



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 22, 2019

Fire Station #17 – 14810 S.E. Petrovitsky Rd., Renton

CALL TO ORDER AND FLAG SALUTE

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

ROLL CALL

Governance Board Members Present:

Armondo Pavone, Chair (City of Renton)

Ed Prince (City of Renton)

Kerry Abercrombie, Vice Chair (Fire District 25)

Marcus Morrell (Fire District 25)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Myron Meikle (Fire District 25)

Don Persson (City of Renton)

Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Chief Administrative Officer Samantha Babich, Fire Marshal Anjela St. John, Battalion Chief Jeff Vollandt, Facilities Manager Kyle Kauzlarich, Deputy Fire Marshal Nathaniel Savel, Administrative Supervisor Christine Noddings, and Administrative Secretary Linda Mann.

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

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

A **MOTION** was made by Board Vice Chair Abercrombie and **SECONDED** by Board Member Prince to approve the consent agenda for July 22, 2019. **MOTION CARRIED (4-0)**

SIGNING OF VOUCHERS

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

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- Members of the Quarter: Please join Chief Marshall 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.
- New Office of the Fire Marshal Member: We are pleased to welcome our new Deputy Fire Marshal, Nathaniel Savel, to our organization.
- Lunch with the Mayor: On Thursday, July 11, the mayor and Chief Marshall met to discuss RRFA/City transitions and governance issues related to Valley Communications Center.
- I-405 City of Renton/WSDOT Executive Meeting: On Monday, July 15, Chief Marshall 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.
- Cammack Fiduciary Training: On Tuesday, July 16, Chief Marshall 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.
- Meeting with Valley Communications Center Operations: On Wednesday, July 17, Chief Marshall 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.
- 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.

DEPARTMENT REPORTS

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

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

Governing Board Committee Formation and Bylaws

At the July 8, 2019 Board Meeting, 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 bylaws that are currently in place regarding committees.

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

- Updated timeline for agenda preparation.

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- 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, and Operations /Capital Committees.

The 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. No action was taken.

NEW BUSINESS

RRFA 2020 Budget Calander

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

If the Governance Board decides to reduce the number of meetings to once per month, we will need to call two special meeting in order to meet all deadlines.

It was decided to hold off on approving the proposed 2020 budget calendar until the bylaws are finalized. No action was taken.

Professional Services Agreement – Canviz

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.

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.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Vice Chair Abercrombie to approve the Professional Services Agreement with Canviz as proposed and authorize the Chief to sign the agreement as presented. **MOTION CARRIED (4-0)**

GOOD OF THE ORDER

At 10:39 a.m., a recess was called for 15 minutes so that Deputy Chief Chuck DeSmith, and Facilities Manager Kyle Kauzlarich, could provide the Governance Board with a tour of Fire Station 17.

The meeting reconvened at 10:51 a.m.

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,

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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.

Executive Session was called at 10:52 a.m. for 15 minutes. At 11:09 a.m., another five minutes was requested. The meeting reconvened at 11:12 a.m.

FUTURE MEETINGS

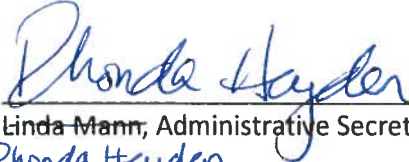
The next meeting is scheduled for Monday, August 12, 2019, 10:00 a.m. at Fire Station #13 (18002 108th Ave S.E., Renton).

ADJOURNMENT

The meeting was adjourned at 11:13 a.m.



Armando Pavone, Board Chair



Linda Mann, Administrative Secretary
Rhonda Hayden