



**Renton Regional Fire Authority**

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**MINUTES**

**RFA Governance Board Regular Meeting**

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

**Video Conference**

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**CALL TO ORDER**

Governance Board Chair Abercrombie called the Regular Meeting to order at 4:00 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)

Myron Meikle (Fire District 25)

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

*Governance Board Members Not Present:*

Ryan McIrvine (City of Renton)

Randy Corman (City of Renton)

*Administrative Staff Present:*

Acting Chief Roy Gunsolus, Chief Administration Officer Samantha Babich, Deputy Chief Mark Seaver, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, RFA Attorney Brian Snure, Battalion Chief William Aho, Facilities Manager Scott Murphy, Sr. Finance Analyst Jennifer Zhou, IT Technician Wyatt Humphreys, Administrative Supervisor Christine Noddings, and Administrative Specialist Dudley Jackson.

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

Board Member Corman joined the meeting at 4:07 p.m. and Board Member McIrvine joined the meeting at 4:15 p.m.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

There were no announcements, proclamations, and presentations.

**PUBLIC COMMENT**

There was no public comment.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

November 10, 2020

Page 2 of 6

### CONSENT AGENDA

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Meikle to approve the October 13, 2020 Regular Meeting minutes. **MOTION CARRIED (4-0)**

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Meikle to approve the October 27, 2020 Public Hearing minutes. **MOTION CARRIED (4-0)**

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Meikle to approve the Vouchers for November 10, 2020. **MOTION CARRIED (4-0)**

### SIGNING OF VOUCHERS

The members of the Governance Board signed the Voucher Approvals for November 10, 2020 via electronic signature.

### BOARD COMMITTEE REPORTS

There were no Board Committee reports.

### CHIEF'S REPORT

Chief Gunsolus' report included the following:

- 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 Borgen (*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*)
- 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.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

November 10, 2020

Page 3 of 6

- 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.
- 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.
- 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.
- COVID Update: The E-Team met and re-evaluated our COVID process due to the sharp increase in COVID cases in the state, county and fire departments in South King County. The impact to the RFA is primarily our work families interacting with our home families. To mitigate that impact OFM and Admin are rotating staff and Finance is working from home. An organization wide email was also sent out re-emphasizing our vigilance, our procedures, the SCOUT method for EMS calls, decon method for stations, decon method for our apparatus and an updated exposure flow chart for notification and quarantine.

### DIVISION REPORTS

#### Response Operations Division

- King County Model Procedures have been updated and approved KC Ops Chiefs and KC Chiefs.
- Station Order Depth is being increased from 25 deep to 50 – 60 deep.
- Haz-Mat and Wildland Resources are now being shared with other agencies to better serve our citizens.
- Zone 3 is developing Wildland/WUI Standards to better coincide with the sharing of Wildland Resources.
- All of our companies went through Fundamentals Training through the King County Training Consortium.

#### Office of the Fire Marshal

- Proactive approach to assisting business navigate through COVID restrictions.
  - Variances have been established for tent/canopy placement to allow tents up against the buildings.
  - Allowed timelines for tent/canopy use have been extended by 90 days and will continue to allow extensions if COVID continues to be an issue.
  - Tent permit fees have been waived.
  - Proactive information on heating and other tips being distributed to businesses.
- Significant Fire Code Enforcement Issues.
  - VACANT Denny's Restaurant
  - Compton Lumber
- New Integrated Response Ops/Inspection Software is being rolled out. It will provide crews with much needed access to current contact information for a property while on calls and will be rolled out in January 2021.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

November 10, 2020

Page 4 of 6

### Support Services Division

- The new specs for the engine and aid unit have been delayed due to COVID. There are currently 6 mechanics in quarantine until Friday due to COVID leaving a skeleton crew at the fire garage, but there has been no decrease in service as a result.
- Station 12 Water System Replacement starts on Monday and the bid came in at \$8,700 under the approved amount for the project.
- Still waiting on a start date for the Station 14 Bay Insulation Replacement and Mold Abatement, but a vendor has been selected and that bid came in at \$5,400 under the approved amount for the project.
- The Light Project is currently in progress. Scott and Don are replacing old lights in the stations with more efficient LED lights. They are starting in the common areas then moving onto the truck bays.
- The Station 17 Tree Removal Project has just finished up.
- We are looking into the Operative IQ Inventory Management System for Logistics. This program was recommended by Jennifer Zhou and is used by other departments with great success. Our vendor, Life Assist, has a deal set up where this product will be free to the RFA.
- IT is outfitting an office for Planning Section to be moved from Puget Sound RFA offices to RFA Headquarters.

### Administration Division

- Entry-Level Firefighter Interviews have been completed. 188 people went through the initial quick interview process. 50 people moved onto the in-person formal interview process. 21 candidates moved onto the in-person chief's interview process with 11 people being extended job offers, 5 of which were female. COVID cleaning protocols were followed for all in person interviews along with mask wearing and social distancing.
- 19 applications have been received for the open Fire Chief position. The consultant has screened down to 10 applicants and will meet with the Governance Board to screen down to 6 – 8 applicants to move on through the interview process. We are still on target for the December 14<sup>th</sup> in-person final interviews at the Renton Community Center. There will be 4 interview panels for the final interview. The 4 interview panels will consist of Stakeholders, Employees (both labor group represented), Executive Team and Governance Board.
- The kick-off meeting with the Audit Manager and Auditor for the upcoming Annual Financial Audit has taken place. There will be an Accountability Audit and a Financial Statement Audit. The audit will be 100% remote, make take more time and will be a little bit more difficult but will be completed by December 18<sup>th</sup>.

### EMS/Health & Safety Division

- The CARES Program will be continuing in 2021 thanks to the overwhelming support the program has received. Our organization was the first fire department to receive this crisis intervention training which is normally required for police officers every year for de-escalation tactics. Our CARES Nurses and CARES Firefighters received this training for free and we are hoping to do the training again in 2021 for all of our EMT's.
- There is an increase of COVID Cases in King County with 11 Renton RFA members currently in various states of quarantine. Crews are very good about using their PPE equipment for calls. But most of our cases are coming in from the outside when we gather with friends and family. We have rolled back some of our practices to what was being done in March and April. The next two months will be difficult as we are now heading into what is being considered the second wave of the pandemic.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

November 10, 2020

Page 5 of 6

- The Training Consortium and our Firefighters will be starting “First Pass” Software for EMS Reporting through ESO. This software will help us to produce data for how we are doing with our EMS work on a daily basis which will be helpful for accreditation.
- We have added a Quarterly Chaplaincy Report to show what calls our chaplains are responding to. This report will show how often they are going out on calls in our service area. The chaplains provide additional support to citizens after the crews have left the scene. They are also a big part of our peer support for RFA members.

### CORRESPONDENCE

Chief Gunsolus shared with the Board a thank you letter to the organization from a Renton student named Emily.

### UNFINISHED BUSINESS

There was no unfinished business.

### NEW BUSINESS

#### Updated Service Agreement for Kidde Fire Trainers

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.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the updated KFT maintenance contract and authorize the Fire Chief to sign as presented. **MOTION CARRIED (6-0)**

#### Proposed Waiver of Fire Permit Fees in 2021

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). 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 waive in 2021 would be an approximate \$38K reduction in permit revenue.

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman 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. **MOTION CARRIED (6-0)**

#### Appointment of Civil Service Commissioner

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.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

November 10, 2020

Page 6 of 6

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman 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. **MOTION CARRIED (6-0)**

### GOOD OF THE ORDER

Board Member Sartnurak expressed praise for the good job the facilities crew did with the tree removal project at Station 17, congratulations to the firefighters that were recognized for their promotions and welcomed the new civil service commissioner.

Board Member Corman apologized for his late arrival and expressed his approval of the previous meeting minutes and vouchers.

### EXECUTIVE SESSION

There was no executive session.

### FUTURE MEETINGS

- Tuesday, November 17, 2020, 4:00 p.m., Governance Board Special Meeting, Video Conference
- Tuesday, November 24, 2020, 11:00 a.m., Governance Board Special Meeting, Video Conference
- Tuesday, November 30, 2020, 8:00 a.m., Governance Board Special Meeting, Video Conference

### ADJOURNMENT

The meeting was adjourned at 5:07 p.m.

*Kerry Abercrombie*

Kerry Abercrombie (Dec 11, 2020 11:18 PST)

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Kerry Abercrombie, Board Chair

*Dudley Jackson*

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Dudley Jackson, Board Secretary







# 2020-11-10 Meeting Minutes

Final Audit Report

2020-12-11

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