



# RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

9:00 A.M. – Monday, June 8, 2020

View live via Facebook: <http://www.Facebook.com/RentonRFA>

- Call Meeting to Order
- Roll Call
- Agenda Modifications
- Announcements, Proclamations, and Presentations
- Consent Agenda
  - Approval of [Minutes from the May 11, 2020](#) Regular Meeting
  - Approval of [Vouchers](#): AP Check Register 4/16/2020 – 5/15/2020, Payroll 4/1/2020 – 4/30/2020
- Signing of Vouchers
- Board Committee Reports
- [Chief's Report](#)
- Division Reports
- Correspondence
  - [Thank You Letter from Gretchen Freer](#)
- Unfinished Business
- New Business
  - [Appointment of Governing Board Secretary](#)
  - [Adoption of Procurement Policy](#)
  - [Adoption of Resolution #2020-03 Electronic Signature Authorization](#)
- Good of the Order
- Executive Session
- Future Meetings:
  - Monday, June 22, 2020, 9:00 a.m., Budget/Finance Committee Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton)

## **GOVERNANCE BOARD REGULAR MEETING AGENDA**

**June 8, 2020**

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- Monday, June 22, 2020, 10:30 a.m., Operations/Capital Committee Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton)
- Monday, July 13, 2020, 9:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, 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**

**9:00 A.M. – Monday, May 11, 2020**

**Videoconference**

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**CALL TO ORDER**

Governance Board Chair Abercrombie called the Regular Meeting to order at 9:00 a.m.

**ROLL CALL**

*Governance Board Members Present:*

Kerry Abercrombie, Chair (Fire District 25)  
Ruth Pérez, Vice Chair (City of Renton)  
Marcus Morrell (Fire District 25)  
Ryan McIrvin (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, Assistant Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Chief Administration Officer Samantha Babich, Fire Marshal Anjela Barton, Lieutenant Robbie Hyslop, Site Reliability Engineer Wyatt Humphreys, and Administrative Specialist Linda Mann.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

There were no announcements, proclamations, or presentations.

**CONSENT AGENDA**

*Approval of Minutes*

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to approve the minutes from the April 13, 2020 meeting. **MOTION CARRIED (6-0)**

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to approve the minutes from the April 27, 2020 meeting. **MOTION CARRIED (6-0)**

*Approval of Vouchers*

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

- AP Check Register 3/16/2020 – 4/15/2020, Payroll 3/1/2020 – 3/31/2020 **MOTION CARRIED (6-0)**

## **GOVERNANCE BOARD REGULAR MEETING MINUTES**

**May 11, 2020**

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### **BOARD COMMITTEE REPORTS**

There were no Board Committee reports.

### **CHIEF'S REPORT**

Chief Marshall's report included the following:

- **Support from the Chinese American Community:** We were honored to accept 4000 surgical masks from our Chinese American Community on May 1. Their support for first responders throughout King County has been overwhelming and much appreciated. In addition to helping first responders the initial shipment of over 50,000 masks has meant protection for healthcare workers in hospitals, clinics, and skilled nursing facilities.
- **Social Media Events:** We have turned our Communications Manager, Katie Lewis, loose to help us communicate out to our community many of the issues related to the COVID pandemic. They have been messages to assure everyone that we are and will continue to be here for them—and that “We’ve got this Renton.”
- **Community Outreach:** Police Chief VanValey and I had planned a little latte art competition at Boon Boona Coffee. The event was designed to both highlight local small businesses that remain open in some capacity during the crisis and to bring a smile to a community that needs a little more of that right now. Unfortunately, as a result of an officer-involved shooting the night before, we had to re-schedule the event for the week of the 11th. Stay tuned!
- **Red Lion/King County Testimony:** One of the consequences of the COVID-19 pandemic has been the arrival of over 200 people to the Red Lion as a part of King County's de-intensification program for the unhoused. They previously resided in an overcrowded facility in downtown Seattle. King County leased the Red Lion for 90 days with options to extend if “necessary”. Since arriving, we have responded 34 times, compared to 1 for the same time period last year. In addition, there have been numerous code violations. To ensure the safety of our responders and the occupants, Chief Marshall has directed OFM to conduct twice-weekly inspections and AC Gunsolus to reiterate to responders the specific protocol to follow when responding to this facility. We are monitoring calls there and Chief Marshall is in communication with the Mayor and City officials daily. Yesterday, Chief Marshall along with officials from the City of Renton, testified at the King County Council meeting to urge the County Council to not extend the lease beyond 90 days and provide some measure of relief for agencies who are now faced with mitigating the effects of the de-intensification program.
- **Overtime Rate Calculation Issue:** As Chief Marshall made the Governing Board aware last month, it appears that the way we have been calculating overtime is not correct. We continue to work with the Department of Labor and the firefighter's union to work through the issues. We first need to find out a solution for moving forward. Once we have that, we will look retrospectively to correct any pay errors. Regrettably, this issue is complicated, and we are having a challenging time determining a clearly approved best practice with all the variations in employment contracts. That said, we are hoping to have an approved and agreed upon resolution by June 1.

### **DIVISION REPORTS**

There were no division reports.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

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### CORRESPONDENCE

There was no correspondence.

### UNFINISHED BUSINESS

There was no unfinished business.

### NEW BUSINESS

#### Grant from the Department of Ecology

Renton RFA has written a regional grant for Hazmat equipment that will be shared with the Puget Sound RFA. We have partnered with Puget Sound RFA over the 2 previous grant cycles. These previously awarded grants provided each department with the Foam Trailers in 2017 and the Tow Vehicles for the trailers in 2018. This is a 2019 grant that was postponed until 2020. We have until June 30th of 2021 to purchase the equipment. The Area RAE system is what we borrowed from the National Guard's 10th CST last year for the underground propane tank leak in Tukwila. This system lets us monitor air remotely.

The Renton RFA has been awarded a 100%, no matching grant from the Department of Ecology to purchase 2 Area RAE systems, 2 Ultra RAE 3000s, 3 HazDust Particulate meters, and associated training. This has been awarded as a regional grant that we will share with the Puget Sound RFA Hazmat Team.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Meikle to accept the Department of Ecology Grant for \$194,500, with no matching amount from the Renton RFA.

**MOTION CARRIED (6-0)**

#### Capital Purchase, MX908-C

The Hazardous Materials Response Team would like to make a Capital Purchase of an MX908-C hand-held mass spectrometer chemical detection system. This will enhance their ability to detect and categorize gases/vapors, liquids, and solids. Seattle Fire is currently the only department in the area with this capability.

This is a usual and necessary piece of equipment for the Hazmat Team. The current meter (Hazmat ID) that is remotely similar is antiquated and unreliable. This has been requested for the last 3 years and was approved for the 2020 budget. An example of a current threat that this meter can detect at trace levels is Fentanyl. Pursuant to procurement guidelines, purchases over \$50,000 need to be approved by the Governance Board.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Meikle to approve the purchase of HazMat equipment as proposed in the amount of \$69,479.30. **MOTION CARRIED (6-0)**

#### Cancel Special Meetings and Resume Committee Meetings

At the March 20, 2020 COVID-19 Special Meeting, it was decided to suspend all committee meetings and replace them with special meetings dedicated to updating the Board on COVID-19. Staff is recommending that the special meetings regarding COVID-19 be canceled going forward and resume with the committee meetings effective, June, 2020.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

May 11, 2020

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A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Meikle to cancel the special meetings going forward and resume with the committee meetings effective, June, 2020. **MOTION CARRIED (6-0)**

### GOOD OF THE ORDER

There was no good of the order.

### EXECUTIVE SESSION

There was no executive session.

### FUTURE MEETINGS

- Monday, June 8, 2020, 9:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)
- Monday, June 22, 2020, 9:00 a.m., Budget and Finance Committee Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)
- Monday, June 22, 2020, 10:30 a.m., Operations and Capital Committee Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)

### ADJOURNMENT

At 9:29 a.m. a **MOTION** was made by Board Chair Abercrombie and **SECONDED** by Board Member Corman to adjourn the meeting. **MOTION CARRIED (6-0)**

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Kerry Abercrombie, Board Chair

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Linda Mann, Administrative Specialist

**VOUCHER APPROVAL FOR JUNE 8<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 \$1,936,779.81, payroll vouchers and direct deposits totaling \$1,169,035.25

| <b>A/P VOUCHERS</b>     | <b>Payment Date</b>     | <b>Numbers</b>         | <b>Amount</b>         |
|-------------------------|-------------------------|------------------------|-----------------------|
| Checks                  | 04/16/2020 - 05/15/2020 | 12073-12168            | \$749,716.13          |
| EFTs                    | 04/16/2020 - 05/15/2020 |                        | \$323,177.88          |
| Bank Drafts             | 04/16/2020 - 05/15/2020 |                        | \$863,885.80          |
| <b>TOTAL A/P</b>        |                         |                        | <b>\$1,936,779.81</b> |
|                         |                         |                        |                       |
|                         |                         | <b>No. of Vouchers</b> | <b>Amount</b>         |
| <b>PAYROLL VOUCHERS</b> |                         |                        |                       |
| Direct Deposits         | 4/24/2020               | 179                    | \$582,543.41          |
| Payroll Checks          | 4/24/2020               |                        | \$0.00                |
| Direct Deposits         | 5/8/2020                | 179                    | \$586,491.84          |
| Payroll Checks          | 5/8/2020                | 0                      | \$0.00                |
| <b>TOTAL PAYROLL</b>    |                         | <b>358</b>             | <b>\$1,169,035.25</b> |
|                         |                         |                        |                       |
| <b>TOTAL CLAIMS</b>     |                         |                        | <b>\$3,105,815.06</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: June 8, 2020

TO: Kerry Abercrombie (Fire District 25)  
Randy Corman (City of Renton)  
Ryan McIrvine (City of Renton)  
Myron Meikle (Fire District 25)  
Marcus Morrell (Fire District 25)  
Ruth Pérez (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. Recent Promotions and Assignments

Please join us in congratulating the following members on their newest assignment:

- Chris Borgen has been promoted to Engineer, effective May 1.
- Jacob Smith has been promoted to Lieutenant, effective May 1.
- Riley McDuffy has been promoted to Engineer, effective May 1.
- Chris Gerke has been promoted to Lieutenant, effective June 1.
- LaQuanza Flowers has been promoted to Sr. Finance Analyst, effective June 1.
- Linda Mann has been promoted to HR Assistant, effective June 16.

### 2. COVID CARES Relief from King County

With the help of Doug Levy, Government Affairs consultant for the City of Renton, the RRFA will be applying for financial relief of COVID related expenses. We estimate the request to be approximately \$180,000.

### 3. Red Lion Update

As stated in my brief to the Board on May 29, I have assigned DC DeSmith to be the response liaison and FM Barton as life safety liaison for the de-intensification shelter at the Red Lion. We continue to conduct twice weekly life safety inspections and generally see one infraction a week. Calls are steady at about 1 per day. Crews are doing a good job of documenting any issues and DC DeSmith is using that information to ensure appropriate care and safety for our crews.

### 4. Phasing in of Operations

To bring some clarity and predictability to the restarting of operations executive staff has worked to develop a plan that aligns with the Governor's 4 phase approach (attached). In

addition, the King County Fire Chiefs have created a task force to work on a phased approach to response operations.

**5. Employees Who Have Left**

We lost two of our probationary firefighters. One resigned for personal reasons effective May 16. His decision to end his employment was not shared with me, but he was grateful for the opportunity. The second firefighter was unable to successfully navigate his work improvement plan and JATC 1A test after 2 attempts, so we separated service. We also separated service with one of our recruits who failed to successfully complete the Academy.

**6. Revenue Projections**

Property tax was due June 1. We will not know specifics until the June 10 report from King County, however, we currently expect the amount to be approximately 85%.

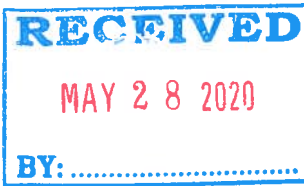


## Renton RFA Guidelines for a Phased Approach to Business Operations

The Chief, or designee, will implement Phases in alignment with the Governors orders.

Version 1.0 Effective 05/26/2020

|                               | PHASE 1                                                                                                                                                                                                            | PHASE 2                                                                                                                                                                                                            | PHASE 3                                                                                                                                                                                                            | PHASE 4                                                                                                                                                                    |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employees</b>              | <ul style="list-style-type: none"> <li>Stay home if ill</li> <li>HQ &amp; OFM closed to public</li> <li>Telecommuting required</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>Stay home if ill</li> <li>HQ &amp; OFM closed to public</li> <li>Modified telecommuting begins</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>Stay home if ill</li> <li>HQ &amp; OFM staff return to office<br/><i>(telecommuting w/ pre-approval)</i></li> </ul>                                                         | <ul style="list-style-type: none"> <li>Stay home if ill</li> <li>HQ &amp; OFM normal staffing</li> </ul>                                                                   |
| <b>Training</b>               | <ul style="list-style-type: none"> <li>Web based training</li> <li>JATC &amp; pre-approved training w/required social distancing</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>Web based training</li> <li>Resume required training, JATC &amp; Specialty training w/social distancing</li> </ul>                                                          | <ul style="list-style-type: none"> <li>Continue required training, JATC and Specialty training</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>TBD</li> </ul>                                                                                                                      |
| <b>Business Meetings</b>      | <ul style="list-style-type: none"> <li>Virtual meetings</li> </ul>                                                                                                                                                 | <ul style="list-style-type: none"> <li>Virtual meetings encouraged</li> <li>Small meetings with up to five people</li> <li>Social distancing required</li> </ul>                                                   | <ul style="list-style-type: none"> <li>Resume Board meetings</li> <li>Large gatherings &lt;50 people</li> <li>Social distancing required</li> </ul>                                                                | <ul style="list-style-type: none"> <li>Gatherings &gt;50 people</li> <li>Social distancing required</li> </ul>                                                             |
| <b>Public Meeting Spaces</b>  | <ul style="list-style-type: none"> <li>Closed to the public</li> </ul>                                                                                                                                             | <ul style="list-style-type: none"> <li>Closed to the public</li> </ul>                                                                                                                                             | <ul style="list-style-type: none"> <li>Closed to the public</li> </ul>                                                                                                                                             | <ul style="list-style-type: none"> <li>Closed to the public</li> </ul>                                                                                                     |
| <b>Public Interactions</b>    | <ul style="list-style-type: none"> <li>Community events restricted, pre-approval required.</li> <li>CPR, Station tours, and events not permitted</li> </ul>                                                        | <ul style="list-style-type: none"> <li>Community events restricted, pre-approval required.</li> <li>CPR, Station tours, and events not permitted</li> </ul>                                                        | <ul style="list-style-type: none"> <li>Resume CPR classes</li> <li>Social distancing required</li> <li>Community events &lt;50 people</li> <li>Station tours not permitted</li> </ul>                              | <ul style="list-style-type: none"> <li>Resume public interactions while social distancing</li> <li>Resume community events</li> <li>Station tours not permitted</li> </ul> |
| <b>Safety &amp; Security</b>  | <ul style="list-style-type: none"> <li>Social distance</li> <li>Limit unnecessary crew to crew visits</li> <li>Limit visits to HQ &amp; OFM</li> <li>Daily self-screening</li> <li>Routine sanitization</li> </ul> | <ul style="list-style-type: none"> <li>Social distance</li> <li>Limit unnecessary crew to crew visits</li> <li>Limit visits to HQ &amp; OFM</li> <li>Daily self-screening</li> <li>Routine sanitization</li> </ul> | <ul style="list-style-type: none"> <li>Social distance</li> <li>Limit unnecessary crew to crew visits</li> <li>Limit visits to HQ &amp; OFM</li> <li>Daily self-screening</li> <li>Routine sanitization</li> </ul> | <ul style="list-style-type: none"> <li>Social distance</li> <li>Daily self-screening</li> <li>Routine sanitization</li> </ul>                                              |
| <b>HQ, OFM &amp; Stations</b> | <ul style="list-style-type: none"> <li>Closed to the public</li> <li>Work w/office doors closed/cracked</li> <li>Social distancing in gyms</li> </ul>                                                              | <ul style="list-style-type: none"> <li>Closed to the public</li> <li>Work w/office doors closed/cracked</li> <li>Social distancing in gyms</li> </ul>                                                              | <ul style="list-style-type: none"> <li>Closed to the public</li> <li>Social distancing in gyms</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>Public access TBD</li> <li>Social distancing in gyms</li> </ul>                                                                     |



May 22, 2020

Dear Renton Fire Department,

Hello! I'm a 7th Grader from Renton, Washington. I go to McKnight Middle school, which is currently closed due to the Coronavirus outbreak. While I am disappointed that spring football has been canceled and the school play shut down, I am still so grateful. My family and I are fortunate. We get to sit at home while thousands are out every day, spending time away from their families to keep our country rolling. So many people are devoting their time, efforts, and health to help and save people. Hopefully, this letter finds you all in good health. I can't even imagine how challenging it is to do what you guys are doing right now. With the entire nation under lockdown, we rely on you guys to protect us.

As firefighters, you guys are always there, whether it be day or night. And because everyone is staying at home, it is up to you guys to help people. And you are doing an amazing job! Just the other day, I saw a fire truck whizzing by my house, on their way to help someone. It made me feel better knowing that someone was always there if my family or I were ever in trouble. Thank you so much for all the work that you guys are doing! It's saving people's lives.



Gretchen Freer



## Governing Board Agenda Item

SUBJECT/TITLE: Appointment of Governing Board Secretary

STAFF CONTACT: Rick Marshall

### SUMMARY STATEMENT:

Renton Regional Fire Authority Bylaws And Governing Rules Section 5.4 requires that the Board appoint a Board Secretary to perform the duties specified in the Bylaws and Governing Rules.

### FISCAL IMPACT:

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

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

The Governing Board Bylaws and Governing Rules establish the position of Board Secretary. The Bylaws and Governing Rules provide that the Board Secretary is responsible for preparing agendas, minutes, meeting notices and other duties specified therein. Section 5.4 of the Bylaws and Governing Rules requires that the Board designate the Board Secretary by motion.

Reviewed by Legal Yes ☒ No ☐

### EXHIBITS:

None.

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to appoint Dudley Jackson as the Board Secretary to serve at the pleasure of the Board until such time as the Board appoints a successor.



## Governing Board Agenda Item

SUBJECT/TITLE: Procurement Policy Adoption

STAFF CONTACT: Samantha Babich

### SUMMARY STATEMENT:

With the changes made to the Washington State Bid Law requirements for local government agencies, we are updating the existing procurement policy to align with the changes to remain in compliance.

### FISCAL IMPACT:

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

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Review, modify and reformat the existing procurement policy.

Reviewed by Legal Yes ☒ No ☐

### EXHIBITS:

Procurement Policy\_DRAFT

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to adopt the new Procurement Policy for the Renton RFA.



# Renton RFA Policy & Guidelines

| #106<br>ADMINISTRATION |              | Procurement |                   |                          |
|------------------------|--------------|-------------|-------------------|--------------------------|
| Effective Date:        | July 1, 2016 | Approval:   | Signature on file | RFA Board<br>Chairperson |
| Last Revision:         |              |             |                   |                          |
| Last Reviewed:         |              |             |                   |                          |

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## 1.0 Statement of Policy

1.1 It is the purpose of this policy to provide guidelines for the purchase of goods and services by the Renton Regional Fire Authority (RFA) in order to maintain an accountable procurement process. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost-effective purchases where their strict application would not be in the RFA's best interest.

### 1.2 Definitions:

1.2.1 Budget: The budget formally adopted by the RFA.

1.2.2 Emergency: Unforeseen circumstances beyond the control of the Renton RFA that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken – RCW 39.04.280(3).

1.2.3 Designated Purchasing Cooperatives: Interlocal cooperative purchasing arrangements which are approved by the Fire Chief and listed on SharePoint are

authorized for use by the RFA in accordance with the requirements of the sponsoring agencies.

1.2.4 Bid Exemptions: RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations:

1.2.4.1 Purchases that are clearly and legitimately limited to a single source of supply;

1.2.4.2 Purchases involving special facilities or market conditions; and

1.2.4.3 Purchases and Public Works in the event of an emergency.

1.2.5 Lowest Responsible Bidder: All contracts shall be awarded to the lowest responsible bidder on competitively bid purchases of equipment, material, supplies or a public work. A responsible bidder for public work contracts is defined by RCW 39.04.350(1), which includes the following factors:

1.2.5.1 A registered contractor with the State of Washington;

1.2.5.2 Have a current Washington State unified business identifier (UBI) number;

1.2.5.3 Have valid workers' compensation insurance coverage as evidenced by a valid certificate of registration from the department of Labor and Industry for bidder employees;

1.2.5.4 Have valid Employment Security number for unemployment insurance;

1.2.5.5 Includes an affidavit that the bidder is not disqualified from bidding as provided by statutes governing unregistered and unlicensed contractors and/or failing to prevailing wages; and

1.2.5.6 Holds a state excise tax registration number.

1.2.5.7 The RFA may establish supplemental responsibility criteria for specific projects as provided in RCW 39.04.350(2).

1.2.6 Public Work: Means all work, construction, alteration, repair, demolition, or improvement other than ordinary maintenance that is executed by contract, purchase order, or any other legal agreement at the cost of the RFA, or which is by law a lien or charge on any property within the RFA (RCW 39.04.010).

1.2.7 Ordinary Maintenance: In the context of Public Works contracts and prevailing wages, ordinary maintenance applies only to work performed by RFA employees.

- 1.2.8 Formal Sealed Bid: A document containing all required State and RFA documents as well as the bidder's proposal of project costs that is delivered to the RFA in a sealed envelope and is only to be opened at the scheduled bid opening time, as advertised.
- 1.2.9 Small Works Roster: RCW 39.04.155 outlines uniform provisions and requirements for establishing a small works roster, for the purpose of awarding public works contracts less than \$350,000, in lieu of formal sealed bid procedures.
- 1.2.10 Bid Bond: For public works contracts greater than \$350,000 bid bonds are recommended to ensure that the bid has been made in good faith and that the bidder will enter into a contract if her or her bid is accepted. The bid must be accompanied by a bid bond in the form of either a cashier's check, postal money order, or surety bond to the RFA for an amount no less than five percent of the bid amount, inclusive of sales tax.
- 1.2.11 Cooperative Purchase: A Cooperative Purchase allows the RFA to comply with the statutory bid requirements by purchasing from a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation or purchasing cooperative that is going to bid or has gone to bid together with documentation that the entity that went out for bids complied with the bid laws applicable to that entity. Cooperative purchases cannot be used for public works projects.

## 2.0 Affected Members

All members.

## 3.0 Objectives

N/A

## 4.0 Purchasing Authority

### 4.1 Governance Board

- 4.1.1 The Governance Board shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. Expenditures within specified budgetary limits shall not require any further Board approval beyond the approval of the budget. Purchases of goods or services outside of budgetary limits shall require approval by the Governance Board.
- 4.1.2 Purchases made using a Bid Exemption shall require formal action of the Governance Board in the form of a Resolution approving use of the Bid Exemption.

### 4.2 Fire Chief

- 4.2.1 The Fire Chief, or in the Fire Chief's absence the Acting Chief, shall approve all budgeted purchases of goods or services in excess of \$10,000.00. The Fire Chief shall notify and inform the Board of all purchases or contracts with a value in excess of \$20,000.00.
- 4.2.2 In the event of an emergency, the Fire Chief or in the Fire Chief's absence, the Acting Chief may approve a purchase outside of the budget if it is not feasible to obtain approval of the Governing Board. In the absence of the Fire Chief and Acting Chief, the Chief Administration Officer may make an emergency purchase within budgetary limits but in excess of the \$20,000 limit.

## 5.0 Procedures

### 5.1 Purchase of Materials, Equipment and Supplies

#### 5.1.1 Purchases Under \$40,000

- 5.1.1.1 No statutory process requirements. Staff shall use commercially reasonable means to make such purchases.

#### 5.1.2 Purchases from \$40,000 to \$75,000

- 5.1.2.1 Purchases must be made using either a Designated Purchasing Cooperative, through a Cooperative Purchase or Bid Exemption, or, by obtaining at least three quotes from vendors listed on the MRSC Vendor List.
- 5.1.2.2 If the purchase cannot be made through one of these methods, the purchase must be made through competitive bidding procedures as if the purchase price exceeded \$75,000.

#### 5.1.3 Purchases Over \$75,000

- 5.1.3.1 Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.
  - 5.1.3.1.1 Formal Sealed Bid Procedure: When a formal sealed bid is required, a call for bids shall be published at least 13 days in advance of the bid submission deadline.

### 5.2 Public Works

#### 5.2.1 Public Works Projects Under \$30,000

- 5.2.1.1 No statutory bidding procedures required. Staff shall use commercially reasonable means to competitively procure a contract for such Public Works. Using the MRSC's Small Works Roster process is encouraged.

5.2.2 Public Works Projects from \$30,000 to \$350,000

5.2.2.1 The RFA uses the Small Works Roster established with MRSC Rosters.

5.2.3 Public Works Projects Over \$350,000

5.2.3.1 Formal Sealed bidding shall be used except in the case of an emergency.

5.2.3.1.1 Formal Sealed Bid Procedure: When a formal sealed bid is required, a call for bids shall be published at least 13 days in advance of the bid submission deadline. The advertisement for the call for bid should include the following: title of project, nature and scope of work to be performed and materials and equipment to be furnished, location of plans and specifications may be obtained or reviewed, cost and/or instructions for obtaining a copy of the plans and specifications, deadline for bid submittal, place/date/time set for opening sealed bids, staff contact information, statement of requirement for an accompanying bid bond, and statements that the RFA retains to the right to reject any and all bids and to waive minor irregularities in the bidding process.

5.2.4 Performance and Payment Bonds

5.2.4.1 A performance and payment bond in the amount of 100% of the contract value is required for public works contracts over \$50,000. On projects less than \$150,000, the performance and payment bond may be waived provided the RFA uses a 10% retainage.

5.2.5 Retainage

5.2.5.1 Retainage in the amount of 5% of the project cost, less sales tax, will be withheld from all contractor payments for the purpose of completion of projects and fulfillment of claims and liens. Retainage may be waived by the Fire Chief or designee on contracts under \$50,000.

5.2.5.1.1 Retainage withheld must be released to the contractor after the project is completed, less any claim amounts, 30-60 days after the date of final acceptance, or after the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later.

#### 5.2.6 Prevailing Wage

- 5.2.6.1 The RFA is required by RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts. A “Statement of Intent to Pay Prevailing Wages”, approved by L&I, must be received from a contractor before any payment is made, and an L&I certified “Affidavit of Wages Paid” must be received following final acceptance of the work. Final payment will be withheld on all contracts until the L&I certified Intent and Affidavit forms are received. If retainage is being withheld, final payment will be the retainage release; if no retainage is being withheld, final payment is the final pay estimate.

#### 5.2.7 Alternate Prevailing Wage Process

- 5.2.7.1 An alternate process allows the acceptance of combined Intent and Affidavit short forms for contracts with a value under \$50,000, when no subcontractors are used. This process allows the contractor to submit both the “Statement of Intent to Pay Prevailing Wages” and “Affidavit of Wages Paid” directly to the RFA without prior L&I approval or certification. Within 30 days of receiving the contractor’s Affidavit, the RFA must submit the Affidavit of Wages Paid to L&I for approval.

### 5.3 Professional Architectural and Engineering Services

- 5.3.1 The Renton RFA shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

### 5.4 Telecommunications and Data Processing Services

- 5.4.1 The Renton RFA shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

### 5.5 Other Services

- 5.5.1 No statutory procedures required. Renton RFA staff shall use commercially reasonable means to identify and contract with service providers.

## 6.0 References

- 6.1 [RCW 39.04.280 Competitive Bidding Requirements — Exemptions](#)
- 6.2 [RCW 39.34 Interlocal Cooperation Act](#)
- 6.3 [RCW 39.04.010 Definitions](#)
- 6.4 [RCW 39.80 Contracts for Architectural and Engineering Services](#)

- 6.5 [RCW 39.04.270 Electronic Data Processing and Telecommunications Systems — Municipalities — Acquisition Method — Competitive Negotiation — Findings, Intent](#)
- 6.6 [RCW 52.14.110 Competitive bids required – Exception](#)
- 6.7 [RCW 52.14.120 Competitive bids procedures](#)

## 7.0 Appendix

N/A



## Governing Board Agenda Item

SUBJECT/TITLE: Electronic Signature Provider Authorization

STAFF CONTACT: Samantha Babich

### SUMMARY STATEMENT:

Allowing the use of Adobe Sign and DocuSign to affix e-signatures to electronic records will promote efficiency, conserve public resources and provide reasonable assurance of the integrity, authenticity, and non-repudiation of electronic documents when electronic signatures are used by RRFA. Reducing RRFA's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impacts.

### FISCAL IMPACT:

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

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Review and format the policy and approve the use of Adobe Sign and DocuSign as authorized electronic signature platforms via Resolution 2020-03.

Reviewed by Legal Yes ☒ No ☐

### EXHIBITS:

Use of Electronic Signatures\_DRAFT  
Resolution 2020-03 Permitting the Use of Electronic Signatures

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to adopt the Use of Electronic Signatures policy for the RFA, and adopt Resolution 2020-03 Permitting the Use of Electronic Signatures.



# Renton RFA Policy & Guidelines

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## ADMINISTRATION

## Use of Electronic Signatures

|                        |              |                  |                   |                    |
|------------------------|--------------|------------------|-------------------|--------------------|
| <b>Effective Date:</b> | June 9, 2020 | <b>Approval:</b> | Signature on file | <b>RFA Board</b>   |
| <b>Last Revision:</b>  | May 27, 2020 |                  |                   | <b>Chairperson</b> |
| <b>Last Reviewed:</b>  |              |                  |                   |                    |

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## 1.0 Statement of Policy

- 1.1 To establish an electronic signature policy for Renton Regional Fire Authority (RFA), developed to:
  - 1.1.1 Promote efficiency in order to conserve public resources;
  - 1.1.2 Establish guidelines for the use of electronic signatures for certain RFA transactions;
  - 1.1.3 Provide reasonable assurance of the integrity, authenticity and nonrepudiation of electronic documents when electronic signatures are used by the RFA; and
  - 1.1.4 Determine the scope of the RFA's use of the current electronic signature provider Adobe Acrobat and DocuSign as the approved methods for affixing an electronic signature to an electronic record.
- 1.2 Definitions:

- 1.2.1 Designee: A Renton RFA employee who has been designated by the Fire Chief or a Division Director to sign RFA records on their behalf using an electronic signature.
  - 1.2.2 Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a contract or other records and executed or adopted by a person with the intent to sign the record.
  - 1.2.3 Record: Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.
  - 1.2.4 Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.
- 1.3 These policies will apply to any future replacement electronic signature platform.

## 2.0 Affected Members

All members.

## 3.0 Objectives

- 3.1 Reducing the RFA's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact.
- 3.2 Streamlining the processes described herein that require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

## 4.0 Responsibility

- 4.1 The Fire Chief is responsible for approving authorized electronic signature platforms for use within the RFA.
- 4.2 This policy may be modified, rescinded, or replaced at any time by the Office of the Fire Chief.

## 5.0 Procedures

- 5.1 The RFA encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.

- 5.2 All members are authorized to use the designated electronic signature platform(s) to affix electronic signatures to RFA records as provided in this policy.
- 5.3 Unless otherwise prohibited by law, the designated electronic signature platform is authorized to affix electronic signatures to any record in which the use of a wet signature is authorized or required, including but not limited to:
  - 5.3.1 Minutes of Governance Board meetings;
  - 5.3.2 Resolutions adopted by the Governance Board;
  - 5.3.3 Vouchers approved by the Governance Board;
  - 5.3.4 Personnel records;
  - 5.3.5 Invoice and Purchasing Card approvals; and
  - 5.3.6 Any and all contracts and agreements to which the RFA is a party and the other parties to the contract have agreed to use electronic signatures.
- 5.4 Electronic signatures may be used on RFA records requiring execution by a third party.
- 5.5 Electronic signatures cannot be applied using another employee's name. Records signed on behalf of a Division Director or Fire Chief, by a designee, shall use their own electronic signature.
- 5.6 If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
- 5.7 This policy in no way affects the RFA's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.
- 5.8 If an individual authorized under this policy to use electronic signatures in a transaction affixes a signature in error, the individual shall:
  - 5.8.1 Promptly notify any other parties of the error and that the individual did not intend to be bound by the erroneous electronic signature; and
  - 5.8.2 Take reasonable steps to return or destroy the electronic record and return or recover any consideration received as a result of the erroneous signature.

## 6.0 References

- 6.1 Chapter 57, Laws of 2020, Section 1-20 (Electronic Signatures and Records)
- 6.2 15 U.S.C Ch. 96 (Electronic Signatures in Global and National Commerce Act)

## 7.0 Appendix

N/A

RENTON REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2020-03  
PERMITTING THE USE OF ELECTRONIC SIGNATURES

A RESOLUTION of Renton Regional Fire Authority establishing a method and process for the use of electronic signature technology.

WHEREAS, RCW 19.360.020(5) allows a local agency to permit the use of electronic signature technologies, and to establish a method and process for such use by ordinance, resolution, policy, or rule; and

WHEREAS, using electronic signature technologies can benefit the Renton Regional Fire Authority (the "RFA") by decreasing the RFA's reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting RFA business; and

WHEREAS, RFA staff have conducted a preliminary business assessment of electronic signature providers in order to provide reasonable assurances of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used; and

WHEREAS, RFA staff recommends the use of Adobe Acrobat and DocuSign as the RFA's initial electronic signature service providers; and

WHEREAS, the Governing Board of Renton Regional Fire Authority (the "RFA Governing Board") has considered how the use of electronic signatures may impact or improve citizen's access to and ability to participate in governmental affairs, and reliance on RFA business conducted electronically.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

Section 1. The foregoing recitals are incorporated and fully made a part of this Resolution.

Section 2. The RFA Governing Board finds it to be in the public interest to allow the use of electronic records and electronic signatures for RFA business to the fullest extent allowed by law.

Section 3. The RFA Governing Board recognizes that whenever the use of a written, affixed by hand, or "wet" signature created when a person physically marks a document with the intent to sign the record is authorized or required, and electronic signature may be used with the same force and effect, except as required otherwise by law.

Section 4. The RFA Governing Board authorizes the use Adobe Acrobat and DocuSign electronic signature platforms or any future replacement of such platforms to affix electronic signatures to electronic records.

Section 5. The RFA Governing Board directs the Fire Chief to adopt any necessary administrative policies or processes to implement the use of electronic signatures by the RFA consistent with this resolution and in compliance with the provisions of RCW Chapter 19.360.

Section 6. This resolution shall take effect and be in force immediately upon its passage.

ADOPTED by the Governing Board of Renton Regional Fire Authority, at a regular meeting of such Board on the 8th day of June 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