



Renton Regional Fire Authority

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Renton, WA 98055

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MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, February 10, 2020

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

CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Abercrombie called the Regular Meeting to order at 10:02 a.m. and led the Pledge of Allegiance.

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, Deputy Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Chief Administration Officer Samantha Babich, Battalion Chief Will Aho, Captains Hawkins, and Winter, Lieutenants Laycock, Hyslop, and Krystofiak, Firefighters Beggin, Smith, Bushnell, and Forghani, Chaplain Loretta Green, Fleet Manager Brice Callaway, Administrative Supervisor Christine Noddings, Communications Manager Katie Lewis, and Administrative Specialist Linda Mann.

AGENDA MODIFICATIONS

It was requested to add the Fire Benefit Charge (FBC) Hearing to the agenda after Announcements, Proclamations, and Presentations.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman to add the Fire Benefit Charge (FBC) Hearing to the agenda after Announcements, Proclamations, and Presentations. **MOTION CARRIED (6-0)**

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Captain Isaias Beck Braga from the Salvation Army presented Chief Marshall with the “Battle of the Badges” trophy for our participation in the Red Kettle Day on December 7th, 2019 outside of the downtown Fred Meyer.

FIRE BENEFIT CHARGE HEARING

The Renton Regional Fire Authority Governing Board convened as the Benefit Charge Review Board, pursuant to RCW 52.26.250. The Review Board will remain convened until Monday, March 9, 2020. The Review Board will hold two public hearings to receive petitions, the first being February 10, 2020 and the second being February 25, 2020.

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Lieutenant Rick Laycock gave a Staff Report which included a summary of petitions.

There were no docketed petitions at the meeting.

At 10:13 a.m., the Benefit Charge Hearing was recessed to reconvene at 5:00 p.m. on February 25, 2020. The Regular Meeting then resumed.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the consent agenda for February 10, 2020. **MOTION CARRIED (6-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for February 10, 2020.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- Recruit Graduation & New Entry Level Firefighters: On Thursday, January 30, we had 8 recruits graduate from the academy. On January 27, we had 5 new recruits start with the RFA and sent 6 to the academy, which started on February 6.
- Welcome to our New Member: We recently hired Richard Wolleat as our new Logistics Coordinator.
- Washington State Department of Enterprise Services (DES) Agreement: 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.
- National Heart Month: February is National Heart Month! Renton RFA will be providing tips to the community on how to maintain and improve heart health. Chief Marshall is happy to also be partnering with the City of Renton to provide blood sugar and blood pressure screenings to City staff and our community.
- Stuffed Animal Donation Drive: 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 17th. Special thanks to our newest Citizen Advisory Board member, Silke Prelog, for her efforts.
- 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 1st deadline. Chief Marshall would like to have the

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Board appoint one member from City Council and one member from FD25 to serve as Board Representatives. Chief Marshall has also asked FD40 to consider appointing one member to serve as well. After discussion, Board Chair Abercrombie will be representing the Board at the meetings.

- **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. Chief Marshall 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.
- **King County Fire Chiefs Association:** Chief Marshall 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). Chief Marshall is grateful for the assistance of our Finance team – LaQuanza Flowers specifically.
- **KCFD7/RRFA Meeting:** On Friday, January 17, Chief Marshall met with KCFD7 to discuss RFA formation process and strategy. He was asked to revise the RFA informational site for the Washington State Fire Chiefs two years ago and has spent quite a bit of time helping departments from all over our state determine if an RFA is for them.
- **Renton Chamber Board Meeting:** On Friday, January 30, Chief Marshall attended the Renton Chamber Board meeting where they discussed next steps after the appointment of Diane Dobson to CEO. They are now focusing on developing strategies to ensure that the Chamber is both relevant and fiscally sustainable.
- **Purchases:** Chief Marshall is notifying the Board of the following purchases: Extrication Tools (\$36,674.00), TAHPI (dba Tactical Athlete) Consulting Contract (LNI) (\$49,075.00), and Crisis Intervention Collaborative ILA (\$39,765.00).

DIVISION REPORTS

There were no division reports.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

Committee Assignments

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.

The proposed members for the Operations and Capital Committee are Randy Corman, Myron Meikle, and Kerry Abercrombie. The proposed members for the Budget and Finance Committee are Ruth Pérez, Ryan McIrvine, Marcus Morrell, and Linda Sartnurak.

After discussion and final decision on committee membership, a **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Corman to establish the Operations and Capital Committee members as Randy Corman, Myron Meikle, and Kerry Abercrombie and the Budget and

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Finance Committee members as Ruth Pérez, Ryan McIrvine, Marcus Morrell, and Linda Sartnurak.

MOTION CARRIED (6-0)

Committee Meeting Dates and Times

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.

The proposed date for each committee meeting is the fourth Monday of each month, and the times are 9:00 a.m. for the Budget and Finance Committee and 10:30 a.m. for the Operations and Capital Committee.

After discussion and final decision on committee meeting dates and times, a **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman 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. **MOTION CARRIED (6-0)**

Logo Wear for Governance Board

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

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

After discussion on logo wear, a **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Meikle to approve the purchase of logo wear for Governance Board members and direct staff to modify the 2020 proposed budget to include \$700 for Governance Board uniforms. **MOTION CARRIED (6-0)**

Resolution 2020-1: Establish Regular Meeting Schedule

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 a.m. to 9:00 a.m.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman 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. **MOTION CARRIED (6-0)**

NEW BUSINESS

Service Agreement for KFT Fire Trainers

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.

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A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Morrell to approve the KFT Fire Trainer Contract and authorize the Fire Chief to sign. **MOTION CARRIED (6-0)**

Procurement of New Vehicles

Staff is asking to order six vehicles through DES state bid, due to arrive in May of 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.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the purchase of six new vehicles and authorize the Fire Chief to sign. **MOTION CARRIED (6-0)**

Crisis Intervention Services Collaborative Agreement

Staff is requesting to add Crisis Intervention Services (Exhibit B) into the existing ILA between Renton Regional Fire Authority (RRFA) and Puget Sound Regional Fire Authority (PSRFA). This 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.

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.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman 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. **MOTION CARRIED (6-0)**

US Bank Authorized Signature

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.

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

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman that Chairman Kerry Abercrombie be selected to replace Board Member Prince as a second signer for the RRFA's US Bank account. **MOTION CARRIED (6-0)**

GOOD OF THE ORDER

Board Member Sartnurak wanted to thank Deputy Chief DeSmith, Don Highley, and Brice Callaway for their ongoing communication with the District 40 Facilities and Equipment workgroup.

Chairman Abercrombie thanked Chief Marshall for his 36 years of service to the department.

Local 864 President Robbie Hyslop informed the Board of the fundraising event for the LLS Stairclimb that will be taking place at The Landing on February 15th from 4:00 p.m. to 8:00 p.m.

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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.*

Executive Session was called at 10:48 a.m. for 30 minutes. At 11:18 a.m. an additional 10 minutes was requested. The meeting reconvened at 11:28 a.m.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Meikle to authorize sending the letter to District #40. **MOTION CARRIED (6-0)**

FUTURE MEETINGS

Monday, February 24, 2020, 9:00 a.m., Budget and Finance Committee Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)

Monday, February 24, 2020, 10:30 a.m., Operations and Capital Committee Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)

Tuesday, February 25, 2020, 5:00 p.m., Governance Board Special Meeting, Fire Station #13, (18002 108th Ave. S.E., Renton)

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

ADJOURNMENT

The meeting was adjourned at 11:38 a.m.



Kerry Abercrombie, Board Chair



Linda Mann, Administrative Specialist