleaded Fuel	600.00	600.00	0.00	1,993.54	-1,393.54	332.26 %
312 - Lube Oil	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
320 - Small Tools	53,450.00	53,450.00	914.27	3,071.85	50,378.15	5.75 %
321 - Computer/Electronics	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
322 - Software	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
330 - Operating Supplies	34,425.00	34,425.00	2,328.88	16,093.62	18,331.38	46.75 %
331 - Repair Parts	32,350.00	32,350.00	1,343.58	1,616.66	30,733.34	5.00 %
340 - Furnishings	29,750.00	29,750.00	0.00	20,454.35	9,295.65	68.75 %
350 - Appliance	4,200.00	4,200.00	0.00	2,666.09	1,533.91	63.48 %
400 - Professional Services	284,520.00	284,520.00	22,958.97	31,446.11	253,073.89	11.05 %
407 - ILA	1,549,418.00	1,549,418.00	0.00	0.00	1,549,418.00	0.00 %
410 - Postage/Shipping	7,200.00	7,200.00	36.15	116.20	7,083.80	1.61 %
420 - Travel	24,240.00	24,240.00	236.59	2,148.53	22,091.47	8.86 %
430 - Training/Registration	4,975.00	4,975.00	695.00	945.00	4,030.00	18.99 %
440 - Repair/Maint	8,600.00	8,600.00	0.00	677.84	7,922.16	7.88 %
451 - Property Tax	0.00	0.00	0.00	269.25	-269.25	0.00 %
461 - Licenses/Permits/Fees	500.00	500.00	0.00	291.65	208.35	58.33 %
462 - Memberships	370.00	370.00	124.00	490.00	-120.00	132.43 %
463 - Subscriptions	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
465 - Misc Contracts	59,876.00	59,876.00	29,602.92	29,602.92	30,273.08	49.44 %
466 - Meal/Incidental Expense	0.00	0.00	0.00	310.00	-310.00	0.00 %
467 - Certification	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
473 - Waste Disposal	30,000.00	30,000.00	1,799.79	10,537.55	19,462.45	35.13 %
480 - Equipment Lease	5,000.00	5,000.00	0.00	229.15	4,770.85	4.58 %
Expense Total:	3,496,858.00	3,496,858.00	131,164.31	645,674.72	2,851,183.28	18.46 %
ExpDivision: 04 - Support Services Total:	3,496,858.00	3,496,858.00	131,164.31	645,674.72	2,851,183.28	18.46 %
Report Surplus (Deficit):	0.00	0.00	-2,715,936.44	4,582,686.48	4,582,686.48	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - Operating Fund	0.00	0.00	-2,715,936.44	4,582,686.48	4,582,686.48
Report Surplus (Deficit):	0.00	0.00	-2,715,936.44	4,582,686.48	4,582,686.48

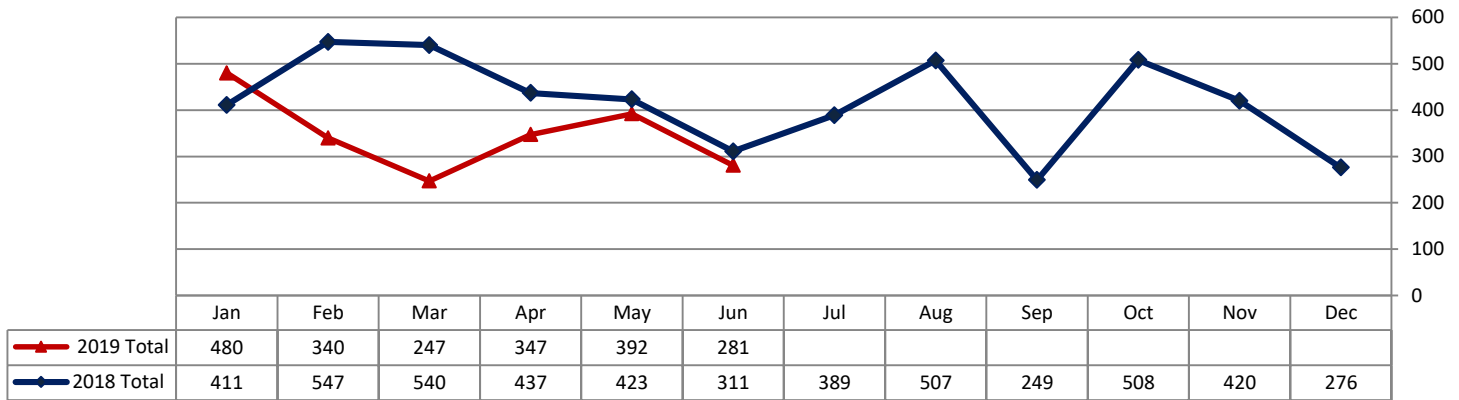
Office of the Fire Marshal Monthly Report

July 2019

Inspections

Staff have completed 2,087 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) to date.

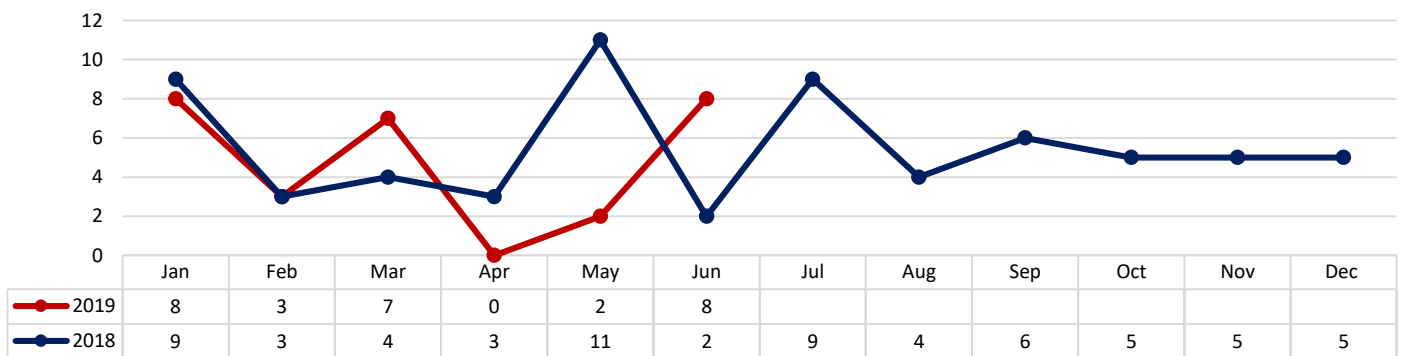
Inspections Completed by Month - Comparative to 2018



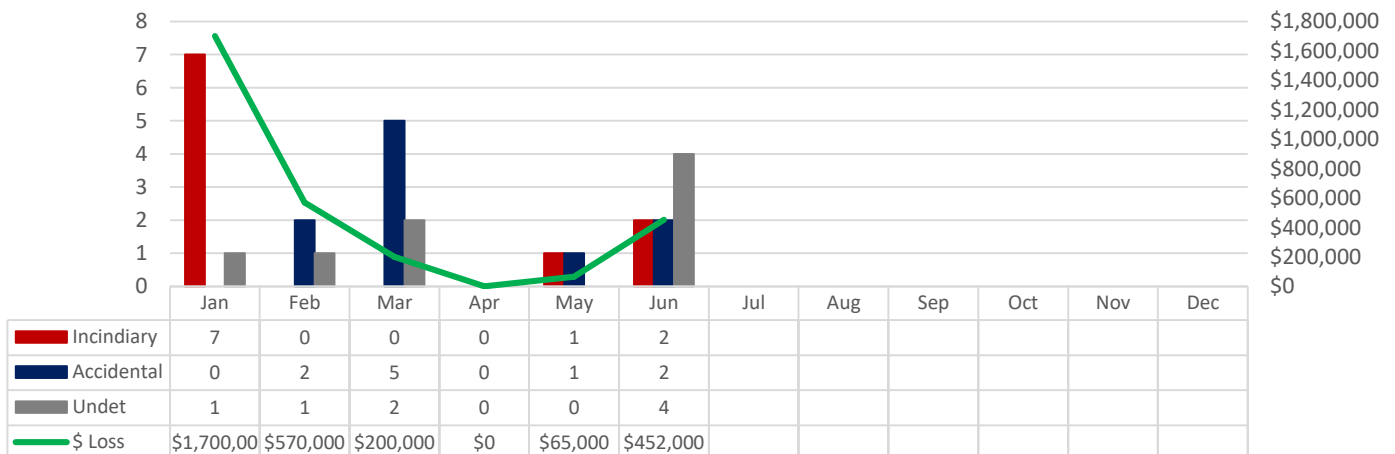
Fire Investigations

Staff have investigated 28 fires year to date. Dollar loss is estimated at \$2.8 million.

Fire Investigations by Months - Comparative to 2018



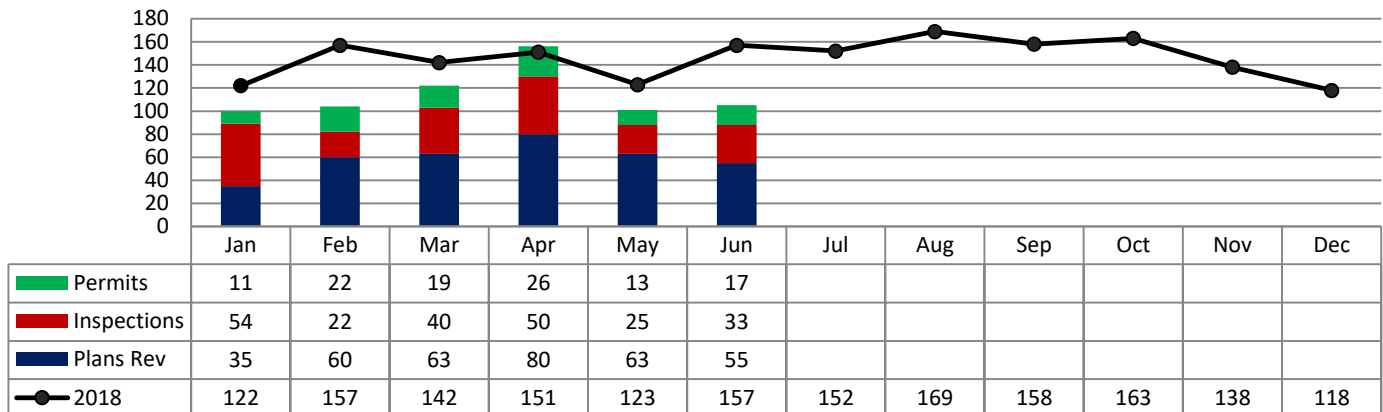
Fires by Month, Type & Dollar Loss



Plans Review, Construction Inspections & Permits

Staff completed 356 plans reviews, 224 construction inspections, and issued 108 fire systems and/or fire construction permits.

Plans Review, Construction Inspections & Permits by Month - Comparative to 2018



Public Education / Community Outreach

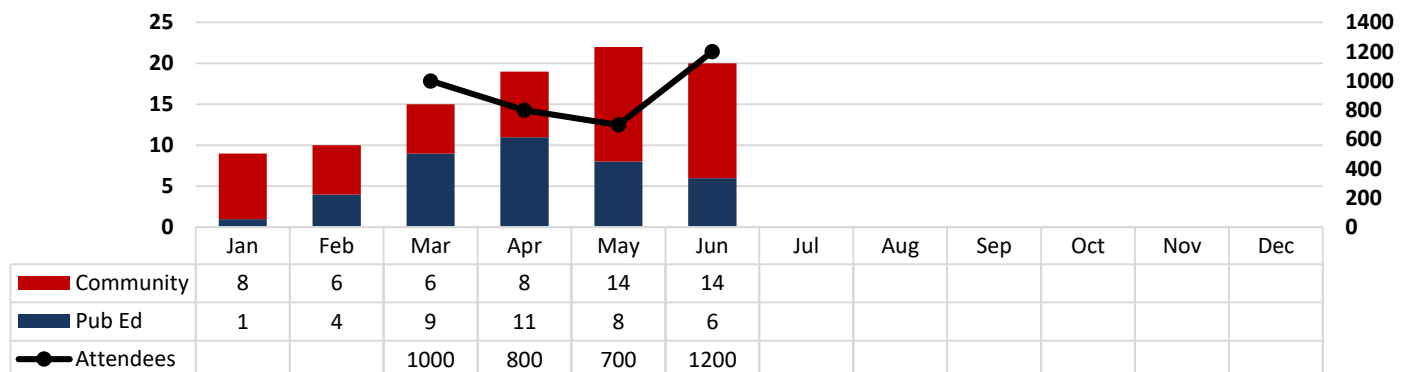
June Highlights:

Engine Visits – Firefighters and our public educator participated in 11 engine visits that included over 1,000 attendees (visits included the three elementary end of school events and BBQ with the Badges)

4th of July Messaging – the Chief, firefighters and our public educator partnered with Renton PD and produced 4 short videos that were shared through social media

Kids Safety Day – Renton hosted a booth that was staffed by our public educator at the Showare Center in Kent and provided fire safety information to over 200 children.

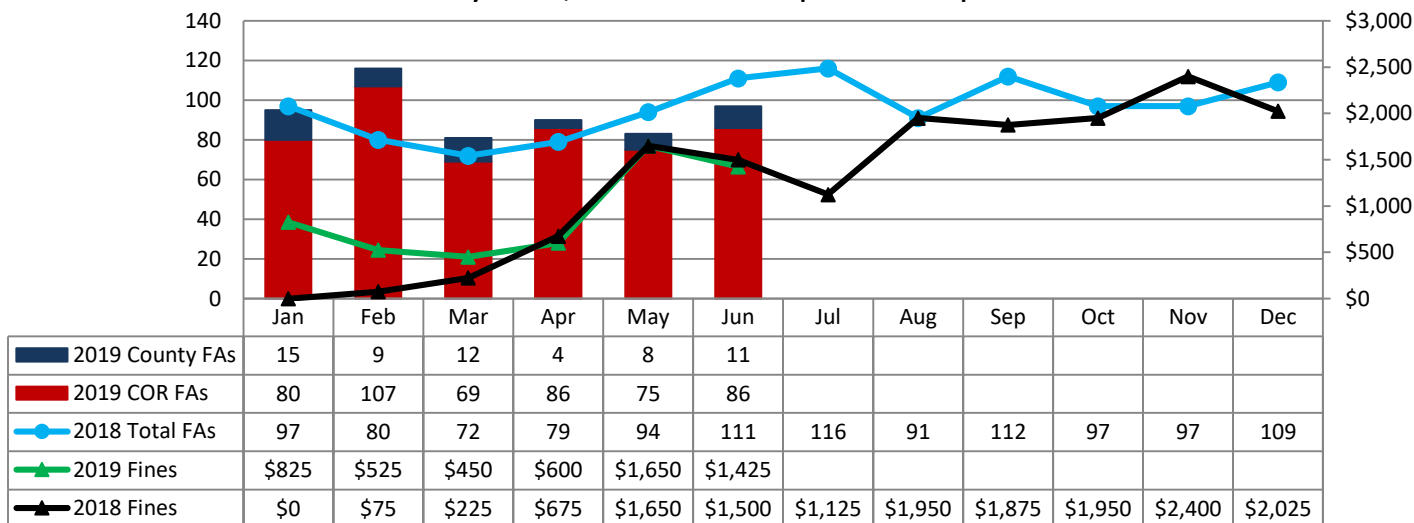
Public Education & Community Outreach by Month



False Alarms

The Department has responded to 562 false alarms year to date, with \$5,475 in fees issued to property owners/tenants for preventable alarms.

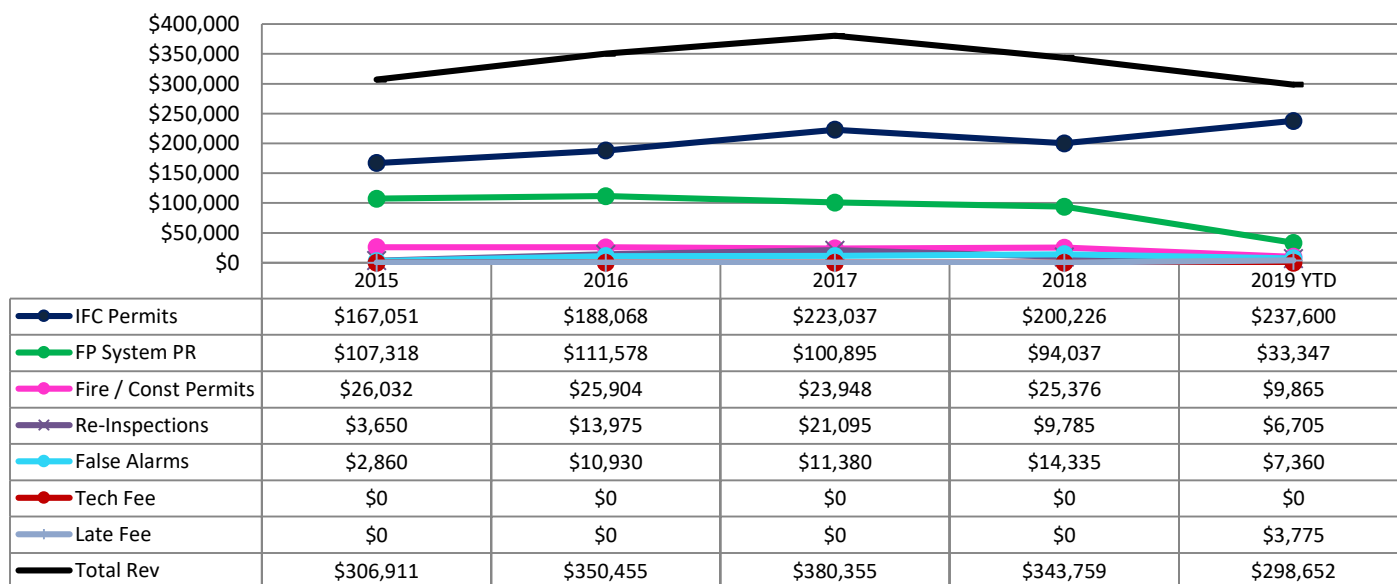
2019 False Alarms by Month, Location & Follow Up Status - Comparative to 2018



Revenue

\$298,652 in revenue has been collected to date.

OFM Revenue by Year (2015-Present)





Response Times by Unit

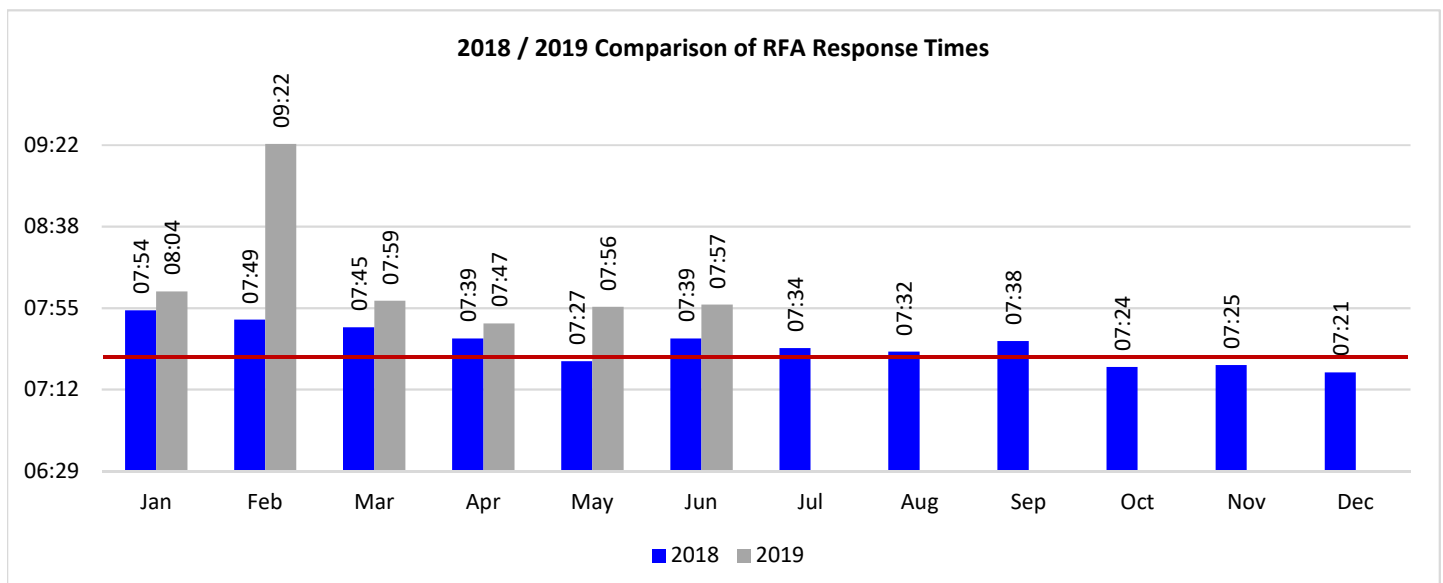
This data is the 90th percentile response times that are based on priority responses in jurisdiction.
90th Percentile means the given response time or better is achieved 90% of the time.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
A12	2018	08:11	07:24	07:20	07:47	07:01	08:11	07:17	07:46	08:15	07:54	07:39	07:48	08:01
	2019	07:13	08:56	07:21	07:37	07:54	07:41							
A13	2018	08:15	06:35	07:13	07:25	07:28	07:16	08:06	07:59	07:57	08:09	07:44	08:03	07:59
	2019	08:08	09:16	08:22	08:09	08:05	08:04							
A17	2018	08:13	08:04	08:35	08:10	07:37	08:06	05:43	07:29	07:16	07:35	08:04	07:21	07:45
	2019	08:14	08:26	08:02	07:32	07:55	08:08							
E11	2018	08:34	07:33	07:56	07:29	07:42	07:42	07:24	07:25	07:43	07:18	07:48	07:36	07:29
	2019	06:59	07:30	07:10	06:43	07:30	06:49							
E12	2018	09:08	08:50	08:14	07:48	07:44	07:52	07:11	10:21	08:13	06:47	07:17	08:34	08:38
	2019	08:12	09:43	06:51	07:33	06:59	07:26							
E13	2018	08:38	06:49	07:53	06:50	07:24	06:57	08:15	07:58	08:52	07:56	07:28	08:51	07:59
	2019	07:38	09:32	08:00	07:22	07:31	07:34							
E14	2018	08:48	08:09	06:29	07:15	06:48	07:21	07:01	08:37	08:10	08:01	07:09	07:56	08:01
	2019	07:33	08:04	07:25	08:06	07:45	07:22							
E15	2018													
	2019	08:20	07:54	08:26	07:21	07:55	08:18							
E16	2018	07:07	08:39	07:41	08:10	07:18	07:35	06:58	07:18	08:10	08:22	07:33	08:14	07:54
	2019	08:28	09:31	07:09	07:50	07:17	07:22							
E17	2018	07:35	06:34	06:09	05:35	06:32	07:49	07:56	08:36	06:18	07:21	06:45	07:13	08:02
	2019	07:38	09:30	06:23	07:44	07:58	08:14							
L11	2018	09:06	08:21	08:57	07:41	08:15	07:38	08:21	08:20	08:47	08:18	07:14	09:11	09:03
	2019	08:12	08:40	07:09	08:11	09:14	09:05							
RFA	2018	07:54	07:49	07:45	07:39	07:27	07:39	07:34	07:32	07:38	07:24	07:25	07:21	07:31
	2019	08:04	09:22	07:59	07:47	07:56	07:57							

Red Font with Yellow Highlight = The data value is a more than 10% increase from the previous month.

Red Font = The data value is above the target goal of 07:30

***February - Snowstorms greatly affected response times for many apparatus causing a high overall RFA response time.**





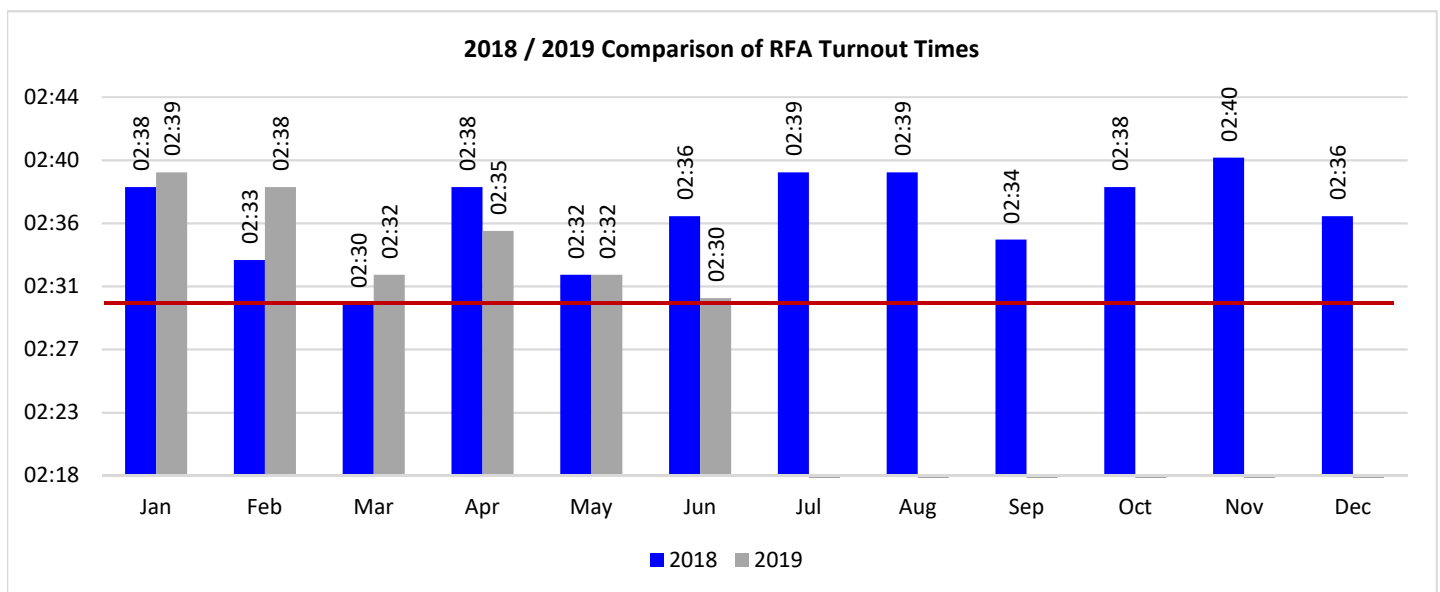
Turnout Times By Unit

This data is the 90th percentile turnout times that are based on priority responses in jurisdiction.
90th Percentile means the given turnout time or better is achieved 90% of the time.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
A12	2018	02:31	02:34	02:34	02:12	02:32	02:12	02:36	02:32	02:31	02:25	02:28	02:21	02:31
	2019	02:34	02:41	02:31	02:39	02:21	02:27							
A13	2018	02:37	02:30	02:20	02:22	02:28	02:28	02:39	02:39	02:23	02:27	02:41	02:42	02:35
	2019	02:53	02:28	02:33	02:33	02:35	02:26							
A17	2018	02:17	02:31	02:21	02:34	02:32	02:21	02:21	02:35	02:35	02:16	02:16	02:01	02:33
	2019	02:25	02:33	02:26	02:33	02:22	02:13							
E11	2018	02:45	02:33	02:18	02:39	02:13	02:39	02:37	02:39	02:33	02:27	02:26	02:19	02:35
	2019	02:13	02:17	02:14	02:17	02:17	02:11							
E12	2018	02:25	02:23	02:35	02:39	02:24	02:23	02:26	02:43	02:29	02:46	02:28	02:38	02:42
	2019	02:39	02:40	02:19	02:30	02:25	02:22							
E13	2018	02:26	02:18	02:13	02:55	02:16	02:02	02:22	02:28	02:49	02:48	02:40	02:28	02:37
	2019	02:44	02:52	02:23	02:40	02:43	02:32							
E14	2018	02:11	02:23	02:08	02:09	02:13	02:51	02:23	02:26	02:25	02:41	02:48	02:29	02:34
	2019	02:24	02:22	02:19	02:30	02:37	02:22							
E15	2018													
	2019	02:28	02:35	02:24	02:18	02:24	02:21							
E16	2018	02:31	02:33	02:24	02:30	02:03	02:18	02:04	02:13	02:22	02:38	02:30	02:29	02:29
	2019	02:26	02:13	02:19	02:03	02:23	02:15							
E17	2018	02:38	02:11	02:27	01:50	02:12	02:23	02:35	02:21	02:29	02:16	02:23	02:14	02:30
	2019	02:21	02:39	02:19	02:37	02:31	02:18							
L11	2018	02:34	02:13	02:11	02:13	02:02	02:20	02:28	02:39	02:26	02:26	02:41	02:32	02:41
	2019	02:31	02:31	02:30	02:26	02:42	02:41							
RFA	2018	02:38	02:33	02:30	02:38	02:32	02:36	02:39	02:39	02:34	02:38	02:40	02:36	02:36
	2019	02:39	02:38	02:32	02:35	02:32	02:30							

Red Font with Yellow Highlight = The data value is a more than 10% increase from the previous month.

Red Font = The data value is above the target goal of 02:30





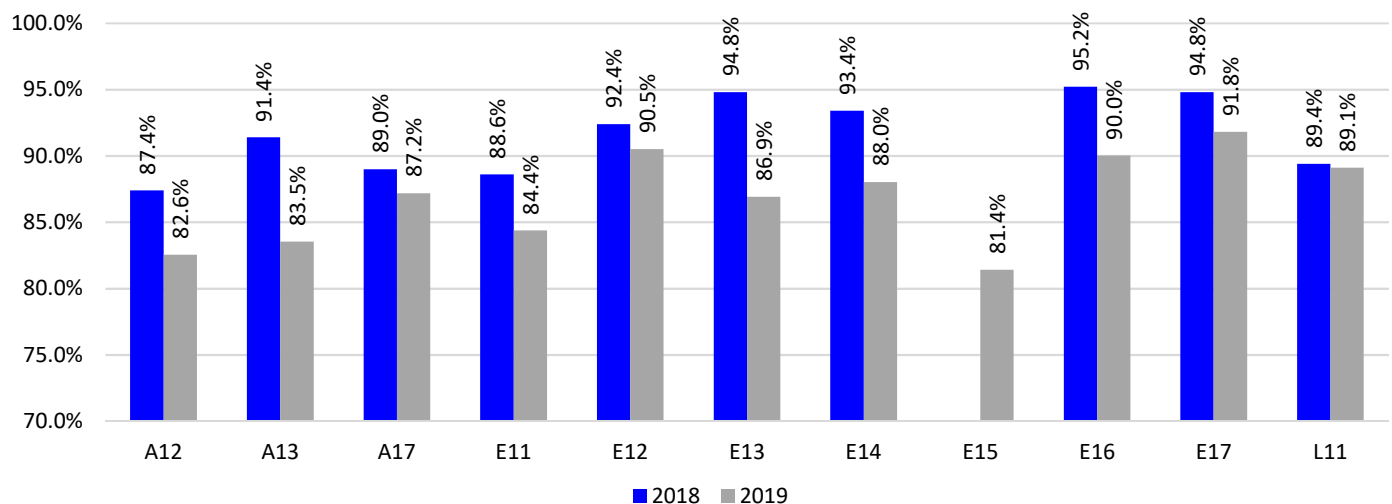
Apparatus Availability

This data is based on all calls, all responses and in jurisdiction.

Apparatus Availability is the percent of time an apparatus is available for calls in station area.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
A12	2018	85.8%	85.6%	90.0%	87.3%	86.3%	87.4%	87.3%	80.4%	79.3%	82.0%	77.4%	80.3%	84.1%
	2019	81.9%	81.5%	80.7%	78.4%	77.3%	82.6%							80.4%
A13	2018	89.0%	89.4%	89.2%	89.6%	91.0%	91.4%	92.6%	85.8%	84.4%	83.8%	81.0%	82.5%	87.5%
	2019	79.6%	78.9%	80.5%	74.8%	84.0%	83.5%							80.3%
A17	2018	90.4%	91.0%	93.7%	91.3%	93.8%	89.0%	92.4%	90.1%	88.0%	84.9%	88.9%	86.8%	90.0%
	2019	84.0%	85.3%	85.1%	90.1%	87.8%	87.2%							86.6%
E11	2018	87.6%	89.1%	89.9%	89.5%	89.7%	88.6%	88.5%	83.9%	84.1%	81.8%	81.9%	84.4%	86.6%
	2019	81.7%	83.2%	84.0%	84.7%	84.7%	84.4%							83.8%
E12	2018	89.7%	91.3%	91.8%	90.3%	92.6%	92.4%	93.5%	87.8%	88.6%	88.7%	89.4%	87.9%	90.3%
	2019	89.7%	88.0%	87.9%	86.9%	86.5%	90.5%							88.2%
E13	2018	93.7%	94.8%	95.0%	93.0%	93.0%	94.8%	93.2%	91.0%	91.4%	88.7%	89.6%	91.1%	92.4%
	2019	87.7%	89.8%	89.4%	90.6%	90.7%	86.9%							89.2%
E14	2018	91.0%	91.4%	91.4%	96.1%	92.9%	93.4%	95.1%	89.4%	90.1%	90.2%	91.6%	83.2%	91.3%
	2019	87.4%	91.1%	90.1%	90.9%	89.5%	88.0%							89.5%
E15	2018													
	2019	96.7%	92.1%	90.4%	93.4%	89.6%	81.4%							90.6%
E16	2018	94.1%	94.8%	95.9%	95.3%	94.5%	95.2%	93.4%	93.4%	92.0%	90.9%	86.3%	91.0%	93.1%
	2019	89.9%	91.1%	90.4%	91.7%	88.8%	90.0%							90.3%
E17	2018	95.1%	95.8%	95.8%	96.8%	95.5%	94.8%	95.3%	93.7%	93.7%	93.1%	94.2%	94.5%	94.8%
	2019	93.2%	92.1%	94.7%	95.1%	88.7%	91.8%							92.6%
L11	2018	92.7%	91.2%	92.6%	92.4%	94.2%	89.4%	92.0%	88.9%	87.8%	87.0%	87.0%	87.3%	90.2%
	2019	88.9%	90.3%	88.5%	88.8%	90.3%	89.1%							89.3%

2018 / 2019 Comparison of Current Month Apparatus Availability





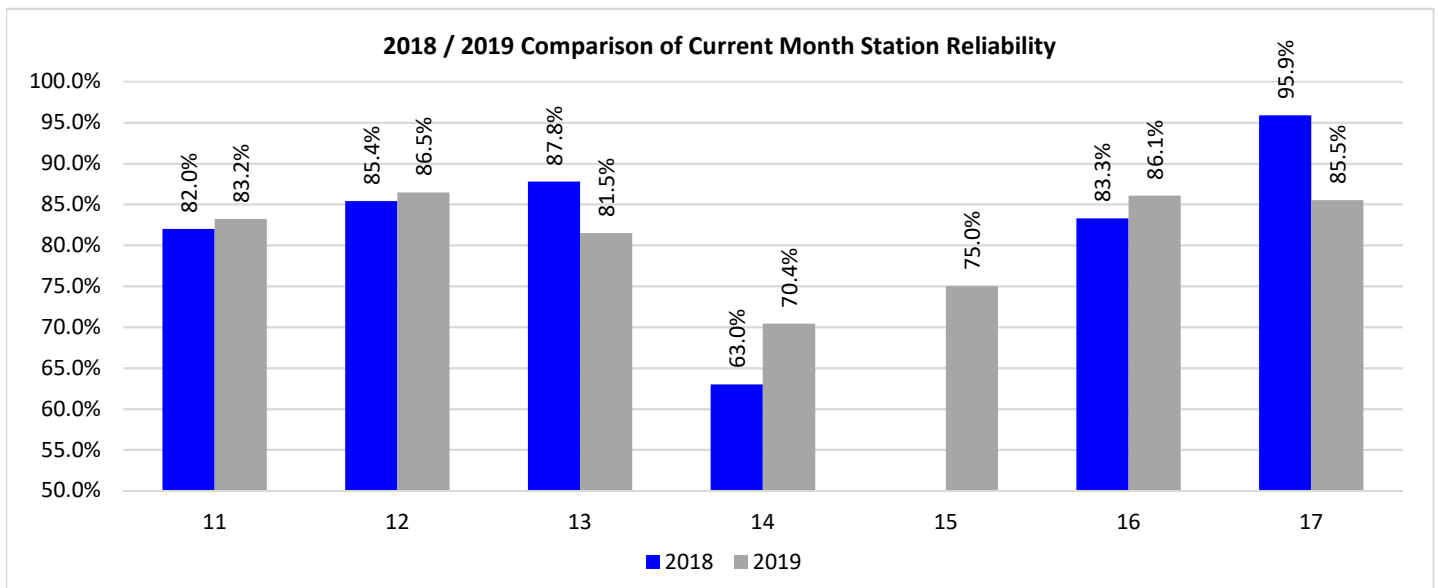
Station Reliability

This data is based on all calls, all arrived responses and in jurisdiction.

Station Reliability is the percent of calls where the station units are the 1st unit on for the call in the station's area.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
11	2018	81.7%	80.8%	81.2%	82.2%	82.0%	82.0%	82.4%	83.7%	82.0%	79.8%	84.7%	82.7%	82.1%
	2019	79.6%	84.0%	82.9%	81.3%	80.3%	83.2%							81.9%
12	2018	85.5%	88.9%	85.5%	84.1%	89.1%	85.4%	84.1%	84.7%	89.2%	85.2%	86.7%	88.9%	86.4%
	2019	83.1%	85.2%	84.3%	79.5%	85.5%	86.5%							84.0%
13	2018	89.7%	88.5%	88.4%	86.1%	86.9%	87.8%	83.8%	85.7%	87.5%	88.8%	87.1%	87.9%	87.3%
	2019	82.2%	82.0%	87.6%	85.3%	85.5%	81.5%							83.9%
14	2018	68.9%	70.1%	66.9%	62.7%	81.6%	63.0%	72.1%	77.3%	79.1%	67.6%	65.4%	80.5%	71.4%
	2019	64.1%	68.9%	75.9%	77.2%	72.0%	70.4%							71.2%
15	2018													
	2019	33.3%	83.3%	85.2%	80.4%	70.7%	75.0%							74.0%
16	2018	87.4%	86.5%	90.4%	81.6%	83.3%	83.3%	85.0%	85.4%	82.0%	78.9%	79.6%	80.4%	83.7%
	2019	88.3%	75.4%	81.7%	84.5%	81.6%	86.1%							83.1%
17	2018	92.4%	93.0%	89.6%	90.8%	91.3%	95.9%	89.8%	89.0%	93.0%	89.1%	88.8%	89.0%	91.0%
	2019	85.1%	85.2%	86.6%	87.0%	89.2%	85.5%							86.3%

Red Font = The data value is below the target goal of 80%



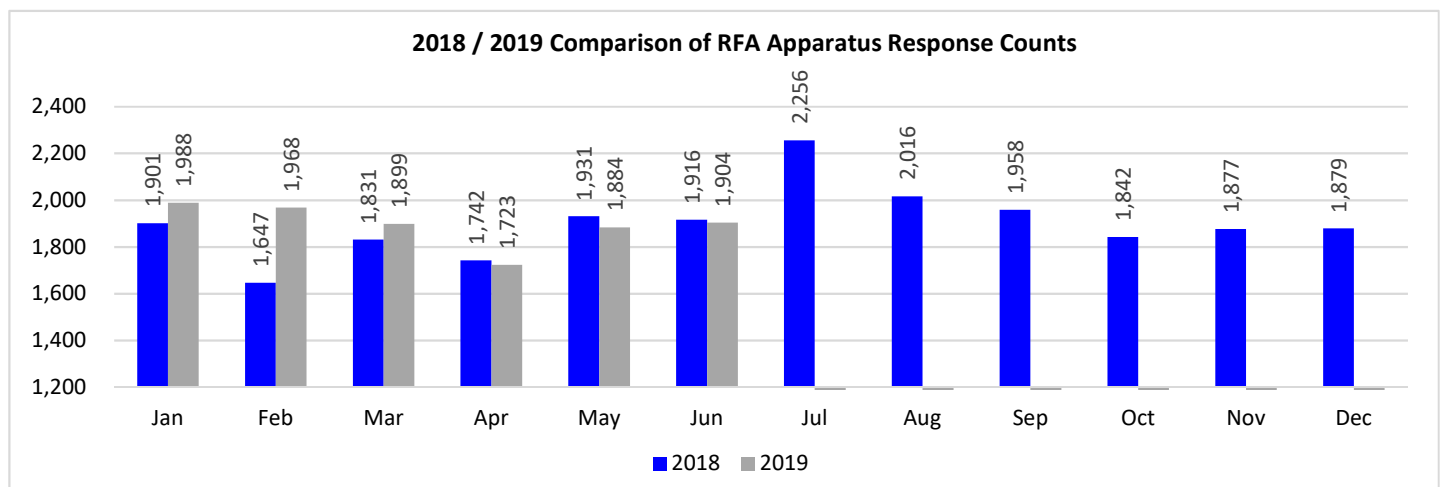
Station Reliability in the above graph is for the month being reported.



Response Counts by Unit

Response Counts by Apparatus are based on all responses and all calls.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
A12	2018	240	201	245	210	223	228	252	263	234	207	219	216	2,738
	2019	212	207	201	208	205	204							1,237
A13	2018	242	217	221	229	223	230	228	221	228	216	240	239	2,734
	2019	263	229	242	225	204	216							1,379
A17	2018	159	129	137	138	153	156	169	143	161	145	135	135	1,760
	2019	172	151	147	123	127	120							840
B12	2018	38	28	48	38	49	33	61	44	52	35	23	31	480
	2019	28	44	32	35	38	48							225
B13	2018	36	35	49	37	54	34	58	42	50	41	36	36	508
	2019	40	34	32	44	47	44							241
DIV12	2018			2		1	3	3	1					10
	2019		1		1	1	1							4
E11	2018	329	252	302	322	332	341	378	335	314	345	313	323	3,886
	2019	339	330	328	277	308	304							1,886
E12	2018	138	120	127	130	140	153	172	159	152	129	145	143	1,708
	2019	136	161	120	124	107	134							782
E13	2018	139	128	122	112	140	115	150	139	138	141	162	133	1,619
	2019	146	130	150	130	127	150							833
E14	2018	127	134	132	125	143	146	193	158	151	126	109	160	1,704
	2019	138	123	131	111	161	142							806
E15	2018													0
	2019	34	103	85	79	115	113							529
E16	2018	111	137	129	111	118	105	148	142	109	117	136	121	1,484
	2019	149	117	114	119	114	122							735
E17	2018	80	64	71	65	95	82	107	91	90	76	84	66	971
	2019	98	72	68	55	85	67							445
HM14	2018	10	6	5	10	10	4	5	8	8	8	8	8	90
	2019	13	6	5	6	7	5							42
L11	2018	172	132	144	144	179	171	193	164	167	157	163	187	1,973
	2019	136	165	142	118	148	152							861
O/J	2018	80	64	97	71	71	115	139	106	104	99	104	81	1,131
	2019	84	95	102	68	90	82							521
RFA	2018	1,901	1,647	1,831	1,742	1,931	1,916	2,256	2,016	1,958	1,842	1,877	1,879	22,796
	2019	1,988	1,968	1,899	1,723	1,884	1,904							11,366

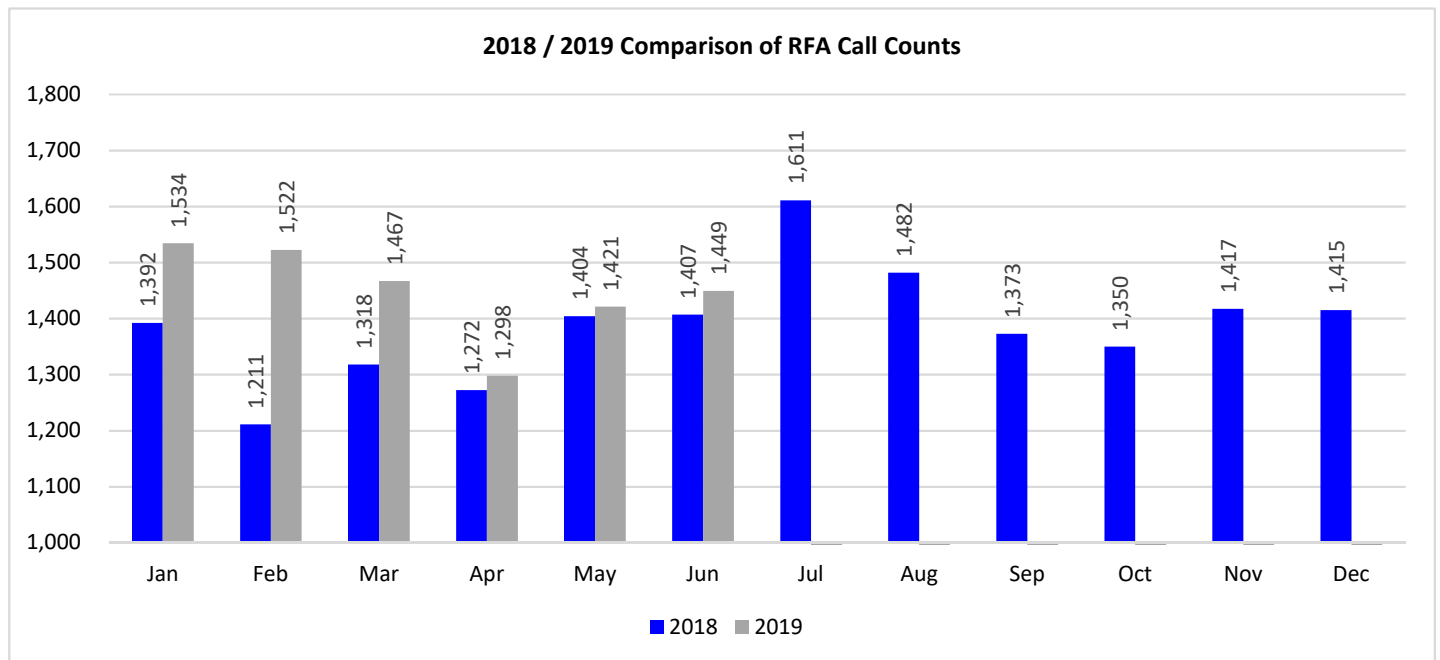




Calls by Station Area

Calls by Station are based on priority and non-priority calls.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
11	2018	356	271	313	309	355	367	392	355	328	377	340	358	4,121
	2019	367	343	351	305	290	304							1,960
12	2018	290	244	303	258	274	281	328	326	278	250	285	296	3,413
	2019	260	297	254	264	249	251							1,575
13	2018	290	260	251	280	289	271	291	273	271	259	311	290	3,336
	2019	354	311	315	285	262	297							1,824
14	2018	122	117	133	126	139	135	165	132	134	105	104	128	1,540
	2019	117	119	112	92	150	142							732
15	2018													0
	2019	33	72	54	46	99	84							388
16	2018	103	127	114	103	114	102	133	130	100	109	137	112	1,384
	2019	137	114	120	110	125	122							728
17	2018	171	142	144	141	173	172	196	181	186	175	152	163	1,996
	2019	195	182	164	131	157	152							981
O/J	2018	60	50	60	55	60	79	106	85	76	75	88	68	862
	2019	71	84	97	65	89	97							503
RFA	2018	1,392	1,211	1,318	1,272	1,404	1,407	1,611	1,482	1,373	1,350	1,417	1,415	16,652
	2019	1,534	1,522	1,467	1,298	1,421	1,449							8,691





Governing Board Agenda Item

SUBJECT/TITLE: Governing Board Committee Formation

STAFF CONTACT: S. Babich

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:

Attorney Snure has reviewed the Bylaws and has proposed changes. A summary of these changes include:

Updated timeline for agenda preparation.

Removed Board Member Reports, per our previous discussion.

Moved Voucher Signing up in bylaws.

Removed redundant language regarding governance board compensation.

Removed Citizens Advisory Committee and Finance Committee, and added Budget/Finance & Operations/Capital Committees.

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Redline version of bylaw changes.

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

Proposed bylaw changes are being submitted for board discussion only. If the Board agrees with the changes we will bring them forward at the next meeting.

**RENTON REGIONAL FIRE AUTHORITY
BYLAWS AND GOVERNING RULES**

(July 10, 2017)

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SECTION - 1. AUTHORITY

- 1.1. Creation.** The Renton Regional Fire Authority “Renton RFA” or “RFA” was created by the voters pursuant to chapter 52.26 RCW effective July 1, 2016.
- 1.2. Governance Board.** The Renton RFA Plan authorized a Governance Board with the authority set forth in the RFA Plan and under Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 1.3. Purpose.** The Renton RFA Governance Board hereby establishes the following governance policies and rules for the conduct of Board meetings, proceedings and business. These rules shall be in effect upon adoption by resolution of Board and until such time as they are amended or new rules are adopted in the manner provided by these rules.

SECTION - 2. BOARD MEMBERSHIP/QUORUM/VOTING/VACANCIES

- 2.1. Board Membership.** Pursuant to the Renton RFA Plan, the Governing Board consists of six voting members: three current seated elected members of the Board of Commissioners

of King County Fire Protection District No. 25, three current seated City of Renton Councilmembers appointed by the Renton City Council and one nonvoting advisory positions from each of the contracting agencies consisting of an elected official appointed by that agency's elected body.

- 2.2. **City Positions.** The Renton City Council shall appoint their respective Board members for at least one year terms with such terms beginning in January. In the event of a vacancy in a City position, the City Council shall immediately fill the vacancy.
- 2.3. **District Positions.** The District positions shall be determined by the election laws governing fire protection districts. In the event of a vacancy, the Board of Commissioners of the District shall fill the vacancy in the manner provided by statute.
- 2.4. **Quorum.** A quorum shall constitute a minimum of two Renton City position board members and two District position board members.
- 2.5. **Voting.** The Board shall act by majority vote except where statutory requirements require a supermajority or unanimous vote in which case the statutory requirement shall control. Voting shall occur as follows:
 - (a) **Voice vote.** A generalized verbal indication by the Board as a whole of "yea or nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Board. Silence of a Board member during a voice vote shall be recorded as a vote with the prevailing side, except where such a Board member abstains because of a stated conflict of interest or appearance of fairness.
 - (b) **Roll call vote.** A roll call vote may be requested by the Chair or by any Board member.
 - (c) **Abstentions.** It is the responsibility of each Board member to vote when requested on a matter before the full Board. However, a Board member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
 - (d) **Votes by Chair.** The Chair may vote on the same basis as any other Board member.
- 2.6. **Remote Attendance.** Board members may attend meetings remotely provided that such arrangements are made in advance with the Board Secretary and provided that technology permits the remote Board member to hear and be heard by the other Board members and any public and staff attending the meeting.
- 2.7. **Absences.** Board members will inform the Chair or Board Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Board member as having an excused absence unless the Board approves a motion declaring the absence to be unexcused. In the event a Board member fails to notify the Chair or Board Secretary of an absence the absence will be unexcused unless the Board approves a motion declaring the absence to be excused.

- 2.8. Removal of Board Member.** If a Board member has three unexcused absences from three consecutive regularly scheduled meetings of the Governance Board the Board Member shall be removed from the Board and that member's position shall be considered as a vacancy to be filled in accordance with paragraphs 2.2 and 2.3. The Board Secretary shall notify the Board member by mail after two consecutive unexcused absences that the position will be declared vacant if the Board member is absent without being excused from the next regularly scheduled meeting of the Governing Board. Removal of a Fire District Commissioner under this provision shall also result in a vacancy on the Fire District Board of Commissioners pursuant to RCW 52.14.050. Removal of City Council Board member under this provision shall not affect the City Council member's status as a City Council member.
- 2.9. Changes in Governance Board.** Section 5 of the RFA Plan permits the Board to modify the membership of the governance board by majority vote of the Governance Board. If a Board member wishes to propose a modification of the membership on the Governance Board, such member shall propose the modification in writing. The Board shall consider the proposal within a 90 day period unless such period is extended by a majority vote of the Board. Changes to the Governance Board must comply with RCW 52.26.080.

SECTION - 3. BOARD MEETINGS

- 3.1. Open Public Meetings.** All meetings of the RFA Board shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30. The Board Secretary shall be responsible for preparing agendas for all RFA Board meetings. The Board Secretary shall cause to be prepared minutes of all of the Board meetings, which minutes shall contain an account of all official actions of the Board. The open public portions of the Board meetings shall be electronically recorded and retained for the period of time as provided by State law.
- 3.2. Recording of Meetings.** Unless waived by the Board, all Board meetings shall be recorded and such recordings shall be retained pursuant to the applicable record retention requirements. In no event shall executive sessions or closed meetings be recorded.
- 3.3. Regular Meetings.** The date, time and location of the regular meetings of the Governance Board shall be established by Resolution of the Board.
- 3.4. Special Meetings.** Special Meetings may be called by the Chair or by any four members of the Board by written notice delivered to each member of the Board in the manner required by RCW 42.30.080.
- 3.5. Emergency Meetings.** Emergency meetings may be called by the Chair, in accordance with RCW 42.30.070.
- 3.6. Executive and Closed Sessions.** The Board may hold executive sessions pursuant to a purpose authorized under RCW 42.30.110 and may hold closed meetings pursuant to RCW 42.30.140. Attendance in executive sessions or closed meetings shall be limited to the Board members, including ex-officio members, and such other staff members and consultants authorized by the Chair or a majority of the Board members. The public is

restricted from attendance. Executive and closed sessions shall not be electronically recorded.

- 3.7. Cancellation of Meetings.** Meetings may be canceled by a majority vote of the Board and proper notice given by the Board Secretary.

SECTION - 4. ORDER OF BUSINESS/REGULAR BOARD MEETING AGENDA

- 4.1. Agenda Preparation.** All items to be included on the Board's agenda for consideration should be submitted to the Board Secretary, in full by ~~Noon-nine~~end of day on the first Monday of each month ~~(9) days preceding each regular Board meeting.~~ The Board Secretary shall then prepare a proposed agenda according to the order of business, for approval by the Chair, or Chair's designee. A final agenda will then be prepared by the Board Secretary and distributed to Board members ~~five (5) the Friday~~days prior to the meeting as the official agenda for the meeting. The Board Secretary shall also cause the agenda to be posted on the RFA's website at least 24 hours in advance of each regular meeting. The agenda format of the Regular Governance Board meeting shall be determined by the Board Chair but shall be generally structured as follows:

- (a) **Call to order.** The Chair shall call the meeting to order.
- (b) **Flag salute.** The Chair, Board members and, at times, invited guests will lead the flag salute.
- (c) **Roll call.** The Chair will call the roll. Board members may request to be excused from a meeting by requesting the same of the Chair in advance of the meeting.
- (d) **Agenda modifications.** Changes to the Board's published agenda may be requested and announced by the chair at this time or the agenda may be modified by a majority vote of the governing board.
- (e) **Announcements, Proclamations and Presentations.** A proclamation is defined as an official announcement made by the Chair or the Governance Board regarding a non-controversial event, activity or special interest group which has a major authority-wide impact.
- (f) **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 these 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.
- (g) **Consent Agenda.** Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include but are not limited to the following. Any Board member may remove any item from the Consent Agenda for separate discussion and action.

- (i) Approval of minutes.
- (ii) Fixing dates for public hearings and appeals.
- (iii) Approval of claims and vouchers, bid awards and contracts.
- (iv) Approval of surplus property.
- (v) Other items designated by the Governance Board.

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~~(h)~~(i) **Board Committee Reports.** Board Committee Chairs report on action and activities of their respective Board Committees.

~~(i)~~ **Board Member Reports.** The Chair and Board members may report on significant activities since the last regular meeting, to inquire on matters of general RFA business, or to initiate investigation or action on a matter of concern.

(j) **Chief's Report.** The Chief, or Chief's designee, shall provide a report informing the Board of the operations of the RFA.

(k) **Department-Division Reports.** When requested by the Board, the Chair or the Chief, ~~department-division~~ heads shall provide reports to the Board on issues of general interest and importance to the Board.

(l) **Correspondence.** The Board Secretary or Chief shall report to the Board regarding correspondence received that is relevant to the Board's proceedings. The content of the correspondence shall be summarized but shall not, unless requested by a Board member, be read into the record.

(m) **Unfinished Business.** Unfinished business of a general nature.

(n) **New Business.** Business that has not been previously before the Governance Board.

(o) **Good of the Order**

(p) **Executive Sessions.** When executive sessions are required the Chair shall announce the time of the executive session and the purpose of the executive session with specific reference to the statutory authority for the executive session. The Chair may, but is not required, to announce whether action is anticipated to follow the executive session. Executive sessions may be extended as necessary by announcing the time extensions.

~~(q)(a)~~ ~~Voucher Signing~~

~~(r)~~(q) **Future Meetings.**

~~(s)~~(r) **Adjournment.**

- 4.2. Recess.** The foregoing agenda may be interrupted for a stated time as called by the Chair to recess for any reason.
- 4.3. Resolutions.** The Board may take action by motion or by Resolution. When action is taken by Resolution the following requirements and procedures shall apply:
- (a) All resolutions shall be in writing, and the titles thereof shall be read aloud by the RFA Attorney or Chair prior to a vote being called on their passage, provided that any Board member may upon request, have a full reading of the text of a proposed resolution prior to the vote on its passage. It shall not require a second to the request for a full reading of a resolution. It is further provided, however, that the requirement for a reading of the title of the proposed resolution, or a full reading of the text of the proposed resolution may be waived upon a motion duly made, seconded and approved by a majority of the Board members in attendance at the Board meeting.
 - (b) Discussion and debate by the Governance Board on resolutions will be held prior to the vote on a resolution. Board members shall decide whether or not to amend the resolution, or direct staff to further review the proposed resolution. A resolution shall be passed by a majority vote of a quorum of the Board.

SECTION - 5. BOARD CHAIR SELECTION/DUTIES/BOARD SECRETARY.

- 5.1. Selection of Chair.** Annually at the first meeting in January of each year, or if required at other times by changes in the Board membership, the members thereof, by majority vote, shall designate one Board Member to serve as Chair and one Board Member to serve as Vice Chair for the ensuing year. If the Chair is a City Board member the Vice Chair shall be a District Board Member. If the Chair is a District Board member the Vice Chair shall be a City Board Member. Nominations will be called for and closed by the governing Board before the vote. The Vice Chair shall serve in the absence or temporary disability of the Chair.
- 5.2. Conduct of Meetings.** The Chair shall preside at all meetings of the Board and, in the absence of the Chair, the Vice Chair will act in that capacity. If both the Chair and Vice Chair are absent and a quorum is present, the Board shall elect one of its members to serve as Chair until the return of the Chair or Vice Chair.
- 5.3. Duties of the Chair:**
- (a) Shall preserve order and decorum at all meetings of the Board and cause the removal of any person from any meeting for disorderly conduct;
 - (b) Shall observe and enforce all rules adopted by the Board;
 - (c) Shall decide all questions on order, in accordance with these rules, subject to appeal by any Board member;

- (d) Shall recognize Board members in the order in which they request the floor, giving every Board member who wishes an opportunity to speak, provided that the mover of a motion shall be permitted to debate it first, and provided that the Chair may also allow discussion of an issue prior to the stating of a motion when such discussion would facilitate wording of a motion;
- (e) May affix approximate time limit for each agenda item;
- (f) When matters on the agenda are placed, or are able to be placed under more than one classification or category, as defined by the Order of Business, and the matters involve or are closely related to other subject matter, then the Chair may, in the Chair's discretion, present such matters before the Board, for discussion, consider and vote, at a different place in the agenda without the necessity of any vote thereon, notwithstanding their initial different placement on the written agenda.

5.4. Appointment of Board Secretary. The Board shall, by motion and vote at an open public meeting, appoint a Board Secretary to perform the duties set forth in these Bylaws and other such duties as assigned by the Board.

SECTION - 6. BOARD MEMBER REMARKS

- 6.1. Remarks.** Board members desiring to speak shall address the presiding officer, and when recognized, shall confine him/herself to the question under debate.
- 6.2. Questioning.** Any member of the Board, including the Chair, shall have the right to question any individual, including members of the staff, on matters germane to the issue properly before the Board for discussion. Under no circumstances shall such questioning be conducted in a manner to the extent that such would constitute a cross-examination of or an attempt to ridicule or degrade the individual being questioned.

SECTION - 7. CONDUCT AT MEETINGS/DEBATES/RULES OF PROCEDURE

- 7.1. Speaking to the Motion.** No member of the Board, including the Chair, shall speak more than twice on the same motion except by consent of the majority of the Board members present at the time the motion is before the Board.
- 7.2. Interruption.** No member of the Board, including the Chair, shall interrupt or argue with any other member while such member has the floor, other than the Chair's duty to preserve order during meetings.
- 7.3. Courtesy.** All speakers, including members of the Board, which includes the Chair, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

- 7.4. Transgression.** If a member of the Board shall transgress these rules on debates, the Chair shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the Chair shall transgress these rules on debate or fail to call such member to order, any other member of the Board may, under a point of order, call the Chair or such other member to order, in which case the Chair or such member, as the case may be, shall be silent except to explain or continue in order.
- 7.5. Challenge to Ruling.** - Any member of the Board, including the Chair, shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the members of the Board present, including the Chair, shall govern.
- 7.6. Rules of Order.** These Bylaws establish the governing rules of order for the Renton RFA Governing Board. In the event a situation arises in which these Bylaws do not adequately address or resolve a procedural issue, then, except where such rules conflict with these rules or state law, the rules of procedure for small boards established in the latest edition of *Roberts Rules Of Order, Newly Revised* shall control.
- (a) If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege; therefore a second is not needed for those matters.
 - (b) A motion that receives a tie vote is deemed to have failed.
 - (c) When making motions, Board members shall be clear and concise and not include arguments for the motion within the motion.
 - (d) After a motion has been made and seconded, the Board members may discuss their opinions on the issue prior to the vote.
 - (e) If any Board member wishes to abstain, from a vote, that Board member shall advise the Governance Board, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Board member perceives a need to abstain, provided that, prior to the time that a Board member gives advice of an intent to abstain from an issue, the Board member shall confer with the RFA Attorney to determine if the basis for the Board member's intended abstention is appropriate. If the intended abstention can be anticipated in advance, the conference with the RFA Attorney should occur prior to the meeting at which the subject matter would be coming before the Governance Board. If that cannot be done, the Board member should advise the Governance Board that he/she has an "abstention question" that he/she would want to review with the RFA Attorney, in which case, a brief recess would be afforded the Board member for that purpose.
 - (f) A motion may be withdrawn by the maker of the motion at any time without the consent of the Board.

- (g) A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Board members' consideration of the matter then before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a majority vote.
- (h) A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Governing Board meeting.
- (i) A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- (j) A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a majority vote; debate is reopened if the motion fails.
- (k) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (l) Motions that cannot be amended include: Motion to adjourn, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (m) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (n) Debate of a motion only occurs after the motion has been moved and seconded.
- (o) The Chair, RFA Attorney or Board Secretary should repeat the motion prior to voting.
- (p) When a question has been decided, any Board member who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Board meeting.
- (q) The RFA Attorney shall act as the Board's parliamentarian and shall decide all questions of interpretations of these rules which may arise at a Board meeting.
- (r) These rules may be amended, or new rules adopted, by a majority vote of the full Board.

SECTION - 8. PUBLIC COMMENTS

- 8.1.** Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and place of residence for the record, and limit their remarks to three (3) minutes, in addition to filling out the speaker sign-in sheet available at the Board Secretary's desk. All remarks will be addressed to the Board as a whole. The Board Secretary shall serve as timekeeper. The Chair may make exceptions to the time restrictions of persons addressing the Board when warranted, in the discretion of the Chair.
- 8.2.** Any person making personal, impertinent or slanderous remarks while addressing the Board shall be barred from further audience participation by the Chair, unless permission to continue is granted by a majority vote of the Board.

SECTION - 9. PUBLIC HEARINGS AND APPEALS

- 9.1. Quasi Judicial Hearings.** Quasi Judicial hearings require a decision be made by the Board using a certain process, which may include a record of evidence considered and specific findings made. The following procedure shall apply:
- (a) The Fire Chief or designee will present the RFA's position and findings. Staff will be available to respond to Board questions.
 - (b) The proponent spokesperson shall speak first and be allowed (10) minutes unless extended by the Chair. The Board may ask questions.
 - (c) Each side shall then be allowed five (5) minutes, unless extended by the Chair, for rebuttal, with the proponent spokesperson speaking first, followed by the opponent spokesperson.
 - (d) The Board Secretary shall serve as timekeeper during these hearings.
 - (e) After each proponent and opponent spokesperson have used their speaking time, Board may ask further questions of the speakers, who shall be entitled to respond but limit their response to the question asked.
- 9.2. Public Hearings.** Public hearings where a general audience is in attendance to present arguments for or against a public issue:
- (a) The Fire Chief or designee shall present the issue to the Board and respond to questions.
 - (b) A person may speak for three (3) minutes. The Chair may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Chair.
 - (c) The Board Secretary shall serve as timekeeper during these hearings.

- (d) After the speaker has used the speaker's allotted time, the Board may ask questions of the speaker and the speaker may respond, but may not engage in further debate.
- (e) The hearing will then be closed to public participation and open for discussion among Board members.

9.3. The Chair may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Board.

SECTION - 10. BOARD MEETING STAFFING

- 10.1. Fire Chief.** The Fire Chief or designee shall attend all meetings of the Board unless excused.
- 10.2. RFA Attorney.** The RFA Attorney shall attend all meetings of the Board unless excused by the Chair and shall upon request, give an opinion, either written or oral, on legal questions. The RFA Attorney shall act as the Board's parliamentarian.
- 10.3. Board Secretary.** The Board Secretary shall attend all meetings of the Board unless excused by the Chair or the Chief and in such event, an acting Board Secretary shall be designated to attend the meeting by the Chair or the Chief.

SECTION - 11. BOARD RELATIONS WITH STAFF

- 11.1. Mutual Respect.** There will be mutual respect from both RFA staff and Board members of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 11.2. Roles.** RFA staff will acknowledge the Board as policy makers, and the Board members will acknowledge RFA staff as administering the Board's policies.
- 11.3. Communications.** All written informational material requested of RFA staff by any individual Board members shall be submitted to (or made available to) all Board members unless other reasons preclude such distribution, in which case the reasons shall be communicated to the Board members by the Chair or designee.
 - (a) Board members shall not attempt to coerce or influence RFA staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of RFA licenses or permits.
 - (b) Board members shall not attempt to change or interfere with the operating rules and practices of the RFA.
 - (c) No Board member shall direct the Chair to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Board.

- (d) Individual requests for information can be made directly to the Fire Chief unless otherwise determined by the Chair. If the request would create a change in work assignments or RFA staffing levels, the request must be made through the Chair.

SECTION - 12. BOARD COMMITTEES AND CITIZEN ADVISORY BOARDS

12.1. The Standing Committees of the Governance Board of the Renton RFA are as follows:

- ~~(a) Citizens Advisory Committee~~
- (a) Budget/Finance—responsible for expense/voucher review and participation in budget creation/management
- (b) Operations and Capital—responsible for review of operational performance measures and capital projects and purchases.

Commented [RMM1]: The Citizen Advisory Committee provides input to the Fire Chief and Administration, not the Board.

12.2. Board Committees are purely advisory in nature, shall not have any decision making authority, and are not authorized to “act on behalf of” the Governing Board as that term has been defined by the Washington State Supreme Court in Citizens Alliance for Property Rights Legal Fund v. San Juan County, 184 Wn.2d 428 (2015).

12.3. Board Committees shall consist of at least one City of Renton Board Member and One District 25 Board member.

12.4. Board Committees shall not consist of a quorum of the Governing Board as defined in these rules.

12.5. Board Committee meetings shall be held on the fourth Monday of the month at a location to be determined by the Committees. The Committees may meet at additional times and locations as the Committee determines.

12.6. Board Committees are not intended to meet the definition of a Public Agency under RCW 42.30.020(1) and such meetings shall not be required to comply with the Open Public Meetings Act.

~~SECTION 13. Finance Committee. The duties of the Finance Committee shall include, but not be limited to, reviewing and approving all items included on the consent agenda.~~

~~SECTION 14.~~SECTION - 13. BOARD REPRESENTATION

~~14.1.~~13.1. If a Board member appears on behalf of the RFA before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Board member needs to state the majority position of the Governance Board if known, on such issue. Personal opinions and comments which differ from those of the Board majority may be expressed if the Board member clarifies that these statements do not represent the Governance Board's position. Board members need to have other Board member's concurrence before representing another Board member's view or position with the media, another government agency or community organization.

~~SECTION 15.~~ SECTION - 14. **CONFIDENTIALITY**

~~15.1.~~ 14.1. Board members should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the RFA's position is not compromised. Confidentiality also includes information provided to Board members outside of Executive Sessions when the information is considered exempt from disclosure under exemptions set forth in the Revised Code of Washington.

~~SECTION 16.~~ SECTION - 15. **BOARD COMPENSATION**

~~16.1.~~ 15.1. **Governing Board Member Compensation.** The Renton RFA Plan provides that the members of the Governing Board shall receive compensation in the manner provided in RCW 52.14.010. ~~RCW 52.14.010 currently authorizes the payment to each member of \$114.00 for each day or portion of a day in actual attendance at official Governance Board meetings or when performing other services or duties for the RFA subject to an annual maximum of \$10,944 per year (The specified and annual maximum will be adjusted every five years in the manner specified in RCW 52.14.010 with the next adjustment scheduled for July 1, 2018).~~ It is the function of the Governing Board to approve the services that any members ~~is~~ are authorized to perform for the RFA. Members of the Governing Board shall be entitled to receive the full amount of compensation authorized by statute for the following activities:

- (a) Actual attendance at all regular and special meetings of the Board.
- (b) Actual attendance at King County Fire Commissioner Association Meetings.
- (c) Attendance at other RFA related activities provided that either the Board, the Board chair or the Board vice chair has approved such attendance in advance.

~~16.2.~~ 15.2. **Waiver of Board Member Compensation.** Any Board Member may waive all or any portion of his or her compensation payable under this section, by a written waiver filed with the Board Secretary prior to the date on which the compensation would otherwise be earned. The waiver shall specify the time period or the specific activities for which the waiver is made.

~~16.3.~~ 15.3. **Governing Board Member Expense Reimbursement.** Governing Board members shall, on approval by the Chair, receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the RFA including the following:

- (a) Mileage reimbursement for use of personal automobiles at the RFA approved rate together with parking fees, ferry fees, etc.
- (b) Registration fees for conferences, seminars and educational classes related to governance of the RFA.

- (c) Actual expenses for overnight accommodations when required by the nature of the activity attended (receipts required) not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website .
- (d) Actual Meal expense including gratuity (receipts required) when meals are not provided in the registration fee at an event attended not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website.

~~SECTION - 17.~~ **SECTION - 16. ACCESS TO RFA RECORDS**

~~17.1.~~**16.1.** Each Governing Board Member shall have access to RFA records during regular business hours of the RFA; provided, that the review or examination of the records shall not interfere with the normal operation of the RFA staff. Governing Board members shall not remove original RFA records from the RFA stations. The administration shall provide copies of records requested by Governing Board members subject to the following limitations:

~~17.2.~~**16.2.** No copies of confidential records will be provided without prior approval of the Governing Board.

~~17.3.~~**16.3.** Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.

~~17.4.~~**16.4.** RFA records and information obtained from RFA records may not be used by Governing Board members for non-RFA business nor disclosed to unauthorized persons.

~~SECTION - 18.~~ **SECTION - 17. PERSONAL LIABILITY PROTECTION**

~~18.1.~~**17.1.** **Insurance.** The Governing Board members shall be included as named insureds on all applicable RFA insurance policies. In the event a Governing Board Member shall be individually named as a defendant in any litigation arising out of the performance by the Governing Board Member of RFA business and the RFA's insurance carrier shall deny coverage and refuse to provide defense to the action, the RFA shall provide the Governing Board member with defense coverage and liability protection subject to the following conditions:

- (a) The cause of action must have arisen as a result of the action or non-action of the Governing Board member while acting within the scope and authority of the office of Governing Board member.
- (b) The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Governing Board member.

~~18.2.~~**17.2.** **Liability Protection Procedure.** The following procedure shall be used to determine if the RFA shall provide the defense and liability coverage for a Governing Board member.

- (a) The matter shall be referred to the RFA's attorney for investigation and review.
- (b) The RFA's attorney or designee shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Governing Board member.
- (c) The RFA's attorney shall report to the Board of Governing Board members in writing the results of the investigation and research. A copy of the report shall be furnished to each Governing Board member under the attorney-client communication privilege.
- (d) The Board of Governing Board members shall make the final determination based on the report and investigation of the attorney.

SECTION - 19. SECTION - 18. ETHICS

19.1.18.1. Purpose. The RFA and its Governing Board members find that the proper operation of a regional fire authority, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the Governing Board members of this RFA.

19.2.18.2. Policy. The policy of the RFA is that this Ethics Policy shall be strictly adhered to, and that it shall be interpreted liberally so as to accomplish its purpose. The goal of the RFA is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all RFA employees to emulate. The expectations of the Board and the RFA shall be that the prohibitions contained herein will always be honored and that the recommendations contained herein will be aspired to, and achieved whenever feasible.

19.3.18.3. Definitions. The following terms or words shall have the following meanings, throughout this ethics policy:

- (a) **Major Infraction:** A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed herein that involves honesty or integrity.
- (b) **Minor Infraction:** A minor infraction means any ethics code violation not deemed to be major.
- (c) **Misfeasance:** Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.

- (d) Malfeasance: Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.
- (e) Violation of oath of office: This term is also defined by statute, and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a Governing Board member, would be an example of a violation of the oath of office.

19.4.18.4. Prohibited Conduct- A Governing Board member Shall Not:

- (a) Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature that is in conflict with the proper discharge of the Governing Board member's duties.
- (b) Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the Governing Board member, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- (c) Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- (d) Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the RFA, for a matter connected with or related to the Governing Board member's services unless provided for by law.
- (e) Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the Governing Board member, or be considered as part of a reward for action or inaction.
- (f) Accept employment or engage in business or professional activity that the Governing Board member might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- (g) Neither disclose confidential information gained by reason of the Governing Board member's position, nor may the Governing Board member otherwise use such information for his or her personal gain or benefit.
- (h) Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the RFA, where such Governing Board Member's assistance is, or to a reasonable person would appear to be, enhanced or affected by the Governing Board Member's position.

- (i) Employ or use any RFA employee or other person, RFA funds or money, or RFA property under the Governing Board Member's official control or direction, or in his or her official custody, for the private benefit or gain of the Governing Board Member, an employee of the RFA, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of RFA functions or official duties, or otherwise allowed by law.
- (j) Use the facilities, personnel or resources of the RFA to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17.130.
- (k) Participate, by voting or otherwise, in any issue that comes before the Board of Governing Board members, when the Governing Board Member has any direct or indirect personal or financial stake in the outcome of the matter.
- (l) Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of Governing Board Member, if concurrently serving as a Governing Board Member.

19.5.18.5. Recommended Conduct - At All times a Governing Board member Should:

- (a) Uphold the Mission, Vision and Values of the RFA
- (b) Respect and comply with the law.
- (c) Act at all times in a manner that promotes public confidence in the office of Governing Board Member.
- (d) Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- (e) Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- (f) Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- (g) Have the courage to do what is right and stand up for those without power or authority.
- (h) Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- (i) Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- (j) Lead by example.

- (k) Never forget that public office requires public trust and confidence.

19.6,18.6. Exceptions.

- (a) A Governing Board Member is allowed by state statute to be financially involved in a contract with the RFA, so long as payment to the Governing Board Member or his/her business does not exceed \$1,500.00 in any calendar month, provided that such Governing Board Member shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.
- (b) A Governing Board Member may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- (c) A Governing Board Member is not deemed to have an interest in a contract, as those terms are used herein, if the Governing Board Member has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee (Governing Board Member) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a Governing Board Member who attempts to influence, or does influence other RFA officers with respect to entering into the contract.

19.7,18.7. Complaints. All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant.



Governing Board Agenda Item

SUBJECT/TITLE: RRFA 2020 Budget Calendar

STAFF CONTACT: S. Babich

SUMMARY STATEMENT:

The attached calendar outlines the dates for the major milestones in the budgeting process taking into account meeting dates and known holidays.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

If the Governance Board decides to reduce the number of meetings to 1x per month (see unfinished business/ByLaw change) we will need to call two special meetings in order to meet all deadlines. (10/23 and 11/? TBD.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Proposed RRFA 2020 Budget Calendar

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

Move to approved the proposed 2020 Budget Calendar and to direct staff to draft a resolution to hold special meetings on October 23 (Public Hearing) and November ____ (Budget/Levy/FBC adoption).

RRFA 2020 Budget Calendar

Month	Date	Task	Responsible / Coordinator	Participants	Goal
JANUARY					
	All Month	Review BARS and RCW for changes applicable to RFA.	Administration	Finance	Ensure compliance with all updates to BARS and RCW applicable to Fire Districts.
JUNE					
	All Month	Review and update financial policies	Administration	E-Team and Finance	Evaluate current financial policies and update if necessary
	All Month	Adopt revise financial policies as necessary	Administration	Administration / Governance Board	Ensure compliance with laws governing financial transactions.
	6/14/2019	Set funding priorities	Fire Chief	All related staff	To create priority list for ensuing year.
	6/14/2019	Finalize budget calendar	Finance	Administration	Ensure all applicable target dates, meeting dates, and RCW notice requirements are met.
	6/17/2019	Notice of budget process kick-off	Administration	All staff	Communication via administrative memorandum regarding budget process and guidelines.
	June-July	Develop/update Capital Facilities Plan (CFP)	Administration / Support Services	Administration , Planning	To review and update capital facilities needs and funding plan.
JULY					
	7/8/2019	Budget schedule briefing to Governance Board	Fire Chief	All Board Member and staff	Present budget calendar to Governance Board as a briefing.
	7/10/2019	E-Team budget meeting	Administration	E-Team	Establish overall budget guidelines and priorities, considering revenue trends, economic forecasts, projected personnel expense, major projects, and service levels.
	7/17/2019	Budget kick off meeting (HQ @ 1pm)	Administration	All staff. Division Managers & Line Item Managers	Kick off meeting to review budget calendar, guidelines, expectations and process. All staff are invited to attend. Division Managers and Line Item Managers are highly encouraged to attend.
AUGUST					
	8/2/2019	Capital Facilities Plan (CFP) due	Administration/Support Services	Administration, Planning	To review and update capital facilities needs and funding plan.
	8/23/2019	Budget requests due	Line Item Managers	Division Managers & Line Item Managers	All budget requests due by 5pm. Submittal through SharePoint.
	8/26/2019	Request BLS allocation estimate	EMS/Administration	King county EMS	Send request to King county Emergency Medical Services
	8/29/2019	1st budget workshop (HQ @ 1pm)	Administration	All staff. Division Managers & Line item Managers	Review budget requests compared to projected revenue. All staff are welcome to attend. Division Managers and Line Item Managers are highly encouraged to attend.
SEPTEMBER					
	9/6/2019	Budget revisions due	Line Item Managers		Revisions to budget requests due on SharePoint.
	9/9/2019	BLS allocation estimate Due	EMS/Administration	King county EMS	To get the BLS allocation estimate
	9/9/2019	Request for King County assessed valuation	Administration		

RRFA 2020 Budget Calendar

Month	Date	Task	Responsible / Coordinator	Participants	Goal
	9/20/2019	King County preliminary assessed valuation due	Administration	King County Assessor	To get the property valuation and estimated Property Tax for budget year
	9/20/2019	Fire Benefit Charge estimate due	Support Services	Planning	To work with PSRFA and get Fire benefit charge
	9/23/2019	Develop preliminary budget	Administration	Fire Chief, Division Managers	To consolidate the full budget
	9/24/2019	FD 40 contract estimate	Administration	Fire Chief, Division Managers	To get estimate contract amount for FD 40 and provide to FD 40
	TBD	2nd budget workshop (if needed)	Administration	All staff. Division Managers & Line Item Managers	To review suggested budget or any adjustments
OCTOBER					
	10/1/2019	Finalize preliminary budget	Administration	Finance	Prepare final balanced budget for Governance Board packets
	10/1/2019	Publication of public hearing dates	Board Secretary		
	10/14/2019	Present preliminary budget to Governance Board	Fire Chief	Governance Board	To submit the Preliminary Budget to the Governance Board
	10/23/2019	Public Hearing on A/V Levy RCW 84.55.120 Public Hearing on FBC RCW 52.26.230	Fire Chief	Governance Board / Citizens	To review any suggested change from the Governance Board
	10/31/2019	Final BLS allocation Due	EMS/Administration	King county EMS	To get final BLS allocation
NOVEMBER					
	11/11/2019	Adopt Levy RCW 84.52.070 Adopt FBC RCW 52.260.230 Adopt Budget	Administration	Governance Board / Citizens	
	11/13/2019	Deadline for certification of Tax levy to County Assessors RCW 84.52.070, RCW 84.48.130	Administration		
	11/13/2019	Deadline to file budget with County RCW 84.52.020	Administration		File certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth day of November
	11/29/2019	Deadline for FBC Resolution provided to County Treasurer with report on public hearing RCW 52.26.230	Administration		File benefit charge resolution and public hearing report with county treasurer
DECEMBER					
	12/13/2019	Final assessed property values & tax	Administration	King County Assessor	To get final E/V and tax levy
	12/15/2019	Final Budget due	Administration		To finalize budget
	12/20/2019	Budget publication	Administration		To make the budget easy access to public
	12/31/2019	Budget load in finance system	Administration		To load budget in RFA Finance System.



Governing Board Agenda Item

SUBJECT/TITLE: Professional Services Agreement - Canviz

STAFF CONTACT: S. Babich, Chief Administrative Officer

SUMMARY STATEMENT:

We are moving into the professional services phase of our IT stand-up process and have selected a vendor to configure, implement, and migrate our Office 365, Azure Active Directory, Email, and Sharepoint programs.

FISCAL IMPACT:

Expenditure 92,200 Revenue 0

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

Staff interviewed six professional services companies to discuss implementation and migration of our MS Office systems. After discussing the project with each vendor they were invited to propose costs and statements of work (SOW). Staff chose Canviz for both their ability and price.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Professional Services Agreement - Canviz

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move that we approve the Professional Services Agreement with Canviz as proposed and authorize the Chief to sign the agreement as presented.



RENTON REGIONAL FIRE
ASSOCIATION - SHAREPOINT
MIGRATION, AZURE AD/O365,
GPO, AD
RFP Response



Gold Cloud Platform

Silver Collaboration and Content

Azure

PowerApps



Author: Tim McDaniel



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Executive Summary

Dear Mr. Dunn and RRFA team,

On behalf of Canviz – an experienced software solution specialist with extensive web application and custom business solution experience – I am delighted to present this proposal. We believe Canviz's team is exceptionally skilled in meeting your requirements, well-seasoned in similar engagements, and scalable to meet the needs of your project and timeline. Our team includes Todd Baginski, a well-known expert in Microsoft's Office 365 technical communities, and a 13-time recipient of Microsoft's "MVP" (Most Valuable Professional) award, which recognizes those who make exceptional contributions to the technical community.

Using our proven and flexible methodology, and the Microsoft cloud platform, Canviz will partner with you to build and migrate to a modern and scalable solution matching your exact needs. We'll start with rigorous requirements gathering, thorough content analysis, followed by detailed UX and technical designs, before building and testing the solution and finally working side-by-side with you in the launch of this solution to your users.

This solution will provide both PC and mobile users an optimal experience, with high performance, and ultimately lead to maximized user adoption.

We look forward to working with you on this project and we're excited to start discussing in more detail and exploring the next steps.

Thank you!

Tim McDaniel
206.335.8303
tim@canviz.com



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1. Company Background

<http://canviz.com/>

Canviz specializes in creating and migrating software solutions based on Microsoft's Azure and Office 365 platforms and open source technologies. Using industry recognized experts and a global work force, we deliver cost effective and reliable solutions that improve productivity, reduce costs, and help drive new sales opportunities.

We began our operations over a decade ago and have grown due to the successful relationships we have built with our clients. We started out small, with just a few people and a small office. Today we have offices in multiple countries with dozens of young, energetic technology professionals who have a common goal of producing high value, polished, and effective business solutions.

Executive Team

<https://www.canviz.com/about-us-2/executive-team/>

Tim McDaniel – CEO & Cofounder

With over 15 years of experience in management, business planning, financial analysis, software engineering, operations, and decision analysis, Tim has the breadth and depth of experience needed to quickly understand businesses and guide customers to suitable solutions. He has led more than 250 successful projects in his career, with total budgets exceeding 50 million.

Todd Baginski – Partner, CTO

A graduate from the University of Cincinnati Carl H. Lindner College of Business, Todd grows the business and leads the technical teams at Canviz. Todd is a 13-time Microsoft MVP with over 20 years of experience in software architecture and development. He consistently keeps Canviz on the cutting edge of web, mobile, desktop, cloud and other emerging technologies. He leads the technical teams at Canviz with a passion for sharing knowledge and attention to detail. In his free time, Todd gives back to his local community by coaching and growing youth sports teams.

2. Canviz's Distinguishing Qualities



- Innovative Solutions - Our professionals see what others don't, challenge conventional thinking, and consistently deliver innovative solutions.
- Technical Expertise- Having worked with web, mobile, and cloud applications for more than 2 decades our team brings tremendous experience to your project needs.

Canviz's distinguishing technical qualities include

Direct connections to Microsoft product teams (Azure, Office 365, SharePoint) – Canviz has developed valuable relationships with the Microsoft product teams creating conference demos, how-to guides, and code samples. We successfully leverage these relationships to further our client's tech strategies.

Microsoft hires Canviz to build internal Microsoft tools and solutions on Office 365 and Azure.

Cloud Migrations and Optimizations – Having successfully built or migrated several cloud solutions, Canviz is a recommended partner by Microsoft. We hold Microsoft's Gold Competency for Cloud Platform Solutions.

Mobile Ready Solutions – Canviz understands mobile and how users interact with solutions differently via a PC vs. mobile devices. From UX

design to application build we apply our lessons learned to constantly improve the adoption and experience of your user base.

- UX Design Experience – Canviz offers end-to-end UX design. This includes graphical user interfaces design, usability, and custom branding.
- Deployment & Support Services – Canviz provides full deployment and post deployment support. This includes infrastructure management and user support.

3. Scope & Goals



This project will assist the Renton Regional Fire Association in creating and configuring an independent Office 365 and Azure Active Directory structure and migrating the users and content from the existing shared environment with the city of Renton. The project scope and goals include:

1. Active Directory & Group Policy configuration and migration. Work with the RRFA and City of Renton staff to carefully plan, configure, and migrate users and group policies as required to the RRFA's 2 on-premises Active Directory Domain Controllers and configure sync with Azure Active Directory.
2. SharePoint Migration
 - a. Migrate existing SharePoint applications and workflows to the new Office 365 SharePoint sites.
 - b. Work with the RRFA and City of Renton staff to perform a thorough content analysis, followed by careful planning, and the migration or archival of content from the current SharePoint 2013 sites to the new Office 365 SharePoint configuration.
 - c. Work with RRFA to plan user file storage inside of SharePoint instead of the existing network share environment.

3. Email Migration

- a. Work with the RRFA and City of Renton staff to carefully plan, configure and migrate email services and files from the City of Renton's on-premises Exchange 2013 servers to Office 365.
- b. Migrate emails (July 2016 to present), calendars, contacts and public folders.
- c. Archive accounts for users who are no longer part of RRFA.
- d. Perform the migration in two steps:
 - i. Migration of 80 -90 % of data prior to the actual cutover.
 - ii. Final migration of the remaining data at the time of cutover.

4. Project Approach

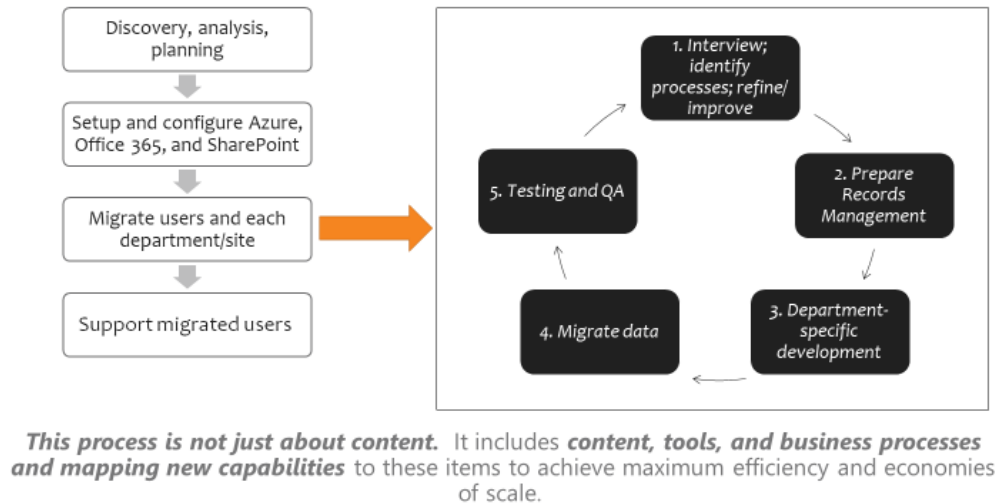
SharePoint Migration

As we discussed, we use a standard project delivery model for migration projects like yours, however we remain flexible to adapt to our client needs and unique processes.

The following diagram illustrates a high-level overview of our methodology used in SharePoint Migrations.

Our methodology has evolved over the last decade based on how the related technologies have changed and experience we have gained on similar projects.

We believe our holistic approach and the goals we set to improve the system, not just migrate it, make this methodology the best approach.



The process begins with **business analysis and content retention planning**. A complete audit of the current content and interviews with key stakeholders helps us produce a map that indicates if content will be archived or migrated to the new Office 365 SharePoint sites.

At this point, enough is known to **create the Office 365 tenant and configure the various services** such as SharePoint, Planner, Teams, etc. and Microsoft Azure (AAD). During this phase, we typically we configure the SharePoint Records Management service and get it ready for the pending data migrations that will soon follow in the project methodology.

Next, we work with you in a 5-step process for each department/team site/sub site to migrate it the new SharePoint environment.

1. The 5-step process starts with **interviewing key stakeholders to determine the data and processes associated with the site**. We make recommendations and discuss ways to **improve and refine the processes** within a given site, as well as across multiple sites.
2. Next, **we work with you to prepare for Records Management** and the associated policies that govern the content in each site by documenting the policies and what content it is applied to. This exercise defines the Information Architecture (the data

and content structure) vital to Records Management, content classification, and the ability to quickly locate information throughout the system.

This step includes using the Information Architecture to create the components which implement it including Content Types, Lists, Site Columns, Records Management Policies, Document Sets, Libraries, etc.

3. Depending on the processes and requirements associated with each site, we may need to **develop specific components for each site**. These components can include many different things including Web Parts, PowerApps, Flows, List Templates, List Row or View Formatting. Based on our initial discussions with RRFD, we feel that there are not many things that require custom development except for Flows to replace existing workflows and possibly some PowerApps to facilitate the workflows.
4. Next, we work with you to **migrate the data** according to the map we created in the initial business analysis and content retention planning phase.
5. After data migration is complete, we perform **testing and quality assurance** on the migrated sites to ensure all the content was properly migrated, Records Management policies are successfully applied, and any custom components such as Flows are working as intended.

Finally, we work with you to **support your users as they start using the new system**. No question is too big or too small, we want your users to succeed and love the new system and we will be standing by to teach them how to use the new system and show them new features they can use to do their job faster.

Throughout the entire process our design team will work with you to create a high-quality user interface design that matches your branding and performs great on everything from a desktop computer to a phone. Our design team will create wireframes, high resolution mock-ups, and ultimately click through demos to clearly design the branded content portal's user interface to meet your specific goals.



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Active Directory Migration

This portion of the project is very straightforward. We will work with RRFA to install and configure the Domain Controllers and the GPOs. We will also work with RRFA to implement AAD Connect.

Email Migration

Having migrated thousands of mailboxes to Office 365, we have the expertise required to make the transition simple and painless. At a high level our plan is to use a Hybrid or Cutover migration approach to migrate the Exchange 2013 mailboxes to Office 365. You can learn more about these approaches [here](#).

6. Project Examples

Here are some recent examples of similar projects Canviz successfully completed.

Client	Project Name	Project Description
Microsoft Corporation	SharePoint Upgrades & Migrations	Working with the Microsoft internal teams, we successfully helped to upgrade several farms from 2003 → 2007 → 2010 → 2013 → 2016 → Office 365
Amazon	Amazon Knowledge Base Upgrade	SharePoint upgrades, new features and capabilities (2013 → 2016)
NC4	Cloud Platform Migration	Legacy application migration from on-premises SharePoint 2010 to an Azure cloud application



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Client	Project Name	Project Description
College of the Sequoias	SharePoint Upgrade and Site Redesign	SharePoint upgrades, site redesign, new features and capabilities (2010 → 2016) https://www.cos.edu/en-us
Coast Community College District (CCCD)	SharePoint Upgrade and Site Redesign	SharePoint upgrades, site redesign, new features and capabilities (2010 → 2016) https://www.cccd.edu/Pages/home.aspx

7. Target Timeline

We believe this project will take 3-5 months to complete, plus a period of 6 or more weeks for post deployment support.

Target schedule:

- Program Planning: 1 Weeks
- Analysis, Design & Architecture: 3 Weeks
- Office 365 & Azure Setup and Configuration: 1 Weeks
- AD & Group Policy Configuration: 1-2 Weeks
- SharePoint Migration: 3-6 Weeks
- Email Migration: 1-2 Weeks
- Support: 6 Weeks

8. Projected Project Costs

The cost estimates are based on RRFA's high level requirements and the discussion we had about the scope of the project. This estimate uses a blended rate of \$110/hr.

Work Item	Estimated Hours	Estimated Budget
Program Planning: 1 Week	80	\$8,800
Analysis, Design & Architecture: 3 Weeks	150	\$16,500
O365 & Azure Set-up and Configuration: 1 Week	80	\$8,800
AD & Group Policy Configuration: 1-2 Weeks	80	\$8,800
SharePoint Migration: 3-6 Weeks	200	\$22,000
Email Migration: 1-2 Weeks	*	\$13,000
Project Wrap-up: 1 Week	40	\$4,400
Support: 6 Weeks	90	\$9,900
	720	\$92,200

* Mailbox migration cost is \$65/mailbox. Estimate is based on 200 mailboxes.