



Renton Regional Fire Authority
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MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, August 12, 2019

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

CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Pavone called the Regular Meeting to order at 10:08 a.m. and led the Pledge of Allegiance.

ROLL CALL

Governance Board Members Present:

Armondo Pavone, Chair (City of Renton)

Myron Meikle (Fire District 25)

Don Persson (City of Renton)

Marcus Morrell (Fire District 25)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Ed Prince (City of Renton)

Kerry Abercrombie, Vice Chair (Fire District 25)

Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Chief Administrative Officer Samantha Babich, Fire Marshal Anjela St. John, Battalion Chiefs Craig Soucy, and Will Aho, Captain Dan Hawkins, Lieutenant Rick Laycock, Fleet Manager Brice Callaway, Administrative Supervisor Christine Noddings, and Administrative Secretary Rhonda Heyden.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Persson 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 Member Persson and **SECONDED** by Board Member Meikle to approve the consent agenda for August 12, 2019. **MOTION CARRIED (4-0)**

SIGNING OF VOUCHERS

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The members of the Finance Committee signed the Voucher Approvals for August 12, 2019.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- Congratulations are in Order: Congratulations to Administrative Supervisor Christine Noddings for graduating with her Associate Degree in Science from Green River Community College. Congratulations to Deputy Fire Marshal Sara Ferguson for successfully completing her International Code Council (ICC) Fire Inspector I certification.
- Budget Kickoff Meeting: On July 24, approximately twenty (20) members attended our annual budget kickoff meeting. We had the chance to go over essential information regarding the upcoming 2020 budget-planning season.
- Open House Event: An Open House Event will be held at all Renton Fire stations from 1-4pm on the following dates: 9/7 at Station 11, 9/14 at Station 12, 9/21 at Station 13, 9/29 at Station 14, 10/5 at Station 15, 10/12 at Station 16, and 10/19 at Station 17.
- Contracts: Per policy, Chief Marshall is notifying the Board of the following contract purchases – Custodial Services Contract for 2020 (\$37,950.00), Vehicle MDC Replacement Upfitting (\$42,838.09). Both are services formerly provided by the City of Renton that we will be responsible for after January 1, 2020.

DEPARTMENT REPORTS

There were no department reports.

CORRESPONDENCE

We received a thank you letter from Mercer Island Fire Department for our assistance with a Dive/Rescue call off the beach of Luther Burbank Park on Sunday, July 21st.

UNFINISHED BUSINESS

Revised ByLaws and Resolution 2019-3

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.

The changes suggested by Attorney Snure have been applied, per Governing Board approval during the July 22nd meeting. A resolution was also created to establish a new regular meeting schedule as the Governing Board meetings will be moving to one meeting a month.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Meikle to adopt the revised GB Bylaw changes as presented and to adopt Resolution 2019-3 which identifies our new regular meeting schedule. **MOTION CARRIED (4-0)**

NEW BUSINESS

Landscape Maintenance Contract - 2020

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We would like to enter into a contract for 2020 with Plantscapes Horticultural Services to service all RRFA owned facilities. Contract for service will begin January 1, 2020. The contract will enhance landscaping service previously done under the ILA by the CoR.

Plantscapes will perform monthly service along with emergency call out by the RRFA Facilities Manager. The scope includes service for: lawn, beds, trees/shrubs, irrigation, sweep/blow, fertilize. The Facilities Manager has full control on special needs for each facility, and services can be altered with written notice.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Morrell to approve the contract proposal to be placed in the 2020 budget, and authorize the Fire Chief to sign. **MOTION CARRIED (4-0)**

McKinstry Facility Maintenance Contract - 2020

We would like to enter into a contract for 2020 with McKinstry to service all RRFA owned facilities. Contract for service will begin January 1, 2020. The contract will enhance facility service previously done under the ILA by the CoR. Specific enhancements include grant writing for energy saving improvements, a no-cost facility re-assessment in November of 2019, quarterly energy audits, and improved Capital Facility repair bid process.

McKinstry will perform preventative/repair service and testing, along with emergency call out via the RRFA Facilities Manager (2 hr. or less response). Scope includes service for: HVAC, back-flow/plumbing, fire sprinkler/alarm/monitoring, emergency generator, and general maintenance for eight RRFA facilities.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Meikle to approve the contract proposal to be placed in the 2020 budget, and authorize the Fire Chief to sign. **MOTION CARRIED (4-0)**

BERK Consultants Contract for Strategic and Capital Facilities Plan

We would like to enter into a contract with BERK Consultants to develop an effective and widely-supported strategy. The proposal includes: online community survey, community open house, and an annual update of the Capital Facilities Plan. This plan will set the direction of the RRFA for the next five years, and is an integral part of becoming a nationally accredited agency.

The strategic plan would begin in January 2020 with a kick-off and project launch. A selected strategic planning team would meet BERK on a monthly basis to assess our needs, engage organizational members/key community partners, final draft and implementation. The anticipated finish date is July of 2020.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Morrell to approve the contract proposal to be placed in the 2020 budget, and authorize the Fire Chief to sign. **MOTION CARRIED (4-0)**

Station 13 Conference Room Audiovisual (A/V) System Upgrade - Avidex

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We have selected a vendor to upgrade the audio video system in the conference room, which includes a projection system replacement, flat panel display addition, video input additions, new distributed audio system, new control system, and a video teleconferencing system.

Staff invited several audiovisual (AV) companies to discuss the upgrade of the conference room AV equipment and conferencing options. Avidex was the only vendor to respond in a timely manner, and therefore became the vendor of choice. Proposals are based on State DES contract pricing and includes both hardware and professional service including one year of support.

A question was asked about the 200% prevailing wage that was mentioned in the contract and why it was so high. CAO Babich is going to contact the vendor and will get back to the board.

Subject to final legal review, a **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Meikle to approve the Audiovisual Solution Proposal and authorize the Chief to engage in pursuing professional services with Avidex. **MOTION CARRIED (4-0)**

GOOD OF THE ORDER

The Station 13 tour that was scheduled for today is going to be postponed so that all board members can be present.

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.*

Executive Session was called at 10:45 a.m. for 20 minutes. The meeting reconvened at 11:05 a.m.

FUTURE MEETINGS

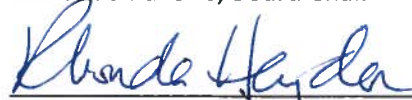
The next meeting is scheduled for Monday, September 9, 2019, 10:00 a.m. at Fire Station #13 (18002 108th Ave S.E., Renton).

ADJOURNMENT

The meeting was adjourned at 11:06 a.m.



Armondo Pavone, Board Chair



Linda Mann, Administrative Secretary

