



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

4:00 P.M. – Tuesday, September 8, 2020

Videoconference

- Call Meeting to Order
- Roll Call
- Agenda Modifications
- Announcements, Proclamations, and Presentations
- Public Comment

Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of the Bylaws. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board as requested by the Chair.
- Consent Agenda
 - Approval of [Minutes from August 11, 2020](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 7/16/2020 – 8/15/2020
Payroll Check List 7/1/2020 – 7/31/2020
- Signing of Vouchers
- Board Committee Reports
 - Budget and Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
- Correspondence
- Unfinished Business
 - [Adoption of Fire Chief Job Description](#)
- New Business
 - [Adoption of RRFA 2021-2025 Strategic Plan](#)
 - [Preliminary 2021 Budget](#)
 - [Establish Public Hearing Dates](#)

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September 8, 2020

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- [OFM Fire Permit Fee Adjustment](#)
- [Station 12 Hot Water System Replacement](#)

- Good of the Order

- Executive Session
Executive Session pursuant to RCW 42.30.140(4)(a), collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement.

- Future Meetings:
 - Tuesday, September 22, 2020, 9:00 a.m., Budget/Finance Committee Meeting Video Conference
 - Tuesday, September 22, 2020, 10:30 a.m., Ops/Capital Committee Meeting Video Conference
 - Tuesday, October 13, 2020, 4:00 p.m., Governance Board Regular Meeting Fire Station #14 (1900 Lind Ave SW, Renton)

- Adjournment



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

4:00 P.M. – Tuesday, August 11, 2020

Videoconference

CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Abercrombie called the Regular Meeting to order at 4:02 p.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)
Linda Sartnurak (Non-voting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Randy Corman (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, RFA Legal Counsel Brian Snure, Battalion Chief Will Aho, Captain Dan Hawkins, IT Technician Wyatt Humphreys, Senior Finance Analyst Jennifer Zhou, Administrative Supervisor Christine Noddings, and Administrative Specialist Dudley Jackson.

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

At 4:53 p.m., Board Member Corman joined the meeting.

AGENDA MODIFICATIONS

The scheduled executive session was cancelled. Chair Abercrombie invited Mayor Pavone to speak prior to the Announcements, Proclamations, and Presentations.

MAYOR PAVONE ADDRESS TO THE GOVERNANCE BOARD

Mayor Pavone spoke to the Governance Board about the close relationship with the City of Renton and success in serving the residents of Renton.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Chief Marshall, Deputy Chief Seaver and Deputy Chief DeSmith presented the "Minutes Matter" Community Member Awards to the board for Raymond Thompson and Mark Predki.

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PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Meikle to approve the July 13, 2020 Regular Meeting Minutes. **MOTION CARRIED (5-0)**

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member McIrvine to approve the Vouchers for August 11, 2020. **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for August 11, 2020 via electronic signature.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

- Red Lion Update: Fire Marshal Barton and I toured the de-intensification shelter at the Red Lion on July 24 to discuss the various unsafe conditions in the building. We had a very productive and positive meeting with the Director of Housing for King County and his staff. Since that time there have been much better communication and the remedies are moving along at a satisfactory pace.
- RRFA 2020 Strategic Plan Update: We are putting the finishing touches on our first RRFA Strategic Plan. We will be bringing it to both committees later this month and then to the Board for adoption at the September regular meeting.
- Governance Board Notifications: Per our procurement process and policy, I am notifying the Board of the following purchases.

Capital Purchase, MX908-C – \$72,321.81

- Previously approved for \$69,479.30 (budgeted for \$71.5K).
- Hazmat 314 responded to an incident on July 31 at City Hall after a fentanyl exposure to an RPD officer. The MX908 was vital in metering the area involved.

Kappler Level A Hazmat Suits – \$23,520.40

- \$14,192.30 of this purchase has been reimbursed by Seattle PUD for the 6 suits that Renton and Puget Sound RFA damaged (3 ea.) while responding to a chlorine incident.
- We had budgeted \$15K to purchase 6 suits to replace expired suits. The remaining \$9,328.10 is to purchase 4 of those 6 suits.
- ***Note:** Purchasing 10 suits at a time gains us a Digital Pressure Test Kit valued at \$3,955.04 at no cost.

Enduris General Liability Insurance – \$23,274

- Budgeted \$180,000 for our 2020 Insurance renewal (12% more than our 2019/2020 renewal). We received notice on 08/06 that our renewal was \$203,274 an increase of 26% over 2019/2020. Rate increases by type: General ^39%, Property ^13%, Auto ^44%, Crime ^8%.
- Kidde Fire Trainer Burn Prop Upgrade: The Kidde Fire Trainer upgrade to the training tower burn props at Station 14 started on August 3. This includes adding 4 outdoor fire mock-ups, a hallway

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flashover, and upgrades to the 3 interior props. They are scheduled to be completed by the end of the month.

- New Language Translator on www.rentonrfa.org: On Thursday 08/06/2020 we went live with a new language translator tool on our external website. Community members can now read our non-image text in twelve different languages.
- I am a Grandpa: We are welcoming my first grandbaby to the Renton RFA family. Scarlett Kay Marshall was born at 2:56 a.m. on Thursday, July 30, weighing in at 6 lb 13 oz and 20 inches long. Mom, Dad and baby are doing well.

DIVISION REPORTS

CAO Samantha Babich provided an overview of the 2021 Budget Preparation Update.

CORRESPONDENCE

Fire District 40 shared a thank you letter they had received from a citizen for the services provided by the crew at Station 17.

UNFINISHED BUSINESS

Fire Chief Recruitment

The RRFA contacted five professional recruiting agencies with experience in the public sector. Two agencies, Prothman and Ralph Anderson & Associates, responded to the request for proposals. Both have been provided to the Board for consideration.

It was decided to interview one of the agencies on August 12 to determine if they will be a good fit.

NEW BUSINESS

Adoption of Bad Debt Policy

As part of the policy review process, we are updating finance policies. The provided Bad Debt policy has been updated to reference RCW 62A.3-515 and RCW 19.16.500.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to adopt the updated Bad Debt policy as presented. **MOTION CARRIED (6-0)**

Civil Service Commission Interviews

Pursuant to the Renton RFA Plan, the RRFA has established its own Civil Service Commission. RCW permits the Governance Board to appoint commissioners in accordance with RCW 41.08.030. The RFA advertised the need for a Civil Service Commissioner and received letters of interest from two individuals. We currently have one opening for a two-year term Civil Service Commissioner that needs to be filled.

It was requested to have two Governance Board members participate in an interview panel with HR Generalist Jennifer Zinck to select the next Civil Service Commissioner from the two candidates. Board Chair Abercrombie requested the interview dates be provided to the Board to determine who will be available to participate on the interview panel.

Piggybacking ILA with City of Seattle

The Renton RFA would like to enter into an Interlocal Cooperative Purchasing Agreement with the City of Seattle 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

GOVERNANCE BOARD REGULAR MEETING MINUTES

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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. Seattle has a contract with them that allows piggybacking and gives us the ability to make direct purchases. This contract has been reviewed by Brian Snure and approved to move forward.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the signing of an Interlocal Cooperative Purchasing Agreement with the City of Seattle to make purchases for the Hazmat Team for items in the Dept. of Ecology Grant. **MOTION CARRIED (6-0)**

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

- Tuesday, August 25, 2020, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Tuesday, August 25, 2020, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Tuesday, September 8, 2020, 4:00 p.m., Governance Board Regular Meeting, Video Conference

ADJOURNMENT

The meeting was adjourned at 5:04 p.m.

Kerry Abercrombie, Board Chair

Dudley Jackson, Board Secretary

VOUCHER APPROVAL FOR SEPTEMBER 8TH, 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 \$1,963,264.61, payroll vouchers and direct deposits totaling \$1,145,957.61

A/P VOUCHERS	Payment Date	Numbers	Amount
Checks	07/16/2020 - 08/15/2020	12348-12431	\$849,451.83
EFTs	07/16/2020 - 08/15/2020		\$262,954.91
Bank Drafts	07/16/2020 - 08/15/2020		\$850,857.87
TOTAL A/P			\$1,963,264.61
		No. of Vouchers	Amount
Direct Deposits	7/24/2020	173	\$581,713.97
Payroll Checks	7/24/2020	1	\$0.00
Direct Deposits	8/10/2020	171	\$564,243.64
Payroll Checks	8/10/2020	0	\$0.00
TOTAL PAYROLL		345	\$1,145,957.61

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

DATE: September 8, 2020

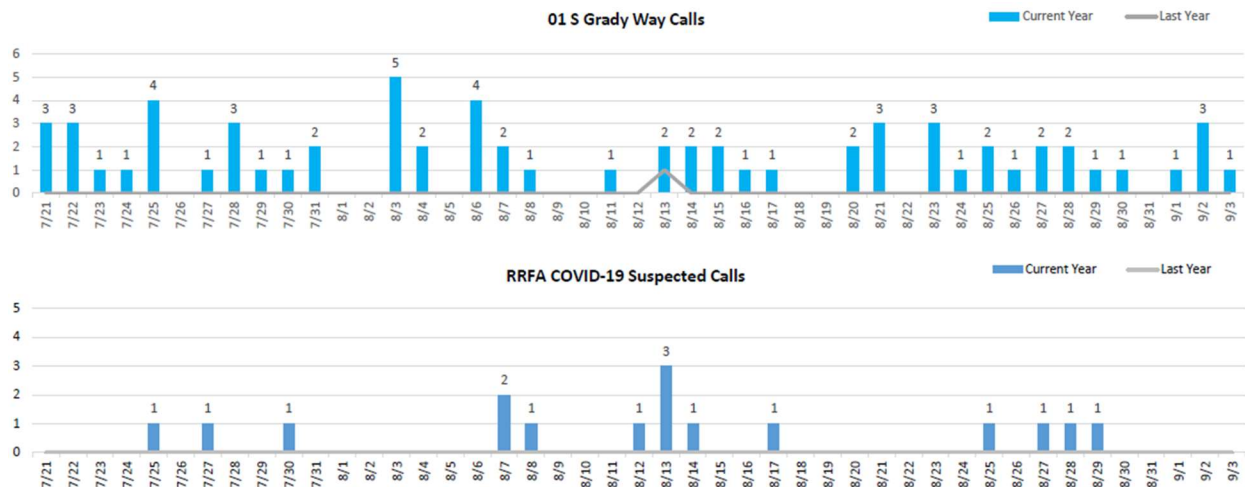
TO: Kerry Abercrombie (Fire District 25)
Randy Corman (City of Renton)
Myron Meikle (Fire District 25)
Ryan McIrvine (City of Renton)
Marcus Morrell (Fire District 25)
Ruth Pérez (City of Renton)
Linda Sartnurak (Non-voting Advisory Position, Fire District 40)

FROM: Rick Marshall, Fire Chief

SUBJECT: Renton Regional Fire Authority Chief's Report

1. COVID-19 Update

Our Fire Marshal continues to work with Building & Maintenance from King County and Red Lion to ensure that life safety issues are being addressed, and we have submitted requests to King County for reimbursement for costs relating to COVID-19 and the De-Intensification Shelter.



2. COVID-19 Testing Site

King County is partnering with Renton RFA, Valley RFA, Puget Sound RFA and the Health Commons Project we are part of to provide free COVID-19 testing to our communities, effective September 1. This is an element of the CARES/Health Commons program where we are expanding our services to better meet our vision of creating a community that is safer, healthier and stronger.

3. Firefighter Hiring

We are beginning the hiring process for entry-level firefighters and will be pulling the top 80% of scores from Public Safety. This will allow us to take a deeper dive and conduct 200 virtual interviews via Zoom to help us reach more people within our community. We intend to make 6-8 offers for the February academy.

4. Valley Communications

As Chair of the Operations Board for Valley Communications, I joined colleagues for my last meeting where they presented me with a wonderful recognition award for serving from 2016-2020. I am grateful for the connections made during this time on the Board, and feel honored to have had the opportunity to be part of such an amazing group of leaders.



5. Probationary Firefighter

We made the decision to relieve one of our probationary firefighters due to failure to meet performance expectations.

6. Governance Board Notifications

Per our procurement process and policy, I am notifying the Board of the following purchases. These have already been shown on the vouchers.

SCBA Bottles – \$32,744.03

Ralph Anderson Professional Services Agreement – \$28,000.00

Insulation Replacement & Mold Abatement – \$27,000.00



Governing Board Agenda Item

SUBJECT/TITLE: Adoption of Fire Chief Job Description

STAFF CONTACT: Rick Marshall

SUMMARY STATEMENT:

As a part of the selection criteria for the Fire Chief position, a job description was developed to align with industry standards regarding knowledge, skills, abilities and educational requirements.

FISCAL IMPACT:

Expenditure n/a Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Review of qualifications for the Fire Chief position from surrounding agencies and industry standards were evaluated and integrated into the proposed Fire Chief job description.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Fire Chief Job Description

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move that the Governing Board adopt the proposed Fire Chief job description as presented.



Fire Chief

Salary Range: M46
Union Affiliation: None

FLSA: Exempt
Civil Service: No

Job Summary:

Working under the direction of the Governance Board, the Fire Chief is responsible for establishing the overall strategic direction for all areas of Renton Regional Fire Authority (RRFA). The Fire Chief oversees and facilitates daily operations including fire suppression, prevention, investigation, emergency medical services, and the administrative and support functions to ensure the welfare and safety of all RRFA members and the community we serve.

Work is performed independently within broad organizational goals and objectives, and in alignment with the mission, vision, core values and guiding principles of RRFA. The Fire Chief has broad latitude for independent decisions and actions; and works closely with internal and external stakeholders to maintain harmonious relationships throughout the organization and region. The incumbent is required to exercise keen judgment, innovation, and foresight in making operational and administrative decisions.

Supervision:

Reports to: Governance Board
Supervises: Executive Team Members

Job Duties/Responsibilities:

Essential Functions

- Represent the RRFA in a positive light throughout the community. Actively participates in civic, charitable, and community organizations in order to establish and maintain strong ties to the Renton community.
- Engage internal and external stakeholders in order to ensure ongoing support for the RRFA's voter approved funding mechanisms.
- Assume full responsibility for all operations conducted by RRFA.
- Develop, implement, and monitor short and long-range strategic plans.
- Ensure that operating and capital budgets are fiscally sound to enable RRFA to achieve its objectives.
- Exercise purchasing authority and budgetary control, ensuring that the organization functions within budget appropriations.
- Actively seek new and creative funding sources.
- Establish and maintain an effective work environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Ensure the recruitment and retention of qualified personnel for all levels in the organization, in accordance with the approved organizational structure and applicable laws and regulations, and that drive the organization towards equity and inclusion to create a workforce that represents and understand the community it serves.

- Ensure that all personnel are effectively trained to meet the challenges of their role at RRFA.
- Establish and administer policies and procedures, rules and regulations and memorandums of understanding that contribute to the safety and welfare of employees and the community.
- Communicate major organizational issues to the Governance Board, making recommendations for action where appropriate.
- May assume command of operations in the suppression of major fires, significant catastrophic events, and other related emergencies.
- Develop and maintain effective working relationships with stakeholder representatives including internal Labor groups and contract agencies.
- Attend fire service and public sector conferences, conventions and other educational meetings, to stay abreast of modern emergency service operations and administration.
- Perform other related duties, responsibilities and project activities that may be assigned by the Governance Board.

Standard Functions

- Perform a wide variety of general staff work as related to the position.
- Effectively delegate work to Division Directors.
- Participate in organization meetings.
- Participate in regional groups and meetings.
- Participate in civic, charitable, and community organizations on an ongoing basis.
- Serve as the Agent to Receive Claims for RRFA.
- Report and observed violations of laws and ordinances.
- Perform related duties as necessary.

Knowledge, Skills and Abilities Requirements:

Knowledge of:

- Knowledge and competency in issues regarding equity, inclusion, social justice, and intrinsic fire service bias.
- RRFA vision, mission and values
- Organizational activities and services, including modern fire suppression techniques, fire prevention, emergency medical services, all applicable fire and life safety codes, hazard incident mitigation techniques, recordkeeping and RRFA administration.
- Government finance specific to property tax levies, benefit charge, and bond issues.
- Managing contract for services and interlocal agreements.
- Principles of effective staff management.
- Policy development, budget and finance, purchasing, planning and resource management.
- Knowledge in labor and employee relations, including labor agreement administration and laws.
- RRFA organizational structure, policies, rules and regulations
- Oral communications including experience in public speaking.
- Technical and business writing.
- English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of administration, management and supervision.

Ability to:

- Make sound decisions, involving the safety and welfare of employees and the public.
- Develop and maintain productive relationships with officials, community groups, advisory boards, the news media, and the general public.
- Express ideas and information clearly and concisely, verbally and in writing. Must possess exception written and oral communication skills which will be used to clearly communicate the policies and strategic vision to staff and citizens in a clear and concise manner.
- Effectively manage personnel, including maintaining discipline and performance standards.
- Mediate conflicts and assist in conflict resolution.
- Negotiate and administer contracts with outside vendors and service providers.
- Administer labor agreements and communicate effectively with union represented personnel.
- Demonstrate self-management and effectively manage time and priorities.
- Work under stressful conditions, with diverse personality types and expectations.
- Successfully pass required physical, psychological, and background checks.

Education, Experience and License Requirements:

- Bachelor's degree in Fire Science, Public Administration, Management or related field. (preferred)
- Experience as a Chief Officer in a similar sized fire service organization with a history of proactive program development.
- Excellent executive leadership skills and a comprehensive knowledge of all facets of the fire service and EMS.
- Experience working with Elected Officials to build achievable goals that will take the RRFA to the next level of service.
- Political acumen and sensitivity to be effective within a broad range of community settings.
- Demonstrated positive working experience with labor.
- Considerable background in labor relations and labor law including knowledge of Seven Steps to Just Cause.
- Experience in the development of employees and the work environment, demonstrated highest ethical behavior for self and others.
- Must be a citizen of the United States or lawfully permanent resident and able to read and write the English language as specified in RCW 41.

Work Environment/Physical Demands

This is an exempt, non-represented position. Work could be performed in any possible environment, though generally in an office setting.

Work could involve the handling and transmission of confidential information, handling of critical situations and may require meeting important time deadlines which may invoke a variety of types of mental and emotional stresses.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.



Governing Board Agenda Item

SUBJECT/TITLE: Resolution to Adopt the RRFA 2021-2025 Strategic Plan

STAFF CONTACT: Chief Marshall

SUMMARY STATEMENT:

During the first 4 years of existence as an independent fire authority, Renton RFA has primarily focused on fire and life safety operations and tackled administrative issues as they arose. This plan is designed to set the strategic direction for the coming 5 years for our core services, our ability to hear and meet community expectations, our people, and our systems and processes.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

After approval from the Governing Board, Renton RFA entered into a contract with BERK Consulting to complete a Strategic Plan. Staff has worked with BERK Consulting since January 2020 to obtain organization-wide input from members and evaluate the current status and anticipated costs to meet expected growth and demand within Renton RFA's jurisdiction.

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Resolution 2020-05, Adopting RRFA 2021-2025 Strategic Plan
Renton Regional Fire Authority 2021-2025 Strategic Plan

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve Resolution 2020-05, hereby adopting the 2021-2025 Strategic Plan for the Renton Regional Fire Authority.

**RENTON REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2020-05**

**ADOPTING THE RENTON REGIONAL FIRE AUTHORITY
2021-2025 STRATEGIC PLAN**

WHEREAS, the Governance Board of Renton Regional Fire Authority (“Renton RFA”) recognizes that strategic planning is an essential tool for good, responsible governance by establishing a long-term vision for the organization which then guides programs, policies and services; and

WHEREAS, Renton RFA engaged BERK Consulting, Inc. for governmental studies to assist with the development of its strategic plan; and

WHEREAS, during a series of workshops and strategic planning meetings in 2020, the Governance Board and leadership staff of Renton RFA shared individual members’ ideas and visions, critically examined the organization’s strengths, weaknesses, opportunities and threats and worked together to identify strategic goals and objectives which reflect their collective values, priorities and vision for the organization; and

WHEREAS, the Renton RFA 2021-2025 Strategic Plan sets forth those goals, objectives and action items to guide operational and policy decisions as foundational principles to direct the work effort and community involvement of Renton RFA.

NOW THEREFORE, BE IT RESOLVED, that the Governance Board of Renton Regional Fire Authority hereby adopts and approves the Renton RFA 2021-2025 Strategic Plan, attached hereto.

ADOPTED by the Governance Board of Renton Regional Fire Authority at an open public meeting of such Board on the 8th day of September 2020, the following Board members being present and voting:

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member



RENTON REGIONAL FIRE AUTHORITY

STRATEGIC PLAN

A 5-YEAR GUIDING DOCUMENT

2021-2025

ADOPTED XX, XXXXXXXX 2020



*"Working to make our community
safer, healthier, and stronger."*



SERVING OUR COMMUNITY

Renton Regional Fire Authority was approved by Renton voters and established in 2016. The organization was purpose-built to provide a higher level of fire and life safety services to over 130,000 Renton community members. We take the responsibility of keeping our growing community healthy and safe very seriously.

In 2018, Renton RFA earned a Public Protection Class rating of Class 2, putting us in the top five percent of fire and life safety agencies across the country. But we did not accomplish this alone. Only with the support of our amazing community are we able to make such significant impacts. For that, we are grateful and continue to work hard to earn that trust and support every day.

To continue that forward momentum, we have invested in the creation of a strategic plan to help guide our organization. This guide is designed to ensure that we continue down the best path for the health and safety of our growing community. It includes input from every member of our team, our strategic partners, and our community. Our primary goal is to provide the best possible service to the community we are proud to serve - Renton.

PURPOSE & IMPLEMENTATION

Renton Regional Fire Authority is committed to making our community safer, healthier, and stronger. This plan is designed to set the strategic direction with our core services for the next five years to meet the expectations of our community and our members by:

- Describing the kind of organization we want to be, including our culture and how we work together as a team.
- Aligning organizational decision-making and investments around agreed-upon priorities.
- Helping us adapt to changes happening in the community, guiding our hiring, training, and services.
- Creating a vision and guiding framework for the future of the organization beyond any one individual or leadership tenure.

Through the annual strategic plan cycle depicted below, RRFA will assess and report on performance metrics and establish annual implementation tactics, work plans, and resource allocations aligned with this plan's properties.



VISION, MISSION, VALUES

VISION

Working to make our community safer, healthier, and stronger.



MISSION

- Responding to and recovering from emergencies.
- Reducing risk for all hazards.
- Building a culture of safety and support for our members.
- Adapting to future challenges through strategic planning.

VALUES



PROFESSIONALISM



INTEGRITY



LEADERSHIP



ACCOUNTABILITY



RESPECT



SUMMARY OF FOCUS AREAS & GOALS

OUR SERVICES

- Establish and meet standards to provide the best possible services to our community.
- Act to prevent fires and health emergencies.
- Respond with expertise, professionalism, and compassion when our community needs us.
- Be a strong partner in collaborative regional efforts.
- Train to be the most capable and professional emergency personnel.

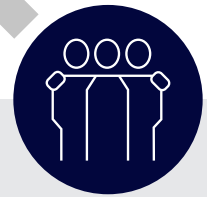
OUR COMMUNITY



Cultivate community trust through ongoing communication and engagement.



Enhance our ability to effectively serve our increasingly diverse community.



Support the effectiveness of the Renton Regional Fire Authority Governance Board.

OUR MEMBERS

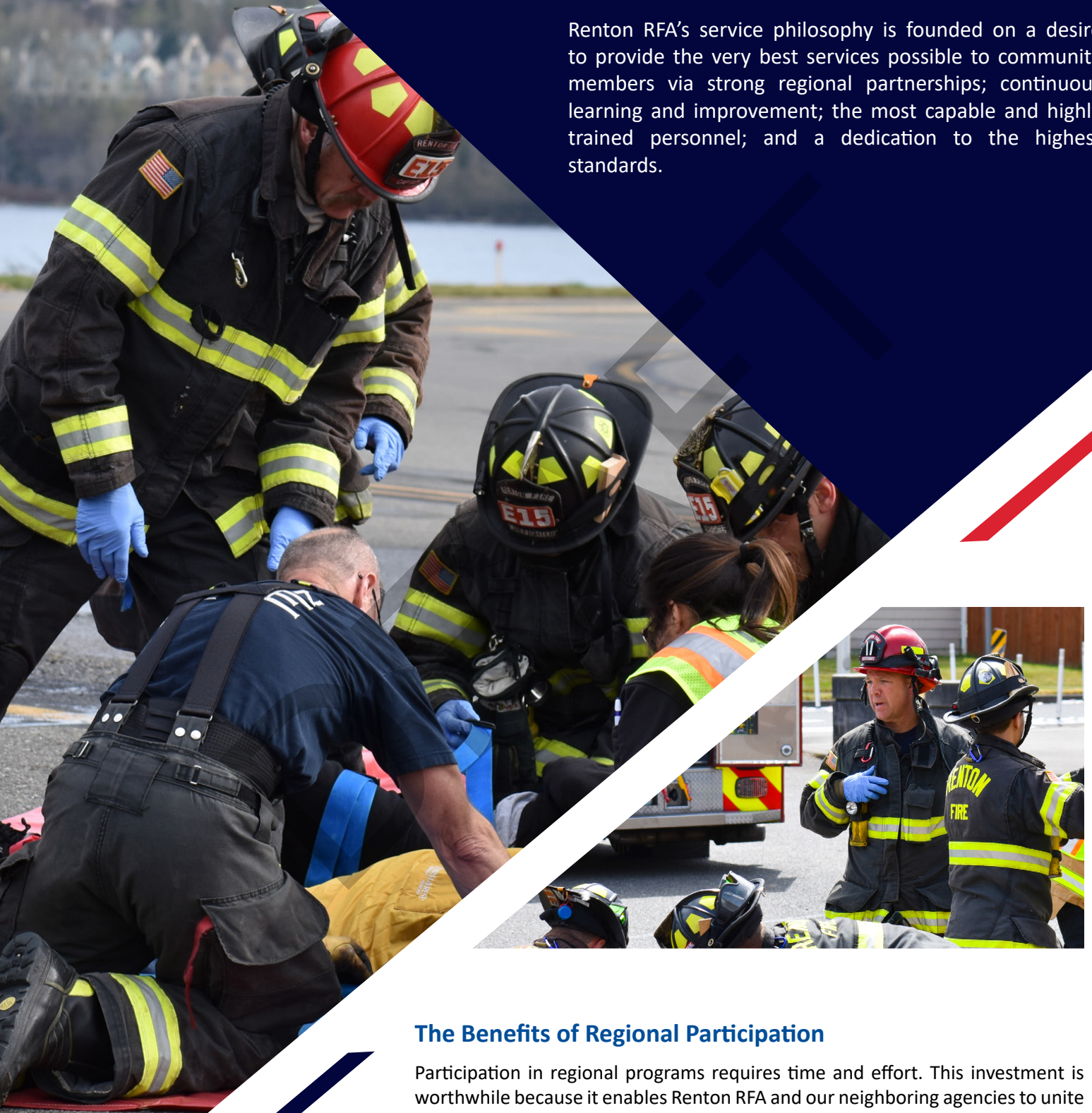
- Ensure our members are physically and mentally healthy.
- Attract, develop, and retain the individual talent and commitment necessary to form a high-performing organization.
- Strengthen our alignment of individual and organizational goals.

OUR RESOURCES

- Ensure our organization has the tools and technology needed to be safe and successful.
- Manage public resources wisely.

OUR SERVICES

Renton RFA's service philosophy is founded on a desire to provide the very best services possible to community members via strong regional partnerships; continuous learning and improvement; the most capable and highly trained personnel; and a dedication to the highest standards.



The Benefits of Regional Participation

Participation in regional programs requires time and effort. This investment is worthwhile because it enables Renton RFA and our neighboring agencies to unite around shared best practices and plan for coordinated responses to emergencies. This makes our communities safer and strengthens us as individual agencies.

1. ESTABLISH AND MEET STANDARDS TO PROVIDE THE BEST POSSIBLE SERVICES TO OUR COMMUNITY.

- A. Provide service levels aligned with community needs and optimized for efficiency.
- B. Continually review and update policies, ensuring all are reviewed and updated as necessary.

2. ACT TO PREVENT FIRES AND HEALTH EMERGENCIES.

- A. Prioritize fire prevention as a way to protect firefighters, community members, and their property.
- B. Promote the health and wellbeing of community members.
- C. Ensure our community and our agency are prepared for future disasters.

3. RESPOND WITH EXPERTISE, PROFESSIONALISM, AND COMPASSION WHEN OUR COMMUNITY NEEDS US.

- A. Regularly evaluate and update our response model and deployment of resources.
- B. Address increasing low acuity call volumes through regional collaboration and by expanding the FD CARES model.

4. BE A STRONG PARTNER IN COLLABORATIVE REGIONAL EFFORTS.

- A. Promote the shared use of information, experiences, data, and a common response philosophy for efficient and effective service delivery across the region.
- B. Strengthen partnerships and operational effectiveness with organizations throughout King County, addressing response, fire prevention and investigations training, dispatch, and public health.
- C. Collaboratively explore options to provide efficient and effective services to our community and our region.

5. TRAIN TO BE THE MOST CAPABLE AND PROFESSIONAL EMERGENCY PERSONNEL.

- A. Actively participate in and contribute to the regional training consortium.
- B. Seek continuous improvement of training content, processes, and systems, incorporating best practices as they emerge.



Renton RFA is purpose-built to provide the highest level of fire and life safety services to every member of the Renton community.

DRAFT

OUR COMMUNITY

Renton RFA exists to serve our community. We believe that to be an effective and trustworthy public safety organization, we must be deeply familiar with the community we serve and responsive to the unique needs of that community. We will continue to build a strong relationship with the Renton community by listening, responding, and seeking community support for our policy and funding needs. Strong community connections and mutual trust are fundamental to our success.

1. CULTIVATE COMMUNITY TRUST THROUGH ONGOING COMMUNICATION AND ENGAGEMENT.

- A. Provide a variety of communications that enhance engagement, excite, showcase our culture as a community-focused organization, and promote an understanding of Renton RFA's roles, services, and successes.
- B. Leverage the Citizen Advisory Panel, and other community partners, to strengthen our understanding of - and connection with - the communities we serve.
- C. Build community understanding and support for Renton RFA's funding mechanisms.
- D. Host and contribute to community events that build relationships and provide value to participating community members.

2. ENHANCE OUR ABILITY TO EFFECTIVELY SERVE OUR INCREASINGLY DIVERSE COMMUNITY.

- A. Support training, competencies, and tools to professionally and compassionately serve all community members.
- B. Seek to recruit and retain staff to be reflective of and effective with the community we serve.

3. SUPPORT THE EFFECTIVENESS OF THE RENTON RFA GOVERNANCE BOARD.

- A. Ensure all community members within the boundary of Renton RFA feel represented by the Board and that there are effective channels for them to share their input with the Board.
- B. Provide the information, training, and other support needed for the Board to function effectively.
- C. Encourage and support Board participation in outside governmental organizations and associations.



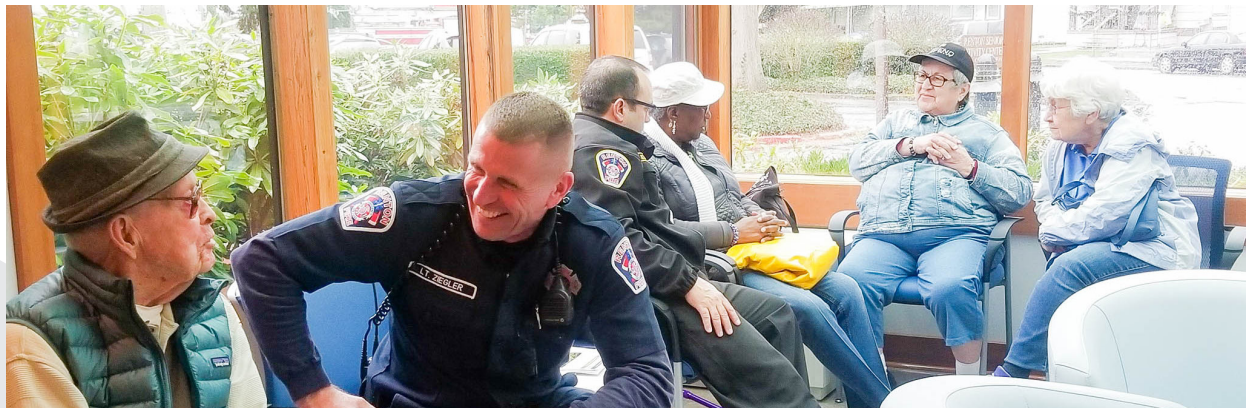
Serving Our Diverse Community

More than half of Renton residents describe themselves as a race other than "White alone" in the latest Census numbers, and more than a third of the population in some portions of our response areas report limited English speaking ability. Serving our full community professionally, compassionately, and equitably, with the same excellent level of care provided to all, will require making best use of technology and partners; providing ongoing training for RRFA members; and a coordinated regional approach to recruitment.



OUR MEMBERS

Our team is our most valuable resource, and strategies to keep Renton RFA members informed, growing, and healthy in all senses of the word are essential. Key ingredients for optimal individual and organizational performance include a healthy culture, effective communication practices, supportive professional development systems, and a robust, holistic wellness program.



1. ENSURE OUR MEMBERS ARE PHYSICALLY AND MENTALLY HEALTHY.

- A. Continue to pursue systems and encourage a culture that supports comprehensive individual wellness.

2. ATTRACT, DEVELOP, AND RETAIN THE INDIVIDUAL TALENT AND COMMITMENT NECESSARY TO FORM A HIGH-PERFORMING ORGANIZATION.

- A. Refine the recruitment, hiring, and on-boarding processes to reduce barriers, increase equity for all, and attract the best candidates.
- B. Provide structured professional development that supports leaders at all levels and strengthens the long-term resiliency of the organization through succession management.
- C. Provide opportunities for fair and transparent feedback.
- D. Ensure administrative services fully support every member of the organization.

3. STRENGTHEN THE ALIGNMENT OF INDIVIDUAL AND ORGANIZATIONAL GOALS.

- A. Cultivate a healthy culture founded on our values and a desire to be a learning organization.
- B. Communicate effectively to ensure all members of the organization have the context and information they need.
- C. Highlight the roles, contributions, and achievements of all our teams.
- D. Encourage all team members to see themselves as leaders strengthening the organization and better serving our community.



OUR RESOURCES

Our resources are entrusted to us by our community and it is critical that we steward them wisely to maintain that trust and community support. Investments in effective tools and technologies are essential to our ability to provide high-quality, reliable service. They are also key to ensuring that the day-to-day experience of Renton RFA members is productive and safe.



1. ENSURE OUR ORGANIZATION HAS THE TOOLS AND TECHNOLOGY NEEDED TO BE SAFE AND SUCCESSFUL.

- A. Standardize equipment within Renton RFA, and across the region, when beneficial to the organization and community members' safety.
- B. Maintain equipment and apparatus to optimize reliability and safety of use.
- C. Provide tiered support for changes in technology and standard practices by proactively supporting major changes, responding to frequent requests, and creating space to share individual or team learning across the organization.

2. MANAGE PUBLIC RESOURCES WISELY.

- A. Make efficient use of resources and actively seek technology to support and increase efficiency.
- B. Maintain an equitable balance between the cost of the Fire Benefit Charge and the benefits payors receive.
- C. Manage resources and reserves to support the long-term sustainability of the organization.
- D. Provide easily understood explanations of our financial position regularly to Renton RFA members and the community.
- E. Establish service level commitments with clear performance expectations for the benefit of all parties as interlocal agreements and contracts are renewed or created.



ACKNOWLEDGMENTS

Renton Regional Fire Authority has been working to make our community safer, healthier, and stronger. During the first five years of existence as an independent fire authority, we have primarily focused on fire and life safety operations and tackled administrative challenges as they arose. This plan is designed to set the strategic direction for the coming five years for our core services, our ability to hear and meet community expectations, our people, and our systems and processes.

We are proud of the collaboration that went into this document and look forward to working together as a team to advance this plan's vision, mission, goals, and strategies - all while remaining true to our values and acting in the best interest of the community we serve.



MEMBERS OF THE STRATEGIC PLANNING TEAM:



Kerry Abercrombie, RRFA Governance Board Chair



William Aho, Shift Battalion Chief



Luke Alvarado, Shift Fire Lieutenant



Russell Armstrong, Deputy Fire Marshal III



Samantha Babich, Chief Administration Officer



Anjela Barton, Fire Marshal



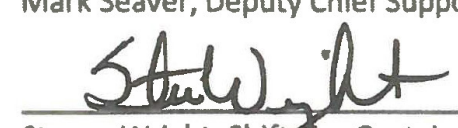
Kathleen Booher, Citizen Advisory Panel



Brice Callaway, Fleet Manager



Mark Seaver, Deputy Chief Support Services



Steven Wright, Shift Fire Captain



Jennifer Zhou, Senior Finance Analyst



Silke Prelog, Citizen Advisory Panel



Rick Laycock, Planning/Accreditation Officer




Katie Lewis, Communications Manager



Rick Marshall, Fire Chief



Schuyler Nagorski, Shift Firefighter



Justin Olney, Shift Firefighter



Jason Parker, Citizen Advisory Panel



Robert Peck, Citizen Advisory Panel



Ruth Perez, RRFA Governance Board Vice Chair



Charles DeSmith, Deputy Chief EMS/Safety



Roy Gunsolus, Assistant Fire Chief



Daniel Hawkins, Logistics Captain



Robert Hyslop, Shift Lieutenant/L864 Union President



RENTON REGIONAL FIRE AUTHORITY



www.berkconsulting.com

"Helping Communities and Organizations Create Their Best Futures"

PROJECT TEAM:

Brian Murphy - Principal

Jescelle Major - Associate

Bryce Anderson - Associate

CONTACT US



Renton RFA
18002 108th Ave SE
Renton, WA 98055



Telephone
425.276.9500



Online
www.RentonRFA.org
[@RentonRFA](https://twitter.com/RentonRFA)



Governing Board Agenda Item

SUBJECT/TITLE: Preliminary 2021 Budget

STAFF CONTACT: S. Babich

SUMMARY STATEMENT:

The attached preliminary 2021 budget reflects a high-level budget overview, staffing and a revenue & expense comparison over the last 4 years. It is still early in the process and we are waiting for numbers from the county.

FISCAL IMPACT:

Expenditure n/a Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Preliminary 2021 Budget

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

No action required at this time. Information only.



2021 Preliminary Budget

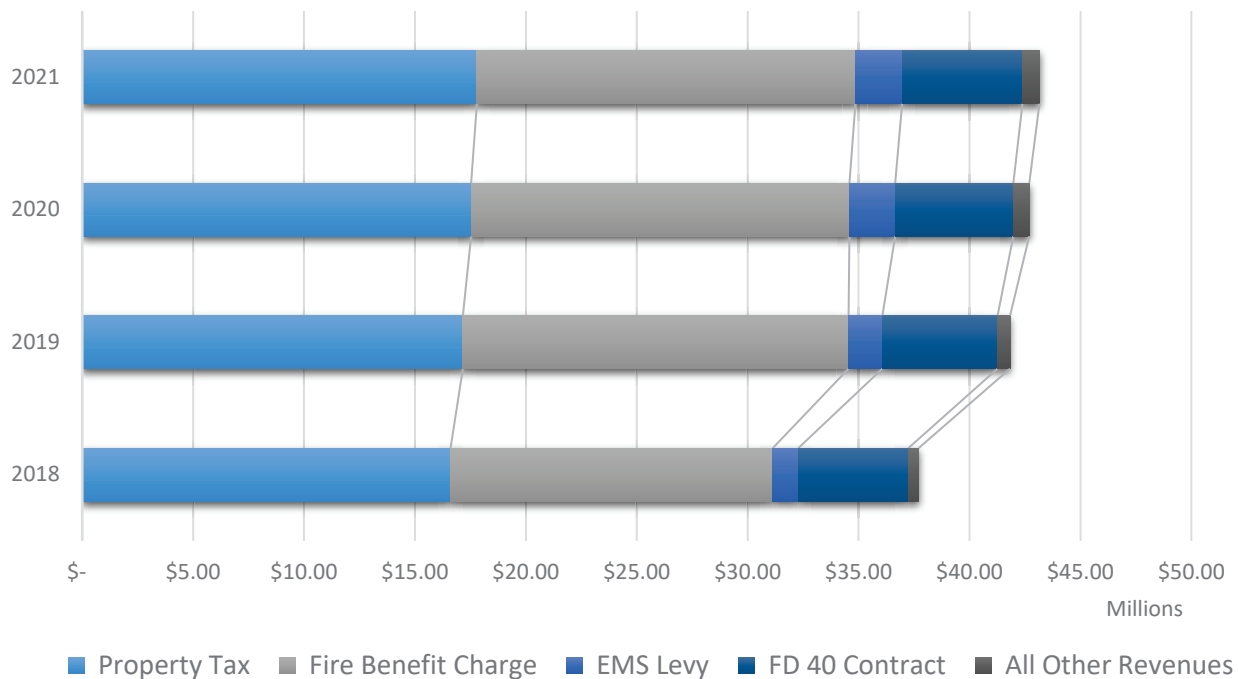
Renton Regional Fire Authority

Presented on September 8, 2020

1. Budgeted Revenue Trends 2018-2021

REVENUES	2018	2019	2020	2021
Property Tax	16,603,664	17,160,525	17,531,216	17,791,427
Fire Benefit Charge	14,525,029	17,386,459	17,055,061	17,065,147
EMS Levy	1,149,842	1,526,163	2,062,015	2,104,820
FD 40 Contract	4,961,535	5,190,769	5,326,632	5,425,867
All Other Revenues	463,200	563,307	719,103	764,527
	37,703,270	41,827,223	42,694,027	43,151,788

Budgeted Revenue By Type 2018-2021



Notes:

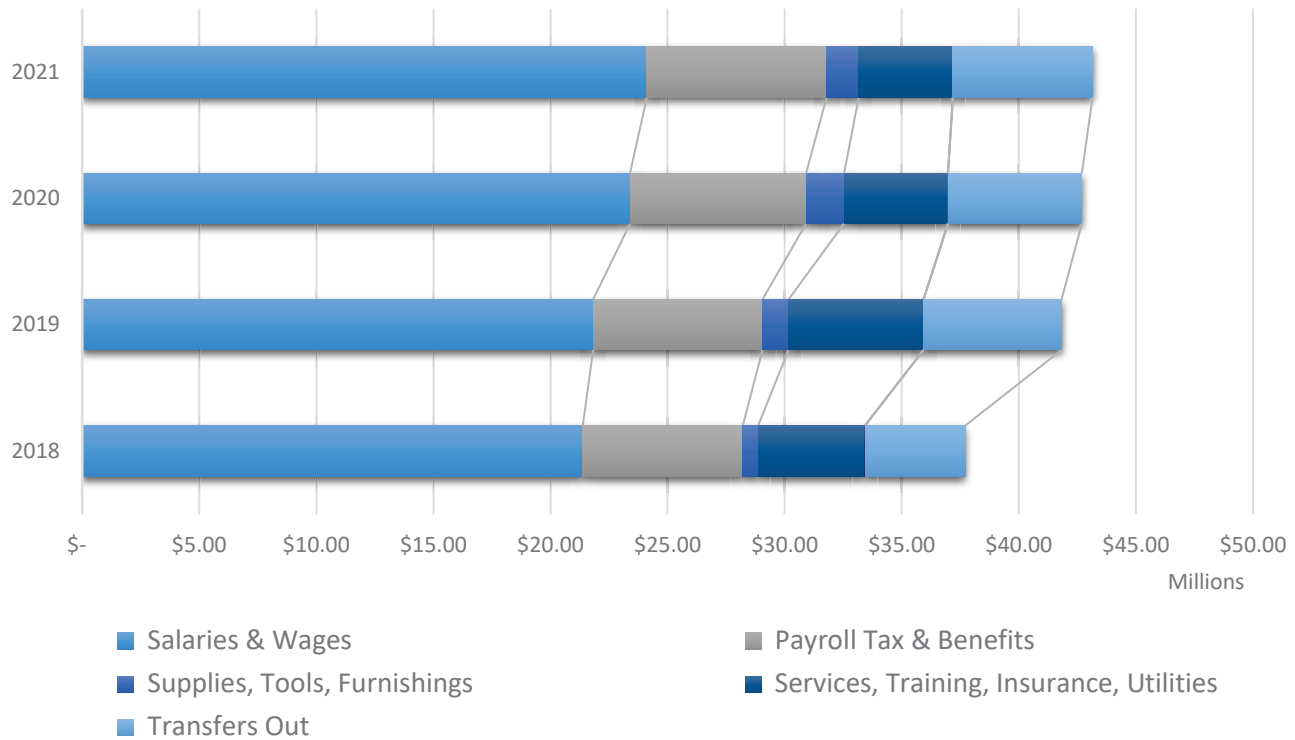
1. Fire Benefit Charge increased 20% in 2019 and then has held steady for the subsequent years.
2. EMS Levy increased significantly in 2019 and 2020 due to additional funding for MIH.
3. FD 40 Contract increased 5% in 2019, 2.6% in 2020, and 1.9% (proposed) in 2021.
4. The largest increase in "Other Revenues" is attributed to investment income.

2. Budgeted Expense Trends 2018-2021

EXPENSES	2018	2019	2020	2021
Salaries & Wages	21,376,634	21,821,982	23,397,578	24,117,332
Payroll Tax & Benefits	6,832,857	7,231,370	7,519,992	7,677,995
Supplies, Tools, Furnishings	653,838	1,113,972	1,622,579	1,371,452
Services, Training, Insurance, Utilities	4,555,941	5,764,854	4,431,756	4,013,737
Intergovernmental Services	-	-	5,400	6,000
Debt Service	16,000	-	-	-
Transfers Out	4,268,000	5,895,045	5,716,722	5,965,272
	37,703,270	41,827,223	42,694,027	43,151,788

Budgeted Expenses By Type 2018-2021

*Does not include potential budget adjustments for 2020



Notes:

1. Salaries & Wages increase from 2018 to 2019 due to opening of Station 15.
2. Salaries & Wages increase from 2019 to 2020 due to Engineer promotions and overtime.
3. Supplies, Tools, Furnishings, and Services expanded as ILAs expired and have since begun to contract.
4. Transfers out increased in 2019 with the increase of the FBC, preparing for contract years 3 & 4.

3. Preliminary 2021 Operating Budget

Type	Budget Category	2020 Budget	2021 Budget	\$ Change	% Change
Revenue	01-Property Tax	17,531,216	17,791,427	260,211	1.5%
	02-Fire Benefit Charge	17,055,061	17,065,147	10,086	0.1%
	03-EMS Levy	2,062,015	2,104,820	42,805	2.1%
	03-FD 40 Contract	5,326,632	5,425,867	99,235	1.9%
	04-Permits & Fees	332,000	314,000	(18,000)	- 5.4%
	05-Investment Income	200,000	300,000	100,000	50%
	06-Other Revenues	187,103	150,527	(36,576)	- 1.9%
Revenue Total		42,694,027	43,151,788	457,761	1.1%
Expense	10-Salaries and Wages	23,397,578	24,117,332	719,754	3.1%
	20-Payroll Tax and Benefits	7,519,992	7,677,995	158,003	2.1%
	30-Supplies	534,299	522,543	(11,756)	-2.2%
	32-Small Tools	1,036,080	805,709	(230,371)	-22.2%
	34-Furnishings	30,000	5,700	(24,300)	-81.0%
	35-Appliances	22,200	37,500	15,300	68.9%
	40-Professional Services	2,845,367	2,592,824	(252,543)	-8.9%
	41-Communication	227,084	240,552	13,468	5.9%
	42-Travel	105,120	86,144	(18,976)	-18.1%
	43-Training	127,954	140,712	12,758	10.0%
	44-Repair & Maintenance	58,650	61,210	2,560	4.4%
	45-Insurance/Tax	187,208	234,200	46,992	25.1%
	46-Misc Services	470,830	400,095	(70,735)	-15.0%
	47-Utilities	408,543	256,500	(152,043)	-37.2%
	48-Operating Rentals	1,000	1,500	500	50.0%
	50-Intergov Services	5,400	6,000	600	11.1%
	80-Debt Service	-	-	-	0.0%
	81-Transfers Out	5,716,722	5,965,272	248,550	4.3%
Expense Total		42,694,027	43,151,788	457,761	1.1%

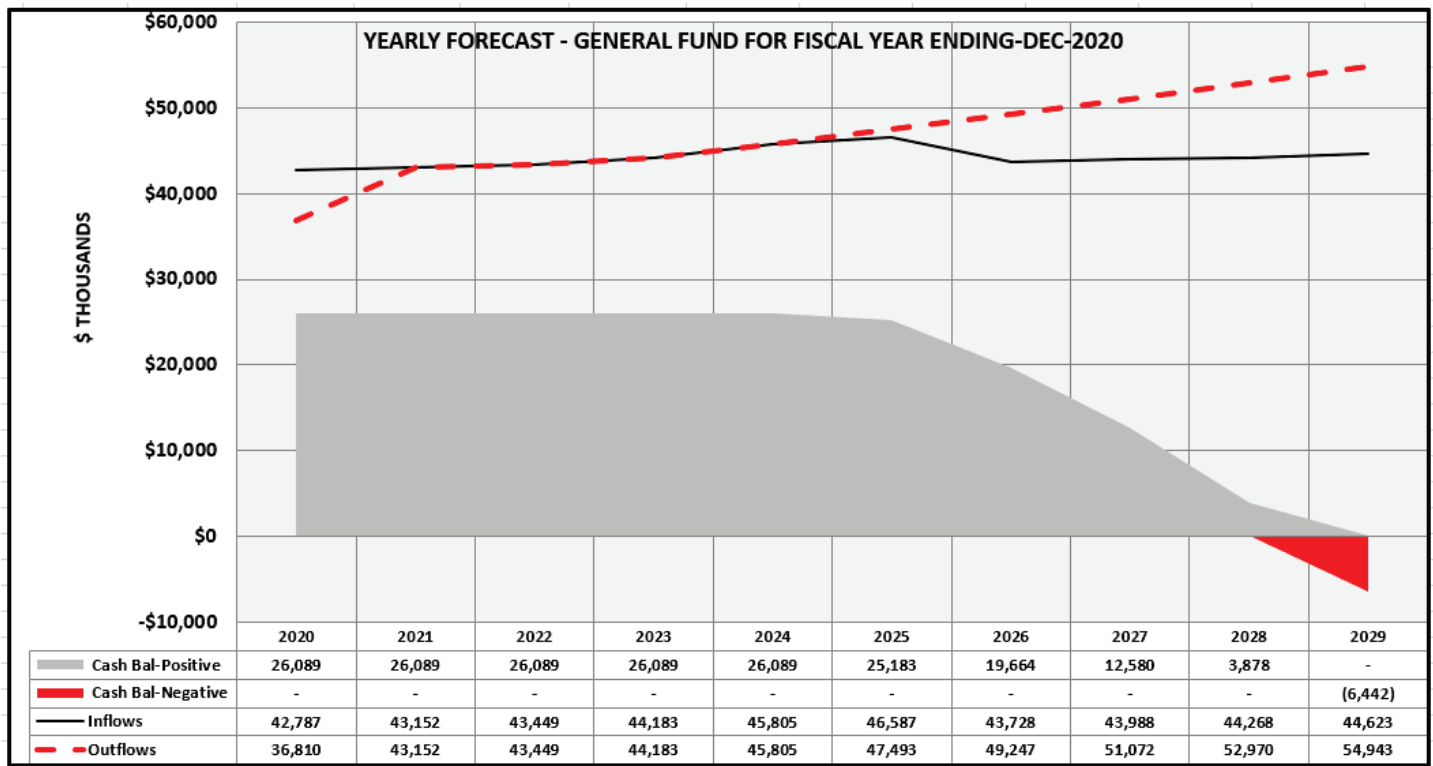
4. Preliminary Staffing 2021

By Division	2020 Budget	2021 Budget	Net Change
GOVERNING BOARD			
GOVERNING BOARD MEMBER	7	7	
TOTAL GOVERNING BOARD	7	7	0
ADMINISTRATION			
FIRE CHIEF	1	1	
CHIEF ADMINISTRATIVE OFFICER	1	1	
ADMIN SUPERVISOR	1	1	
ADMIN SPECIALIST	3	2.5	
COMMUNICATIONS MANAGER	1	1	
SR FINANCE ANALYST	2	2	
FINANCE ANALYST	2	2	
SENIOR HUMAN RESOURCES GENERALIST	2	1	
HUMAN RESOURCES ASSISTANT	-	1	
TOTAL ADMINISTRATION	13	12.5	-0.5
IT			
IT MANAGER	1	1	
IT TECH	2	-	
SR SITE RELIABILITY ENGINEER	-	1	
SITE RELIABILITY ENGINEER	-	1	
TOTAL IT	3	3	0
LOGISTICS			
DEPUTY FIRE CHIEF	1	1	
FIRE CAPTAIN DAY SHIFT	1	1	
WAREHOUSE TECH	1	1	
TOTAL LOGISTICS	3	3	0
FACILITIES			
FACILITY MANAGER	1	1	
FACILITY TECH	1	1	
TOTAL FACILITIES	2	2	0
FLEET			
FLEET MANAGER	1	1	
TOTAL FLEET	1	1	0
PLANNING			
FIRE LIEUTENANT DAY SHIFT	1.5	1	
TOTAL PLANNING	1.5	1	-0.5

RESPONSE OPERATIONS			
ASSISTANT FIRE CHIEF	1	1	
BATT CHIEF/SAFETY OFFICER	8	8	
FIRE CAPTAIN	7	7	
FIRE LIEUTENANT	24.5	25	
FIRE ENGINEER	32	32	
FIREFIGHTER	69	69	
TOTAL RESPONSE OPERATIONS	141.5	142	+0.5
TRAINING			
BATT CHIEF/SAFETY OFFICER DAY SHIFT	1	1	
FIRE LIEUTENANT DAY SHIFT	2	2	
TOTAL TRAINING	3	3	0
EMERGENCY MEDICAL SERVICES			
DEPUTY FIRE CHIEF / MEDICAL	1	1	
FIRE CAPTAIN DAY SHIFT	1	1	
TOTAL EMERGENCY MEDICAL SERVICES	2	2	0
OFFICE OF FIRE MARSHAL			
FIRE MARSHAL	1	1	
ASSISTANT FIRE MARSHAL	-	0.5	
LEAD DEPUTY FIRE MARSHAL	1	1	
DEPUTY FIRE MARSHAL III	3	2.5	
DEPUTY FIRE MARSHAL II	1	2	
DEPUTY FIRE MARSHAL I	1	-	
PLAN REVIEWER/INSPECTOR III	1	1	
LEAD PLAN REVIEWER	1	1	
PERMIT TECHNICIAN	1	1	
TOTAL OFFICE OF FIRE MARSHAL	10	10	0
TOTAL FTES	187	186.5	-0.5
TOTAL FTES EXCLUDING GOV BOARD	180	179.5	-0.5

*FTES noted at .5 are mid-year hires.

- Updated 10 Year Fiscal Forecast as of 08/31/2020





Governing Board Agenda Item

SUBJECT/TITLE: Establish Public Hearing Dates

STAFF CONTACT: S. Babich

SUMMARY STATEMENT:

In order to meet the required deadlines for filing property tax levy and FBC information with the County, we are proposing a special meeting in order to hold a public hearing on the proposed Levy and the Fire Benefit Charge.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Here are the proposed actions to be taken:

10/01/2020 - Send a notice to publish special meetings in print on 10/9 and 10/16

10/13/2020 - Regular Governance Board Meeting

10/27/2020 - Special Meeting - Public Hearing on A/V Levy (RCW 84.55.120) and Public Hearing on FBC (RCW 52.26.230)

11/09/2020 - Regular Governance Board Meeting - Adopt Levy (RCW 84.52.070), FBC (RCW 52.260.230) and Preliminary 2021 Budget

11/30/2020 - Last day to certify Levy to County Assessor

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to hold a Special Meeting on 10/27/2020 at 11:30 am (after Committee meetings) at Renton RFA Fire Station #14 for the purpose of holding public hearings regarding the proposed Levy and the Fire Benefit Charge.



Governing Board Agenda Item

SUBJECT/TITLE: Fire Permit Fee Changes

STAFF CONTACT: FM Barton

SUMMARY STATEMENT:

Fire Permit fees are adopted by the Renton City Council and included in the City of Renton Fee Schedule. Proposed changes to any fees are due to the City of Renton by September 1, 2020. Currently the majority of Operational Fire Permit Fees (fees associated with operations that occur within a building and/or business such as chemical storage, open flame candles, etc) are \$100 per year. Permit fees for Mobile Food Facilities (Food Trucks/Trailers) is currently \$100 annually. This fee includes the required fire inspection completed by the Fire Marshal's Office.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

Fire Marshals throughout King County have been working to build consistency in permits and inspections. With a number of other local fire agencies now also providing fire inspections of Mobile Food Facilities, we are collectively developing a standard inspection and a list of cities within King County that will agree to that methodology and process. These cities would then be "reciprocal cities" for completion of the fire inspection process.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the proposed rate changes and authorize staff to work with the City of Renton to request imposing the rate changes as part of their adopted rate schedule.



Governing Board Agenda Item

SUBJECT/TITLE: Station 12 Hot Water System Replacement

STAFF CONTACT: DC Seaver

SUMMARY STATEMENT:

The Station 12 hot water system has reached the end of its life span. An upgrade will increase functionality, uptime, energy efficiency and serviceability. Cost for replacement will include demolition and removal of existing equipment, new updated water heater and insulated storage tank.

FISCAL IMPACT:

Expenditure \$80,000.00 Revenue _____

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

We have received two bids and are awaiting a third. Purchase not to exceed \$80,000.00. Funds are available in the Capital Facilities budget.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Bid #1: Hermanson - Domestic Hot Water System Replacement

Bid #2: McKinstry Replacement of Hot Water Heater Proposal

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the purchase of the Station 12 hot water system replacement/upgrade with a budget not to exceed \$80,000.00, and authorize the Fire Chief to sign.



Hermanson Company LLP
1221 2nd Avenue North
Kent, WA 98032

Tel 206-575-9700
fax 206-575-9800

July 24, 2020

ATTENTION: Scott Murphy
PROJECT NAME: Renton RFA Station 12 – Domestic Hot Water System replacement
JOB NUMBER: 14-XX-17639
SITE ADDRESS: 1209 Kirkland Ave NE
Renton, WA 98056
PHONE: 425-276-9573

PRICING

The pricing below is firm for a 30-day period from the date of this proposal. Please call if you have any questions or comments.

Total Price Not to Exceed

\$ 64,970

LEAD TIMES

- Permits: Anticipate over the counter plumbing permit
- Equipment: 3-4 weeks from order date

SCOPE OF WORK

Base Bid

Hermanson will replace the existing Domestic Hot Water system that serves the fire station and emergency command center. Replacement will include removal of any existing corroded pipe, removal of mixing valves that are no longer required, new updated water heater and insulated storage tank. All equipment will be moved in and out of roll up door that opens to apparatus bay below.

Scope of work is as follows:

- Site visit for measurements and detailing
- Engineering and drawings required for permits
- Rig new equipment into place prior to demolition (to eliminate downtime)
- Isolate and disconnect electrical and natural gas connects
- Demolish plumbing piping and accessories that are either damaged or need to be removed for equipment removal
- Demolish and remove existing equipment
 - Storage Tank
 - Hot water heater
 - Expansion Tank
 - Mixing Valve station
- Provide, set and mount following equipment
 - One (1) AO Smith BTH-250A, Modulating Commercial Gas Water Heater
 - 250,000 BTU/hr
 - 96% thermal efficiency
 - 100 gallon storage capacity
 - ASME Construction
 - Intelligent control system with LCD display

**Mechanical Construction,
Engineering and Service**

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Hermanson Company LLP
1221 2nd Avenue North
Kent, WA 98032

Tel 206-575-9700
fax 206-575-9800

- One (1) AO Smith TJV-200M Storage Tank
 - 175 gallon capacity
 - Steel jacketed tank
 - 2" foam insulation
 - ASME construction
 - Magnesium anodes for extra corrosion protection
- Two (2) circulation pumps
- One (1) 25 gallon expansion tank
- Mount all equipment to meet seismic requirements
- Provide and install new pipe valves, and fittings to complete the installation
- Wire and electrical connections for circulation pumps and water heater
- Connect water heater to existing natural gas service
- Provide and install PVC vent to connect water heater to existing vent
- Provide and install mechanical insulation on all new piping
- Test and startup
- Remove and dispose of demolished equipment
- Plumbing permit and fees
- Forklift rental
- Close out package including: as built drawings (if applicable), O&M manuals for new HVAC equipment, and Hermanson's one-year parts and labor warranty on any work Hermanson performs
- All labor, equipment, and materials related to above scope of work

EXCLUSIONS (unless specifically stated above)

- Structural and electrical modifications
- Asbestos testing and/or abatement
- X-Ray or Scanning
- Concrete cutting & coring
- Excavation, back-fill & compaction
- Controls
- TAB
- Drywall Cutting/Patch and Paint
- New or repair of insulation on any existing piping to remain
- Fire wrap
- Troubleshooting of existing equipment
- Sales Tax

CLARIFICATIONS/ASSUMPTIONS

- Apparatus bay will need to be cleared for rigging new and removing demolished equipment
- Hot water system will be offline for a portion of the construction
- Work is figured as regular day shift 6am-2pm
- Scope as described must be accepted by the Jurisdiction Having Authority (JHA) for the proposal to become valid
- Payments made after 60 days will have a 2% interest added to their monthly billing
- Proposal is valid for 30 days from date

Sincerely,

HERMANSON COMPANY, LLP



Louis Cumbo
Account Executive
Mobile: (206) 741-4486
lcumbo@hermanson.com

JOB NUMBER: 14-XX-17639

Purchaser's Authorized Signature

Date

P.O. #

TERMS & CONDITIONS

This proposal is valid for 30 days from issue date.

WARRANTIES/LIMITATIONS: The Contractor warrants to the Owner that materials and equipment furnished under the Contract Documents will be of good quality and new unless otherwise required or permitted by the Contract Documents, that the Work will be free from defects not inherent in the quality required or permitted by law or otherwise, and that the Work will conform to the requirements of the Contract Documents. This warranty shall be for twelve (12) months from the date of substantiated completion. However, manufacturer warranties may extend beyond this time frame. The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. Maintenance shall be in conformity with manufacturer's recommendations and documented by Owner or Owner's agent demonstrating items performed by a qualified individual. Purchaser's remedies are limited to repair or replacement, at Hermanson Company's option, of defective material or equipment. Under no circumstances shall Hermanson Company be responsible for any consequential or incidental damages to purchaser's property. Any action to enforce any rights of purchaser must be instituted within twelve (12) months of the date Hermanson Company begins installation.

PAYMENT/SECURITY INTEREST/DEFAULT/HERMANSON REMEDIES: A Twenty-five percent (25%) down payment will be collected prior to the commencement of work. Unless otherwise agreed to in writing, Purchaser shall be progress billed by the last day of each month for all work completed through the current billing period. All amounts billed are due Net 30 and Purchaser agrees to pay the same. Purchaser hereby grants to Hermanson Company a security interest in all equipment and accessories thereto supplied by Hermanson Company in performance of this contract, which shall be satisfied only upon payment in full of all amounts due under this contract. If Purchaser fails to pay the total amount due by the due date, the Purchaser shall be in default hereunder. Hermanson Company shall then have the right to exercise any and all remedies available to it by virtue of its security interest, including but not limited to, entry upon the premises and repossession of the equipment and accessories. Hermanson Company may file this document as a non-standard UCC-1 Financing Statement.

Additionally, Purchaser agrees and acknowledges:

(1) Purchaser shall pay Hermanson Company a LATE CHARGE of two percent (2%) per month on the unpaid balance upon which payment has not been received by the due date.

(2) Payment received shall be applied, at Hermanson Company's election, first to late charges and then to the oldest principle balance due, whether under this contract or unpaid amounts under previous contracts or Agreements.

DELAYS/DAMAGES: Hermanson Company shall not be liable for any loss, damage or delays occasioned by tire, strikes, material stolen after delivery upon premises, lock-outs, acts of God or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from Hermanson Company's suppliers, inclement weather, floods, freight embargos, cause incident to national emergencies, war, acts of the Purchaser or his agents, or other causes beyond the reasonable control of Hermanson Company. In the event of such delays or damages, the time for performance by Hermanson Company shall be extended for a reasonable time. If such delay results in additional cost or expenses to Hermanson Company, then purchaser shall reimburse Hermanson Company for such additional cost and/or expenses in addition to amounts otherwise due under this contract.

CHANGES IN THE WORK: The Purchaser may order changes in the work within the general scope of the contract consisting of additions, deletions, or other revisions. Hermanson Company shall not be required to make any such changes unless it first receives from the Purchaser a written change order and agrees to the charge by signing the change order. Any addition, deletion or other revision, which increases the costs or expenses of Hermanson Company, shall be due to Hermanson Company in addition to any amounts otherwise due under this contract.

PROPERTY INSURANCE: Unless otherwise agreed, the owner shall purchase and maintain property insurance upon all equipment and material delivered by Hermanson Company to the job site. Purchaser shall assume all risk of loss for such materials and equipment once delivered to the job site.

PERMITS: Unless otherwise designated, the Purchaser shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the work.

TERMINATION OF CONTRACT/SUSPENSION OF PERFORMANCE: This contract shall be terminated only upon mutual agreement of the parties. Hermanson Company may suspend its performance in the event of any of the following:

(1) Any act of the Purchaser or his/her agents, which prevents or inhibits Hermanson Company from timely performing its obligation under this Agreement.

(2) For the reasons specified above under Delays/Damages.

(3) If the Purchaser files a petition in bankruptcy, whether voluntary or involuntary, makes an assignment for the benefit of creditors or has a receiver appointed, or does any act inconsistent, or which may impair the Purchaser's ability to perform this contract Hermanson Company may suspend performance of its obligation under this Agreement until such time as 1) this Agreement is assumed by the Trustee in bankruptcy and/or 2) Hermanson Company is provided adequate assurance of future performance Hermanson Company is not responsible for any damages, whether direct, proximately caused, incidental, consequential or otherwise as a result of Hermanson Company suspension of performance hereunder.

If performance cannot begin or continue within a reasonable time after suspension, Hermanson Company at its sole discretion may terminate this Agreement.

SUIT/ARBITRATION/ATTORNEY'S FEES: In the event of any dispute under this contract, either party may elect that this matter be submitted to binding arbitration in Seattle, Washington, pursuant to the then-effective rules of the American Arbitration Association. In the event this matter is referred for collection, or if either party retains an attorney for the purpose of arbitration or suit, the prevailing party shall be entitled its actual cost and attorney's fees, all cost of collection, including licenses, collection agency fees and court costs, in addition to the amounts otherwise due. Venue and jurisdiction shall be laid in King County, Washington.

ENTIRE AGREEMENT: This represents the entire Agreement between the parties There are no other Agreements or promises that are not contained on either the front or backside of this Agreement.

NOTICE TO CUSTOMER: This contractor is registered with the State of Washington. registration number HERMACL005BJ as general/specialty contractor and has posted with the state a bond or cash deposit of \$12,000 for the purpose of satisfying claims against the contractor for negligent or improper work or breach of contract in the conduct of the contractor's business. This bond or cash deposit may not be sufficient to cover a claim that might arise for the work under your contract. If any supplier of materials used in your construction project or any employee of the contractor or subcontractor is not paid by the contractor or subcontractor, your property may be lienied to force payment. If you wish additional protection you may request the contractor provide you with further information about lien release documents. General information is also available from the Department of Labor and Industries.

Purchaser's Authorized Signature

Date

P.O. #

Renton Fire Station #12

9/3/2020

Renton Fire Station #12
1209 Kirkland Ave. NE
Renton, WA 98056

Attn: Scott Murphy
smurphy@rentonfa.org

RE: Replacement of AO Smith Hot Water Heater

Thank you for the opportunity to provide the following proposal. We have been asked to propose a solution to replace the AO Smith boiler with an option that increases functionality, uptime, energy efficiency, and serviceability. The details and recommendations are listed below.

EXISTING CONDITIONS:

- > The existing AO Smith Domestic HW Heater and storage tank are inefficient and need solution to keep up with demand and improve efficiency.

RECOMMENDATIONS:

- > Installation of Lochinvar system that will get us to (95-97% efficiency) allowing the facility to produce 16.3 gallons per minute of 120 degree water. Equipment is non-ASME.

Our scope includes labor and materials to:

- > Permitting with the City of Renton as necessary
- > Demo and dispose of existing hot water storage tank and heater per EPA guidelines
- > Furnish and install (2) Lochinvar Armor Water Heaters AWN200PM 199,999 BTU/hr non-ASME natural gas heaters.
- > Furnish and install (1) Lochinvar SJS119, 119 gallon on-ASME stainless steel storage tanks.
- > Furnish and install (1) Bell and Gossett Expansion Tank PTA-60V ASME Potable tank (26-18) gal
- > Furnish and install (1) Heat Timer Mixing Station 2ea 1" valves with a 2" TMC.
- > Furnish and install insulation as necessary
- > Provide forklift for equipment delivery and removal
- > Furnish and install all piping as necessary
- > Reconnect existing electrical
- > Reconnect existing control wiring
- > Startup and Test
- > 1st year parts and labor warranty

EXCLUSIONS:

- > Patch and Paint
- > Any structural modifications required
- > Integration of controls into existing building automation system other than what is already in place
- > Anything not included in above scope
- > Existing conditions
- > Washington State Sales Tax

QUALIFICATIONS:

- > McKinstry assumes that the SCCR (Short Circuit Current Rating) is less than the Available Fault Current at the point of connection
- > Assume circ pump line is able to handle 5-10 gallons per minute.
- > All work to take place during normal business hours (6am-5pm)

LUMP SUM FOR ABOVE SCOPE OF WORK: \$ 71,305.00

Payment is due in full upon substantial completion. This proposal is valid for 45 days from the date proposed. Upon your favorable review, please sign and return this proposal for scheduling and implementation. Should you have any questions or require additional information, please feel free to call me at 206-832-8130

Sincerely,



Eric Manchion
Project Manager
McKinstry
ericma@mckinstry.com

Acceptance:

Customer Signature and Date

Terms and Conditions

1. **Performance of Work.** McKinstry Co, LLC shall perform the scope of work ("Work") specified herein. McKinstry Co, LLC shall furnish all services necessary to perform the Work and perform the Work to completion diligently, expeditiously and with adequate forces. Customer shall use its best efforts to provide all information, materials, documents, and assistance that is reasonably required for McKinstry Co, LLC to perform any and all aspects of the Work.
2. **Payments.** Customer shall pay McKinstry the compensation specified herein ("Price") for the value of Work that McKinstry has completed, as the Work is completed. An advance payment of no more than 20% may be invoiced on acceptance of this proposal to cover initial costs such as project management, engineering, permits, etc. Customer shall pay McKinstry within fifteen (15) days of receiving an invoice. McKinstry will be entitled to interest at the rate of 1.5 percent per month on all sums overdue and unpaid from the date due.
3. **Warranties.** Customer shall receive a one (1) year warranty that covers labor and materials provided by McKinstry Co, LLC as part of the Work. This warranty commences on the date that the portion of the Work warranted is substantially complete. However, McKinstry Co, LLC makes no warranty whatsoever regarding components of the Work provided by third parties, and in such case the terms of the third party's warranty, including manufacturers' warranties, if any, shall apply between Customer and the third party. THE WARRANTIES IN THIS SECTION ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED.
4. **Termination.** Either Party may terminate this agreement upon fifteen (15) days written notice to the other Party. In such case, the rights and obligations of each Party that arose prior to the termination date shall survive such termination.
5. **Disputes.** In case of dispute between the Parties, the Parties will attempt to negotiate a resolution. If a dispute remains unresolved more than thirty (30) calendar days after the commencement of negotiation, and the Parties have not agreed to extend such date, then the Parties shall pursue mediation. If any dispute remains unresolved more than sixty (60) calendar days after the commencement of mediation, then either Party may pursue arbitration. No litigation will be commenced by either Party unless all of the foregoing steps have been pursued to completion.
6. **Choice of Law, Venue.** The validity, interpretation, and performance of this agreement shall be governed by the laws of the state in which the Work is performed. The venue for resolving any dispute shall be the county in which the Work is performed.
7. **Force Majeure.** Neither McKinstry Co, LLC nor Customer shall be considered in breach of this agreement to the extent that the Party's performance is prevented by an event or events that are beyond the control of such party, including but not limited to acts of God, fire, earthquake, flood, storm, war, rebellion, revolution, insurrection, riot, strike, nuclear contamination, and/or acts or threats of terrorism.
8. **No Waiver.** No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver.
9. **Intellectual Property.** Intellectual property provided by McKinstry Co, LLC to Customer as part of the Work are instruments of service owned by McKinstry Co, LLC and are not "work made for hire" as such term is defined under U.S. copyright law. When the Work is performed to completion, McKinstry Co, LLC grants to Customer a limited license to use the Intellectual Property to operate, maintain, renovate, and manage the subject matter of the Work.
10. **Damages.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, OR SIMILAR, DAMAGES OR LOSSES, INCLUDING LOSS OF PROFITS, ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER BASED IN CONTRACT OR TORT OR ANY OTHER THEORY, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHERMORE, THE TOTAL AGGREGATE LIABILITY OF EITHER PARTY, UNDER ANY THEORY, IS LIMITED TO THE AGREEMENT PRICE.
11. **Indemnification.** McKinstry Co, LLC shall indemnify and hold harmless Customer from and against all third party claims, damages, losses and expenses for bodily injury, sickness, disease, or death or destruction of tangible property, directly arising from McKinstry Co, LLC's performance of the Work, but only to the extent caused by the negligent acts or omissions of McKinstry Co, LLC.
12. **Severability, Survival.** If any portion of this agreement shall be held invalid in whole or in part under any law, rule, regulation, or order, then such portion shall remain in effect only to the extent permitted, and the remaining portions of the agreement shall remain in full force and effect. Any invalid portions shall be substituted with an interpretation that most accurately reflects the Parties' intentions.
13. **Amendment.** This agreement may not be amended except pursuant to a written amendment signed by an authorized signer of each Party.
14. **Complete Agreement.** This agreement, including the exhibits attached hereto, is a fully integrated agreement. Any legal terms and conditions appearing elsewhere in this agreement shall be ignored to the extent they contradict or are inconsistent with the terms and conditions contained in the foregoing numbered list. All previous agreements between McKinstry Co, LLC and Customer as to the Work are superseded by this agreement.