



**Renton Regional Fire Authority**

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**MINUTES**

**Renton RFA Governance Board Regular Meeting**

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

**Video Conference**

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**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)

Randy Corman (City of Renton)

Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

*Governance Board Members Not Present:*

Myron Meikle (Fire District 25)

Ryan McIrvine (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, Local 864 President Robert Hyslop, IT Technician Wyatt Humphreys, Facilities Manager Scott Murphy, Senior Finance Analyst Jennifer Zhou, Berk Consultant Brian Murphy, Berk Consultant Jescelle Major, Administrative Supervisor Christine Noddings, and Administrative Specialist Dudley Jackson.

A **MOTION** was made by Board Member Morrell and **SECONDED** by Vice Chair Pérez to excuse the absent Board Members from the meeting. **MOTION CARRIED (4-0)**

Board Member McIrvine joined the meeting at 4:10 p.m.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

There were no announcements, proclamations or presentations.

**PUBLIC COMMENT**

There was no public comment.

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### CONSENT AGENDA

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the August 11, 2020 Regular Meeting minutes. **MOTION CARRIED (4-0)**

A **MOTION** was made by Board Member Corman and **SECONDED** by Vice Chair Pérez to approve the Vouchers for September 8, 2020. **MOTION CARRIED (4-0)**

### SIGNING OF VOUCHERS

The members of the Governance Board signed the Voucher Approvals for September 8, 2020 via electronic signature.

### BOARD COMMITTEE REPORTS

There were no Board Committee Reports.

### CHIEF'S REPORT

Chief Marshall's report included the following:

- 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.
- 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.
- 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.
- 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.
- Probationary Firefighter: We made the decision to relieve one of our probationary firefighters due to failure to meet performance expectations.
- 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
- 9/8 Significant Fire Update: Shifting winds has brought in high heat and smoke from ongoing wildfires. Strong winds had knocked down powerlines, causing some of the brush fires Renton is responding to. Renton has resources on two house fires and one major brush fire in Covington. An engine company was hired back and overtime for an extra engine crew for 48 hours was authorized by Chief Marshall to keep up needed resource levels.

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### DIVISION REPORTS

There were no division reports.

### CORRESPONDENCE

There was no correspondence.

### UNFINISHED BUSINESS

#### Adoption of the Fire Chief Job Description

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. 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.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to adopt the Fire Chief Job Description as presented. **MOTION CARRIED (5-0)**

### NEW BUSINESS

#### Adoption of RRFA 2021 – 2025 Strategic Plan

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. 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.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to adopt the RRFA 2021 – 2025 Strategic Plan as presented. **MOTION CARRIED (5-0)**

#### Preliminary Budget 2021 Budget (Information Only)

CAO Samantha Babich provided an update of the preliminary 2021 budget. This 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.

#### Establish Public Hearing Dates

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. The following 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

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A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to hold a Special Governance Board Meeting on 10/27/2020 at 11:30 a.m. for the purpose of holding public hearings regarding the proposed Levy and Fire Benefit Charge. **MOTION CARRIED (5-0)**

### OFM Fire Permit Fee Adjustment

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. 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.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the proposed rate changes as presented and authorize staff to work with the City of Renton to request imposing the rate changes as part of their adopted rate schedule. **MOTION CARRIED (5-0)**

### Station 12 Hot Water System Replacement

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. 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.

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

## **GOOD OF THE ORDER**

Board Member Sartnurak thanked the following attendees for their participation at the first face mask giveaway event held on August 20<sup>th</sup> at Northwood Middle School: Bryan Lane, Daniel Yun, Anthony Kusske, Neil Samuelsen, Sean Pageau, Joshua Rochowiak, Kelly Carpenter, Sean Hartman, David Braun, John Holt, Kayla Eychner, Chris Ellis, Kenneth Swinford, Ben Thomas, Bob Homan, Chuck DeSmith and Mark Seaver.

## **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.*

*Executive Session pursuant to 42.30.110 (1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.*

*Executive Session pursuant to 42.30.110 (1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity*

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*is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.*

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to move into executive session for 15 minutes. **MOTION CARRIED (5-0)**

Executive Session was called at 4:51pm for 15 minutes. The meeting reconvened at 5:06 p.m.

### **FUTURE MEETINGS**

- Tuesday, September 22, 2020, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Tuesday, September 22, 2020, 10:30 a.m., Operations/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**

Chair Abercrombie adjourned the meeting at 5:07 p.m.

*Kerry Abercrombie*

[Kerry Abercrombie \(Oct 22, 2020 09:19 PDT\)](#)

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Kerry Abercrombie, Board Chair

*Dudley Jackson*

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Dudley Jackson, Board Secretary






# 2020-09-08 GB Meeting Minutes

Final Audit Report

2020-10-22

Created:	2020-10-16
By:	Dudley Jackson (Djackson@rentonrfa.org)
Status:	Signed
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