



# RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, February 10, 2020  
Fire Station #13 – 18002 108<sup>th</sup> Ave. S.E., Renton

- Call Meeting to Order
- Flag Salute
- Roll Call
- Agenda Modifications
  - Add Fire Benefit Charge (FBC) Hearing to agenda after Announcements, Proclamations, and Presentations
- Announcements, Proclamations, and Presentations
  - Battle of the Badges Trophy Presentation
- Fire Benefit Charge (FBC) Hearing
- 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 January 13, 2020](#) Regular Meeting
  - Approval of [Minutes from the January 27, 2020](#) Special Meeting
  - Approval of [Vouchers](#): AP Check Register 12/16/2019 – 1/15/2020, Payroll 12/1/19 – 12/31/19
- Signing of Vouchers
- Board Committee Reports
- [Chiefs Report](#)
- Division Reports
- Correspondence
- Unfinished Business

## GOVERNANCE BOARD REGULAR MEETING AGENDA

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- [Committee Assignments](#)
- [Committee Meeting Dates and Times](#)
- [Logo Wear for Governance Board](#)
- [Resolution 2020-1: Establish Regular Meeting Schedule](#)
  
- New Business
  - [Service Agreement for KFT Fire Trainers](#)
  - [Procurement of New Vehicles](#)
  - [Crisis Intervention Services Collaborative Agreement](#)
  - [US Bank Authorized Signature](#)
  
- Good of the Order
  
- Executive Session
  - *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 pursuant to RCW 42.30.110(1)(i) to meet with legal counsel and to maintain an attorney client privilege while discussing legal risks associated with a proposed action or current practice that is likely to result in an adverse legal or financial consequence to the agency if discussed publicly.*
  
- Future Meetings:
  - Monday, February 24, 2020, Operations and Capital Committee Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton)
  - Monday, February 24, 2020, Budget and Finance Committee Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton)
  - Tuesday, February 25, 2020, 5:00 p.m. Governance Board Special Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton)
  - Monday, March 9, 2020, Governance Board Regular Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton)
  
- Adjournment



**Renton Regional Fire Authority**

18002 108<sup>th</sup> Ave SE  
Renton, WA 98055  
Office: (425) 276-9500  
Fax: (425) 276-9592

**MINUTES**

**RFA Governance Board Regular Meeting**

**10:00 A.M. – Monday, January 13, 2020**

**Fire Station #13 – 18002 108<sup>th</sup> Ave S.E., Renton**

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**CALL TO ORDER AND FLAG SALUTE**

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

**ROLL CALL**

**Governance Board Members Present:**

Kerry Abercrombie, Vice Chair (Fire District 25)  
Ruth Pérez (City of Renton)  
Marcus Morrell (Fire District 25)  
Ryan McIrvine (City of Renton)  
Myron Meikle (Fire District 25)  
Randy Corman (City of Renton)  
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

**Administrative Staff Present:**

Chief Rick Marshall, Deputy Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Battalion Chiefs Aho, Seaver, and Homan, Captains Simonds, and Winter, Lieutenants Laycock, Hyslop, and Gyll, Firefighters Carpenter, Smith, Olney, Ellis, and Beggin, Deputy Fire Marshal Robert Blaine, Fleet Manager Brice Callaway, Facilities Technician Don Highley, Communications Manager Katie Lewis, and Administrative Specialist Linda Mann.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

The Governance Board Members were sworn in by Brian Snure, Legal Counsel for the RFA.

**PUBLIC COMMENT**

Fire District #40 Commissioner Charlotte Ryan spoke to the Board regarding the Renton Regional Fire Authority Newsletter: Fairwood Edition.

Robbie Hyslop, President of Local 864, introduced himself as well as the rest of the Local 864 E-Board members, to the Governance Board.

**CONSENT AGENDA**

A **MOTION** was made by Board Member Pérez and **SECONDED** by Board Member Corman to approve the consent agenda for January 13, 2020. **MOTION CARRIED (6-0)**

**SIGNING OF VOUCHERS**

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The members of the Finance Committee signed the Voucher Approvals for January 13, 2020.

### **BOARD COMMITTEE REPORTS**

There were no Board Committee reports.

### **CHIEF'S REPORT**

Chief Marshall's report included the following:

- Local 864: The Local 864 E-board introduced themselves earlier in the meeting.
- New Additions to the 2020 Benefits Guide: There are a few new additions to the 2020 Benefits Guide. The amount you can contribute to the TIAA 457B Plan has increased. Employees now have access to Paid FMLA, which offers paid leave for qualifying events. We have added a Critical Illness Plan to help members handle expected and unexpected expenses of a number of covered illnesses. We have added Basic Life and Accidental Death and Dismemberment coverage. Full details of these benefits are included in the 2020 Benefits Guide.
- City of Renton and Renton RFA Interlocal Agreement Update: We continue to work with the City Attorney and staff to finalize the ILA between the RRFA and City now that we have completed our separation. The ILA ensures that we will provide effective service to one another and maintain the excellent service to our community that we are so proud of.
- Welcome to our Newest Members: We recently hired a new Deputy Fire Marshal I, Robert Blaine, and a Facilities Technician, Don Highley.
- 2020 Spring Future Women in EMS/Fire Workshop: King County EMS is partnering with Puget Sound Regional Fire Authority to host a 2-day intensive academy for women ages 18 and older on April 25-26, 2020 at no cost to the participant. Firefighters from over 13 regional departments are lined up to make this another successful workshop. This opportunity will allow women to explore the world of Fire and EMS through interactive activities, discussion panels, and view live demos of what EMTs, Firefighters, and Paramedics deal with in their day-to-day jobs. Applications are accepted at [www.RentonRFA.org/FWIEF](http://www.RentonRFA.org/FWIEF).
- 2019 Public Outreach Summary: Included with this report is a breakout of the 2019 summary Public outreach events.

### **DIVISION REPORTS**

There were no division reports.

### **CORRESPONDENCE**

The RFA received a letter from the Public Disclosure Commission notifying us that the complaint filed by Marcy Maxwell has been dismissed.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

*Appointment of 2020 Chair and Vice Chair of the RRFA Governance Board*

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member McIrvine to appoint Kerry Abercrombie as Chair and Ruth Pérez as Vice Chair. **MOTION CARRIED (6-0).**

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### Governing Board Workshop Agenda

A discussion took place regarding having a workshop/meeting which would include the following topics:

- Training presented by Brian Snure on Roles and Responsibilities of the Governance Board, Open Public Meetings, and Open Public Records
- Benefit Charge Process
- Committee Assignments
- Meeting Times

It was decided to have the special workshop/meeting on January 27<sup>th</sup>, starting at 9:00 a.m.

No action was taken.

### Benefit Charge Hearing Process Dates

Fire Authorities are required by state law to hold a petition hearing for property owners who feel that their Benefit Charge has been inaccurately calculated. The hearing process must take place over a two-week period. After consulting with Puget Sound Fire and legal counsel and after conferring with the Governing Board, staff is recommending the following dates and times for the Benefit Charge petition process: Deadlines for Petitions – February 3, 2020 at 4:30 p.m., Petition Hearing Begins – February 10, 2020 at 10:00 a.m., Petition Hearing – February 25, 2020 at 5:00 p.m., Final Ruling – March 9, 2020 at 10:00 a.m.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to adopt the 2020 RRFA Petitions Schedule as presented. **MOTION CARRIED (6-0)**

### Fire Station #11 Facilities Build Out

Fire Station #11 serves the Downtown Renton area, houses six firefighters, two Medics, and in February, our North Division Battalion Chief. This project will support the response staff along with our new Facilities group. The full build-out was not correctly submitted into the approved 2020 budget at \$170,000.00, and concessions have been made to the 2020 Facilities budget to off-set the \$80,000.00 shortage. Project and budget adjustment were discussed at the November Operations and Capital Committee meeting. If approved, the winning bid by Mike Werlech Construction Inc. would begin in February with a three-month completion window.

A **MOTION** was made by Board Member Pérez and **SECONDED** by Board Member Corman to approve the Fire Station #11 Facility/Laundry Room project and authorize Chief Rick Marshall to sign. **MOTION CARRIED (6-0)**

### Chief Command Vehicle Purchase

In order to support a third Deputy Chief position, we are requesting to order one Chief command vehicle off Washington State bid from Columbia Ford due to arrive in the 3<sup>rd</sup> quarter of 2020. This vehicle is in line with our Capital Fleet replacement schedule.

A **MOTION** was made by Board Member Pérez and **SECONDED** by Board Member Meikle to approve the purchase of this new vehicle, and authorize Chief Rick Marshall to sign. **MOTION CARRIED (6-0)**

## **GOVERNANCE BOARD REGULAR MEETING MINUTES**

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### **GOOD OF THE ORDER**

There was no good of the order.

### **EXECUTIVE SESSION**

There was no executive session.

### **FUTURE MEETINGS**

Monday, January 27, 2020, 9:00 a.m., Governance Board Special Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)

### **ADJOURNMENT**

The meeting was adjourned at 10:40 a.m.

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Kerry Abercrombie, Board Chair

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Linda Mann, Administrative Specialist



## Renton Regional Fire Authority

18002 108<sup>th</sup> Ave SE  
Renton, WA 98055  
Office: (425) 276-9500  
Fax: (425) 276-9592

### MINUTES

#### RFA Governance Board Special Meeting

9:00 A.M. – Monday, January 27, 2020

Fire Station #13 – 18002 108<sup>th</sup> Ave S.E., Renton

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#### CALL TO ORDER AND FLAG SALUTE

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

#### ROLL CALL

##### Governance Board Members Present:

Ruth Pérez, Vice Chair (City of Renton)

Marcus Morrell (Fire District 25)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

##### Governance Board Members Not Present:

Kerry Abercrombie, Chair (Fire District 25)

Ryan McIrvine (City of Renton)

Myron Meikle (Fire District 25)

Randy Corman (City of Renton)

##### Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Chief Administration Officer Samantha Babich, Fire Marshal Anjela Barton, Battalion Chief Jeff Vollandt, Lieutenant Robbie Hyslop, Firefighters Armstrong, LeBlanc, Scholten, and A. Parker, Administrative Specialists Linda Mann and Rhonda Heyden.

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Vice Chair Pérez to excuse the absent Board Members from the meeting. **MOTION CARRIED (2-0)**

Board Member Meikle arrived at 9:39 a.m.

Board Member McIrvine arrived at 11:18 a.m.

#### GOVERNANCE BOARD TRAINING

Legal Counsel Brian Snure provided training on Leadership, Ethics and Integrity, Open Public Meetings, and Open Public Records.

#### NEW BUSINESS

##### Purchase of Cradlepoint Modems and Equipment

As part of the IT switch from the City of Renton to the RRFA, we are replacing the wireless cellular modems in all response apparatus. Modems allow our response apparatus to communicate and receive our call information from the dispatch center. The new technology in the modems allows

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for redundancy, during emergency, better Wi-Fi range and gives us GPS in response apparatus. The GPS is needed for Closest Unit Dispatching which starts testing in April.

A **MOTION** was made by Board Member McIrvine and **SECONDED** by Board Member Morrell to authorize the purchase of the cradle point modems and equipment as proposed in the attached CDW-G quote. **MOTION CARRIED (4-0).**

### Benefit Charge Process

Lieutenant Rick Laycock gave an overview to the Board on how the Benefit Charge process works, which included what factors are used in determining the Benefit Charge.

No action was taken.

### Committee Assignments

Currently, the RFA has an Operations and Capital Committee and a Budget and Finance Committee. Due to the change in Governance Board Members, a discussion took place on new assignments for each committee.

The proposed assignments are as follows:

- Operations and Capital Committee - Randy Corman, Kerry Abercrombie, Myron Meikle
- Budget and Finance Committee – Ryan McIrvine, Ruth Pérez, Marcus Morrell, and Linda Sartnurak

Since not all Board Members were present, it was decided to make the final assignments at the next Board meeting.

No action was taken.

### Meeting Dates and Times

A discussion took place on changing the regular meeting time as well as the committee meeting times.

The proposed dates and times are as follows:

- Regular Board Meeting – 2<sup>nd</sup> Monday of the month at 9:00 a.m.
- Operations and Capital Committee Meeting – 4<sup>th</sup> Monday of the month at 10:30 a.m.
- Budget and Finance Committee Meeting – 4<sup>th</sup> Monday of the month at 9:00 a.m.

Since not all Board Members were present, it was decided to wait until the next Board meeting to set the new dates and times.

No action was taken.

### Governing Board Logo Wear

Board Chair Abercrombie is interested in purchasing logo wear for the Governance Board. Since not all Board Members were present at this meeting, it was decided to table the conversation until the next Board Meeting.



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### EXECUTIVE SESSION

- *Discuss with legal counsel in executive session pursuant to RCW 42.30.110 (1)(i) to maintain an attorney client privilege while discussing legal risks associated with proposed action or current practice relating to the interlocal with District 40 that is likely to result in an adverse legal or financial consequence to the agency if discussed publicly.*

Executive Session was called at 1:30 p.m. for 20 minutes. At 1:50 p.m., it was requested to have an additional 10 minutes. At 2:01 p.m., it was requested to have an additional five minutes. The meeting reconvened at 2:06 p.m.

### FUTURE MEETINGS

Monday, February 10, 2020, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)

### ADJOURNMENT

A **MOTION** was made by Board Member McIrvin and **SECONDED** by Board Member Meikle to adjourn the meeting at 2:08 p.m. **MOTION CARRIED (4-0)**

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Kerry Abercrombie, Board Chair

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Linda Mann, Administrative Specialist

**VOUCHER APPROVAL FOR FEBURARY 10<sup>TH</sup>, 2020 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 \$1,710,508.58, payroll vouchers and direct deposits totaling \$1,162,598.42

<b>A/P VOUCHERS</b>	<b>Payment Date</b>	<b>Numbers</b>	<b>Amount</b>
Checks	12/16/2019 - 01/15/2020	11668-11770	\$879,755.17
EFTs	12/16/2019 - 01/15/2020		\$256,680.73
Bank Drafts	12/16/2019 - 01/15/2020		\$574,072.68
<b>TOTAL A/P</b>			<b>\$1,710,508.58</b>
		<b>No. of Vouchers</b>	<b>Amount</b>
<b>PAYROLL VOUCHERS</b>			
Direct Deposits	12/24/2019	178	\$551,887.07
Payroll Checks	12/24/2019	2	\$331.08
Direct Deposits	1/10/2020	173	\$610,380.27
Payroll Checks	1/10/2020	0	\$0.00
<b>TOTAL PAYROLL</b>		<b>353</b>	<b>\$1,162,598.42</b>
<b>TOTAL CLAIMS</b>			<b>\$2,873,107.00</b>

Renton Regional Fire Authority Finance Committee:

\_\_\_\_\_  
Kerry Abercrombie, Chairperson

\_\_\_\_\_  
Ryan McIrvine, Board Member

\_\_\_\_\_  
Myron Meikle, Board Member

\_\_\_\_\_  
Marcus Morrell, Board Member

\_\_\_\_\_  
Randy Corman, Board Member

\_\_\_\_\_  
Ruth Pérez, Board Member



## RENTON REGIONAL FIRE AUTHORITY

# M E M O R A N D U M

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**DATE:** February 10, 2020

**TO:** Ryan McIrvine (City of Renton)  
Kerry Abercrombie (Fire District 25)  
Marcus Morrell (Fire District 25)  
Myron Meikle (Fire District 25)  
Ruth Pérez (City of Renton)  
Randy Corman (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**

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### 1. Recruit Graduation & New Entry Level Firefighters

On Thursday, January 30, colleagues, families and friends gathered to celebrate the graduation of 8 recruits who are now officially Renton Firefighters. This was the eighth academy graduation from the Training Consortium, providing consistent and thorough training for our recruits.

We had 5 new recruits start on January 27, and 6 began the Academy on Thursday, February 6. The sixth recruit started the Academy with the previous class and was injured and is therefore restarting the Academy.



### 2. Welcome to our New Member

*Our new Logistics Coordinator, Richard Wolleat:*

Richard was born in Helena, MT and moved to Washington when he was just 18 months old. He grew up in the Federal Way, and now lives in Buckley, WA. Richard has worked in Logistics for the last 15 years. His hobbies include traveling, tech, reading, watching sports, build projects, and is up for trying anything new. He is very much looking forward to getting acclimated in his new position and is eager to contribute in a full capacity to the Renton RFA team.

**3. Washington State Department of Enterprise Services (DES) Agreement**

Sustainable alternatives are readily available to organizations, which is why it makes good sense to put them into practice without delay. In our efforts to promote sustainability and transition to a greener organization, we are entering into an agreement with DES to participate in the Energy Program that will provide more energy-efficient improvements to our facilities in the form of lighting upgrades.

**4. National Heart Month**

February is National Heart Month! Heart disease is the leading cause of death for men and women in the United States, claiming one out of four lives every year. The good news is heart disease can often be prevented by making healthy choices and managing health conditions. Renton RFA will be providing tips to the community on how to maintain and



improve heart health. I am happy to also be partnering with the City of Renton to provide blood sugar and blood pressure screenings to City staff and our community.

**5. Stuffed Animal Donation Drive**

Calming a child during an incident can make a world of difference for that child and their family. Our emergency response vehicles carry new stuffed animals to form a trusting relationship between our firefighters and the children & families we serve. Stations 13 and 14 are currently accepting stuffed animal donations through Monday, February 17<sup>th</sup>. Please refer to the attached flyer for more information. Special thanks to our newest Citizen Advisory Board member, Silke Prelog, for her efforts.

**6. Strategic Plan Kick-Off Meeting**

The Strategic Planning Committee met with BERK Consulting, Inc. on Tuesday, January 28 to kick-off our Strategic Planning process. A Strategic Plan is critical for our organization as we move from our infancy into a full-fledged RFA. This was the first of several monthly meetings to work through and complete the Strategic Plan leading up to the July 1<sup>st</sup> deadline. I would like to have the Board appoint one member from City Council and one member from FD25 to serve as Board Representatives. I have also asked FD40 to consider appointing one member to serve as well.

**7. Uniform Fire Code Update**

Washington State will be adopting the newest addition of the Uniform Fire Code in July of this year. FM Barton has been working along-side other Fire Marshals from King County to determine what impacts this will have on local ordinances. In the coming months, we will be working with City of Renton staff, and I wanted to give our Council members a heads up that it will be coming through the committee and then to Council for adoption. FM Barton will be briefing the Governing Board on this next month.

**8. King County Fire Chiefs Association**

I was elected Treasurer for the King County Fire Chiefs Association after serving the past two years as the Board Representative for our zone (Zone 3). I am grateful for the assistance of our Finance team—LaQuanza Flowers specifically.

**9. KCFD7 / RRFA Meeting**

On Friday, January 17, I met with KCFD7 to discuss RFA formation process and strategy. I was asked to revise the RFA informational site for the Washington State Fire Chiefs two years ago and have spent quite a bit of time helping departments from all over our state determine if an RFA is for them.

**10. Renton Chamber Board Meeting**

On Friday, January 30, I attended the Renton Chamber Board meeting where they discussed next steps after the appointment of Diane Dobson to CEO. We are now focusing on developing strategies to ensure that the Chamber is both relevant and fiscally sustainable. Board membership has changed significantly over the past year or so, and I am excited by both the energy and professionalism there.

**Purchases**

Extrication Tools - \$36,674.00

TAHPI (dba Tactical Athlete) Consulting Contract (LNI) - \$49,075.00

Crisis Intervention Collaborative ILA - \$39,765.00 (Agenda Item included)



## Donating NEW Stuffed Animals to Our Fire Department

Renton Regional Fire Authority emergency response vehicles carry **NEW** stuffed animals in hopes that they will calm a child in a scary situation and form a trusting relationship with our firefighters.

Due to health and safety reasons we have outlined the criteria of what we are able to accept in a donation:

- **ONLY NEW** stuffed animals are accepted. They must be in the original packaging and/or have tags attached.
- They must be **no more than 8" in size** – storage space on our emergency response vehicles is very limited, so we are only able to accept smaller sized donations.
- They **CAN NOT** have **ANY** sewn-on parts, such as eyes or other items, that can be removed and become a choking hazard.

Any donations received that do not meet criteria will be donated to a charity organization in Renton.

Donations will be accepted at:

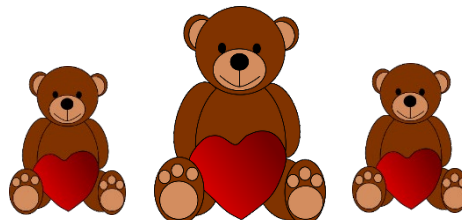
**Fire Station 13 (18002 108th Ave SE)**

**Fire Station 14 (1900 Lind Ave SW)**

Both stations have regular office hours of 8:00-5:00 p.m. Monday – Friday.

If you have questions or would like more information, please contact our Public Educator, Deputy Fire Marshal Sara Ferguson at 425.276.9586 or via email at [SFerguson@RentonRFA.org](mailto:SFerguson@RentonRFA.org)

**Thank you for your assistance in supporting our community.**





## Governing Board Agenda Item

SUBJECT/TITLE: Committee Assignments

STAFF CONTACT: Marshall

### SUMMARY STATEMENT:

Currently there are two committees that meet on the fourth Monday of each month. One is the Operations and Capital Committee and one is the Budget and Finance Committee. At the training and workshop in January, the Board Members present discussed who would serve on each committee.

### FISCAL IMPACT:

Expenditure N/A Revenue \_\_\_\_\_

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Proposed Committee Members:

Operations and Capital: Randy Corman, Myron Meikle, Kerry Abercrombie

Budget and Finance: Ruth Pérez, Ryan McIrvine, Marcus Morrell, Linda Sartnurak

Reviewed by Legal Yes ☐ No ☒

### EXHIBITS:

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

After discussion and final decision on committee membership motion to establish

the Operations and Capital Committee members as \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.  
and

the Budget and Finance Committee members as \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.



## Governing Board Agenda Item

SUBJECT/TITLE: Committee Meeting Dates and Times

STAFF CONTACT: Marshall

### SUMMARY STATEMENT:

Currently there are two committees that meet on the fourth Monday of each month. One is the Operations and Capital Committee and one is the Budget and Finance Committee. At the training and workshop in January, the Board Members present requested to move the meeting start times to earlier in the morning.

### FISCAL IMPACT:

Expenditure N/A Revenue \_\_\_\_\_

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Proposed Committee meeting dates and times:

4th Monday of each Month

Budget and Finance Committee: 9:00 a.m.

Operations and Capital Committee: 10:30 a.m.

Reviewed by Legal Yes ☐ No ☒

### EXHIBITS:

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

After discussion and final decision on committee meeting date and times,

Motion to establish the meeting date and time for the Budget and Finance Committee as the 4th Monday of each month at 9:00 a.m. and the Operations and Capital Committee as the 4th Monday of each month at 10:30 a.m.





## Governing Board Agenda Item

SUBJECT/TITLE: Logo wear for Governance Board

STAFF CONTACT: Marshall

### SUMMARY STATEMENT:

Chairman Abercrombie has requested that the Board consider purchasing RFA branded clothing for Governance Board Members.

### FISCAL IMPACT:

Expenditure Approx \$700

Revenue \_\_\_\_\_

Currently in the Budget Yes ☐ No ☒

### SUMMARY OF ACTION:

The Board has been provided with options for logo wear. Items are approximately \$40 each (depending on item chosen). Purchasing 2 items per Board Member would be approximately \$700.

Reviewed by Legal Yes ☐ No ☒

### EXHIBITS:

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

Discussion on logo wear and if approved,  
Motion to approve the purchase of logo wear for Governance Board members and direct staff to modify the 2020 proposed budget to include \$\_\_\_\_\_ for Governance Board uniforms.



# **Governance Board**

## 2020 Apparel Options



### Nike Dri-FIT Hex Textured Polo

A contrast hex textured interior gives these styles a subtle exterior texture while Dri-FIT moisture management technology helps keep things from heating up. Design details include a self-fabric collar, three-button placket with dyed-to-match buttons and open hem sleeves. The contrast heat transfer Swoosh design trademark is on the left sleeve. Made of 5-ounce, 100% polyester Dri-FIT fabric.

Mens: NKAH6266 (size XS- 4XL)

Womans: NKAA1848 (size XS- 2XL)

#### Colors:



### Eddie Bauer Performance Polo

Not your run-of-the-mill polo. This cotton-rich, high-performance essential wicks moisture and controls odor for optimal comfort. With an easy care blend, it also resists wrinkles and shrinkage and features UPF 30 sun protection for wherever adventure takes you.

- 4.7-ounce, 64/36 cotton/poly double knit jacquard
- Flat knit collar
- 3-button placket with dyed-to-match Eddie Bauer buttons
- Open sleeves and hem
- Contrast Eddie Bauer logo embroidered on left sleeve cuff

Mens: EB102 (size XS- 4XL)

#### Colors:





### OGIO Ladies Linear Polo

Ruching details and an unexpected bottom hem give this ultra-stretchy style a true OGIO look.

- 5.2-ounce, 90/10 poly/spandex stripe jersey with stay-cool wicking technology
- OGIO heat transfer label for tag-free comfort
- Self-fabric collar
- 3-snap placket with metal mini snaps
- Ruching at shoulders
- Dolman sleeves
- Hi/lo fitted hem with rubber heat transfer OGIO badge

Womens: LOG1030 (size XS- 4XL)

#### Colors:



Blacktop



Blueprint



### Nike Long Sleeve Dri-FIT Stretch Tech Polo

Dri-FIT moisture management technology and stretch fabric make this long sleeve polo a true performer for her. Tailored for a feminine fit with a self-fabric collar, five-button placket and open cuffs. Heat transfer label for tag-free comfort. Dyed-to-match buttons on White and Black. White buttons on Varsity Red, Anthracite and Blue Sapphire. Side vents. The contrast Swoosh design trademark is embroidered on the center front, below the placket. Made of 5-ounce, 100% polyester Dri-FIT fabric.

Mens: 466364 (XS- 4XL) Tall: 604940

Womens: 545322 (XS- 2XL)

#### Colors:



Anthracite



Black



Varsity Red



White



### Red House Non-Iron Twill Shirt

Always look your best—without the iron—in this elegant twill shirt crafted from a 3.4-ounce, 55/45 cotton/polyester blend and treated with a non-iron finish. With supreme color retention and uncompromising style, it is also an exceptional value. Features pucker-free taped seams, mitered adjustable cuffs, Red House engraved buttons and monogram on right sleeve placket. Open collar and neckline, bust darts and inverted back pleat.

Mens: RH78 (size XS- 4XL) Slim Fit: RH80  
Womens: RH79 (XS-4XL)

#### Colors:



### The North Face Ridgeline Soft Shell Vest

Cover your core without restricting mobility in this abrasion- and wind-resistant vest that has a warm, technical gridded fleece interior for additional comfort.

- 306 g/m2 WindWall®—100% polyester with durable water-repellent (DWR) finish (solid)
- 316 g/m2 WindWall®—100% polyester with durable water-repellent (DWR) finish (heather)
- Highly wind-resistant with wind permeability at less than 10 CFM (0 CFM is 100% windproof)
- Brushed micro-gridded fleece interior
- Durable water-repellent (DWR) finish
- Reverse-coil center front zipper and hand pockets
- Hem cinch-cord

Mens: NFOA3LGZ (size XS- 3XL)  
Womens: NFOA3LH1 (XS- 2XL)

#### Colors:







### Eddie Bauer Highpoint Fleece Jacket

Made for movement, this sophisticated, stretch-infused twill fleece jacket has a smooth face and brushed fleece backing. Tonal welding details at the pockets and streamlined tailoring give it a refined look for indoor and outdoor uses. Beautifully shaped, feminine collar. Reverse coil zippers. Front zippered pockets. Contrast Eddie Bauer heat transfer logo on the right hem. Made of 13.8-ounce, 94/6 poly/spandex fleece with an anti-pill finish.

Mens: EB240 (size XS- 4XL)

Womens: EB241 (XS- 4XL)

#### Colors:



Black



Metal Grey

RED HOUSE®

THE WINE COUNTRY LIFESTYLE

### Brand Size Chart

ADULT SIZES	XS	S	M	L	XL	2XL	3XL	4XL
CHEST	32 - 34	35 - 37	38 - 40	41 - 43	44 - 46	48 - 50	52 - 54	55 - 57
NECK	14 1/2 - 15	15 - 15 1/2	15 1/2 - 16	16 - 16 1/2	16 1/2 - 17	17 - 17 1/2	17 1/2 - 18	18 - 18 1/2
SLEEVE LENGTH	30 1/2	32	34	35	36 1/2	37 1/2	38 1/2	39 1/2

LADIES SIZES	XS	S	M	L	XL	2XL	3XL	4XL
SIZE	2	4/6	8/10	12/14	16/18	20/22	24/26	28/30
BUST	32 - 34	35 - 36	37 - 38	39 - 41	42 - 44	45 - 47	48 - 51	52 - 55



ADULT SIZES	XS	S	M	L	XL	2XL	3XL	4XL
CHEST	32-34	35-37	38-40	41-43	44-46	48-50	52-54	55-57

LADIES SIZES	XS	S	M	L	XL	2XL	3XL	4XL
SIZE	2	4/6	8/10	12/14	16/18	20/22	24/26	28/30
BUST	32-33	34-35	36-37	38-40	41-43	44-46	47-49	50-52

## NORTH FACE WOMEN'S

### WOMEN'S JACKETS

SIZE	CHEST	WAIST	HIP	SLEEVE LENGTH
XS	31-32	24-25	33-35	31.5
S	33-35	26-28	36-37	32
M	36-38	29-31	38-40	32.5
L	39-41	32-34	41-43	33.3
XL	42-44	35-38	44-47	34
2XL	45-48	39-42	48-51	34.8

## THE NORTH FACE - MEN

Exact sizing and fit may vary by brand

SIZE	NECK	CHEST	WAIST	HIP	SLEEVE LENGTH
XS	14.5"	33-35"	26-28"	32-34"	33"
S	15.25"	36-38"	29-31"	35-37"	33.5"
M	16"	39-41"	32-34"	38-40"	34"
L	16.75"	42-44"	35-37"	41-43"	34.75"
XL	17.75"	45-48"	38-40"	44-46"	35.5"
2XL	18.75"	49-53"	41-43"	47-49"	36.25"
3XL	19.75"	54-58"	44-46"	50-52"	37"



## Brand Size Chart

ADULT SIZES	XS	S	M	L	XL	2XL	3XL	4XL
CHEST	32 - 34	35 - 37	38 - 40	41 - 43	44 - 46	47 - 49	50 - 53	54 - 57

LADIES SIZES	XS	S	M	L	XL	2XL	3XL	4XL
SIZE	2	4/6	8/10	12/14	16/18	20/22	22/24	28/30
BUST	32 - 34	35 - 36	37 - 38	39 - 41	42 - 44	45 - 47	48 - 51	52 - 55



SIZE CHART

Womens

	S	M	L	XL	2XL
Size	4/6	8/10	12/14	16/18	20/22
Bust	32 1/2-35 1/2	35 1/2 - 38	38-41	41-44 1/2	44 1/2 - 48 1/2

SIZE CHART

Mens

	XS	S	M	L	XL	2XL	3XL	4XL
Chest	32-35	35-37 1/2	37 1/2-41	41-44	44-48 1/2	48 1/2 -53 1/2	53 1/2 - 58	58-63

ORDER INFORMATION NEEDED:

NAME: \_\_\_\_\_

ITEM NAME: \_\_\_\_\_

ITEM SIZE: \_\_\_\_\_

ITEM COLOR: \_\_\_\_\_

ITEM QUANTITY: \_\_\_\_\_

ITEM NAME: \_\_\_\_\_

ITEM SIZE: \_\_\_\_\_

ITEM COLOR: \_\_\_\_\_

ITEM QUANTITY: \_\_\_\_\_

ITEM NAME: \_\_\_\_\_

ITEM SIZE: \_\_\_\_\_

ITEM COLOR: \_\_\_\_\_

ITEM QUANTITY: \_\_\_\_\_

ITEM NAME: \_\_\_\_\_

ITEM SIZE: \_\_\_\_\_

ITEM COLOR: \_\_\_\_\_

ITEM QUANTITY: \_\_\_\_\_





## Governing Board Agenda Item

SUBJECT/TITLE: Resolution 2020-1 Establish Regular Meeting Schedule

STAFF CONTACT: Marshall

### SUMMARY STATEMENT:

The Governance Board Meetings are currently held on the 2nd Monday of each month at 10:00 a.m. Due to various scheduling conflicts, it has been requested to move the meeting start time from 10:00 am to 9:00 a.m.

### FISCAL IMPACT:

Expenditure N/A Revenue \_\_\_\_\_

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Reviewed by Legal Yes ☐ No ☐

### EXHIBITS:

Resolution 2020-1

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to adopt Resolution 2020-1 establishing the regular day and time for holding Governing Board meetings as the 2nd Monday of the month at 9:00 a.m.

RENTON REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2020-1  
ESTABLISHING REGULAR MEETING SCHEDULE  
(RCW 42.30.070)

**WHEREAS**, RCW 42.30.070 and Section 3.3 of the Renton Regional Fire Authority Governing Board Bylaws requires the Governing Board to establish its regular meeting schedule by Resolution.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Governing Board of the Renton Regional Fire Authority hereby adopts the following schedule for the regular monthly meetings of the Renton Regional Fire Authority Governing Board.

The second Monday of the month at 9:00 a.m. at Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton).

**Adoption:** ADOPTED by the Governing Board of Renton Regional Fire Authority, at a regular meeting of such Board on the 10<sup>th</sup> day of February 2020 the following Board Members being present and voting:

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member



## Governing Board Agenda Item

SUBJECT/TITLE: Service Agreement for KFT Fire Trainers

STAFF CONTACT: Roy Gunsolus

### SUMMARY STATEMENT:

This is a two year contract to provide service to the gas burn props (both external & internal) located in the Station 14 training tower. This will replace the contract that expired at the end of 2019.

### FISCAL IMPACT:

Expenditure \$50,636

Revenue \_\_\_\_\_

Currently in the Budget

Yes

☒

No

☐

### SUMMARY OF ACTION:

Reviewed by Legal

Yes

☒

No

☐

### EXHIBITS:

KFT Fire Trainer Maintenance Support Service Contract

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the KFT Fire Trainer Contract and authorize the Fire Chief to sign.



KFT Fire Trainer, LLC.  
17 Philips Parkway  
Montvale, NJ, 07645-1810, USA  
Tel. +1 201 300 8100  
Fax +1 201 300 8101  
info-us@kft.firetrainer.com  
kft.firetrainer.com

19 December 2019

Via E-mail: rlaycock@rentonrfa.org

Refer to: P19001-VA-19-1017 Rev A

Renton Fire Department  
1900 Lind Avenue SW  
Renton, WA 98055

Attention: Rick Laycock, Lieutenant

Subject: Renton Fire Department, Maintenance Contract Proposal

Enclosure: 1) Renton Fire Department, Maintenance Contract Proposal  
2) KFT Fire Trainer LLC Service Terms and Conditions

Dear Lieutenant Laycock:

KFT Fire Trainer LLC is pleased to provide our price quote for maintenance support services for the Fire Trainer®T1000 and O100's Live Fire Training System at your facility.

As the designer, manufacturer and installer of the Fire Trainer®T000 and O100's Live Fire Training System, KFT Fire Trainer maintains the software, designs, resources, materials and equipment necessary to fully service the trainer.

Should you have any questions, or if I may be of further assistance, please do not hesitate to call me at (201) 300-8100, Extension 242.

Yours sincerely,

A handwritten signature in black ink, reading "Valerie L. Arsen". The signature is fluid and cursive, with the first name "Valerie" and last name "Arsen" clearly legible.

Valerie L. Arsen  
Customer Service Administrator

Enclosure 1

**Document No: P19001-VA-19-1017 Rev A**

**PROPOSAL**

**for**

**MAINTENANCE SUPPORT SERVICES**

**for the**

**FireTrainer®T1000 and O100's Live Fire Training Systems**

**located at the**

**Renton Fire Department  
1900 Lind Avenue SW  
Renton, WA 98055**

**Prepared For:**

**Renton Fire Department  
1900 Lind Avenue SW  
Renton, WA 98055**

**Prepared By:**

**KFT Fire Trainer  
17 Philips Parkway  
Montvale, NJ 07645-1810**

**19 December 2019**

## 1.0 SCOPE

This document provides a description of the maintenance support services provided by KFT Fire Trainer LLC., for the Fire Trainer®T1000 Live Fire Training System owned and operated by the Renton Fire Department.

Fire Trainer®T1000 & O100

3 Fireplaces	Outdoor Props
<ul style="list-style-type: none"><li>• Living Room Fireplace</li><li>• Kitchen Fireplace with Flashover</li><li>• Bedroom Fireplace with Flashover</li><li>• Vent Fans (Belts, Bearings and motors Only)</li></ul>	<ul style="list-style-type: none"><li>• Car</li><li>• Dumpster</li><li>• Propane Cylinders</li><li>• Forklift</li></ul>

## 2.0 APPLICABLE DOCUMENTS

KFT Fire Trainer supplied Operation and Maintenance Manual for the Fire Training Equipment.

## 3.0 MAINTENANCE PHILOSOPHY

KFT Fire Trainer Technical Support Programs are designed to assist the Owner in the upkeep of the Fire Training Equipment by providing regularly scheduled support and unscheduled (corrective) support. Of critical importance to the success of any trainer support program is the participation of the Owner's training and support personnel in keeping detailed records, regularly performing system checks, providing interim maintenance and following troubleshooting procedures outlined in the Operation and Maintenance Manual.

## 4.0 SUMMARY OF PROVIDED SERVICES

### 4.1 Planned (Preventive) Support

At a predetermined interval, KFT Fire Trainer will schedule a site visit by a factory certified trained technician to evaluate the Fire Training Equipment and implement all scheduled adjustments and preventive maintenance parts replacements to ensure that the system is at a fully operational state. This service will include the following:

- Check the operating performance of all fireplaces and make adjustments as required.
- Clean and/or replace all filter elements.
- Inspect all fans and blowers and lubricate all bearings.
- Inspect all pilot spark igniters and replace as required.
- Inspect all pilot spark flame rods and replace as required.
- Inspect the fuel control station and make adjustments as required.
- Clean the fuel control station inlet strainer

- Inspect and calibrate all gas detection assemblies.
- Inspect and adjust all smoke generators
- Inspect the Programmable Logic Controller battery and replace as required.
- Check and Confirm latest PLC Ladder Logic is installed (updates performed as required)
- Clean all equipment cabinets

KFT Fire Trainer will provide Two (2) scheduled support visits per year.

#### **4.2 Unplanned (Corrective) Technical Support**

Upon receipt of a request from the Owner, KFT Fire Trainer will schedule a site visit by a trained technician to evaluate and repair the Fire Training Equipment. The complexity of the required repair will determine the length of the visit. KFT Fire Trainer will furnish all parts, material, and labor required.

### **5.0 EXTENT OF COVERAGE**

#### **5.1 Items to be Maintained**

KFT Fire Trainer responsibility for Technical Support includes the Fire Training Equipment hardware and software provided by KFT Fire Trainer as described in the Operation and Maintenance Manual. This will include software updates and reloading of PLC Ladder Logic code if it is lost due to battery failure

#### **5.2 Exclusions**

KFT Fire Trainer will not be responsible for the following:

- Tank Farm, Supply Lines and all components not supplied and installed by KFT.
- System hardware that has been abused or damaged.
- System Hardware that has been repaired, modified or replaced by third parties.
- Loss of the Owner's ability to train because of conditions beyond KFT Fire Trainer control.

#### **5.3 Terms and Conditions**

KFT Fire Trainer Standard Terms and Conditions, attached hereto, are the applicable terms and conditions to any resultant order.

### **6.0 OWNER RESPONSIBILITIES**

Consistently safe and reliable operation of the Fire Training Equipment depends on professional operation and quality scheduled support by skilled operating and maintenance personnel. KFT Fire Trainer, therefore, requires the cooperation of the Owner in the following areas:

## **6.1 Routine Record Keeping**

The Owner shall maintain daily log of Fire Training Equipment performance during training.

## **6.2 Interim Maintenance**

The Owner shall perform all interim maintenance tasks as described in the Operation and Maintenance Manual and maintain a log of all tasks performed. Owner will be responsible for keeping the equipment and associated equipment rooms neat and clean. If KFT Fire Trainer is required to perform scheduled support, such as cleaning spilled smoke fluid from internal components due to improper handling, KFT Fire Trainer will bill the service at the rate outlined under unplanned corrective maintenance to perform the clean-up.

## **6.3 Approved Materials**

All parts required during interim maintenance of the Fire Training Equipment shall be selected in accordance with the approved parts list provided in the Operation and Maintenance manual.

## **7.0 PERIOD OF PERFORMANCE**

KFT Fire Trainer will initiate Technical Support at the Owner's facility following the receipt and subsequent acceptance of a formal contract or purchase order. Coverage provided in accordance with the plan and period stipulated in the contract or purchase order.

All equipment to be included under this agreement shall be listed on this agreement, and is subject to inspection by KFT Fire Trainer, prior to the commencement date.

All equipment two (2) years or older will be subject to a pre-contract inspection charge. The inspection charge is waived if the equipment meets KFT Fire Trainer standards. The customer shall pay all charges incurred in restoring the equipment to good operating condition at the standard KFT Fire Trainer Time and Material Pricing Structure listed below.

## **8.0 PROGRAM PRICING STRUCTURE**

### **8.1 TECHNICAL SUPPORT PROGRAM**

KFT Fire Trainer LLC proposal for our Technical Support Program will consist of the following:

- Two (2) on-site schedule support visits per year.
- On-call corrective support, as required.
- Required replacement parts.

**Our pricing will remain valid for a period of 60 days. Invoicing submitted semi-annually. Payment terms are Net 30 days.**





### Option 1

Select a one-year period starting 1 January 2020 for a firm fixed price of \$24,944.00 (Twenty Four Thousand Nine Hundred Forty Four Dollars).

Year	Period	Amount
One	11/1/19 – 10/31/20	\$24,944.00
Two (Optional)	11/1/20 – 10/31/21	\$25,692.00
Three (Optional)	11/1/21 – 10/31/22	\$26,463.00



### Option 2

Select a three-year period starting 1 January 2020 and receive a total of 3% savings by locking in 2019 pricing for years two and three. Our firm fixed price for this program is \$74,832.00 (Seventy Four Thousand Eight Hundred Thirty Two Dollars), yearly pricing below:

Year	Amount	Savings
One	\$24,944.00	\$24,944.00
Two	\$25,692.00	\$24,944.00
Three	\$26,463.00	\$24,944.00
Total	\$77,099.00	\$74,832.00



### Option 3

Select a five-year period starting 1 January 2020 and receive a total of 6% savings by locking in 2019 pricing for 5 years. Our firm fixed price for this program is \$124,720.00 (One Hundred Twenty Four Thousand Seven Hundred Twenty Dollars), yearly pricing below:

Year	Amount	Savings
One	\$24,944.00	\$24,944.00
Two	\$25,692.00	\$24,944.00
Three	\$26,463.00	\$24,944.00
Four	\$27,257.00	\$24,944.00
Five	\$28,075.00	\$24,944.00
Total	\$132,431.00	\$124,720.00

## 9.0 TIME AND MATERIAL PRICING STRUCTURE

Unplanned (Corrective) Support (without coverage)

Cost are billed at the following rates:

Labor	\$190.00 per hour
Travel time	\$140.00 per hour
Parts and materials	List minus 10%
Airfare	Actual cost

**Accepted by:**

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Print Name & Title**

**PO #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PO Amount \$** \_\_\_\_\_

**Check option for Program Accepted.**

<b>Billing Address:</b>	<b>Shipping Address:</b>
<b>Contact:</b>	
<b>Phone:</b>	<b>Fax:</b>

## KFT FIRE TRAINER - SERVICE TERMS AND CONDITIONS

**ARTICLE 1: WORK** KFT Fire Trainer shall provide the equipment, data, services and/or training listed in accordance with KFT Fire Trainer' formal quotation, statement of work and specifications.

**ARTICLE 2: FACILITIES FURNISHED BY BUYER** Without cost to KFT Fire Trainer, Buyer shall furnish the necessary site, easements, facility, utilities, access and other to allow for the proper maintenance services to be provided, and water, air, light, and power at the locations of the work sufficient for KFT Fire Trainer to fulfill its responsibility requirements, identified in the aforesaid Statement of Work (Attachment 1). Buyer shall also identify and provide such permits, priorities or other order of public authorities as may be necessary for KFT Fire Trainer to perform the maintenance work described in of the aforesaid Statement of Work (Attachment 1) on a non-interference basis. Buyer agrees to provide a safe and secure workplace for KFT Fire Trainer' personnel including but not limited to:

- (a) Buyer will provide us with an overview of the site hazards prior to work beginning;
- (b) Buyer will provide utility and other system connections in a condition that is safe and properly locked/tagged out in accordance with appropriate OSHA regulations in order to ensure the safety of KFT Fire Trainer personnel;
- (c) Buyer will provide appropriate work area controls so as to prevent unauthorized access to the area where work being performed by KFT Fire Trainer personnel is occurring; and
- (d) Buyer will remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations.

**ARTICLE 3: BUYER'S REPRESENTATIVE** Buyer shall provide a representative authorized to act for Buyer under this contract. The representative shall be available during normal working hours as often as may be necessary to implement Buyer's responsibilities under this contract.

All formal correspondence under this contract shall be addressed to and forwarded from the parties' representatives as identified and to the addresses specified below:

**BUYER:**

Buyer To Provide Name and Address In Writing

**SELLER:**

Contracts Program Manager  
KFT Fire Trainer, LLC  
17-Philips Parkway  
Montvale, NJ 07645-1810 USA

**ARTICLE 4: TIME OF COMPLETION** KFT Fire Trainer will deliver the equipment, data and/or services to the Buyer's designated site in accordance with schedule set forth in its quotation.

**ARTICLE 5: DELAYS AND EXTENSION OF TIME**

Notwithstanding any contract provisions to the contrary, Contractor's acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond its reasonable control including, but not limited to, the Force Majeure events set forth in Article 13, and/or the act, omission, neglect, fault or default of others not under the control of KFT Fire Trainer. The additional time allowed shall be, at a minimum, a period equivalent to the delay.

**ARTICLE 6: CONTRACT PRICE AND PAYMENTS** The price to be paid by Buyer to KFT Fire Trainer for the performance of the

work specified in Article 1 hereof shall be as set forth in KFT Fire Trainer' quotation, which price includes all taxes or contributions at the present rate imposed by the Federal or State governments on KFT Fire Trainer' payrolls and compensation to its employees. The contract price is based on one mobilization to unload the material and another when KFT Fire Trainer begins installation. Buyer shall be responsible for the cost of any additional mobilizations to the extent they are caused by the delay of Buyer or its subcontractors. The cost of additional mobilizations shall be set forth in KFT Fire Trainer' quotation.

Unless otherwise specified, the prices shown do not include any other taxes. Unless prohibited by statute, Buyer agrees to pay to KFT Fire Trainer the amount of any Federal, State, City or other tax that KFT Fire Trainer may be required to pay on account of the ownership at the place of delivery, or the manufacture, transportation, sale or use of the product which is the subject of this order.

Payments shall be made to KFT Fire Trainer as set forth in KFT Fire Trainer quotation. Payment with respect to goods ordered is due 30 days following invoice by the KFT Fire Trainer. Buyer shall reimburse KFT Fire Trainer for its reasonable costs and expenses, including without limitation attorney's fees, incurred in connection with the institution of legal proceedings to collect any past due indebtedness hereunder.

**ARTICLE 7: ENTIRE CONTRACT**

- (a) These terms and conditions along with KFT Fire Trainer quotation shall constitute the entire agreement between the parties with respect to the subject matter hereof.
- (b) This contract shall supersede all prior oral and written agreements, communications and documents between the parties with respect to the subject matter hereof.
- (c) No agreement or understanding in any way modifying these terms and conditions will be binding upon KFT Fire Trainer unless made in writing and signed by an authorized employee of Buyer and KFT Fire Trainer.
- (d) The invalidity, in whole or in part, of any of the foregoing articles or paragraphs of these Terms shall not affect the remainder of such articles or paragraphs or any other article or paragraph of these Terms, which shall continue in full force and effect.

**ARTICLE 8: INCREASE IN COST** If the contract delivery schedule is greater than twelve (12) months, the Contract Price may be adjusted annually on the anniversary of the execution date to reflect increases in material and labor costs. If the "Producer Commodity Prices for Metals and Metal Products Index" increases by 30% or more, the KFT Fire Trainer reserves the right to increase the contract price by 10%.

**ARTICLE 9: INSPECTION AND ACCEPTANCE**

- a) **INSPECTION** - During the progress of the work and up to the date of equipment acceptance, KFT Fire Trainer shall at all times afford the Buyer every reasonable, safe and proper opportunity for inspecting all work done.
- b) **ACCEPTANCE** - Within five (5) days of completion of the maintenance services, KFT Fire Trainer shall notify Buyer in writing of the date completion. The Certificate of Acceptance, included as Attachment 1, shall be signed by Buyer at successful completion of each maintenance service.

## KFT FIRE TRAINER- SERVICE TERMS AND CONDITIONS

### **ARTICLE 10: WARRANTY**

- (a) KFT Fire Trainer warrants to Buyer that any part will be free from defects in materials or workmanship for a period of three (3) months (but not longer than its useful life) from the date of part shipment.
- (b) Warranty adjustment
  - 1. If any defect appears within the warranty period, Buyer shall immediately provide KFT Fire Trainer written notice.
  - 2. Buyer's sole and exclusive remedy shall be for KFT Fire Trainer to repair or furnish a replacement part for any part, which, upon test and examination by KFT Fire Trainer, proves defective within the above warranty.
- (c) Exclusions from Warranty
  - 1. THE FOREGOING WARRANTIES ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY KFT FIRE TRAINER IN CONNECTION WITH THE SERVICES PERFORMED AND PRODUCTS PROVIDED HEREUNDER, AND ARE IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WHICH ARE HEREBY DISCLAIMED AND EXCLUDED BY KFT FIRE TRAINER,
  - 2. KFT Fire Trainer will not be liable for any special or consequential damages or for loss, damages or expense directly or indirectly arising from the use and maintenance of the Equipment or any inability to use such equipment either separately or in combination with any other equipment or material or from any other cause, nor shall KFT Fire Trainer be liable for personal injury, death, or property damage arising from or connected with the use or maintenance of the Equipment made the basis of this agreement.
  - 3. The warranty does not extend or apply to any part of which the part or equipment has been subjected to misuse, neglect, accident, or improper use in violation of any KFT Fire Trainer' operator's manual.
  - 4. The warranty does not extend or apply to any part of which the part or equipment has been repaired, altered, or disconnected by any party other than KFT Fire Trainer unless under the direction of KFT Fire Trainer.

**ARTICLE 11: INSURANCE** KFT Fire Trainer shall carry Contractor's Comprehensive Bodily Injury and Property Damage Liability Insurance and shall comply with Worker's Compensation Laws relating to the compensation of its injured workmen and will provide Buyer with a Certificate of Insurance upon request.

Buyer shall be responsible for and, at Buyer's option and expense shall insure against theft, vandalism or all other damage to, destruction of and loss of use of Buyer's existing property and all deliverable Article 1 equipment as well as KFT Fire Trainer property located on the Buyer's property or in the Buyer's facility, due to fire or other perils, prior to, during or after acceptance, however caused.

**ARTICLE 12: LIMITATION OF LIABILITY** To the extent permitted by law, the aggregate liability of KFT Fire Trainer hereunder whether in contract, tort (including negligence) or otherwise, will be limited to one times the contract value, provided however the foregoing limitation does not limit the liability of KFT Fire Trainer for any injury to, or death of a person, caused by the gross negligence of KFT Fire Trainer. Under no circumstances shall either party be liable for special, indirect, or consequential damages of any kind including, but not limited to, loss of profits, loss of good will, loss of business opportunity,

additional financing costs or loss of use of any equipment or property, whether in contract, tort (including negligence), warranty or otherwise. KFT Fire Trainer will not be liable for any breach of this Contract unless written notice of the claim is given to Contractor within one (1) year of the date of the occurrence of the breach.

**ARTICLE 13: FORCE MAJEURE** Under no circumstances shall either party be liable for any loss, damage or delay due to any cause beyond either party's reasonable control, including but not limited to acts of government, acts of terrorism, strikes, lockouts, other labor disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, mischief or act of God. In the event of a force majeure claim by either party, KFT Fire Trainer does not waive Buyer's duty to comply with the terms of **Article 6** or any other payment schedule agreed upon by the parties.

**ARTICLE 14: PROPRIETARY INFORMATION** "Proprietary Information" shall mean all information, data, manuals, drawings, designs, or software disclosed by, authorized to be disclosed by, or otherwise obtained from KFT Fire Trainer, LLC, its affiliates or subsidiaries, in connection with this contract (including the Statement of Work)

Unless the Buyer has received KFT Fire Trainer's express written consent to the contrary, Buyer shall: (a) use the Proprietary Information solely for the purposes of this contract, and not for any other purpose (including, without limitation, designing, manufacturing, or selling similar equipment), (b) safeguard the Proprietary Information to prevent its disclosure to or use by third parties, (c) not disclose the Proprietary Information to any third party; and (d) not reverse engineer, disassemble, or decompile the Proprietary Information. Except that with respect to (c), Buyer may disclose Proprietary Information to a third party contracted by Buyer to perform emergency repair work for the Buyer, where the item or process concerned is not otherwise reasonably within Buyer's capabilities to enable timely performance of the work, provided that the disclosure of information shall be made solely for the purpose of repair work for Buyer and shall be provided together with the legend below.

The attached legend (Attachment A) shall be completed and included on any reproduction which includes any Proprietary Information.

**ARTICLE 15: SETTLEMENT OF DISPUTES OR DISAGREEMENTS** In the event of any dispute or disagreement arising under this contract, it is mutually agreed, that upon written notice of either to the other party, both Buyer and KFT Fire Trainer will attempt settle such dispute or disagreement.

If both parties agree that a dispute or disagreement is of such nature that it cannot be settled as provided for above, then by mutual agreement of the parties such dispute or disagreement may be submitted to arbitration in accordance with the Rules of the American Arbitration Association in which event, the decision of the arbitrators shall be final and binding upon both parties.

**ARTICLE 16: GOVERNING LAWS** The laws of the state of New Washington, USA excluding its conflict of laws provisions, shall govern the terms of this Agreement and all rights and obligations hereunder. No conflict of laws provisions will be applicable. Provided that the dispute is not submitted to arbitration pursuant to Article 15, any disputes arising from this agreement shall be venued in the Courts of King County, Washington.

**ARTICLE 17: ASSIGNMENT** Notwithstanding anything is this

## KFT FIRE TRAINER- SERVICE TERMS AND CONDITIONS

agreement, KFT Fire Trainer reserves their right to assign the duties under this agreement to an affiliate or subsidiary.

**ARTICLE 18: EXPORT CONTROL** Buyer agrees to conduct its operations under this Contract and perform all its responsibilities in full compliance with export and other foreign trade controls under any applicable United States (U.S.) laws restricting sales or transfers to other countries or parties of commodities, software, technology, or technical data. Any other provision of this Contract to the contrary notwithstanding, Buyer agrees that no commodities, software, technology, or technical data of U.S. origin or with U.S. origin content will be sold, exported, re-exported or transmitted except in full compliance with all applicable laws, including all relevant U.S. government requirements. In addition, Buyer shall comply with all applicable laws, including U.S. government requirements, governing the transfer of information and items to U.S. embargoed and sanctioned countries and denied and restricted parties. Any violation of this section, as determined solely by KFT Fire Trainer, shall be deemed a material breach of this Contract.

**ARTICLE 19: COMPLIANCE WITH LAWS** Buyer represents, warrants, certifies and covenants (collectively "Covenants") that it will comply with all laws applicable to the goods, services and/or the activities contemplated or provided under these Terms, including, but not limited to, any national, international, federal, state, provincial or local law, treaty, convention, protocol, common law, regulation, directive or ordinance and all lawful orders, including judicial orders, rules and regulations issued thereunder.

**ARTICLE 20: FEDERAL ACQUISITION REGULATIONS** The components, equipment and services proposed by Seller are commercial items as defined by the Federal Acquisition Regulations ("FAR") and the prices in any resulting contract and in any change proposal are based on Seller's standard commercial accounting policies and practices which do not consider any special requirements of U.S. Government cost principles and do not meet the requirements of Part 31 of the FAR or any similar procurement regulations. Seller agrees only to perform a contract for the sale of a commercial item on a fixed-price basis. In addition, Seller will not agree to submit or certify to any cost or pricing data nor will Seller agree to any requirements to establish price reasonableness under FAR Part 15 or such similar regulations. In stating its position, Seller refers to FAR Part 12 - "Acquisition of Commercial Items." All Sales under \$3,000 are made pursuant to FAR Part 13, Simplified Acquisitions.

### **Attachment A: Limited Rights Legend**

Contract No.

Buyer:

Contractor: KFT Fire Trainer, LLC

Acceptance of the attached or enclosed Proprietary Information shall indicate your agreement to the following:

Unless the recipient of this Proprietary Information has received KFT Fire Trainer's express written consent to the contrary, the recipient shall: (a) use the Proprietary Information solely for the purposes of the above identified contract, and not for any other purpose (including, without limitation, designing, manufacturing, or selling similar equipment), (b) safeguard the Proprietary Information to prevent its disclosure to or use by third parties, (c) not disclose the Proprietary Information to any third party; and (d)

not reverse engineer, disassemble, or decompile the Proprietary Information.

All Proprietary Information delivered hereunder shall remain the property of KFT Fire Trainer, LLC .

### **Article 10 is amended by the following additional language:**

The implied warranties of merchantability and fitness for a particular purpose, as set forth in sections 62A.2-314 and -315 of Revised Code of Washington, shall apply to the equipment. These implied warranties shall apply even though they may be disclaimed in an attachment to this Agreement or other documents supplied by KFT Trainer such that this section shall prevail over such disclaimer, and such disclaimer shall not apply. The inspection of or failure to inspect the equipment shall not constitute a waiver or cancellation of the implied warranties.

### **Article 14 and Attachment A is amended by the following additional language:**

If buyer receives a request under chapter 42.56 RCW to inspect or copy KFT's proprietary information, Buyer's sole obligation shall be to notify KFT of the request and the date that such proprietary information will be released. KFT shall have the option of obtaining a court order to enjoin disclosure pursuant to RCW 42.56.540 at its sole cost. Buyer shall not be liable to KFT for releasing any proprietary information in compliance with this provision.



## Governing Board Agenda Item

SUBJECT/TITLE: Procurement of New Vehicles

STAFF CONTACT: D/C DeSmith

### SUMMARY STATEMENT:

Order six vehicles from Columbia Ford due to arrive in May 2020. These six vehicles are in line with our Capital Fleet Replacement schedule and are budgeted for purchase this year. They will replace aging vehicles in the Fire Marshal's Office, Training, and Support Services.

### FISCAL IMPACT:

Expenditure \$183,000.00 w/ tax Revenue \_\_\_\_\_

Currently in the Budget Yes ☒ No ☐

### SUMMARY OF ACTION:

These six vehicles (five Ford Escapes and one passenger van) will replace aging vehicles, which will be surplus. They are procured through DES State bid and price includes tax/licensing/branding. All vehicles are in the SharePoint procurement process with attached State Bid quotes.

Reviewed by Legal Yes ☐ No ☒

### EXHIBITS:

Vehicle quotes, and Larson's Sign quote.

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the purchase of six new vehicles, and authorize the Fire Chief to sign.

**From:** [NOREPLY@des.wa.gov](mailto:NOREPLY@des.wa.gov)  
**To:** [Callaway, Brice](#)  
**Cc:** [Steve.Hatfield@des.wa.gov](mailto:Steve.Hatfield@des.wa.gov)  
**Subject:** Vehicle Quote - 2020-2-79 - RENTON REGIONAL FIRE AUTHORITY - 87780  
**Date:** Tuesday, February 4, 2020 8:40:09 PM

**Vehicle Quote Number: 2020-2-79** [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

#### Contract & Dealer Information

Contract #: 05916	Dealer Contact: Marie Tellinghuisen
Dealer: Columbia Ford (W403)	Dealer Phone: (360) 423-4321 Ext: 187
700 7th Avenue	Dealer Email: <a href="mailto:orders@colford.com">orders@colford.com</a>
Longview WA 98632	

#### Organization Information

Organization: RENTON REGIONAL FIRE AUTHORITY - 87780  
Email: [bcallaway@rentonrfa.org](mailto:bcallaway@rentonrfa.org)  
Quote Notes:  
Vehicle Location: RENTON NON-RTA

#### Color Options & Qty

Oxford White (YZ)(N/A w/Titanium) - 5  
  
Tax Exempt: N

#### Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2020-0311-001	2020 Ford Escape	5	\$21,612.00	\$108,060.00
2020-0311-011	S OPTION - All-Wheel Drive (AWD) (Includes 1.5L EcoBoost, Intelligent AWD System, 3.81 RAR) (2020MY: 26/31 MPG) (U9F/100A/996/448/TTVH)	5	\$2,777.00	\$13,885.00
2020-0311-019	S OPTION - Floor Liners (front and rear) and Cargo Mat (FACTORY) (50C/50Q) (DIA)	5	\$214.00	\$1,070.00
2020-0311-208	Fire Extinguisher, 2.5# Chemical ABC Rated w/ Mounting Bracket (DLR)	5	\$35.00	\$175.00
2020-0311-209	Flare Kit, 3 Piece Triangle, for roadside emergency use (DLR)	5	\$54.00	\$270.00
2020-0311-215	Mud Flaps, OEM molded (set of 4) (DLR)	5	\$131.00	\$655.00

#### Quote Totals

<b>Total Vehicles:</b>	5
<b>Sub Total:</b>	\$124,115.00
<b>8.4 % Sales Tax:</b>	\$10,425.66
<b>Quote Total:</b>	\$134,540.66

**Vehicle Quote Number: 2020-2-78**

[Create Purchase Request requests](#)

[View organization purchase](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

#### Contract & Dealer Information

Contract #: 05916	Dealer Contact: Becky Davis
Dealer: Bud Clary Chevrolet (W262)	Dealer Phone: (360) 423-1700

#### Organization Information

Organization: RENTON REGIONAL FIRE AUTHORITY - 87780
Email: <a href="mailto:bcallaway@rentonrfa.org">bcallaway@rentonrfa.org</a>
Quote Notes: F108 Replace
Vehicle Location: RENTON NON-RTA

#### Color Options & Qty

Summit White(GAZ) - 1
Tax Exempt: N

#### Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2020-0406-001	2020 Chevrolet Express Passenger Van	1	\$27,810.00	\$27,810.00
2020-0406-012	(WP9)Communications Package includes (L96) Vortec 6.0L V8 SFI engine, (NP5) leather-wrapped steering wheel, (P0G) 12 months of GM Commercial Link, (U2K) SiriusXM Radio, (UPF) Bluetooth for phone, (US8) AM/FM stereo with MP3 compatible CD player, (W1Y) steering wheel controls and (ZQ3) Driver Convenience Package (Not available with (WPD) Safety Package, (ZL3) Enhanced Convenience Package or (UE0) OnStar delete.)	1	\$2,090.00	\$2,090.00
2020-0406-015	(G80)Differential, heavy-duty locking rear	1	\$325.00	\$325.00
2020-0406-021	(Z82)Trailer equipment, heavy-duty includes trailering hitch platform and dual 4-pin/7-pin sealed connector (Included with (ZL3) Enhanced Convenience Package. Includes (UY7) trailer wiring harness.)	1	\$360.00	\$360.00
2020-0406-022	(DE5)Mirrors, outside heated power-adjustable, Black, manual-folding (Included with (WPD) Safety Package. Required with (UFT) Side Blind Zone Alert. Not available with (R8J) power window delete.)	1	\$115.00	\$115.00
2020-0406-029	(BA3)Console, deluxe with swing-out storage bin	1	\$20.00	\$20.00
2020-0406-031	(C49)Defogger, rear-window electric	1	\$155.00	\$155.00
2020-0406-033	(UD7)Rear Park Assist (Included with (WPD) Safety Package. Required with (UFT) Side Blind Zone Alert.)	1	\$295.00	\$295.00
2020-0406-034	(UEU)Forward Collision Alert (Includes (UFL) Lane Departure Warning)	1	\$295.00	\$295.00



2020-0406-208 Emergency Roadside Kit includes: fire extinguisher, flare kit, triangle kit	1	\$115.00	\$115.00
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**Quote Totals**

	<b>Total Vehicles:</b>	1
	<b>Sub Total:</b>	\$31,580.00
	<b>8.4 % Sales Tax:</b>	\$2,652.72
	<b>Quote Total:</b>	\$34,232.72



9411 Lakeview Ave SW  
Lakewood, WA 98499  
(253) 581-4313

# Invoice

DATE	INVOICE #
11/27/2019	26304

<b>BILL TO</b>
Renton Regional Fire Authority 18002 108th Ave SE Renton, WA 98055

<b>SHIP TO</b>

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
Brice Callaway			11/27/2019			

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
1	Ford Transit XLT extended van - light navy striping w/ 4 color reflective emblems / rear chevrons - white refelctive lettering - Installed on-site	1,080.00	1,080.00T
1	Ford Escape light navy striping w/ 4 color reflective emblems - white refelctive lettering - Installed on-site	685.00	685.00T
1	Ford F-250 Shortbed - light navy striping w/ 4 color reflective emblems / rear chevrons - white refelctive lettering - Installed on-site ref: Support Services	1,340.00	1,340.00T
1	Ford F-250 Longbed - light navy striping w/ 4 color reflective emblems / rear chevrons - white refelctive lettering - Installed on-site ref: Support Services	1,490.00	1,490.00T
1	2 men travel on site for installs @ \$45 ea	90.00	90.00T
	INSTALLED IN KENT ( SALES TAX USED )		
	Sales Tax	10.00%	468.50

It's been a pleasure working with you! Thank You

**Total** \$5,153.50



## Governing Board Agenda Item

SUBJECT/TITLE: Crisis Intervention Services Collaborative Agreement

STAFF CONTACT: DeSmith

### SUMMARY STATEMENT:

Add Crisis Intervention Services (Exhibit B) into existing ILA between Renton Regional Fire Authority (RRFA) and Puget Sound Fire Authority (PSRFA). Exhibit will allow full access to partial-paid Crisis Intervention Staff and services. Those services include crisis on-scene support 24/7, peer support for RRFA members, and Renton Community support.

### FISCAL IMPACT:

Expenditure \$39,765.00

Revenue \$0

Currently in the Budget Yes ☒ No ☐

### SUMMARY OF ACTION:

If approved, crisis support would begin in February 2020. PSRFA will hire the additional staff member, and RRFA will support with a vehicle, radio, and IT needs. RRFA is working with Renton Police to also assist with their crisis support needs.

Reviewed by Legal Yes ☒ No ☐

### EXHIBITS:

Exhibit B

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve adding Crisis Intervention Services (Exhibit B) to the existing ILA between Renton RFA and Puget Sound RFA, and authorize the Fire Chief to sign.

**COLLABORATIVE ACTIVITIES  
(Puget Sound RFA/Renton RFA)  
EXHIBIT B  
CRISIS INTERVENTION SERVICES**

Puget Sound Fire has the staffing necessary to provide crisis intervention services to Renton RFA. Puget Sound Fire agrees to make its crisis intervention staff available to respond to Renton RFA incidents on an as needed basis.

Renton RFA will provide a vehicle, portable radio and a Renton RFA email address for use by Puget Sound RFA crisis intervention staff members while providing crisis intervention services for the Renton RFA.

Renton RFA will pay Puget Sound Fire \$39,765 for the calendar year 2020. The amount shall be prorated based on the mutually agreed start date for 2020.

This Agreement shall continue until either part provides the other party with six months advance written notice. Each year, the Renton RFA payment under this Agreement will increase by the amount equal to the percentage increase in the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bellevue for the previous year from the period of June to June.

**Puget Sound Regional Fire Authority**

  
\_\_\_\_\_  
Matthew Morris, Fire Chief

Dated

1-27-20

**Renton Regional Fire Authority**

\_\_\_\_\_  
Rick Marshall, Fire Chief

Dated

\_\_\_\_\_



## Governing Board Agenda Item

SUBJECT/TITLE: US Bank Authorized Signature

STAFF CONTACT: Marshall

### SUMMARY STATEMENT:

Previously, Board Member Prince served as the second authorized signature for our banking. With the change in Board membership it is necessary to select a new signer.

### FISCAL IMPACT:

Expenditure \_\_\_\_\_ Revenue \_\_\_\_\_

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Staff is recommending that Chairman Abercrombie serve as second signer as his term is currently the longest (four years). Each change in signer requires programing in our accounting software and has a related fee associated with that programing.

Reviewed by Legal Yes ☐ No ☒

### EXHIBITS:

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move that Chairman Kerry Abercrombie be selected to replace Board Member Prince as a second signer for the RFA's US Bank account.