



Renton Regional Fire Authority

18002 108th Ave SE

Renton, WA 98055

Office: (425) 276-9500

Fax: (425) 276-9592

MINUTES

RFA Governance Board Regular Meeting

9:00 A.M. – Monday, April 13, 2020

Videoconference

CALL TO ORDER

Governance Board Chair Abercrombie called the Regular Meeting to order at 9:10 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Chair (Fire District 25)

Marcus Morrell (Fire District 25)

Ruth Pérez, Vice Chair (City of Renton)

Myron Meikle (Fire District 25)

Randy Corman (City of Renton)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Ryan McIrvine (City of Renton)

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, and Administrative Specialist Linda Mann.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to excuse the absent Board Member from the meeting. **MOTION CARRIED (5-0)**

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

CONSENT AGENDA

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the consent agenda for April 13, 2020. **MOTION CARRIED (5-0)**

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

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- COVID-19 Update: Renton RFA's top priority is ensuring the health and safety of our members and the community that we serve. Over the past several weeks, we have reduced unnecessary exposures by suspending public events, significantly reducing face-to-face office interactions and meetings, and adopting new protocols for our response operations. In addition, our existing practice of providing Admin Leave remains unchanged and we are committed to keeping our front line healthy and financially secure. Our administration is filtering the large volumes of information that roll in and disseminating it to our members appropriately using a robust SharePoint site dedicated to hosting COVID-19 related information, directives and updates.
- Implementation of a Hiring Freeze and Indefinite Spending Freeze: While we are fortunate to have adopted conservative financial practices, including the modest administrative staffing and the building of operating and capital reserves, I am concerned with the impact of the COVID pandemic on future revenue. In an effort for the RFA to ease the financial impacts on our businesses and community in these uncertain times, I have made some significant changes to our budget. As of now, these are viewed more as deferrals than cuts. Effective April 1, 2020, Division Directors have been instructed to freeze all hiring for civilian and uniform personnel outside of IT. This will be re-evaluated June 1, 2020. An indefinite spending freeze has also been ordered for all spending that does not directly impact immediate emergency response capabilities. This includes but is not limited to capital facilities projects outside of repair & maintenance and projects currently underway (Station 11 laundry and office, KFT Props under the AFG grant), capital fleet purchases not already on order, small tools and equipment purchases, and all travel and training not required by collective bargaining agreements or policy, or necessary to maintain certifications. Budgeted technology needs are still approved, including IT, tablet command and ESRI data, including the pre-incident planning tools.
- Payroll Audit: It has been brought to our attention through other fire chiefs in the area and our own firefighter union that the manner in which overtime has been calculated may be incorrect. Our processes have been in place for as long as I can remember and are legacy processes from when we were a part of the City of Renton. The complexity and magnitude of this audit requires that we hire an outside third party to conduct the audit and then to determine both correct payroll processes as well as any re-payment owed to current and past employees. Puget Sound Regional Fire is currently going through their audit and are a couple months ahead of us. We have interviewed the accounting firm they retained and plan to use the same.
- February Cash-outs: I want to call attention to the significant payroll expenditure in the vouchers. This is something that occurs every February and is outlined in the collective bargaining agreements to provide firefighters the ability to sell back floating holiday time and receive compensation for their uniform expenses.
- Strategic Plan Update: Work on the Strategic Plan continues with BERK currently working on the agency profile and financial data. There is a planned meeting with BERK and the Executive Leadership Team on 04/16 (virtual) to review a draft summary of staff and stakeholder input and to draft a meeting design for the Strategic Planning Team meeting planned for 04/28 (virtual).
- New Fire Truck in Service: Our newest fire truck was just placed in service at fire station 16. This Pumper was approved in 2018 and purchased in 2019 long before any concern with future revenue as a result of the COVID pandemic.

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- Significant HM Call: We had a significant Chlorine Leak at the Cedar River Water Treatment Facility (16207 SE Old Petrovitsky Rd). Please see the attached executive summary from DC Seaver.
- HazMat Grant Award: We have been notified that we will be receiving a Department of Ecology Grant in the amount \$188,600 with no match requirement. These funds will be used to purchase two complete sets of Area RAEs (remote air metering equipment). Once the award is granted, we will bring it forward for acceptance by the Board.
- Additional Grant Opportunity (AFG) for PPE: We have been notified that an additional \$100 million is now available under a new Assistance for Firefighters Grant for the purchase of PPE and other items related to the COVID pandemic. We will continue to monitor the details of this grant and are preparing to apply once it opens. More to follow.
- Purchases: Station 14 Roof Repair Contract – \$33,626.00.

DIVISION REPORTS

There were no division reports.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Resolution 2020-2: Declaration of Emergency – COVID-19

The Washington State outbreak of COVID-19 and the extreme risk of person-to-person contact significantly impacts the life and health of our public and RFA employees. Staff is recommending that the Board declare a state of emergency and authorize the fire chief to take the necessary actions to address the impacts of the emergency on a day-to-day basis. Examples of this authority include closing public areas of RFA facilities to the public, implementing work from home schedules, and emergency purchases of COVID-19 supplies. This will give the RFA Fire Chief or designee the flexibility to make procurement, staffing and other decisions that may exceed the prior authority delegated by the Board to the Fire Chief.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Meikle to adopt Resolution 2020-2 establishing a declaration of emergency for COVID-19 and authorizing the Chief to take all necessary actions to address the impacts of the COVID-19 emergency on a day-to-day basis. **MOTION CARRIED (5-0)**

Multiple Upgrades to the Structural Burn Building located at Station 14

This is a contract to upgrade Station 14's 25 year old Burn Tower Simulator Components and Mobile Mock-ups. The upgrades will enable the Burn Tower to be in-line with current Simulation Technologies in order to provide Live Fire Training for the Renton Regional Fire Authority's Firefighters and the Training Consortium. This upgrade is funded at 90% by the Assistance to Firefighters Grant (AFG) awarded to the RRFA in 2019. The performance period for the grant ends in September of 2020.

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Bid documents were advertised in accordance with applicable laws. Bids received will be opened at 0800 on 04/13/2020. Our intention is to seek Board acceptance of the bid which meets or exceeds the required specifications and which the Board deems to be in the best interest of the RFA.

Additionally, we ask the Board to approve the necessary expenditure associated with the bid. Board action is deemed "necessary" at this time due to the performance period of the AFG grant and the length of time necessary to procure and install the equipment. Delaying action would result in loss of the grant funding.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Vice Chair Pérez to accept the bid submitted by KFT Fire Trainer and to authorize expenditures in the amount of \$338,800.00 from the Capital Facilities fund. This amount is offset by 90% through an AFG grant reimbursement which will be received as revenue in the same fund. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

Monday, April 27, 2020, 9:00 a.m., Governance Board Special Meeting, Videoconference

Monday, May 11, 2020, 9:00 a.m., Governance Board Regular Meeting, TBD

ADJOURNMENT

The meeting adjourned at 9:32 a.m.



Kerry Abercrombie, Board Chair

Linda Mann, Administrative Specialist