



Renton Regional Fire Authority

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MINUTES

RFA Governance Board Regular Meeting

4:00 P.M. – Tuesday, January 12, 2021

Video Conference

CALL TO ORDER

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)
Myron Meikle (Fire District 25)
Randy Corman (City of Renton)
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Ryan McIrvine (City of Renton)

Administrative Staff Present:

Acting Fire Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Chief Administration Officer Samantha Babich, Fire Marshal Anjela Barton, Battalion Chief Steve Winter, Captain Dan Hawkins, Lieutenant Robbie Hyslop, RFA Legal Counsel Brian Snure, Fleet Manager Brice Callaway, Facilities Manager Scott Murphy, IT Technician Wyatt Humphreys, Recruits Claire O'Brien, Drew Clark, Joseph Munden, Alex Lind, Mickey Bergsma, Ryan Northrup, Michaela Wallace, Lexi McGinnis, Joseph Mack, Jessica Clearman and Emilie Poffenroth, Administrative Supervisor Christine Noddings and Administrative Specialist Dudley Jackson.

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

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

AGENDA MODIFICATIONS

US Flags at half-mast was added to New Business per Chair Abercrombie.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Proclamation for Retirement of Renton RFA Badge# 343

The events of September 11, 2001 had a profound effect on the country, especially those within the fire service. We issue badge numbers sequentially and are approaching badge number 343, the same number of firefighters who gave their lives to save others during the devastating terrorist attacks of 9/11. It has been requested the Governance Board adopt a proclamation to retire Renton RFA Badge# 343. The badge will be housed on a plaque, put on display at RFA Headquarters, and never used again.

GOVERNANCE BOARD REGULAR MEETING MINUTES

January 12, 2021

Page 2 of 8

A **MOTION** was made by Board Member Morrell and **SECONDED** by Vice Chair Pérez to approve the proclamation to retire Renton RFA Badge# 343 in honor of the firefighters who lost their lives during the events of 9/11. **MOTION CARRIED (5-0)**

Introduction of New Firefighters

Chief Gunsolus introduced the new firefighter recruits to the governance board to welcome them to the Renton RFA.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to approve the December 8, 2020 Regular Meeting minutes. **MOTION CARRIED (6-0)**

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the December 14, 2020 Special Meeting minutes. **MOTION CARRIED (6-0)**

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to approve the December 28, 2020 Special Meeting minutes. **MOTION CARRIED (6-0)**

A **MOTION** was made by Board Member Meikle and **SECONDED** by Vice Chair Pérez to approve the Vouchers for January 12, 2021. **MOTION CARRIED (6-0)**

SIGNING OF VOUCHERS

The members of the Governance Board signed the Voucher Approvals for January 12, 2021 via electronic signature.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Gunsolus' report included the following:

- Adopt-A-Family Delivery Day: In the spirit of giving, the Local 864 Renton Firefighters, Renton Firefighters Benevolent Association and our Admin/OFM team went above and beyond this year to support a total of 8 local families. Santa and his elves delivered to seven of the families all across town, handing out a few extra gifts to some of the neighbor kids as they went. We delivered to one family early due to their son having open heart surgery right before the holidays. Each and every family was incredibly thankful for what our crews stepped up to do for them. Special thanks to Kayla Eychner for coordinating this year's program, Lt. Alvarado for playing Santa, and to Lt. Krystofiak, Chaplain Loretta Green and Facilities Tech Don Highley for their time helping deliver gifts and good cheer.

GOVERNANCE BOARD REGULAR MEETING MINUTES

January 12, 2021

Page 3 of 8

- Salvation Army Battle of the Badges: We had a friendly competition with Renton PD to collect donations for Salvation Army's Red Kettle Charity. Red Kettle is the oldest charity in the country and helps local communities distribute toys to children for the holidays, feed the hungry, shelter the homeless and fund even more social programs throughout the year. We were successful in defending our title as Red Kettle Champions, collecting a total of \$3,401, a 137% increase over last year's donations.
- New Recruits: Our eleven new recruits started on January 1st and will be working with their mentors and on-duty crews over the next month. They will start Academy on February 1st and graduate in June.
- Data for Emergency Services Consulting International: The Administration team did a great job gathering the information necessary to fulfill the data request submitted by King County Fire District #40. We were successful in submitting the information to ESCI before the holidays.
- 2021 Benefit Charge Notices: Benefit Charge notices are being mailed to our citizens this week. As a reminder, this notice is not a bill; it is simply information for their records. We anticipate receiving calls at headquarters via the FBC hotline as early as Friday, January 15, most of which will involve questions regarding square footage. Our Planning Section is helping to educate the public and initiate petitions for adjustments based on certain factors. The Renton RFA website (www.rentonrfa.org) provides helpful information including answers to frequently asked questions.
- 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.
 - Sylvia Feder Contract Renewal for 2021-2022 – \$49,200.00
 - Recruit PPE – \$30,285.00
 - Recruit PPE (2nd set) – \$30,285.09
 - EMS Supplies – \$24,525.76

We are transitioning from monthly ordering (cross-docking or ordering as needed) to quarterly ordering (carrying stock in warehouse) due to global supply chain instability.

DIVISION REPORTS

Response Operations:

- FF Adam Bloom has received his certification as an official full-fledged Dive Technician.
- The RFA has officially started using ESO Fire for our incident reporting as of January 1st.
- Our eleven new recruits have officially started zero month.
- Training for the firefighters was done with their company officers and crews in December.
 - Dive Team has completed their Annual Night Drill training.
 - All crews have received training on the new ESO Fire software.
 - December EMS-CBT training for the crews was also completed.
- The RFA responded to a significant fire at the Green Tree Apartments in District #20.
- There were 1,433 calls for the month of December and almost 18,000 calls last year. Complete details for 2020 will be provided at the February governance board meeting when we have all the data.

Office of the Fire Marshal:

- Fire Marshal Barton presented the 2020 OFM Annual Report to the governance board.

GOVERNANCE BOARD REGULAR MEETING MINUTES

January 12, 2021

Page 4 of 8

- The report demonstrated higher than expected productivity in 2020 than some past years despite COVID being a factor and providing some challenges. The biggest contributor was OFM having full staffing.
- By the end of the year 5,398 inspections were completed which included commercial properties, multi-family housing and complaint inspections. There was a dip in inspections in the 4th quarter due to the move into telecommuting. There were only two staff in the office at a time due to the governor's orders and office restrictions.
- The investigable fires were down 24% over 2019. Strong code enforcement is considered a factor in this reduction. We have significantly less fires than our neighbors to the south of us.
- 1st quarter had more construction permits and plan reviews with 2nd and 3rd quarters having a reduction due to COVID. 4th quarter saw a slight increase as COVID restrictions began to slightly ease with 2021 looking to be a bit busier.
- Because of COVID our Public Educator had to transition to a significant amount of on-line content. Our public educator worked with the Renton School District, private schools, and daycares to provide virtual safety classes reaching 8,000 students.
- We were able to partner with the City Parks and Recreation department for story time activities. Educational materials and messages were included in the smores kits handed out by the parks department.
- Revenue was anticipated to be significantly off, but we were only down by \$20,000 compared to 2019. The decision was made by Chief Marshall to waive False Alarm fees beginning in April to alleviate the burden on businesses and families living in multi-family housing.
- All tent fees were waived to help businesses and restaurants stay afloat during COVID. OFM was proactive about getting out to work with businesses to reopen with the use of tents and canopies. Businesses were supplied with information about proper heating for tents and canopies to help them be safe. This had minimal impact on revenue.
- Deputy Fire Marshal Robert Blaine completed his International Code Council Fire Inspector I certification.
- Lead Plans Reviewer Cory Thomas was selected to serve on the Fire Code Technical Advisory Group of the State Building Code Council.
- We implemented a new inspection and permit records management system on January 1st that is used with ESO.
- We implemented a new records management system on January 1st to track systems test reports for restaurants, hood systems and sprinkler systems.
- We adopted the ATF's bomb and arson tracking system. All our fire investigation reports are now being put into this system. This is a national system that sends alerts for suspects from our fires and fires in other areas with the same suspect names. This allows for a level of coordination and cooperation we have not previously been able to do.

Administration:

- Met with the eleven new recruits and was able to get some great takeaways from an administration standpoint. The recruits had a lot of good questions to help themselves get acclimated into the department. And it was great opportunity to get to know them and meet them individually.

GOVERNANCE BOARD REGULAR MEETING MINUTES

January 12, 2021

Page 5 of 8

- Our new Fire Chief's first day will be on Monday, February 1st. Will be meeting with the new Fire Chief to go through all his paperwork and make sure he has what he needs to get started.
- Our Lieutenant promotional list expires in May. We will be making an announcement at the end of the month for a testing date in April. This will be the only exam we will be doing this year other than the new hires for the next academy.
- Our Communications Manager, Katie Lewis, will be starting up a monthly electronic newsletter from the RFA to the community our customers can subscribe to. This will be in addition to the printed newsletter that is distributed every six months. And this will allow the public to be more engaged and for us to be timelier in getting out information.
- We are working with First Watch to get our fire reporting module up and running. We are automating our response ops reporting to free up people for more customer service focused functions in the organization. Please check out the new monitors around all the stations to see the First Arriving program in action. It is streaming valuable information for everyone to see such as daily rosters, facility maintenance requests, training schedules, weather reports from across multiple applications currently being used in the RFA.
- We had our exit interview with the auditors this past week for the Finance and Accountability Audit. For the third time since becoming an RFA we had a perfectly clean audit. The auditors said it was the fastest audit and Jen Zhou from Finance was a joy to work with.
- Finance is working on year end reporting. W-2 forms for members are currently being completed.
- Finance Project Planning for 2021 is underway. The theme is to reduce errors and payroll corrections and find more efficient ways to do billing for permits.

Support Services:

- The Station 14 Truck Bay Insulation Project was completed at the end of December.
- The Station 11 Truck Bay LED Lighting Upgrade was completed making a huge difference in lighting for the truck bay at Station 11. This project was budgeted at \$15,000 to \$20,000 but done for only \$2,200.
- The furniture has been updated in the crew's quarters at Station 13 and Station 16 as well as the conference room at Station 13.
- Planning has been very busy with the Fire Benefit Charge calls.
- Fleet is working with the engine and aid specs.
- Logistics is catching up on their restocking with the new year.

EMS / Health & Safety:

- We are ongoing with the Response Operations vaccinations. Most are getting their second shot and you do feel the effects of the second vaccine shot. It has made people feel a little sick but that is how you know the vaccination is doing its job.
- Fee for Transport Training is starting right now. The training material will be put on the training platform to start by Feb 1st. We have worked through a lot of issues with Systems Designs West and ESO. We will be working with FD40 to make sure their aid unit is set up.
- We are exploring a CARES Service Contract for KCFD #20 in Skyway. They are very much in need of a CARES service, and this is a need we can fill. We are working with the labor groups and will hopefully have an ILA ready soon and have more information in February.

GOVERNANCE BOARD REGULAR MEETING MINUTES

January 12, 2021

Page 6 of 8

CORRESPONDENCE

The KCFCFA 2021 Membership Letter was included in the meeting packet for board members that are interested in having a membership. It was not discussed during the meeting.

UNFINISHED BUSINESS

Basic Life Support Transportation Fee Schedule – Exhibit A

Pursuant to RCW 52.12.131, the RFA is authorized to reasonable fees to cover its costs in providing emergency medical services. Renton Regional Fire Authority provides emergency medical services that include basic life support services, advance life support services and ambulance transportation pursuant to its authority under Title 52 RCW. Approval from the Governance Board with the Fee Schedule Resolution needed for the RRFA and Systems Design West (SDW) to begin billing on February 1, 2021. This contracted service will assist RRFA with health insurance and Medicare/Medicaid cost recovery including GEMT.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member McIrvine to add Exhibit A – Fee Schedule to Resolution 2020-10: Establishing Emergency Medical Service Charges as presented. **MOTION CARRIED (6-0)**

NEW BUSINESS

2019 Accountability and Financial Audit Report

Chair Abercrombie and Samantha Babich met with the three auditors from the state for the Accountability and Financial Audit report. This report measures if we are following all the proper rules, laws, and our own policies as well as if we are reporting accurately to the state. The RFA passed the audit with exceptional marks. The auditors were thrilled with our results and how quickly we were able to get them the information they needed. They were also very complimentary of Jen Zhou and the entire finance team.

The report out of the 2019 Accountability and Financial Audit Report was provided to all Governance Board members. No action was needed since the report is information only.

2020 Annual Public Records Request Report

Per the Renton RFA Public Records Act policy, Administration is required to submit to the Governance Board a report on our performance in responding to public record requests during the previous twelve-month period. The report includes open record requests at the beginning of the period, total number of requests received during the period, total number of requests closed during the period, and amount of time expended by staff (for whom responding is a primary responsibility) in the period.

The 2020 Annual Public Records Request Report was provided to all Governance Board members. No action was needed since the report is information only.

Appointment of 2021 Chair and Vice-Chair of the RRFA Governance Board

The election of the Renton RFA Governance Board Chair and Vice-Chair is done annually. The responsibilities rotate each year between the City Council members and District #25 Commissioners. City Council member Ruth Pérez has been nominated for the Board Chair position for 2021. KCFD #25 Commissioner Marcus Morrell has been nominated for the Board Vice-Chair position for 2021.

GOVERNANCE BOARD REGULAR MEETING MINUTES

January 12, 2021

Page 7 of 8

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Meikle to elect City Councilmember Ruth Pérez as the RFA Governance Board Chair for 2021. **MOTION CARRIED (6-0)**

A **MOTION** was made by Vice Chair Pérez and **SECONDED** by Board Member Corman to elect KCFD #25 Commissioner Marcus Morrell as the RFA Governance Board Vice-Chair for 2021. **MOTION CARRIED (6-0)**

Purchase of New Engines

As part of our Capital Fleet Replacement Plan, we're due to replace two of our engines. The engines being replaced are F071 (1999 E-One Cyclone II Pumper) and F085 (2005 E-One Cyclone II Pumper). KCFD #40 would like to purchase a matching engine at the same time, which would increase the discounts by a total of \$34,609. Cost includes new safety features on the Pierce engines that were not available on the E-One models and travel to the factory for three inspection visits. These are replacement vehicles, so equipment such as computers, monitors, modems, and mounting brackets will be reused. Additional up-fitting for the engines will be a separate cost.

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

Benefit Charge Hearing Process Dates

Fire Authorities are required by state law to hold a petition hearing for property owners who feel their Benefit Charge has been inaccurately calculated. The hearing process must take place over a two-week period. After consulting with Puget Sound Fire Authority, staff is recommending the following dates and times for the Benefit Charge petition process:

Deadline for petitions: February 1, 2021 at 4:30 p.m.
Petition Hearing Begins: February 9, 2021 at 4:00 p.m.
Petition Hearing: February 23, 2021 at 10:00 a.m.
Final Ruling: March 9, 2021 at 4:00 p.m.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to adopt the 2021 RRFA Petitions Schedule as presented. **MOTION CARRIED (6-0)**

US Flags at Half-Mast

Chair Abercrombie asked about having US flags at all stations flown at half-mast through the presidential inauguration due to the violence at the US Capitol on January 6th. Chief Gunsolus confirmed the organization is currently under governor's orders to have all US flags at half-mast through sunset on January 13th.

No action was needed due to the governor's current order for flags at half-mast through sunset on January 13th.

GOVERNANCE BOARD REGULAR MEETING MINUTES

January 12, 2021

Page 8 of 8

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

Executive Session pursuant to RCW 42.30.110(1)(i) to discuss with District legal counsel, in a forum that maintains the attorney client privilege, legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency

Executive Session was called at 5:20 p.m. for 20 minutes. At 5:40 p.m., another 5 minutes was requested. The meeting reconvened at 5:46 p.m.

FUTURE MEETINGS

- Tuesday, January 26, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Tuesday, January 26, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Tuesday, February 9, 2021, 4:00 p.m., Governance Board Regular Meeting, Video Conference

ADJOURNMENT

The meeting was adjourned at 5:48 p.m.



Ruth Pérez (Feb 10, 2021 15:11 PST)

Ruth Pérez, Board Chair



Dudley Jackson, Board Secretary