



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, June 8, 2020

Videoconference

CALL TO ORDER

Governance Board Chair Abercrombie called the Regular Meeting to order at 9:01 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Chair (Fire District 25)

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)

Governance Board Members Not Present:

Ruth Pérez, Vice Chair (City of Renton)

Administrative Staff Present:

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Chief Administration Officer Samantha Babich, Fire Marshal Anjela Barton, Lieutenant Robert Hyslop, Site Reliability Engineer Wyatt Humphreys, and Administrative Specialists Linda Mann and Dudley Jackson.

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

Approval of Minutes

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to approve the minutes from the May 11, 2020 meeting. **MOTION CARRIED (5-0)**

Approval of Vouchers

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

- AP Check Register 4/16/2020 – 5/15/2020, Payroll 4/1/2020 – 4/30/2020 **MOTION CARRIED (5-0)**

GOVERNANCE BOARD REGULAR MEETING MINUTES

June 8, 2020

Page 2 of 4

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- Recent Promotions and Assignments: Please join us in congratulating the following members on their newest assignment: Chris Borgen promoted from Firefighter to Engineer, Jacob Smith promoted from Engineer to Lieutenant, Riley McDuffy promoted from Firefighter to Engineer, Chris Gerke promoted from Engineer to Lieutenant, LaQuanza Flowers promoted from Finance Analyst to Sr. Finance Analyst, and Linda Mann promoted from Administrative Specialist to HR Assistant.
- 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.
- Red Lion Update: As stated in Chief Marshall's brief to the Board on May 29, Chief Marshall has 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.
- 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.
- 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 Chief Marshall, 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.
- Revenue Projections: Property tax was due on June 1. We will not know the specifics until the June 10 report from King County, however, we currently expect the amount to be approximately 85%.

DIVISION REPORTS

There were no division reports.

CORRESPONDENCE

The RFA received a letter from McKnight Middle School student, Gretchen Freer, thanking us for the work that we do to keep everyone safe.

UNFINISHED BUSINESS

There was no unfinished business.

GOVERNANCE BOARD REGULAR MEETING MINUTES

June 8, 2020

Page 3 of 4

NEW BUSINESS

Appointment of Governing Board Secretary

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.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman 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. **MOTION CARRIED (5-0)**

Adoption of Procurement Policy

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.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to adopt the new Procurement Policy for the Renton RFA. **MOTION CARRIED (5-0)**

Adoption of Resolution #2020-03 Electronic Signature Authorization

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.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to adopt the Use of Electronic Signatures policy for the RFA and adopt Resolution 2020-03 Permitting the Use of Electronic Signatures. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

Chief Marshall informed the Board he is considering moving the regular Board meetings to Fire Station #14 to align with the new social distancing guidelines set in place.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

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

GOVERNANCE BOARD REGULAR MEETING MINUTES

June 8, 2020

Page 4 of 4

ADJOURNMENT

Chair Abercrombie adjourned the meeting at 9:21 a.m.



[Kerry Abercrombie \(Jul 20, 2020 08:52 PDT\)](#)

Kerry Abercrombie, Board Chair



Dudley Jackson, Administrative Specialist







2020-06-08 Minutes

Final Audit Report

2020-07-20

Created:	2020-07-17
By:	Dudley Jackson (Djackson@rentonrfa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI2t1hVUnyV8IpvSRmsBZXq0nd2dcD1_6

"2020-06-08 Minutes" History

-  Document created by Dudley Jackson (Djackson@rentonrfa.org)
2020-07-17 - 8:40:34 PM GMT- IP address: 199.117.226.165
-  Document e-signed by Dudley Jackson (Djackson@rentonrfa.org)
Signature Date: 2020-07-17 - 8:41:17 PM GMT - Time Source: server- IP address: 199.117.226.165
-  Document emailed to Kerry Abercrombie (kabcrombie@rentonrfa.org) for signature
2020-07-17 - 8:41:18 PM GMT
-  Email viewed by Kerry Abercrombie (kabcrombie@rentonrfa.org)
2020-07-20 - 3:50:59 PM GMT- IP address: 97.126.44.22
-  Document e-signed by Kerry Abercrombie (kabcrombie@rentonrfa.org)
Signature Date: 2020-07-20 - 3:52:09 PM GMT - Time Source: server- IP address: 97.126.44.22
-  Signed document emailed to Kerry Abercrombie (kabcrombie@rentonrfa.org) and Dudley Jackson (Djackson@rentonrfa.org)
2020-07-20 - 3:52:09 PM GMT