



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

4:00 P.M. – Tuesday, November 10, 2020

Video Conference

- 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 pursuant to the rules established under Section 8 of the Bylaws.
- Consent Agenda
 - Approval of [Minutes from October 13, 2020](#) Regular Meeting
 - Approval of [Minutes from October 27, 2020](#) Public Hearing
 - Approval of [Vouchers](#): AP Check Register 9/16/2020 – 10/15/2020
Payroll Check List 9/1/2020 – 9/30/2020
- Signing of Vouchers
- Board Committee Reports
 - Budget and Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
 - Response Operations
 - King County Model Procedures Updated and Approved
 - Station Order Depth Increased
 - Shared Haz-Mat and Wildland Resources
 - All of our Companies Went Through Fundamentals Training
 - Zone 3 Developing Wildland/WUI Standards
 - Office of the Fire Marshal
 - Proactive approach to assisting business navigate through COVID restrictions
 - Variance established for tent/canopy placement and extended allowed timelines for use

GOVERNANCE BOARD REGULAR MEETING AGENDA

November 10, 2020

Page 2 of 3

- Proactive information on heating and other tips
 - Fire Code Enforcement Significant Issues
 - VACANT Denny's
 - Compton Lumber
 - NEW Response Ops/Inspection Software
- Support Services
 - New Apparatus Specs
 - Station 12 Water System Replacement
 - Station 14 Insulation Replacement
 - Light Project
 - Operative IQ Inventory Management
 - Planning Section Moving Back to Headquarters
- Administration
 - Entry-Level Firefighter Interviews
 - Upcoming Annual Financial Audit
- EMS/Health & Safety
 - RRFA 2021 CARES Program & Mental Health Training for Responders
 - Increase of COVID-19 Cases in King County and Renton RFA
 - Training Consortium "First Pass" Software for EMS Reporting
 - [3rd Quarter Chaplaincy Report](#)
- Correspondence
 - [Thank You Letter](#)
- Unfinished Business
- New Business
 - [Updated Kidde Fire Trainers Service Agreement](#)
 - [Proposed Waiver of Fire Permit Fees in 2021](#)
 - [Appointment of Civil Service Commissioner](#)
- Good of the Order
- Executive Session
- Future Meetings:
 - Tuesday, November 17, 2020 at 4:00 p.m., Governance Board Special Meeting, Video Conference
 - Tuesday, November 24, 2020 at 11:00 a.m., Governance Board Special Meeting, Video Conference

GOVERNANCE BOARD REGULAR MEETING AGENDA

November 10, 2020

Page 3 of 3

- Monday, November 30, 2020 at 8:00 a.m., Governance Board Special Meeting, Video Conference
- 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, 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, Board Chair

Dudley Jackson, Board Secretary



Renton Regional Fire Authority

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

MINUTES

RFA Governance Board Special Meeting

11:30 A.M. – Tuesday, October 27, 2020

Video Conference

CALL TO ORDER

Governance Board Chair Abercrombie called the Special Meeting to order at 11:41 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Chair (Fire District 25)
Ruth Pérez, Vice Chair (City of Renton)
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)
Marcus Morrell (Fire District 25)

Administrative Staff Present:

Assistant Chief Roy Gunsolus, Chief Administration Officer Samantha Babich, Lieutenant Rick Laycock, RFA Attorney Brian Snure, L864 President Robbie Hyslop, Senior Finance Analyst Jennifer Zhou, Facilities Manager Scott Murphy, Administrative Supervisor Christine Noddings, Administrative Specialist Dudley Jackson.

Public Present:

Charlotte Ryan

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

PUBLIC HEARING ON REVENUE SOURCES, 2021 PROPOSED EXPENSE BUDGET, PROPERTY TAX, AND BENEFIT CHARGE

The public hearing was opened at 11:42 a.m. by Board Chair Abercrombie.

- Board Chair Abercrombie explained the purpose of the public hearing.
- Assistant Chief Roy Gunsolus provided an overview of anticipated levels of service, RRFA collaboration and shared services with other departments, continued support for mobile integrated health services and RRFA's pursuit of equity in hiring and recruitment.
- Chief Administration Officer Samantha Babich provided an overview of the proposed 2021 expense budget and estimated property taxes with consideration of the impacts from COVID-19, maintenance of emergency response staffing levels, continued commitment to fiscal responsibility, funding of operating and capital reserves and addition of an Assistant Fire Marshal position.

GOVERNANCE BOARD SPECIAL MEETING MINUTES

October 27, 2020

Page 2 of 2

- The proposed 2021 balanced budget is \$43,185,686.
 - The RFA's funding system is made up of property taxes (based on AV), the fire benefit charge (based on property size, use and risk) and other revenue sources.
- Lieutenant Rick Laycock provided an overview of the 2021 benefit charge.
 - The benefit charge can't exceed 60% of the operating budget (RCW 52.26.180 (1)).
 - The preliminary 2021 Renton RFA benefit charge is 39.8% of the preliminary operating budget.
 - The funding of the fire benefit charge is apportioned from the following categories: residential buildings (51.0%), commercial buildings (28.1%), apartment buildings (20.6%) and mobile homes (0.3%).

PUBLIC COMMENT

KCFD 40 Commissioner Charlotte Ryan asked what the dollar amount is for the proposed fire benefit charge since it is 39.8% of the preliminary operating budget. That amount is \$17,203,289.

FUTURE MEETINGS

- Tuesday, November 10, 2020, 4:00 p.m., Governance Board Regular Meeting, Station #14 (1900 Lind Ave SW, Renton)
- Tuesday, November 17, 2020, 4:00 p.m., Governance Board Special Meeting, Station #14 (1900 Lind Ave SW, Renton)
- Tuesday, November 24, 2020, 9:00 a.m., Budget/Finance Committee Meeting, Station #13 (18002 108th Ave SE, Renton)
- Tuesday, November 24, 2020, 10:30 a.m., Operations/Capital Committee Meeting, Station #13 (18002 108th Ave SE, Renton)

ADJOURNMENT

The meeting was adjourned at 12:01 p.m.

Kerry Abercrombie, Board Chair

Dudley Jackson, Board Secretary

VOUCHER APPROVAL FOR NOVEMBER 10TH, 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: _____

Roy Gunsolus, Interim 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 \$1,639,771.10, payroll vouchers and direct deposits totaling \$1,202,225.98.

A/P VOUCHERS	Payment Date	Numbers	Amount
Checks	09/16/2020 - 10/15/2020	12519-12606	\$766,173.54
EFTs	09/16/2020 - 10/15/2020		\$261,787.63
Bank Drafts	09/16/2020 - 10/15/2020		\$611,809.93
TOTAL A/P			\$1,639,771.10
		No. of Vouchers	Amount
Direct Deposits	9/25/2020	171	\$615,313.85
Payroll Checks	9/25/2020	0	\$0.00
Direct Deposits	10/9/2020	169	\$586,912.13
Payroll Checks	10/9/2020	0	\$0.00
TOTAL PAYROLL		340	\$1,202,225.98
TOTAL CLAIMS			\$2,841,997.08

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: November 10, 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: Roy Gunsolus, Interim Fire Chief

SUBJECT: **Renton Regional Fire Authority Chief's Report**

1. Promotions & Awards Ceremony Week

It's been a long-standing tradition of Renton RFA to celebrate our members' promotions and awards with an in-person ceremony alongside their crew, family, and friends. We invited honored members and their immediate, household families to join us at their station for a pinning and award ceremony. For the safety of our members during this global pandemic, all other members, family and friends were invited to join a virtual Promotions and Awards Ceremony Week from October 19-23 via Zoom or Facebook. Each day, we recognized members who have received promotions and/or awards this year:

- Engineer Gregory LeBlanc *(promoted from Firefighter)*
- Lieutenant Chris Gerke *(promoted from Engineer)*
- Captain Josh Brown *(promoted from Lieutenant and received the Medal of Valor)*
- Engineer Chris Borgan *(promoted from Firefighter)*
- Captain Nathan Blakeslee *(promoted from Lieutenant)*
- Engineer Alex Keith *(promoted from Firefighter)*
- Lieutenant Marc Donnell *(promoted from Firefighter)*
- Engineer Riley McDuffy *(promoted from Firefighter)*
- Lieutenant Jacob Smith *(promoted from Engineer)*
- Lieutenant Nicholas Bushnell *(promoted from Engineer)*
- Battalion Chief Steve Winter *(promoted from Captain)*
- Deputy Chief Mark Seaver *(promoted from Battalion Chief)*
- Assistant Fire Chief Roy Gunsolus *(promoted from Deputy Chief)*

2. King County Mitigation Reimbursement for Red Lion De-Intensification Shelter

We have submitted a request to King County for reimbursement due to impacts related to COVID-19. This reimbursement will cover costs associated with calls Renton RFA has responded to at the Red Lion De-Intensification Shelter.

3. Honest Conversation About Race Workshop

On October 21, Fire Chiefs gathered at the Seattle Joint Training Facility to have an honest conversation about race and diversity. They discussed best practices, policies and procedures currently in place to ensure the workplace is free of racial discrimination, what leaders can do differently to make it a more inviting culture, and tools used to educate leadership to disrupt and dismantle inequitable systems in your community. It was a very valuable conversation for all, and Renton RFA looks forward to implementing further resources and continuing our efforts to stay ahead of the rapidly changing global diversity and inclusion landscape.

4. Department Information Boards

We installed TVs powered by Fire Arriving in each of the stations as part of Renton RFA's Strategic Plan and finding different ways to communicate. This will provide our members timely and up to day information.

5. ESO Upgrade and Training

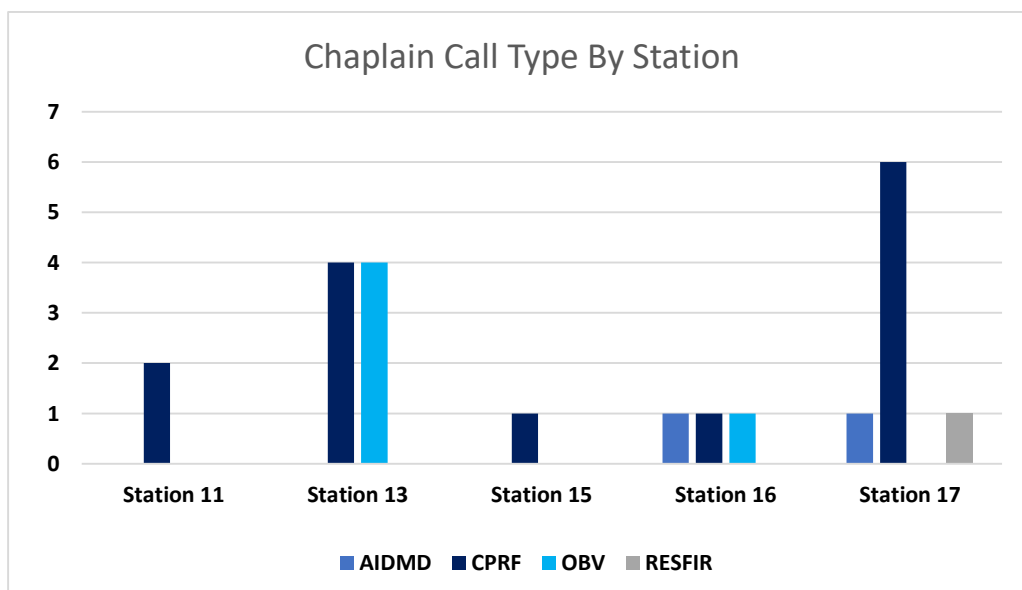
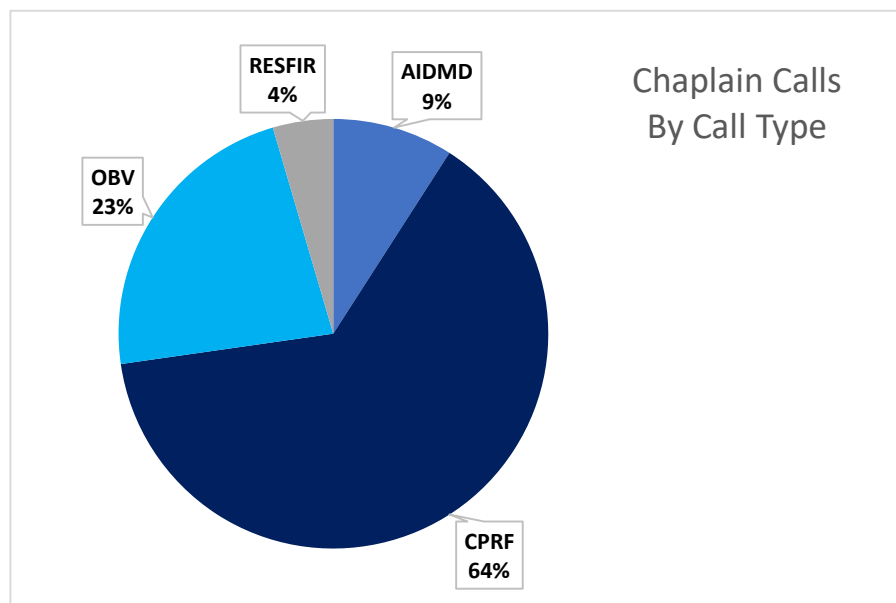
Starting January 1, we are switching from Zoll to ESO for NFIRS and fire reporting. The Office of the Fire Marshal is also in the process of switching their inspection and property module from Zoll to ESO as well.



Renton Regional Fire Authority
2020 Quarterly Chaplain Metrics
 3rd Quarter Call Summary

Call Type	Station 11	Station 13	Station 15	Station 16	Station 17	Call Type Total
AIDMD				1	1	2
CPRF	2	4	1	1	6	14
OBV		4		1		5
RESFIR					1	1
Station Total	2	8	1	3	8	22

**Station 12 and Station 14 were excluded due to no data for the quarter.*





Renton Regional Fire Authority
2020 Quarterly Chaplain Metrics
3rd Quarter Call Detail

Date	Chaplain	Call Type	Station Area
7/3/2020	75	CPRF	13
7/3/2020	75	AIDMD	17
7/9/2020	11	OBV	13
7/11/2020	11	CPRF	17
7/13/2020	11	OBV	13
7/14/2020	11	CPRF	11
7/14/2020	11	OBV	16
7/27/2020	11	CPRF	13
7/27/2020	11	CPRF	17
7/29/2020	11	CPRF	11
8/2/2020	74	CPRF	17
8/6/2020	11	CPRF	17
8/8/2020	11	CPRF	17
8/17/2020	11	CPRF	17
8/17/2020	11	AIDMD	16
8/18/2020	11	RESFIR	17
8/24/2020	11	OBV	13
8/25/2020	11	OBV	13
8/30/2020	11	CPRF	13
9/19/2020	11	CPRF	16
9/20/2020	11	CPRF	13
9/28/2020	11	CPRF	15

Hello Renton Fire Fighters,

My name is Emily and I am a student in Renton. I am practicing respect this week and wanted to recognize someone who does a lot for our community and I chose all of you guys! I wanted to thank you for helping people who need it and risking your lives to save others. I also want to thank you for being there and ready right when people really need you. Again, I appreciate everything you do for our community. Have a great day!

Sincerely,
Emily



Governing Board Agenda Item

SUBJECT/TITLE: Updated Service Agreement for Kidde Fire Trainers

STAFF CONTACT: Mark Seaver

SUMMARY STATEMENT:

We are bringing forward an updated version of the 2-year maintenance contract (option 1) with Kidde Fire Trainers that was originally approved by the Board on 2/11/2020. Delay in contract execution due to COVID-19 initiated the need to change the dates of the contract from 11/1/19-10/31/21 to 9/18/2020-9/17/22. All other contract details remain as originally presented.

FISCAL IMPACT:

Expenditure \$50,636.00 Revenue _____

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Kidde Fire Trainers Maintenance Agreement (Rev B)

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the updated KFT maintenance contract and authorize the Fire Chief to sign.



KFT Fire Trainer, LLC.
17 Philips Parkway
Montvale, NJ, 07645-1810, USA
Tel. +1 201 300 8100
Fax +1 201 300 8101
info-us@kft.firetrainer.com
kft.firetrainer.com

18 September 2020

Via E-mail: mseaver@rentonrfa.org

Refer to: P19001-VA-19-1017 Rev B

Renton Fire Authority
18002 108th Ave SE
Renton, WA 98055

Attention: Mark Seaver, Deputy Fire Chief

Subject: Renton Fire Authority, Maintenance Contract Proposal

Enclosure: 1) Renton Fire Department, Maintenance Contract Proposal
2) KFT Fire Trainer LLC Service Terms and Conditions

Dear Chief Seaver:

KFT Fire Trainer LLC is pleased to provide our price quote for maintenance support services for the Fire Trainer®T1000 and O100's Live Fire Training System at your facility.

As the designer, manufacturer and installer of the Fire Trainer®T000 and O100's Live Fire Training System, KFT Fire Trainer maintains the software, designs, resources, materials and equipment necessary to fully service the trainer.

Should you have any questions, or if I may be of further assistance, please do not hesitate to call me at (201) 300-8100, Extension 242.

Yours sincerely,

A handwritten signature in black ink, reading "Valerie L. Arsen". The signature is written in a cursive, flowing style.

Valerie L. Arsen
Customer Service Administrator

Enclosure 1

Document No: P19001-VA-19-1017 Rev B

PROPOSAL

for

MAINTENANCE SUPPORT SERVICES

for the

FireTrainer®T1000 and O100's Live Fire Training Systems

located at the

**Renton Fire Authority
18002 108th Ave SE
Renton, WA 98055**

Prepared For:

**Renton Fire Department
18002 108th Ave SE
Renton, WA 98055**

Prepared By:

**KFT Fire Trainer
17 Philips Parkway
Montvale, NJ 07645-1810**

18 September 2020

1.0 SCOPE

This document provides a description of the maintenance support services provided by KFT Fire Trainer LLC., for the Fire Trainer®T1000 Live Fire Training System owned and operated by the Renton Fire Authority.

Fire Trainer®T1000 & O100

3 Fireplaces	Outdoor Props
<ul style="list-style-type: none">• Living Room Fireplace• Kitchen Fireplace with Flashover• Bedroom Fireplace with Flashover• Vent Fans (Belts, Bearings and motors Only)	<ul style="list-style-type: none">• Car• Dumpster• Propane Cylinders• Forklift

2.0 APPLICABLE DOCUMENTS

KFT Fire Trainer supplied Operation and Maintenance Manual for the Fire Training Equipment.

3.0 MAINTENANCE PHILOSOPHY

KFT Fire Trainer Technical Support Programs are designed to assist the Owner in the upkeep of the Fire Training Equipment by providing regularly scheduled support and unscheduled (corrective) support. Of critical importance to the success of any trainer support program is the participation of the Owner's training and support personnel in keeping detailed records, regularly performing system checks, providing interim maintenance and following troubleshooting procedures outlined in the Operation and Maintenance Manual.

4.0 SUMMARY OF PROVIDED SERVICES

4.1 Planned (Preventive) Support

At a predetermined interval, KFT Fire Trainer will schedule a site visit by a factory certified trained technician to evaluate the Fire Training Equipment and implement all scheduled adjustments and preventive maintenance parts replacements to ensure that the system is at a fully operational state. This service will include the following:

- Check the operating performance of all fireplaces and make adjustments as required.
- Clean and/or replace all filter elements.
- Inspect all fans and blowers and lubricate all bearings.
- Inspect all pilot spark igniters and replace as required.
- Inspect all pilot spark flame rods and replace as required.
- Inspect the fuel control station and make adjustments as required.
- Clean the fuel control station inlet strainer

- Inspect and calibrate all gas detection assemblies.
- Inspect and adjust all smoke generators
- Inspect the Programmable Logic Controller battery and replace as required.
- Check and Confirm latest PLC Ladder Logic is installed (updates performed as required)
- Clean all equipment cabinets

KFT Fire Trainer will provide Two (2) scheduled support visits per year.

4.2 Unplanned (Corrective) Technical Support

Upon receipt of a request from the Owner, KFT Fire Trainer will schedule a site visit by a trained technician to evaluate and repair the Fire Training Equipment. The complexity of the required repair will determine the length of the visit. KFT Fire Trainer will furnish all parts, material, and labor required.

5.0 EXTENT OF COVERAGE

5.1 Items to be Maintained

KFT Fire Trainer responsibility for Technical Support includes the Fire Training Equipment hardware and software provided by KFT Fire Trainer as described in the Operation and Maintenance Manual. This will include software updates and reloading of PLC Ladder Logic code if it is lost due to battery failure

5.2 Exclusions

KFT Fire Trainer will not be responsible for the following:

- Tank Farm, Supply Lines and all components not supplied and installed by KFT.
- System hardware that has been abused or damaged.
- System Hardware that has been repaired, modified or replaced by third parties.
- Loss of the Owner's ability to train because of conditions beyond KFT Fire Trainer control.

5.3 Terms and Conditions

KFT Fire Trainer Standard Terms and Conditions, attached hereto, are the applicable terms and conditions to any resultant order.

6.0 OWNER RESPONSIBILITIES

Consistently safe and reliable operation of the Fire Training Equipment depends on professional operation and quality scheduled support by skilled operating and maintenance personnel. KFT Fire Trainer, therefore, requires the cooperation of the Owner in the following areas:

6.1 Routine Record Keeping

The Owner shall maintain daily log of Fire Training Equipment performance during training.

6.2 Interim Maintenance

The Owner shall perform all interim maintenance tasks as described in the Operation and Maintenance Manual and maintain a log of all tasks performed. Owner will be responsible for keeping the equipment and associated equipment rooms neat and clean. If KFT Fire Trainer is required to perform scheduled support, such as cleaning spilled smoke fluid from internal components due to improper handling, KFT Fire Trainer will bill the service at the rate outlined under unplanned corrective maintenance to perform the clean-up.

6.3 Approved Materials

All parts required during interim maintenance of the Fire Training Equipment shall be selected in accordance with the approved parts list provided in the Operation and Maintenance manual.

7.0 PERIOD OF PERFORMANCE

KFT Fire Trainer will initiate Technical Support at the Owner's facility following the receipt and subsequent acceptance of a formal contract or purchase order. Coverage provided in accordance with the plan and period stipulated in the contract or purchase order.

All equipment to be included under this agreement shall be listed on this agreement, and is subject to inspection by KFT Fire Trainer, prior to the commencement date.

All equipment two (2) years or older will be subject to a pre-contract inspection charge. The inspection charge is waived if the equipment meets KFT Fire Trainer standards. The customer shall pay all charges incurred in restoring the equipment to good operating condition at the standard KFT Fire Trainer Time and Material Pricing Structure listed below.

8.0 PROGRAM PRICING STRUCTURE

8.1 TECHNICAL SUPPORT PROGRAM

KFT Fire Trainer LLC proposal for our Technical Support Program will consist of the following:

- Two (2) on-site schedule support visits per year.
- On-call corrective support, as required.
- Required replacement parts.

Our pricing will remain valid for a period of 60 days. Invoicing submitted semi-annually. Payment terms are Net 30 days.



Option 1

Select a one-year period starting 18 September 2020 for a firm fixed price of \$24,944.00 (Twenty Four Thousand Nine Hundred Forty Four Dollars).

Year	Period	Amount
One	9/18/2020 – 9/17/2021	\$24,944.00
Two (Optional)	9/18/2021 – 9/17/2022	\$25,692.00



Option 2

Select a three-year period starting 18 September 2020 and receive a total of 3% savings by locking in 2019 pricing for years two and three. Our firm fixed price for this program is \$74,832.00 (Seventy Four Thousand Eight Hundred Thirty Two Dollars), yearly pricing below:

Year	Amount	Savings
One	\$24,944.00	\$24,944.00
Two	\$25,692.00	\$24,944.00
Three	\$26,463.00	\$24,944.00
Total	\$77,099.00	\$74,832.00



Option 3

Select a five-year period starting 18 September 2020 and receive a total of 6% savings by locking in 2019 pricing for 5 years. Our firm fixed price for this program is \$124,720.00 (One Hundred Twenty Four Thousand Seven Hundred Twenty Dollars), yearly pricing below:

Year	Amount	Savings
One	\$24,944.00	\$24,944.00
Two	\$25,692.00	\$24,944.00
Three	\$26,463.00	\$24,944.00
Four	\$27,257.00	\$24,944.00
Five	\$28,075.00	\$24,944.00
Total	\$132,431.00	\$124,720.00

9.0 TIME AND MATERIAL PRICING STRUCTURE

Unplanned (Corrective) Support (without coverage)

Cost are billed at the following rates:

Labor \$190.00 per hour

Travel time \$140.00 per hour

Parts and materials List minus 10%

Airfare Actual cost

Accepted by:

Customer Signature

Print Name & Title

PO #: _____

Date: _____

PO Amount \$ _____

Check option for Program Accepted.

Billing Address:	Shipping Address:
Contact:	
Phone:	Fax:

KFT FIRE TRAINER - SERVICE TERMS AND CONDITIONS

ARTICLE 1: WORK KFT Fire Trainer shall provide the equipment, data, services and/or training listed in accordance with KFT Fire Trainer' formal quotation, statement of work and specifications.

ARTICLE 2: FACILITIES FURNISHED BY BUYER Without cost to KFT Fire Trainer, Buyer shall furnish the necessary site, easements, facility, utilities, access and other to allow for the proper maintenance services to be provided, and water, air, light, and power at the locations of the work sufficient for KFT Fire Trainer to fulfill its responsibility requirements, identified in the aforesaid Statement of Work (Attachment 1). Buyer shall also identify and provide such permits, priorities or other order of public authorities as may be necessary for KFT Fire Trainer to perform the maintenance work described in of the aforesaid Statement of Work (Attachment 1) on a non-interference basis. Buyer agrees to provide a safe and secure workplace for KFT Fire Trainer' personnel including but not limited to:

- (a) Buyer will provide us with an overview of the site hazards prior to work beginning;
- (b) Buyer will provide utility and other system connections in a condition that is safe and properly locked/tagged out in accordance with appropriate OSHA regulations in order to ensure the safety of KFT Fire Trainer personnel;
- (c) Buyer will provide appropriate work area controls so as to prevent unauthorized access to the area where work being performed by KFT Fire Trainer personnel is occurring; and
- (d) Buyer will remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations.

ARTICLE 3: BUYER'S REPRESENTATIVE Buyer shall provide a representative authorized to act for Buyer under this contract. The representative shall be available during normal working hours as often as may be necessary to implement Buyer's responsibilities under this contract.

All formal correspondence under this contract shall be addressed to and forwarded from the parties' representatives as identified and to the addresses specified below:

BUYER:

Buyer To Provide Name and Address In Writing

SELLER:

Contracts Program Manager
KFT Fire Trainer, LLC
17-Philips Parkway
Montvale, NJ 07645-1810 USA

ARTICLE 4: TIME OF COMPLETION KFT Fire Trainer will deliver the equipment, data and/or services to the Buyer's designated site in accordance with schedule set forth in its quotation.

ARTICLE 5: DELAYS AND EXTENSION OF TIME

Notwithstanding any contract provisions to the contrary, Contractor's acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond its reasonable control including, but not limited to, the Force Majeure events set forth in Article 13, and/or the act, omission, neglect, fault or default of others not under the control of KFT Fire Trainer. The additional time allowed shall be, at a minimum, a period equivalent to the delay.

ARTICLE 6: CONTRACT PRICE AND PAYMENTS The price to be paid by Buyer to KFT Fire Trainer for the performance of the

work specified in Article 1 hereof shall be as set forth in KFT Fire Trainer' quotation, which price includes all taxes or contributions at the present rate imposed by the Federal or State governments on KFT Fire Trainer' payrolls and compensation to its employees. The contract price is based on one mobilization to unload the material and another when KFT Fire Trainer begins installation. Buyer shall be responsible for the cost of any additional mobilizations to the extent they are caused by the delay of Buyer or its subcontractors. The cost of additional mobilizations shall be set forth in KFT Fire Trainer' quotation.

Unless otherwise specified, the prices shown do not include any other taxes. Unless prohibited by statute, Buyer agrees to pay to KFT Fire Trainer the amount of any Federal, State, City or other tax that KFT Fire Trainer may be required to pay on account of the ownership at the place of delivery, or the manufacture, transportation, sale or use of the product which is the subject of this order.

Payments shall be made to KFT Fire Trainer as set forth in KFT Fire Trainer quotation. Payment with respect to goods ordered is due 30 days following invoice by the KFT Fire Trainer. Buyer shall reimburse KFT Fire Trainer for its reasonable costs and expenses, including without limitation attorney's fees, incurred in connection with the institution of legal proceedings to collect any past due indebtedness hereunder.

ARTICLE 7: ENTIRE CONTRACT

- (a) These terms and conditions along with KFT Fire Trainer quotation shall constitute the entire agreement between the parties with respect to the subject matter hereof.
- (b) This contract shall supersede all prior oral and written agreements, communications and documents between the parties with respect to the subject matter hereof.
- (c) No agreement or understanding in any way modifying these terms and conditions will be binding upon KFT Fire Trainer unless made in writing and signed by an authorized employee of Buyer and KFT Fire Trainer.
- (d) The invalidity, in whole or in part, of any of the foregoing articles or paragraphs of these Terms shall not affect the remainder of such articles or paragraphs or any other article or paragraph of these Terms, which shall continue in full force and effect.

ARTICLE 8: INCREASE IN COST If the contract delivery schedule is greater than twelve (12) months, the Contract Price may be adjusted annually on the anniversary of the execution date to reflect increases in material and labor costs. If the "Producer Commodity Prices for Metals and Metal Products Index" increases by 30% or more, the KFT Fire Trainer reserves the right to increase the contract price by 10%.

ARTICLE 9: INSPECTION AND ACCEPTANCE

- a) **INSPECTION** - During the progress of the work and up to the date of equipment acceptance, KFT Fire Trainer shall at all times afford the Buyer every reasonable, safe and proper opportunity for inspecting all work done.
- b) **ACCEPTANCE** - Within five (5) days of completion of the maintenance services, KFT Fire Trainer shall notify Buyer in writing of the date completion. The Certificate of Acceptance, included as Attachment 1, shall be signed by Buyer at successful completion of each maintenance service.

KFT FIRE TRAINER- SERVICE TERMS AND CONDITIONS

ARTICLE 10: WARRANTY

- (a) KFT Fire Trainer warrants to Buyer that any part will be free from defects in materials or workmanship for a period of three (3) months (but not longer than its useful life) from the date of part shipment.
- (b) Warranty adjustment
 - 1. If any defect appears within the warranty period, Buyer shall immediately provide KFT Fire Trainer written notice.
 - 2. Buyer's sole and exclusive remedy shall be for KFT Fire Trainer to repair or furnish a replacement part for any part, which, upon test and examination by KFT Fire Trainer, proves defective within the above warranty.
- (c) Exclusions from Warranty
 - 1. THE FOREGOING WARRANTIES ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY KFT FIRE TRAINER IN CONNECTION WITH THE SERVICES PERFORMED AND PRODUCTS PROVIDED HEREUNDER, AND ARE IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WHICH ARE HEREBY DISCLAIMED AND EXCLUDED BY KFT FIRE TRAINER,
 - 2. KFT Fire Trainer will not be liable for any special or consequential damages or for loss, damages or expense directly or indirectly arising from the use and maintenance of the Equipment or any inability to use such equipment either separately or in combination with any other equipment or material or from any other cause, nor shall KFT Fire Trainer be liable for personal injury, death, or property damage arising from or connected with the use or maintenance of the Equipment made the basis of this agreement.
 - 3. The warranty does not extend or apply to any part of which the part or equipment has been subjected to misuse, neglect, accident, or improper use in violation of any KFT Fire Trainer' operator's manual.
 - 4. The warranty does not extend or apply to any part of which the part or equipment has been repaired, altered, or disconnected by any party other than KFT Fire Trainer unless under the direction of KFT Fire Trainer.

ARTICLE 11: INSURANCE KFT Fire Trainer shall carry Contractor's Comprehensive Bodily Injury and Property Damage Liability Insurance and shall comply with Worker's Compensation Laws relating to the compensation of its injured workmen and will provide Buyer with a Certificate of Insurance upon request. Buyer shall be responsible for and, at Buyer's option and expense shall insure against theft, vandalism or all other damage to, destruction of and loss of use of Buyer's existing property and all deliverable Article 1 equipment as well as KFT Fire Trainer property located on the Buyer's property or in the Buyer's facility, due to fire or other perils, prior to, during or after acceptance, however caused.

ARTICLE 12: LIMITATION OF LIABILITY To the extent permitted by law, the aggregate liability of KFT Fire Trainer hereunder whether in contract, tort (including negligence) or otherwise, will be limited to one times the contract value, provided however the foregoing limitation does not limit the liability of KFT Fire Trainer for any injury to, or death of a person, caused by the gross negligence of KFT Fire Trainer. Under no circumstances shall either party be liable for special, indirect, or consequential damages of any kind including, but not limited to, loss of profits, loss of good will, loss of business opportunity,

additional financing costs or loss of use of any equipment or property, whether in contract, tort (including negligence), warranty or otherwise. KFT Fire Trainer will not be liable for any breach of this Contract unless written notice of the claim is given to Contractor within one (1) year of the date of the occurrence of the breach.

ARTICLE 13: FORCE MAJEURE Under no circumstances shall either party be liable for any loss, damage or delay due to any cause beyond either party's reasonable control, including but not limited to acts of government, acts of terrorism, strikes, lockouts, other labor disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, mischief or act of God. In the event of a force majeure claim by either party, KFT Fire Trainer does not waive Buyer's duty to comply with the terms of **Article 6** or any other payment schedule agreed upon by the parties.

ARTICLE 14: PROPRIETARY INFORMATION "Proprietary Information" shall mean all information, data, manuals, drawings, designs, or software disclosed by, authorized to be disclosed by, or otherwise obtained from KFT Fire Trainer, LLC, its affiliates or subsidiaries, in connection with this contract (including the Statement of Work)

Unless the Buyer has received KFT Fire Trainer's express written consent to the contrary, Buyer shall: (a) use the Proprietary Information solely for the purposes of this contract, and not for any other purpose (including, without limitation, designing, manufacturing, or selling similar equipment), (b) safeguard the Proprietary Information to prevent its disclosure to or use by third parties, (c) not disclose the Proprietary Information to any third party; and (d) not reverse engineer, disassemble, or decompile the Proprietary Information. Except that with respect to (c), Buyer may disclose Proprietary Information to a third party contracted by Buyer to perform emergency repair work for the Buyer, where the item or process concerned is not otherwise reasonably within Buyer's capabilities to enable timely performance of the work, provided that the disclosure of information shall be made solely for the purpose of repair work for Buyer and shall be provided together with the legend below.

The attached legend (Attachment A) shall be completed and included on any reproduction which includes any Proprietary Information.

ARTICLE 15: SETTLEMENT OF DISPUTES OR DISAGREEMENTS In the event of any dispute or disagreement arising under this contract, it is mutually agreed, that upon written notice of either to the other party, both Buyer and KFT Fire Trainer will attempt settle such dispute or disagreement.

If both parties agree that a dispute or disagreement is of such nature that it cannot be settled as provided for above, then by mutual agreement of the parties such dispute or disagreement may be submitted to arbitration in accordance with the Rules of the American Arbitration Association in which event, the decision of the arbitrators shall be final and binding upon both parties.

ARTICLE 16: GOVERNING LAWS The laws of the state of Washington, USA excluding its conflict of laws provisions, shall govern the terms of this Agreement and all rights and obligations hereunder. No conflict of laws provisions will be applicable. Provided that the dispute is not submitted to arbitration pursuant to Article 15, any disputes arising from this agreement shall be venued in the Courts of King County, Washington.

ARTICLE 17: ASSIGNMENT Notwithstanding anything is this

KFT FIRE TRAINER- SERVICE TERMS AND CONDITIONS

agreement, KFT Fire Trainer reserves their right to assign the duties under this agreement to an affiliate or subsidiary.

ARTICLE 18: EXPORT CONTROL Buyer agrees to conduct its operations under this Contract and perform all its responsibilities in full compliance with export and other foreign trade controls under any applicable United States (U.S.) laws restricting sales or transfers to other countries or parties of commodities, software, technology, or technical data. Any other provision of this Contract to the contrary notwithstanding, Buyer agrees that no commodities, software, technology, or technical data of U.S. origin or with U.S. origin content will be sold, exported, re-exported or transmitted except in full compliance with all applicable laws, including all relevant U.S. government requirements. In addition, Buyer shall comply with all applicable laws, including U.S. government requirements, governing the transfer of information and items to U.S. embargoed and sanctioned countries and denied and restricted parties. Any violation of this section, as determined solely by KFT Fire Trainer, shall be deemed a material breach of this Contract.

ARTICLE 19: COMPLIANCE WITH LAWS Buyer represents, warrants, certifies and covenants (collectively "Covenants") that it will comply with all laws applicable to the goods, services and/or the activities contemplated or provided under these Terms, including, but not limited to, any national, international, federal, state, provincial or local law, treaty, convention, protocol, common law, regulation, directive or ordinance and all lawful orders, including judicial orders, rules and regulations issued thereunder.

ARTICLE 20: FEDERAL ACQUISITION REGULATIONS The components, equipment and services proposed by Seller are commercial items as defined by the Federal Acquisition Regulations ("FAR") and the prices in any resulting contract and in any change proposal are based on Seller's standard commercial accounting policies and practices which do not consider any special requirements of U.S. Government cost principles and do not meet the requirements of Part 31 of the FAR or any similar procurement regulations. Seller agrees only to perform a contract for the sale of a commercial item on a fixed-price basis. In addition, Seller will not agree to submit or certify to any cost or pricing data nor will Seller agree to any requirements to establish price reasonableness under FAR Part 15 or such similar regulations. In stating its position, Seller refers to FAR Part 12 - "Acquisition of Commercial Items." All Sales under \$3,000 are made pursuant to FAR Part 13, Simplified Acquisitions.

Attachment A: Limited Rights Legend

Contract No.

Buyer:

Contractor: KFT Fire Trainer, LLC

Acceptance of the attached or enclosed Proprietary Information shall indicate your agreement to the following:

Unless the recipient of this Proprietary Information has received KFT Fire Trainer's express written consent to the contrary, the recipient shall: (a) use the Proprietary Information solely for the purposes of the above identified contract, and not for any other purpose (including, without limitation, designing, manufacturing, or selling similar equipment), (b) safeguard the Proprietary Information to prevent its disclosure to or use by third parties, (c) not disclose the Proprietary Information to any third party; and (d)

not reverse engineer, disassemble, or decompile the Proprietary Information.

All Proprietary Information delivered hereunder shall remain the property of KFT Fire Trainer, LLC .

Article 10 is amended by the following additional language:

The implied warranties of merchantability and fitness for a particular purpose, as set forth in sections 62A.2-314 and -315 of Revised Code of Washington, shall apply to the equipment. These implied warranties shall apply even though they may be disclaimed in an attachment to this Agreement or other documents supplied by KFT Trainer such that this section shall prevail over such disclaimer, and such disclaimer shall not apply. The inspection of or failure to inspect the equipment shall not constitute a waiver or cancellation of the implied warranties.

Article 14 and Attachment A is amended by the following additional language:

If buyer receives a request under chapter 42.56 RCW to inspect or copy KFT's proprietary information, Buyer's sole obligation shall be to notify KFT of the request and the date that such proprietary information will be released. KFT shall have the option of obtaining a court order to enjoin disclosure pursuant to RCW 42.56.540 at its sole cost. Buyer shall not be liable to KFT for releasing any proprietary information in compliance with this provision.



Governing Board Agenda Item

SUBJECT/TITLE: Proposed Waiver of Fire Permit Fees in 2021

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. Permit fees are currently \$100 per operation, as identified in the fire code as adopted by state law in RCW 19.27.

Permits include hazardous materials, compressed gasses, open flames, outdoor burning, and assembly uses (gathering spaces for more than 50 occupants).

FISCAL IMPACT:

Expenditure \$38,000

Revenue _____

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

Due to Covid19 restrictions and the impacts those restrictions are having on Renton businesses, we are requesting approval to waive the fees associated with open flame, outdoor burning and assembly permits. Current occupancy restrictions have had significant impact to our business community and waiving these fees may assist them financially; in addition the restrictions have severely limited or even barred use of assembly areas that they otherwise would be billed for.

The projected impact of this temporary waiver in 2021 would be an approximate \$38k reduction in permit revenue.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the proposed waiver of permit fees for open flames, outdoor burning and assembly use and authorize staff to waive these fees in 2021 when the applicable permits are issued.



Governing Board Agenda Item

SUBJECT/TITLE: Appointment of Civil Service Commissioner

STAFF CONTACT: Samantha Babich

SUMMARY STATEMENT:

Appoint new Civil Service Commissioner, effective November 10, 2020.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Pursuant to RCW 41.08.030, Renton RFA advertised the need for a Civil Service Commissioner to fill the open position and received a letter of interest from Sanjeev Yonzon. This individual meets the qualifications to serve in the role of Commissioner. Staff recommends that the Board appoint Sanjeev Yonzon to the open Civil Service Commissioner position for the Renton RFA.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Appointment Letter to Sanjeev Yonzon

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to appoint Sanjeev Yonzon as a Civil Service Commissioner for the Renton Regional Fire Authority, effective November 10, 2020.

Sanjeev Yonzon is hereby appointed to an initial term of 6 years expiring on June 30, 2026.



RENTON REGIONAL FIRE AUTHORITY

WORKING TO MAKE OUR COMMUNITY SAFER, HEALTHIER, AND STRONGER

NOVEMBER 10, 2020

SANJEEV YONZON

3330 SE 6th Street
Renton, WA 98058

RE: CIVIL SERVICE COMMISSIONER APOINTMENT

Dear Mr. Yonzon,

Thank you for volunteering to serve as a Commissioner for the Renton Regional Fire Authority Civil Service Commission. Your dedication to the employees of Renton RFA is both valued and appreciated.

It is my pleasure to appoint you to serve on the Renton Regional Fire Authority's Civil Service Commission for a term expiring on June 30, 2026.

Meeting dates are the 3rd Tuesdays of each month at 4pm located at Station 13. The next Civil Service meeting will be on November 17, 2020. If you have any questions regarding the commission, please feel free to contact Jennifer Zinck, Sr. Human Resources Generalist/Secretary-Chief Examiner at 425-276-9507.

Congratulations on your appointment! We look forward to working with you.

Respectfully,

Kerry Abercrombie
Chairman



425-276-9500 (phone)
425-276-9592 (fax)



www.rentonrfa.org
@rentonrfa



18002 108th Ave SE
Renton, WA 98055