



**Renton Regional Fire Authority**

18002 108<sup>th</sup> Ave SE  
Renton, WA 98055  
Office: (425) 276-9500  
Fax: (425) 276-9592

**MINUTES**

**RFA Governance Board Regular Meeting**

**4:00 P.M. – Tuesday, October 13, 2020**

**Video Conference**

---

**CALL TO ORDER**

Governance Board Chair Abercrombie called the Regular Meeting to order at 4:01 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)  
Randy Corman (City of Renton)  
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

**Governance Board Members Not Present:**

Myron Meikle (Fire District 25)

**Administrative Staff Present:**

Chief Rick Marshall, Assistant Chief Roy Gunsolus, Chief Administration Officer Samantha Babich, Deputy Chief Mark Seaver, Deputy Chief Chuck DeSmith, RFA Attorney Brian Snure, Lieutenant Rick Laycock, L864 President Robbie Hyslop, L864 Vice President Ryan Simonds, IT Technician Wyatt Humphreys, Sr. Finance Analyst Jennifer Zhou, Administrative Supervisor Christine Noddings, Administrative Specialist Dudley Jackson and Greg Nelson.

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

Board Member Meikle joined the meeting at 4:19 p.m.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

CAO Samantha Babich presented the board with the 2021 Preliminary Budget.

**PUBLIC COMMENT**

There was no public comment.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

October 13, 2020

Page 2 of 5

### CONSENT AGENDA

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

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

### SIGNING OF VOUCHERS

The members of the Governance Board signed the Voucher Approvals for October 13, 2020 via electronic signature.

### BOARD COMMITTEE REPORTS

There were no Board Committee reports.

### CHIEF'S REPORT

Chief Marshall's report included the following:

- Completion of Fire Station #15 & Water Tower: The Fire Station 15 project is finally complete, and the station is fully functional, including a drive-through apparatus bay and secure parking for crews.
- King County EMS STAR Program: The letter we received from King County EMS, listed under Correspondence, is one of the many examples of what Renton RFA has done to lead the region in diversity and inclusion. It is imperative that the organization, led by the new Fire Chief, continue this path.
- Interlocal Agreement between CoR and RRFA: I'm hopeful that we will have the ILA completed prior to my departure at the end of the month with the hopes that it will come to the Board for approval in November
- Planning Consortium: Renton RFA and Puget Sound RFA have agreed to not move forward with our joint Planning Consortium. Beginning in 2021, our planning efforts will move closer to home. This move makes securing a robust data analytics tool like First Watch even more important. We will continue to work jointly in the short term on the fire benefit charge process but will likely move to managing our own in 2022 as opposed to a collaborative effort with Puget Sound.
- AARP Age-Friendly Communities Initiative: I am proud to announce a new partnership with the City of Renton and Renton Community Services, joining together with other community stakeholders in an AARP grant-funded initiative to ensure that greater Renton community members, whether 8 or 80, have the same access to care and those things that help improve the quality of life for us all. The immediate tie between the RFA and this initiative is the FD Cares program, among other connections.
- Entry-Level Firefighter Recruitment Update: We began the firefighter recruitment process and conducted a first round of interviews with 180 applicants, continuing our efforts to go deeper into the candidate pool and seeking the best match for Renton RFA. As a part of the hiring, the decision was made to conclude the Chief's interviews so I may participate in this final firefighter recruitment prior to my departure at the end of this month.
- 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.
  - "Evolve Security" IT Security Review/Testing 1-Year Subscription – \$24,600.00

## GOVERNANCE BOARD REGULAR MEETING MINUTES

October 13, 2020

Page 3 of 5

### DIVISION REPORTS

There were no division reports.

### CORRESPONDENCE

- The Board reviewed and discussed response letter from King County Fire District 40.
- The Board reviewed the STAR Program thank you letter from King County EMS.
- Chief Marshall shared with the Board a thank you letter to the organization from Andrews Erikson, Kentridge High School Key Club member.

### UNFINISHED BUSINESS

There was no unfinished business.

### NEW BUSINESS

#### *Fee for Transport and GEMT*

We are currently a non-billing transporting agency that transports patients who are most often covered by insurance and Medicare/Medicaid. For equity and service sustainability, a fee system would provide the ability to continue our current service level of aid unit transporting and help fill future financial gaps. Systems Design West (SDW) is a billing agency used by multiple fire organizations within King County. This contracted service will assist RRFA with health insurance and Medicare/Medicaid cost recovery including GEMT. The RRFA has met all current Federal and State application processes to become a billing agency, and a contract SDW the first step to begin in 2021.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the Systems Design West Business Associate and Professional Services agreements and authorize Chief Rick Marshall to sign as presented. **MOTION CARRIED (6-0)**

#### *First Watch Data Analysis*

Renton RFA has utilized admin and planning consortium staff to gather and analyze response operations statistics for several years. Reporting is manual and often contains an incomplete picture of our response information. The planning consortium is ending at the end of 2020 just as our accreditation process is beginning. After reviewing several different data analytics options, staff is recommending The First Watch System with the Fire Operations & Accreditation Module and API tie in to our First Arriving Dashboards. This will allow us to gather our fire RMS data into one location and provide real time analysis of several performance measures (dispatch, reflex, response, task, effective response force, etc.). The FOAM module will supply incident time analysis reports to measure compliance for our accreditation efforts.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the purchase of First Watch and related modules as shown per the provided quote and authorize the Fire Chief to sign the contract as presented. **MOTION CARRIED (6-0)**

#### *Procurement of Training Vehicles*

As part of our Capital Fleet Replacement Plan, we're due to replace two of the vehicles in Training. The vehicles being replaced are SUV style (Expedition/Escape) and as part of our "Clean Cab" practice, we chose to change these to two 4WD trucks with canopies. Cost additionally includes graphics, slide outs, cone holders and phone mounts. It was agreed to change the vehicle styles during the

## GOVERNANCE BOARD REGULAR MEETING MINUTES

October 13, 2020

Page 4 of 5

Operations/Capital Committee meeting as a safety issue so the Training Officers can transport their bunker gear and equipment outside of the driver's compartment. We had to wait until now as vehicles have been unavailable due to production shortages related to COVID. Prices are for 2021 vehicles. These vehicles are procured through DES State bid and price includes tax and licensing.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the purchase of two new training trucks in 2021 and authorize the Fire Chief to sign for the purchase as presented. **MOTION CARRIED (6-0)**

### Appointment of Interim Fire Chief

Chief Marshall's official retirement date is October 31, 2020 which will leave a vacancy in the Fire Chief position until such time as a new Fire Chief is chosen. Our continuity of administration policy states that the Assistant Fire Chief will fill the Fire Chief position in the event of a vacancy. Assistant Chief Gunsolus should be chosen to fill the Fire Chief vacancy in an interim capacity until a Fire Chief is selected. Normally, individuals serving in an acting capacity are paid an acting premium of 5% of base pay. I recommend that the Governance Board appoint Roy Gunsolus as interim Fire Chief until such time as a new Fire Chief is chosen.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Morrell to appoint Assistant Chief Roy Gunsolus as Interim Fire Chief until further notice and direct the Board Chair to work with staff to develop a letter of appointment to define responsibilities and expectations for the assignment. **MOTION CARRIED (6-0)**

### Fire Chief Recruitment Update

Greg Nelson provided an update to the governance board regarding the Fire Chief recruitment process. The candidate profile has been published and the recruitment period will close at the beginning of November to allow for screening and vetting of candidates. The hiring committee will meet in mid-November to review resumes and select candidates for interviews. The Governance Board and a small selection committee will do the initial candidate interviews. There will be four interview panels serving in an advisory role for the selection process among the final candidates.

## **GOOD OF THE ORDER**

There was no good of the order.

## **EXECUTIVE SESSION**

A **MOTION** was made by Board Member McIrvine and **SECONDED** by Board Member Meikle to go into Executive Session. **MOTION CARRIED (6-0)**

*Executive Session pursuant to RCW 42.30.110(1)(i) to discuss with District legal counsel the legal risks of a proposed action that would likely result in adverse legal or financial consequences to the District if discussed in public.*

*Executive Session pursuant to RCW 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 was called at 5:15 p.m. for 20 minutes. At 5:35 p.m., another 30 minutes was requested. At 6:05 p.m., another 10 minutes was requested. The meeting reconvened at 6:16 p.m.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

October 13, 2020

Page 5 of 5


A **MOTION** was made by Board Member Corman and **SECONDED** by Vice Chair Perez to not grant an extension of the existing Fire District 40 contract and to stay with the current timeline for negotiating a new contract. **MOTION CARRIED (6-0)**

### FUTURE MEETINGS

- Tuesday, October 27, 2020, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Tuesday, October 27, 2020, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Tuesday, October 27, 2020, 4:00 p.m., Governance Board Special Meeting, Video Conference
- Tuesday, November 10, 2020, 4:00 p.m., Governance Board Regular Meeting, Station #14 (1900 Lind Ave SW, Renton)


### ADJOURNMENT

The meeting was adjourned at 6:21 p.m.

  
[Kerry Abercrombie \(Nov 13, 2020 14:50 PST\)](#)

---

Kerry Abercrombie, Board Chair

---

Dudley Jackson, Board Secretary