



Renton Regional Fire Authority

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MINUTES

RFA Governance Board Regular Meeting

9:00 A.M. – Monday, July 13, 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)

Ruth Pérez, Vice Chair (City of Renton)

Myron Meikle (Fire District 25)

Marcus Morrell (Fire District 25)

Randy Corman (City of Renton)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Ryan Mclrvin (City of Renton)

Administrative Staff Present:

Chief Rick Marshall, Chief Administration Officer Samantha Babich, Assistant Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Fire Marshal Anjela Barton, Legal Counsel Brian Snure, Site Reliability Engineer Wyatt Humphreys, Local 864 President Robert Hyslop, Administrative Supervisor Christine Noddings, and Administrative Specialist Dudley Jackson.

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

At 9:09 a.m., Board Member Mclrvin arrived.

AGENDA MODIFICATIONS

It was requested to remove the Bad Debt Policy from the agenda.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, and presentations.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Approval of Minutes

A **MOTION** was made by Board Member Corman and **SECONDED** by Vice Chair Pérez to approve the June 8, 2020 Regular Meeting Minutes. **MOTION CARRIED (5-0)**

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A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the June 26, 2020 Special Meeting Minutes. **MOTION CARRIED (5-0)**

Approval of Vouchers

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Meikle to approve the Vouchers which included the following:

- AP Check Register 5/16/2020 – 6/15/2020, Payroll Check List 5/1/2020 – 5/31/2020

MOTION CARRIED (5-0)

SIGNING OF VOUCHERS

It was determined that vouchers will be signed electronically due to the meetings being virtual until further notice.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- **Recruit Graduation:** Our five newest members graduated from the academy on June 25. Due to COVID-19 restrictions, attendees were limited to recruits and immediate family members to accommodate social distancing. Of note, Jace Reyes was selected as Valedictorian and Chief's Company.
- **COVID-19 Update:** Renton RFA is working with King County regarding reimbursement for expenses related to the Red Lion and continue to monitor operations to decrease the number of inspections. We are currently down to one inspection per week as we observe a decline in fire code violations at that location. Providing the highest level of protection for our members continues to be a top priority, and we continue to modify our organizational approach with exposure prevention to align with the orders set by our government. Face coverings are mandatory for all members when in general gathering areas or outside of their exclusive workstations. Self-check stations have been provided for admin staff separate from the self-check stations provided for firefighters.
- **City of Renton ILA:** We continue to work with our attorney, Brian Snure, and the City Attorney to finalize the shared services agreement between the RFA and the City of Renton.
- **Budget Maintenance & 2021 Budget Process:** We continue to monitor the 2020 budget to ensure that we have funds necessary to continue operations with a minimal disruption to service. The Executive Team is meeting on July 23 to begin the 2021 budget process, and it is our expectation to have the budget calendar to the Governance Board by the Committee meetings on July 27.
- **Face Masks for the Community:** On July 2, Renton RFA began partnering with the City of Renton and Renton Community Service & Recreation to distribute a total of 20,000 free masks to residents to help keep our community members safe and healthy. Over 15,000 masks were provided to the community in less than a week, roughly 4,000 of which were distributed on the first day. It has been a challenging year, but our community has come together to support one another in ways that make us proud.

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- Community Engagement: Renton RFA partnered with City of Renton Community Services on July 10 to provide a free s'mores kit to families. This event is part of the month-long Campin' Out! Wellness in the Wilderness event that offers a variety of activities for community participation via live stream on the Renton Community Services Facebook page or Zoom.
- Annual Fleet Admin Board Meeting: As of the beginning of January 2020, we no longer have Fleet maintenance services through the City of Renton. Since then, Renton RFA has joined with the South King County Garage Consortium in collaboration with other RFAs on the Admin Board. In order to develop true and accurate costs for service, the Finance team worked together to develop the costing model. Participating on the team was VRFA CFO Mark Horaski, PSRFA CFO Jon Napier, RRFA CAO Samantha Babich and RRFA Sr. Finance Analyst Jennifer Zhou, bringing forth a great example of partnership and collaboration within our region
- July 4th Statistics: July 4th Operations statistics were provided to the Governance Board.

DIVISION REPORTS

There were no division reports.

CORRESPONDENCE

The Governance Board received a letter from Local 864 formally requesting that they be given representation on the selection committee charged with finding the new Fire Chief.

UNFINISHED BUSINESS

Fire Chief Recruitment

Board Chair Abercrombie proposed to the Governance Board to use an outside consultant to set up the Fire Chief Recruitment process with Chair Abercrombie, Vice Chair Pérez, Samantha Babich and other people selected to make the selection of which consultant to use.

NEW BUSINESS

Regular Meeting Date Survey

Currently, the Board meets on the 2nd Monday of each month, and Committees meet on the 4th Monday of each month. A survey was conducted to determine the best days of the month to hold the meetings at Station #14 to better accommodate social distancing once meetings are allowed by the Governor.

After discussion and final decision on regular meeting dates and times, a **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to establish the meeting date and time for the regular meetings as the 2nd Tuesday of each month at 4:00 p.m. **MOTION CARRIED (6-0)**

RRFA 2021 Budget Calendar (Information Only)

The Governance Board members were provided a calendar outlining the dates for the major milestones in the budgeting process, taking into account meeting dates and known holidays.

King County ILA

The Renton RFA would like to enter into an Interlocal Cooperative Purchasing Agreement with King County for making purchases for the Hazmat Team, specifically for the items in the Dept. of Ecology Grant. National Safety, Inc. is a company that we often purchase equipment from for the Hazardous Materials Team and are vendors for the AREARAE Kits being purchased through the Dept. of Ecology Grant. They are not on the GSA or other common sites for us to make direct purchases from. King

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County has a contract with them that allows piggybacking and gives us the ability to make direct purchases.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve entering into the Interlocal Cooperative Purchasing Agreement with King County and authorizing the Fire Chief to sign the ILA as presented. **MOTION CARRIED (6-0)**

Hazmat Equipment Purchase

The Renton RFA would like to make a Capital Purchase of \$94,874.96 for the equipment being funded by the Department of Ecology (DOE) Grant. The DOE awarded the Renton RFA a 100% no matching grant for up to \$100,000 for remote Hazmat metering equipment. This grant was previously approved by the Governance Board for acceptance. The equipment list needs to be initially purchased by the RFA but will be reimbursed in full. The equipment consists of an AREARAE Kit with associated supporting equipment, an UltraRae 3000 PIO, and HazDust meters.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Meikle to approve the purchase of un-budgeted Hazmat equipment in the amount of \$94,874.96 from the Capital Equipment fund that will be reimbursed through the DOE grant. **MOTION CARRIED (6-0)**

Procurement of Staff Vehicles for IT

The IT staff is currently using personally owned vehicles or the Reserve Battalion Chief vehicle in order to make service calls to the fire stations. The Capital budget for 2020 includes \$71,000 for vehicle purchase for IT. We are requesting authorization to order two vehicles from Columbia Ford. Total cost not to exceed \$60,000. These two vehicles are procured through DES State bid and price includes tax/licensing/branding. Due to COVID-19, the inventory is low, and these are the most affordable vehicles available.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the purchase of two new vehicles for IT not to exceed \$60,000 and authorize the Fire Chief to sign. **MOTION CARRIED (6-0)**

Tri-Med Contract Renewal

Renew existing contract with TRI-MED ambulance to continue to receive \$60,000.00 yearly in monthly payments of \$5,000.00. This contract enables TRI-MED to be our sole private ambulance, requested through 911 dispatch for fire crews on-scene. They post 3 units throughout the RRFA response area. TRI-MED is a trusted partner, that provides quality care, response data, and training exercise assistance. This contract extension is for 3 years with the RRFA adding additional years at our discretion.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the Tri-Med Renewal addendum and authorize the Fire Chief to sign. **MOTION CARRIED (6-0)**

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

There was no executive session.

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FUTURE MEETINGS

- Tuesday, July 28, 2020, 9:00 a.m., Budget and Finance Committee Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)
- Tuesday, July 28, 2020, 10:30 a.m., Operations and Capital Committee Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)
- Tuesday, August 11, 2020, 4:00 p.m., Governance Board Regular Meeting, Fire Station #14 (1900 Lind Ave S.W., Renton)

ADJOURNMENT

The meeting was adjourned at 9:51 a.m.


Kerry Abercrombie (Aug 14, 2020 16:42 PDT)

Kerry Abercrombie, Board Chair



Dudley Jackson, Board Secretary