



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

4:00 P.M. – Tuesday, March 9, 2021

View live via Facebook: <http://www.Facebook.com/RentonRFA>

- 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.

Citizens may join the webinar as an attendee or join by phone to comment during the public comment portion of the agenda. Use the "Raise Hand" icon to be called upon by the host.

- Consent Agenda
 - Approval of [Minutes from February 9, 2021](#) Regular Meeting
 - Approval of [Minutes from February 23, 2021](#) Special Meeting
 - Approval of [Vouchers](#): AP Check Register 1/16/2021 – 2/15/2021
Payroll Check List 1/11/2021 – 2/10/2021
- Signing of Vouchers
- Board Committee Reports
 - Budget and Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
 - Response Operations
 - PSERN
 - Inventory submitted by March 8th deadline
 - 2020 Top Aid Company
 - Nguyen Le
 - Brandon Caldwell
 - 2020 Top Ladder Company

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- Captain Jim Ochs
 - Eng. Chris Ellis
 - FF. Ben Thomas
 - FF. Brian Lane
 - Promotion/Retirements
 - Robert McGee Retires March 1st after 25 years of service
 - Andrew Facchini Promoted to Engineer effective March 1st
 - Training
 - Engine 17 members being trained to Wildland Operations Level
 - Two (2) members at the 80-hour pump academy
 - Tech Team members at Rescue System One academy
 - Haz-Team training on Rapid Rescue
 - Tech team training on Aerial Stokes Operations
 - JATC Exams and Drills
 - Significant Calls
 - On 2/25 S Car vs Building with critical injuries
- Office of the Fire Marshal
 - [OFM Monthly Report](#)
 - Fire Code Enforcement Updates
- Administration
 - King County Mitigation Grant Update
 - KCFD #40 Contract Update
- Support Services
 - Fleet – Aid Unit Bids
 - Facilities – [RFQ for Station 16](#)
 - Planning – Accreditation
- EMS / Health & Safety
 - Fee for Transport Update
 - Treat and Refer
 - [Mobile Vaccination Unit Distribution](#)
 - Rotary Meeting Report
- Correspondence
- Unfinished Business
 - [Staff Recommendation for Station 15 Refund](#)
- New Business
 - [Proposed Changes to the Governance Board Bylaws](#)
 - [Resolution 2021-01 Establishing Committee Meeting Schedule](#)
- Good of the Order

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- Executive Session
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.
- Future Meetings:
 - Tuesday, March 23, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
 - Tuesday, March 23, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
 - Tuesday, April 13, 2021, 4:00 p.m., Governance Board Regular 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, February 9, 2021

Video Conference

CALL TO ORDER

Governance Board Chair Pérez called the Regular Meeting to order at 4:03 p.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Chair (Fire District 25)

Ruth Pérez, Vice Chair (City of Renton)

Marcus Morrell (Fire District 25)

Randy Corman (City of Renton)

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

Governance Board Members Not Present:

Myron Meikle (Fire District 25)

Ryan McIrvine (City of Renton)

Administrative Staff Present:

Fire Chief Steve Heitman, Assistant Fire Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Chief Administration Officer Samantha Babich, Fire Marshal Anjela Barton, Lieutenant Rico Laycock, RFA Legal Counsel Brian Snure, IT Technician Wyatt Humphreys, Administrative Supervisor Christine Noddings and Administrative Specialist Dudley Jackson.

Guests Present:

Major Isaias Braga

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

Board Member McIrvine joined the meeting at 4:11 p.m.

AGENDA MODIFICATIONS

Add Fire Benefit Charge Hearing to the agenda after the Announcements, Proclamations and Presentations.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Corman to add Fire Benefit Charge (FBC) Hearing to the meeting agenda after Announcements, Proclamations and Presentations. **MOTION CARRIED (4-0)**

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ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Battle of the Badges Trophy Presentation

Major Isaias Braga presented the Governance Board with the trophy as the winner of the Salvation Army Battle of the Badges fundraiser competition between the Renton PD and Renton RFA. The RFA raised \$3,401 to help families in need during the recent holiday season. The funds raised assisted in providing food carts to 1,200 families, serve 820 meals for the dinner program, provide over 400 diaper boxes, and distribute 4,650 toys to 1,000 children.

FIRE BENEFIT CHARGE HEARING

The Renton Regional Fire Authority Governing Board convened as the Benefit Charge Review Board, pursuant to RCW 52.26.250. The Review Board will remain convened until Tuesday, March 9, 2021. The Review Board will hold two public hearings to receive petitions, the first being February 9, 2021 and the second being February 23, 2021.

Lieutenant Rick Laycock gave a Staff Report which included a summary of the petitions.

There were no docketed petitions at the meeting.

At 4:13 p.m., the Benefit Charge Hearing was recessed to reconvene at 10:00 a.m. on February 23, 2021. The Regular Meeting then resumed.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Vice Chair Morrell and **SECONDED** by Board Member Corman to approve the Consent Agenda for February 9, 2021. **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

The members of the Governance Board signed the Voucher Approvals for February 9, 2021 via electronic signature.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman's report included the following:

- Congratulations are in Order: Job well done to Firefighters Riley Ayers, Adam Bloom, Zach Forghani, Bryan Lane Jr. and Schuyler Nagorski for completing their JATC apprenticeship and becoming journeyman firefighters! In addition, Firefighters Nick Felt, Sean Leahy, Cody Olson, Kasey Parker and Travis Retherford successfully passed their 2B step, and Firefighter James Hopf passed his 2A step.
- PSERN Project Update: We are completing our final radio inventory for the King County PSERN project. The RRFA receives one radio for every active radio we have in inventory, making inventory accuracy important. There will be additional costs, including mobile radios, dual-

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band radios and mics, among others yet to be determined, to the RRFA before this project is complete. Those costs will be part of the 2022 Budget.

- KCFD 40 Negotiations: We've provided data to ESCI and have begun negotiations with KCFD #40 for a fire and emergency services operating agreement. The first meeting was held on January 21st and the second meeting on February 8th. Interests of both parties were discussed, and common ground rules have been identified to build a collaborative relationship.
- 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.
Gazoscan Hand-held Remote Methane Detector – \$24,079.55

DIVISION REPORTS

Response Operations:

- Each year the RFA presents an award for the top engine company that is submitted by the Battalion Chiefs. This honor is usually presented at the annual awards banquet which is not happening this year due to COVID. This year's top engine company is Engine 313, D Shift which includes LT Mike Bain, Eng. Carl Pedersen and FF Sean Leahy. The top Aid Company and Ladder company will be determined later this week.
- The 2021 Response Ops Workplans are completed and have been posted on SharePoint. There are workplans from all teams which includes Water Rescue, Hazmat, Technical Rescue, Response Operations. The plans are based on the budget and training objectives, posted on SharePoint and are designed to keep the fire chief informed of the work being done by Response Ops.
- The 2020 Response Ops Metrics Report and Service Delivery Report have been provided. These reports show our performance standards and provide annual stats and quarterly metrics such as turnout times, response times, station reliability, unit availability, transport counts, mutual aid given/received, rescue team responses, response volume, and call volume.
- Significant calls included a serious MVA on 300 Main involving a Renton PD officer who was not severely hurt. There was also an amazing EMS save which resulted in compliments from the attending physician at Children's Hospital. The patient is back home and doing well. There was also a significant residential fire that our crews were able to keep to the room of origin where the fire started. And another serious MVA on Benson Dr that involved a striped patient and three critical patients who were transported to Harborview. The extrication time and time to the ER was within the hour which is an amazing performance by our crews.
- Training is still being impacted by COVID. Due to COVID, the normal firefighter fundamentals training for hands-on firefighter basics skills training was cancelled. The Hazmat Team continued their Saturday training with a focus on rapid recon. The Water Rescue Team did shore-based dives for their training, and the Rope Team also drilled.

Office of the Fire Marshal:

- OFM staff completed 225 inspections in January. There will be a lower amount of inspections in 2021 due to the implementation of the compliance engine for tracking third party test reports of fire protection systems. OFM will monitor those initial failures of sprinkler test reports, fire alarm reports, and hood systems in restaurants, and will send out letters to businesses regarding those initial failures and violations requesting the identified issues be corrected. It is anticipated that 80% to 90% of those businesses will come into compliance

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after receiving the initial letter, resulting in a dip in the number of inspections by the end of the year. OFM will only follow up on those properties that refuse to correct the identified issues, allowing staff to be more efficient with their time and follow up on problem areas.

- There were 5 fire investigations in January. Total loss was low at about \$100,000 for the month. The investigations comprised of 2 accidental fires and 3 incendiary fires.

Administration:

- The 2020 financial report was provided to the Budget/Finance Committee and Operations/Capital Committee. CAO Babich shared ending balances with the Board. The net balance for all RFA funds total \$35MM, resulting in the RFA being in a healthy financial position.
- The RFA is working with a new company called LifeScan Centers for firefighter and civilian personnel physicals. The physicals done by LifeScan are much more thorough and meet all NFPA 1582 requirements. All traditional bloodwork, physicals, lab tests, cardiopulmonary testing, stress testing, fitness evaluations, and ultrasound screenings of all major organs are included. The services with LifeScan will begin between August and September. Northwest Firefighter Trust is covering the physicals under member medical insurance at 100% with no deductible. This will save the RFA about \$140,000 per year.

Support Services:

- Lieutenant Laycock is finishing up with fire benefit charges for this year. He has been crucial in handling fire benefit charges at the consortium. The consortium has been providing citizen support for Renton, Puget Sound, Fire District #40 and Graham. Lieutenant Laycock is also finishing up with the current grant cycle which is due on Friday. The Planning section will be moved to Renton Administration Headquarters in the near future to begin work on accreditation.
- Facilities is preparing for the 2021 projects. They installed a second set of washers and dryers and set up a new barbeque at Station 12 that was donated to the organization by a Renton Highlands civilian.
- Logistics just finished a reorganization of their current shelving in preparation for changes in distribution to the stations. Captain Dan Hawkins and Richard Wolleat did a great job with outfitting the new recruits for the fire academy. There was a lot of equipment that had to be prepared in a short amount of time for the recruits.

EMS / Health & Safety:

- Chief DeSmith shared the 4th quarter chaplain metrics and 2020 chaplain program review with the Board. The chaplains were dispatched into Renton a little over 6 times a month in 2020. Throughout the pandemic, the chaplains responded to calls to support families and their extended families to connect them with resources during their time of need. The chaplains also assisted with debriefs after difficult calls and supported funerals throughout the state.
- Renton firefighters are staffing two of the COVID mass testing sites to provide vaccinations. A mobile vaccination unit (MVU) will be staffed with firefighters and a nurse or paramedic to provide vaccinations to residents of adult family homes, with a targeted start date of February 22. Renton RFA is partnering with City of Renton to coordinate scheduling and dose counts.

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The RFA hopes to eventually reach vulnerable populations that are eligible per the governor's vaccination tiers.

- This is the second week the RFA has implemented Fee for Transport. The RFA is looking to have data available from the Fee for Transport program in the coming months. Results from this year will determine whether the RFA qualifies for GEMT in 2022.

CORRESPONDENCE

King County Fire District 20 Thank You Letter

The RFA received a thank you letter from Chief Hicks with KCFD #20 for our assistance with the 3-alarm fire at the Green Tree Apartments on 12/23/2020.

Customer Kudos for Aid 313

The RFA received a phone call from a Renton patient regarding the services she received from FF A. Parker and FF Forghani on Aid 13. The patient had nothing but wonderful things to say about the service the crew provided her. She was especially impressed with her interaction with FF Parker and the graciousness in which he spoke with her. She very much appreciated the help she was provided and how they treated her.

Welling Family Facebook Post

The Welling family shared their heartfelt thank you to the Renton RFA on Facebook for the amazing job the crews did in saving their daughter. Engine 15 joined the parade to celebrate her return home from the hospital and crews also checked up on her to see how she was recovering.

UNFINISHED BUSINESS

OFM Waiver of 2021 False Alarm Fees

False alarm fees are adopted by the Renton City Council and included in the City of Renton Fee Schedule. Fees are assessed as follows: alarms 1-3 no fee, alarms 4 & 5 \$150, subsequent alarms \$250. The intent of the fees is to reduce preventable alarms through engineering or changes in behavior. We do not bill for alarms associated with living units for fear that occupants may disable their alarm to avoid false alarm fees, thereby creating a safety concern. COVID has had a negative financial impact for many businesses and multi-family housing providers. Due to Covid19 restrictions and the impacts of the eviction moratorium are having on Renton businesses, we are requesting approval to waive the fees associated with false alarm for 2021. COVID has had significant impact to our business community and waiving these fees may assist them financially. The projected impact of this temporary waiver in 2021 would be an approximate \$10,000 reduction in permit revenue.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Abercrombie to approve the proposed waiver of false alarm fees and authorize staff to waive these fees in 2021 as presented. **MOTION CARRIED (5-0)**

NEW BUSINESS

Station 15 Refund from City of Renton

When the city had built Station 15 there was a lump sum of money set aside for building and furnishing the station. Late last year the RFA was refunded \$866,000 of unspent funds from that project. The refund amount is very similar to the cost of a pumper which was spent ahead of time outside of receiving this refund. There was discussion in the committee meetings about options on what fund

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to deposit this refund money into. The committees expressed the desire to see the money put in either the fleet fund, the facilities fund or split half and half between the fleet and facilities funds. The discussion in the operations/capital meeting regarding what to do with the refund prompted additional discussion about having enough money to get started on a site survey and architectural planning for Station 16. We are looking for direction from the Governance Board on where the board would like the refund deposited based on the options discussed. We need to decide what fund the money will be put into prior to filing our financial statement for 2020 in May.

The report out of the Station 15 refund from the city was provided to all Board members. No action was needed since the report was information only.

Station 11 Tenant Remodel

We would like to move forward with the demolition and build-out of the Fire Station #11 dorms and bathrooms and finish the sprinkler system to include all living areas. This project provides fully enclosed private dorm rooms and removes the large men's bathroom, replacing it with 4 individually enclosed bathrooms. Additionally, this completes the sprinkler system project that previously only included the truck bay and expands it to include all the living areas. Fire Station #11 houses 6 firefighters, 2 medics and a BC. This is specifically being addressed for safety concerns and for the privacy and well-being of our firefighters. There was previously a remodel done, but due to the small scope of the project, sprinklers were not added to the living areas. There currently is a large men's bathroom, but only a single small bathroom for our growing number of female firefighters. Additionally, the dorm rooms are not fully enclosed with doors, just partitions. There was \$800,00 budgeted for this project. We had our architect go through and come up with some designs and we picked a design that worked the best. A mock bid was prepared by Alegis which came in at \$651,085. For every 6 months that elapses from the original bid, the price increases by 4%.

A **MOTION** was made by Board Member McIrvn and **SECONDED** by Board Member Corman to start the bid process and move forward with the Fire Station #11 dorm and bathroom remodel and sprinkler system addition as presented. **MOTION CARRIED (5-0)**

Department of Ecology Grant

The Renton RFA would like to accept an additional \$81,500 from the Department of Ecology to purchase equipment for the Hazardous Materials Response Team. The Dept. of Ecology awarded the Renton RFA a 100% no matching grant earlier this year. We have already purchased and been reimbursed for \$93,500. DOE reached out and offered an additional \$81,500, as our initial request had been cut back, and they now have additional funding available. This is a 100% no matching grant. We will purchase the remainder of the equipment we had initially requested.

A **MOTION** was made by Board Member McIrvn and **SECONDED** by Board Member Corman to accept the additional Dept. of Ecology Grant for \$81,500 for Hazmat equipment as presented. **MOTION CARRIED (5-0)**

Purchase of Ballistic Vests

Ballistic vests are used to protect our members when they respond to scene of violence. The plates in ballistic vests have a 5-year life span and must be replaced in order to maintain the integrity of the equipment. Renton RFA has been working over the past three years to get all members individual

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vests as part of their PPE due to the increased danger in the field. Purchase new ballistic vests and replacement plates for members (\$44,861 + tax) and purchase ballistic vests for new recruits and new fire chief (\$7,056 + tax).

A **MOTION** was made by Board Member Corman and **SECONDED** by Vice Chair Morrell to approve the purchase of new ballistic vests and replacement plates as presented. **MOTION CARRIED (5-0)**

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.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Corman to move into Executive Session. **MOTION CARRIED (5-0)**

Executive Session was called at 5:00 p.m. for 15 minutes. At 5:15 p.m., another 10 minutes was requested. The meeting reconvened at 5:25 p.m.

FUTURE MEETINGS

- Tuesday, February 23, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Tuesday, February 23, 2021, 10:00 a.m., Governance Board Special Meeting, Video Conference
- Tuesday, February 23, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Tuesday, March 9, 2021, 4:00 p.m., Governance Board Regular Meeting, Video Conference

ADJOURNMENT

A **MOTION** was made by Board Member McIrvine and **SECONDED** by Vice Chair Morrell to adjourn the Governance Board Regular meeting. **MOTION CARRIED (5-0)**

The meeting was adjourned at 5:27 p.m.

Ruth Pérez, Board Chair

Dudley Jackson, Board Secretary



Renton Regional Fire Authority

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

RFA Governance Board Special Meeting

10:00 A.M. – Tuesday, February 23, 2021

Video Conference

CALL TO ORDER

Governance Board Chair Pérez called the Regular Meeting to order at 10:01 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Chair (Fire District 25)
Ruth Pérez, Vice Chair (City of Renton)
Marcus Morrell (Fire District 25)
Randy Corman (City of Renton)
Ryan McIrvine (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:

Fire Chief Steve Heitman, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Chief Administration Officer Samantha Babich, Lieutenant Rico Laycock, RFA Legal Counsel Brian Snure, IT Technician Wyatt Humphreys, Administrative Supervisor Christine Noddings and Administrative Specialist Dudley Jackson.

No motion was passed to excuse the absent Board member.

FIRE BENEFIT CHARGE HEARING

The Renton Regional Fire Authority Governing Board convened as the Benefit Charge Review Board, pursuant to RCW 52.26.250. The Review Board will remain convened until Tuesday, March 9, 2021. The Review Board will hold two public hearings to receive petitions, the first was February 9, 2021 and the second being February 23, 2021.

Lieutenant Rick Laycock gave a Staff Report which included a summary of the petitions. There were no docketed petitions at the meeting.

At 10:07 a.m. the Benefit Charge Hearing was recessed to reconvene at 4:00 p.m. on March 9, 2021. The Special Meeting then resumed.

DELIBERATIONS

There were no deliberations.

GOVERNANCE BOARD SPECIAL MEETING MINUTES

February 23, 2021

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ACTIONS

There were no actions.

FUTURE MEETINGS

- Tuesday, March 9, 2021, 4:00 p.m., Governance Board Regular Meeting, Video Conference
- Tuesday, March 23, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Tuesday, March 23, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference

ADJOURNMENT

The meeting was adjourned at 10:08 a.m.

Ruth Pérez, Board Chair

Dudley Jackson, Board Secretary

VOUCHER APPROVAL FOR MARCH 9TH, 2021 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: _____

Steve Heitman, 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 \$3,493,810.49, payroll vouchers and direct deposits totaling \$1,225,318.15

| A/P VOUCHERS | Payment Date | Numbers | Amount |
|---------------------|-------------------------|----------------|-----------------------|
| Checks | 01/16/2021 - 02/15/2021 | 12889-12958 | \$2,307,792.25 |
| EFTs | 01/16/2021 - 02/15/2021 | | \$302,779.41 |
| Bank Drafts | 01/16/2021 - 02/15/2021 | | \$883,238.83 |
| TOTAL A/P | | | \$3,493,810.49 |

| PAYROLL VOUCHERS | | No. of Vouchers | Amount |
|-------------------------|-----------|----------------------------|-----------------------|
| Direct Deposits | 1/11/2021 | 3 | \$386.03 |
| Payroll Checks | 1/11/2021 | 8 | \$865.35 |
| Direct Deposits | 1/25/2021 | 181 | \$599,860.08 |
| Payroll Checks | 1/25/2021 | 3 | \$4,334.41 |
| Direct Deposits | 2/10/2021 | 180 | \$619,872.28 |
| Payroll Checks | 2/10/2021 | 0 | \$0.00 |
| TOTAL PAYROLL | | 375 | \$1,225,318.15 |

| | |
|---------------------|-----------------------|
| TOTAL CLAIMS | \$4,719,128.64 |
|---------------------|-----------------------|

Renton Regional Fire Authority Finance Committee:

Ruth Pérez, Chairperson

Ryan McIrvine, Board Member

Myron Meikle, Board Member

Marcus Morrell, Board Member

Randy Corman, Board Member

Kerry Abercrombie, Board Member



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: March 9, 2021

TO: Kerry Abercrombie (Fire District 25)
Randy Corman (City of Renton)
Myron Meikle (Fire District 25)
Ryan McIrvin (City of Renton)
Marcus Morrell (Fire District 25)
Ruth Pérez (City of Renton)
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

FROM: Steve Heitman, Fire Chief

SUBJECT: Renton Regional Fire Authority Chief's Report

1. Station 15 Recognition

I had the honor of participating in a citizen's presentation of a handmade wooden ladder truck to the Station 15 crew. The crew has aided Mr. and Mrs. Willcocks several times when they needed emergent services, and during their visits, the crew took note of the beautiful wood working projects throughout the Willcocks' home. Mr. Willcocks invited the crew to stop by if time permitted during a non-emergent event to see his workshop, and the crew accepted the invitation. After they took interest in his hobby, he began creating this wooden fire truck to gift to the crew for all they'd done for them. The project took an estimated 2 months to complete. The truck features backward seats, a retractable ladder, functional wheels and, of course, custom Renton RFA decals on the doors.



2. KCFCA Supports Fireworks Ban in Unincorporated King County

While many cities within King County have already banned fireworks, citizens can light them off in unincorporated areas on the Fourth of July and New Year's Eve. King County Fire Chiefs Association (KCFCA) is in support of the proposed measure that would ban lighting off fireworks in unincorporated areas. Although people could not discharge fireworks, public displays would still be allowed with a permit from the Fire Marshal's office. Please find attached the [KCFCA letter to County Councilmembers](#).

3. City of Renton Interlocal Agreement

We are in the process of finishing up the ILA with City of Renton. The City is going to be leaving Station 12 by the end of the year, so we'll have that space and will figure out what to do with it in the future. We are vetting some ideas and will bring recommendations forth to the Governing Board when appropriate.

4. RRFA/KCFD 40 Negotiation Update

Renton RFA and KCFD 40 discussed scope of service regarding fire suppression, EMS, FD CARES, hazmat, water rescue, wildland, training, technical rescue, public education, public information and chaplains. Both parties agreed on beginning with the sample performance metrics document shared by KCFD 40 representation to develop the appendix to the finalized interlocal agreement. Work groups were formed to further discuss in detail each assigned priority at this point in the negotiation process. We also drafted a Ground Emergency Medical Transportation (GEMT) MOU to determine where the funds from transport fees will be credited.

5. Valley Communications Service Level Agreement

We are waiting for the final approval of the service level agreement from Valley Comm. This is the first service level agreement that Renton RFA has had from Valley Comm. The agreement outlines their services and gives us metrics to hold them accountable to.

6. Governance Board Notifications

Per our procurement process and policy, I am notifying the Board of the following purchase.

Sump Pump Replacement – \$49,975.71



February 23, 2021

Dear County Councilmembers,

The King County Fire Chiefs Association (KCFCA) represents the Fire Chiefs of King County Fire Districts and Regional Fire Authorities.

I am writing you today in support of Proposed Ordinance 2021-0057, Fireworks Ban in Unincorporated King County.

Each year numerous debilitating injuries, serious burns and deaths, and the destruction and/or damage to property, buildings, and wildlands occur due to non-professional use of fireworks.

As a precaution based on historical data, local fire districts and fire departments staff up with extra aid cars and engine companies on the New Years and 4th of July holidays in an effort to respond exclusively to 911 calls for service due to non-professional fireworks use. These additional staffing costs are a serious financial impact to the limited fiscal resources that fire districts have available.

Annually, fireworks related responses increase in numbers and severity with legal and non-legal fireworks.

The KCFCA supports and endorses Councilmember McDermott and Council Chair Balducci's proposed fireworks ban ordinance 2021-0057 for Unincorporated King County.

The KCFCA would like to suggest the following amendments to the proposed ordinance to make the ordinance all-encompassing to deter injuries, death and property damage and destruction as well as environmental damage due to the use of fireworks:

1. Addition of language that would raise the penalty for repeat violations. Every time a violator is cited for the illegal possession and/or use of fireworks, after the first violation, the monetary fine would double for every violation thereafter. Numerous state and local ordinance violations have an escalator clause for repeat violations. This would deter and reduce repeat ordinance violations.
2. Add language to address creating a penalty for fireworks possession/use that results in injury and/or death and the destruction or damage to property and buildings and the wildland environment. The penalty should be increased from a misdemeanor to a gross misdemeanor and repeat violations would be charged with reckless endangerment.

KING COUNTY FIRE CHIEFS ASSOCIATION EXECUTIVE BOARD

Jeff Clark Eric Hicks Matt Morris Bruce Kroon Harold Scoggins Randy Fehr Steve Heitman

24611 116th Ave SE • Kent, WA 98030 • (253) 856-4323 • www.kcfca.com



The KCFCA supports and encourages the authorization of fireworks possession and use by licensed pyro technicians through the Washington State Fire Marshal Office and when a licensed pyro technician has a valid firework display permit issued by the King County Fire Marshal.

The KCFCA encourages you to vote 'Yes' for the passage of proposed ordinance 2021-0057 with the above amendments to prevent fireworks related injuries, death and destruction or damage to property and the environment starting in 2022. This ordinance will greatly enhance public safety within the unincorporated areas of King County and provides clear public policy and guidance for enforcement with meaningful consequences to protect lives and property.

Should you have any questions, please feel free to contact me via email or phone.

Respectfully,

A handwritten signature in black ink, appearing to read "Jeff Clark".

Jeff Clark
President, King County Fire Chiefs Association
JClark@esf-r.org
(O) 425-313-3201
(C) 480-748-3764

Cc: King County Executive Dow Constantine kcexec@kingcounty.gov

Mark L. Thompson mark.thompson@southkingfire.org
King County Fire Commissioners Association

King County Fire Chiefs Association Members

KING COUNTY FIRE CHIEFS ASSOCIATION EXECUTIVE BOARD

Jeff Clark Eric Hicks Matt Morris Bruce Kroon Harold Scoggins Randy Fehr Steve Heitman

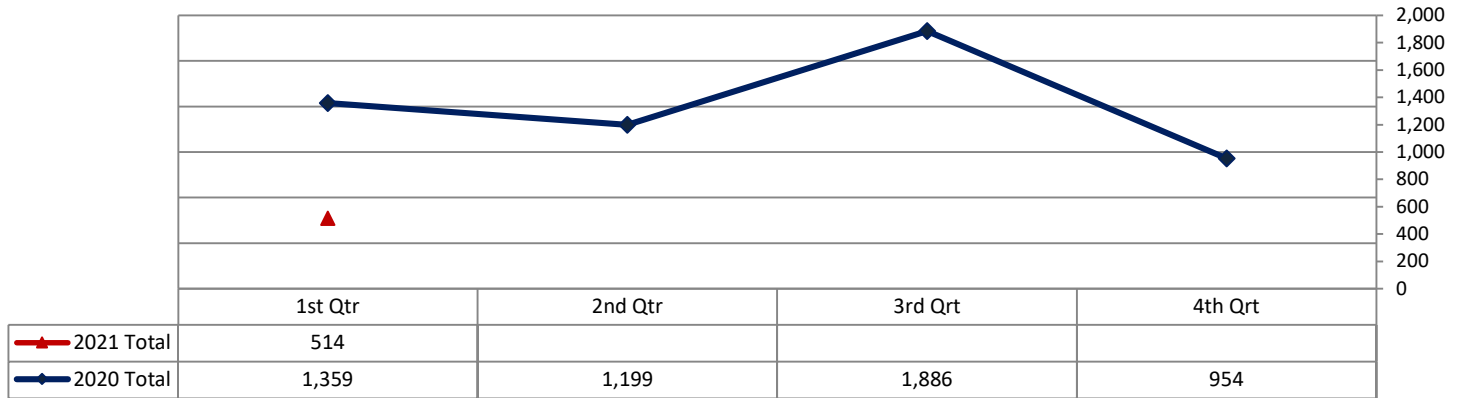
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Office of the Fire Marshal 2021 Quarterly Report

Inspections

Staff have completed 514 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) in 2021.

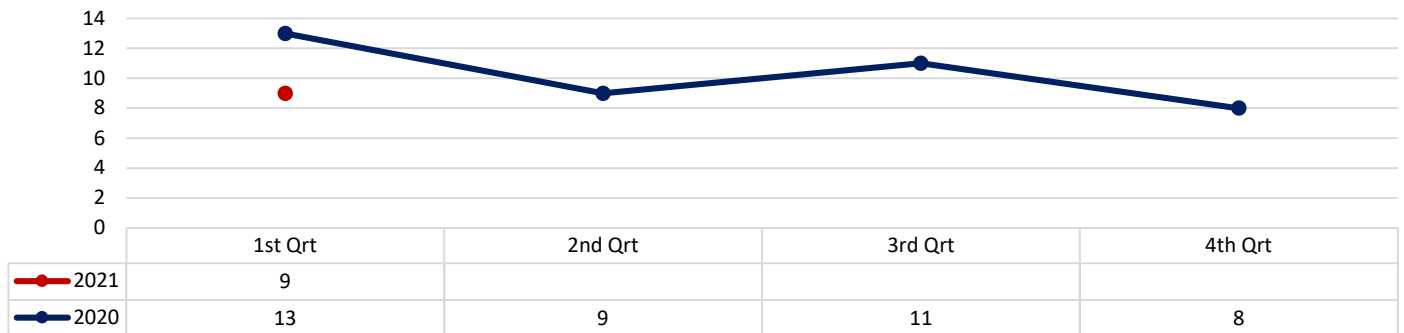
Inspections Completed by Quarter - Comparative to 2020



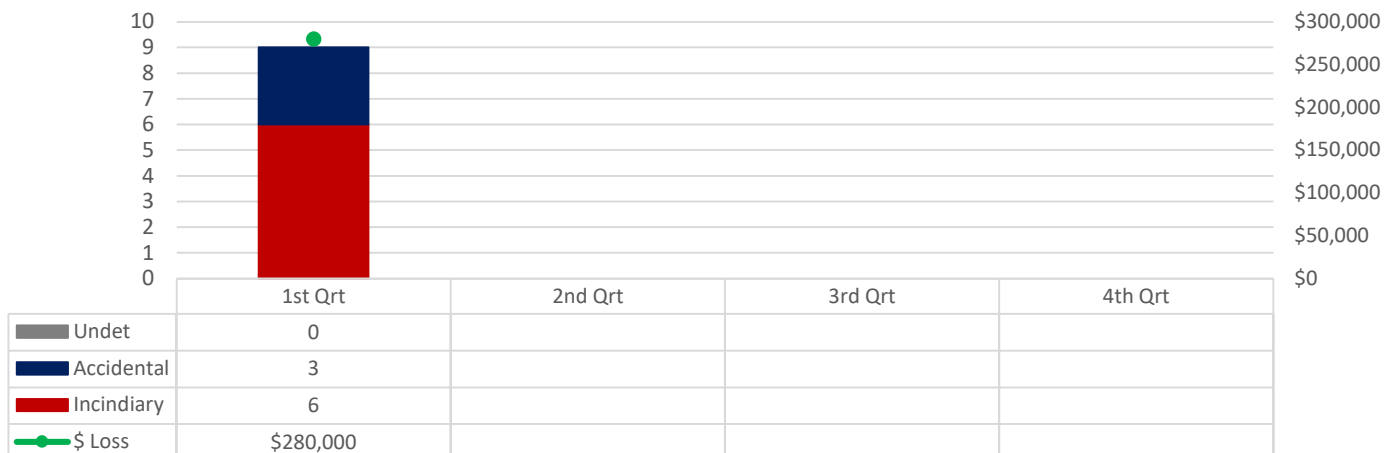
Fire Investigations

Staff have investigated 9 fires in 2021. Dollar loss estimated at \$280k.

Fire Investigations by Quarter - Comparative to 2019



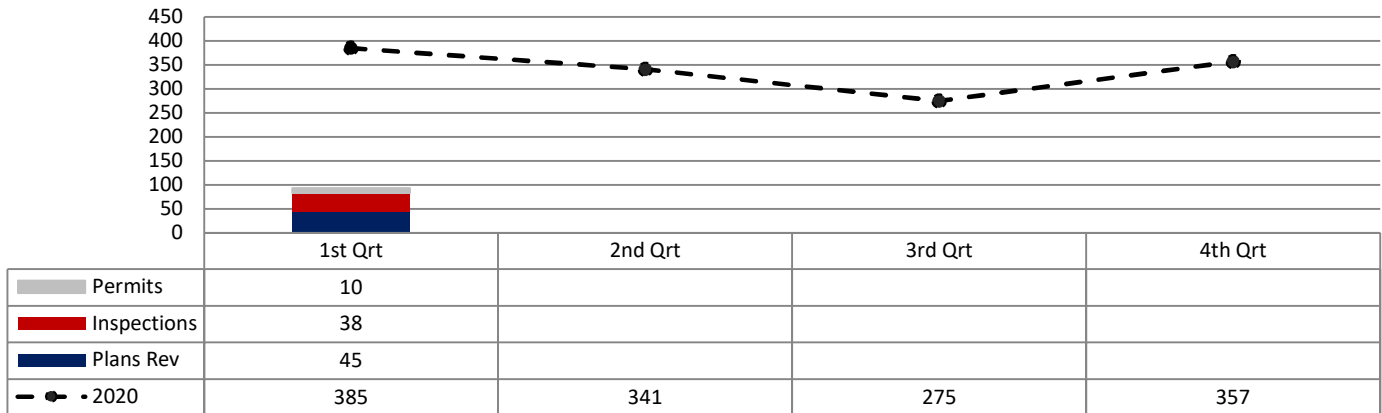
Fires by Type & Dollar Loss



Plans Review, Construction Inspections & Permits

Staff completed 45 plans reviews, 38 construction inspections, and issued 10 fire systems and/or fire construction permits. (Reflects data through January)

Plans Review, Construction Inspections & Permits by Quarter - Comparative to 2019



Public Education / Community Outreach Highlights

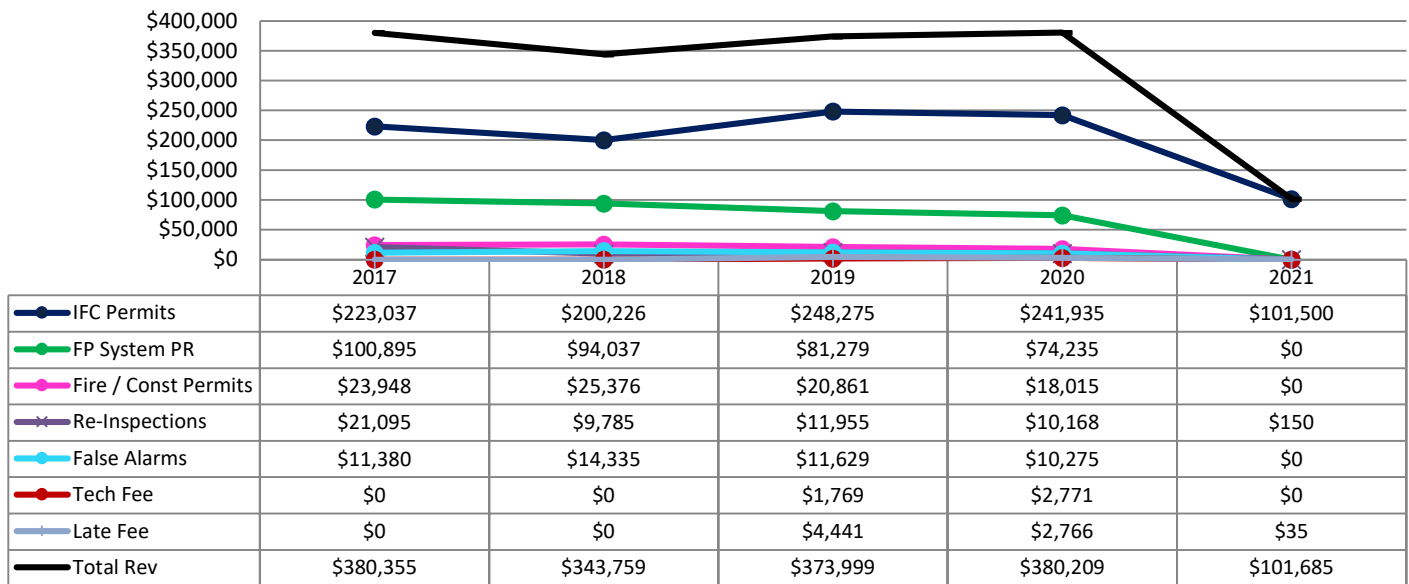


- Provided a fire safety zoom presentation to local cub scouts, boy scouts and girl scouts
- Continued work in developing topic specific brochures and literature for our Public Education webpage
- February is American Heart Month! This is usually the beginning of our Healthy Heart Program where we attend numerous public outreach events to promote heart health education with an emphasis on learning more about cardiovascular health and the benefits of prevention, early diagnosis, and treatment of heart disease. Although we were unable to do most of our outreach and blood pressure checks this year due to COVID-19, we still shared the following messages with community members with publications and social media:
 - Over **150 publications about heart health distributed** to seniors through the Renton Senior Center Daily Lunch Program and more shared electronically
 - **180 publications delivered** to Merrill Gardens residents.
- Joint social media winter storm messaging with other King County fire departments, including storm safety tips, how to avoid freezing pipes, and tent use and restrictions during snow
- Distributed monthly safety tips to 30 of Renton's Homeowners Association Groups and scheduled two Zoom meetings with department Battalion Chiefs for personal interaction with the community

Revenue

\$101,685 has been collected to date in fees in 2021. (Reflects revenue through January 2021)

OFM Revenue by Year (2016-Present)



Code Enforcement Updates

Red Lion/De-Intensification Shelter

Compton Lumber

RENTON REGIONAL FIRE AUTHORITY
REQUEST FOR STATEMENTS OF QUALIFICATIONS
(ARCHITECT - FIRE STATIONS)

I. PURPOSE OF REQUEST

Renton Regional Fire Authority ("RFA"), is requesting Statements of Qualifications "SOQ" from qualified architects to assist with architectural, engineering, and design services for future fire station projects including, but not limited to, the consideration of the issues identified in the attached **Exhibit A**.

It is the RFA's intent to select the architect based on qualifications, abilities, past performance and the ability to perform the necessary work and to complete projects within timeframes specified. Once the RFA has reviewed the qualifications, one or more architects may be requested to provide additional information and/or participate in an interview process.

II. TIME SCHEDULE

| | |
|------------------------------------------|-----------------------|
| Issue RFQ | <u>March 12, 2021</u> |
| Deadline for Submittal of Qualifications | <u>March 30, 2021</u> |
| Notify Architect Chosen | <u>April 5, 2021</u> |

III. INSTRUCTIONS TO PROPOSERS

- A. Three (3) copies of the SOQ must be received by 4:00 p.m. on March 30, 2021. No faxed or e-mailed documents will be accepted. It is the responsibility of the architect to ensure the SOQ arrives on time and to the correct location. Any SOQ received after the scheduled closing time shall be returned to the architect unopened.
- B. All SOQs shall be clearly marked as "Renton Regional Fire Authority Architect Fire Station RFQ" and sent to:

Renton Regional Fire Authority
18002 108th Ave SE
Renton, WA 98055-6445
- C. Any additional information or addendums to this RFQ will be issued by the RFA prior to the submittal deadline. The RFA will mail or e-mail such information directly to known interested parties.
- D. SOQs should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request.

E. All qualifications must include the following information:

1. A cover letter/statement of interest indicating the architect's interest in working for the RFA and highlighting its qualifications to perform service related to public works projects.
2. A brief overview of the company, including how long in business, privately or publicly owned, etc.
3. Related experience with fire service-related public works projects and specific qualifications and resumes of key team members.
4. A staffing plan that identifies the responsible architect and, as appropriate, the names and specific duties of other key staff that may perform work for the RFA.
5. Provide three (3) examples of fire service-related public works projects with references and telephone numbers.
6. At least three (3) references, including entity name, contact person and telephone number.

IV. SELECTION CRITERIA

The following may be used to evaluate the applicants:

- A. Demonstrated experience and expertise in fire service-related public works projects.
- B. Demonstrated experience in planning for, designing and managing fire station construction projects.
- C. Previous overall experience of architect.
- D. References.
- E. General impressions and presentation of qualifications.
- F. Demonstrated ability to meet requirements listed in Exhibit A.

V. TERMS AND CONDITIONS

- A. The RFA reserves the right to reject any and all SOQs.
- B. The RFA reserves the right to request clarification of information submitted, and to request additional information from any architect.

- C. The RFA reserves the right to retain the services of the next most qualified architect, if the successful architect for any reason is unable to or refuses to provide services when specifically requested by the RFA.
- D. The RFA shall not be responsible for any costs incurred by the architect in preparing, submitting, or presenting its response to the RFQ.

VI. SCOPE OF WORK

Summary: The RFA requires the services of an architect to provide architectural, engineering, and design services for future fire station projects including, but not limited to, the consideration of the issues identified in the attached **Exhibit A**.

VII. OTHER INFORMATION

Contract Time: The RFA intends to award a 3-year contract for future fire station projects that arise in the 3-year period with an option to review for an additional three (3) years.

Equal Opportunity Employment: The successful architect must comply with Washington State equal opportunity requirements. The RFA is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

Insurance Requirements: The selected architect shall maintain insurance that is sufficient to protect the architect's business against all applicable risks in a manner acceptable to the RFA. The architect shall be required to provide the RFA with proof of insurance coverage and limits prior to execution of agreement and may, but is not required to, include this information in its SOQ.

Non-Endorsement: As a result of the selection of an architect to supply services to the RFA, the architect agrees to make no reference to the RFA in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the RFA.

Non-Collusion: Submittal and signature of the SOQ swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the architect has not induced or solicited others to submit a sham offer, or to refrain from proposing.

Compliance with Laws and Regulations: The architect that is retained to provide services to the RFA under this RFQ shall comply with federal, state and local laws, statutes and ordinances relative to the execution of all work performed. This requirement includes, but is not limited to, protection of public and employee safety and health, environmental protection, waste reduction and recycling, the protection of natural resources, permits, fees, taxes, and similar subjects.

For additional information or explanation of the contents or intent of these specifications, please contact: Deputy Chief Mark Seaver at 425-276-9503.

VIII. PUBLICATION

Name of Publication(s):

Kent Reporter
Renton Reporter (website)

Date(s):

March 12, 2021 and March 19, 2021

EXHIBIT A

RENTON REGIONAL FIRE AUTHORITY

REQUEST FOR STATEMENTS OF QUALIFICATIONS (ARCHITECT – FIRE STATIONS)

Provide architectural services for potential future fire station sites.

Provide architectural services for future fire station design.

Provide engineer services for future fire station design.

Provide design services for future fire station.

Provide permit, specifications, and construction-ready drawings.

Review submittals.

Coordinate pre-construction meetings.

Coordinate construction meetings.

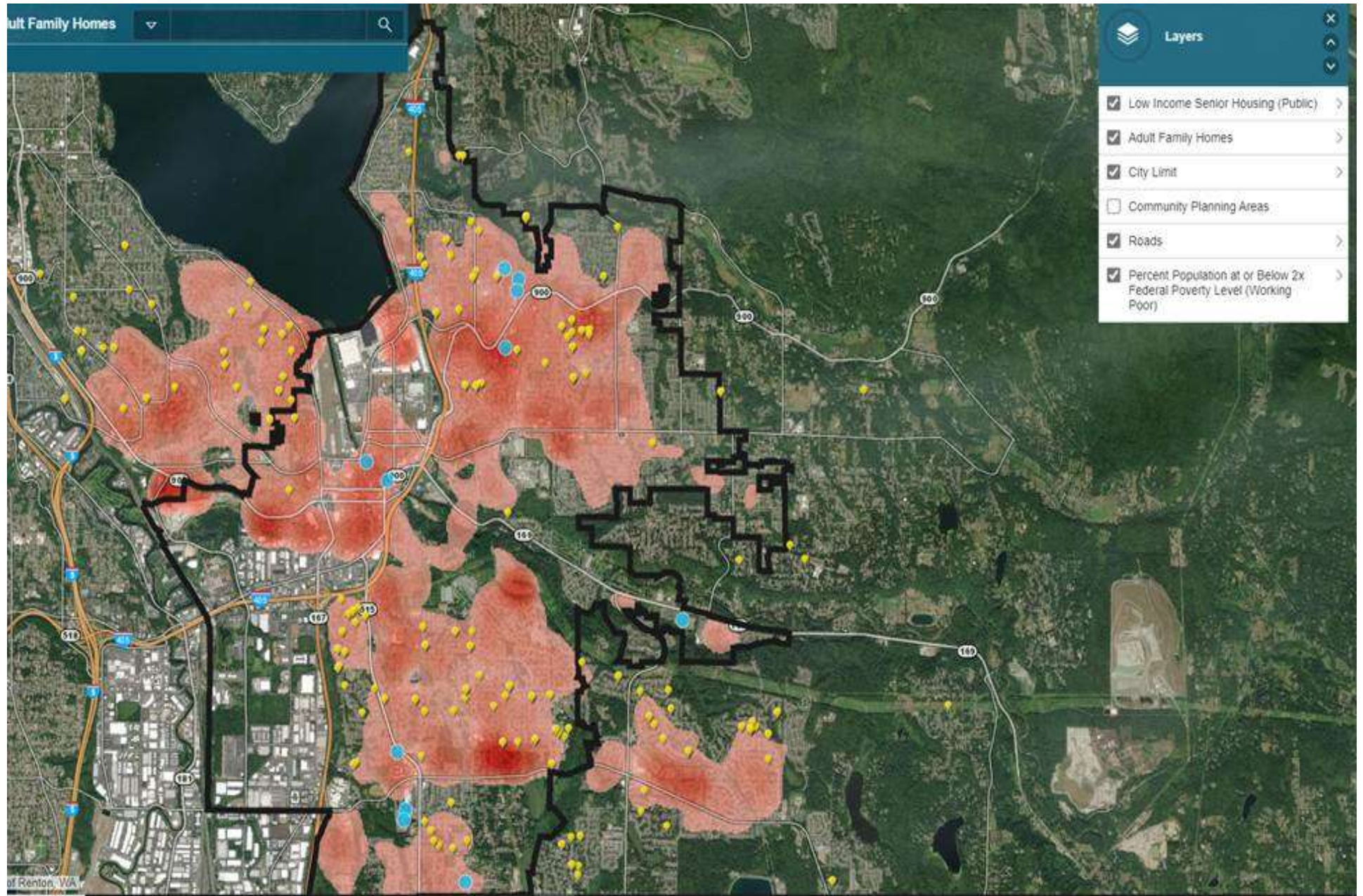
Review and approve progress payment vouchers.

ult Family Homes



Layers

- ☒ Low Income Senior Housing (Public) >
- ☒ Adult Family Homes >
- ☒ City Limit >
- ☐ Community Planning Areas
- ☒ Roads >
- ☒ Percent Population at or Below 2x Federal Poverty Level (Working Poor) >





Governing Board Agenda Item

SUBJECT/TITLE: Staff Recommendation for Station 15 Refund

STAFF CONTACT: Samantha Babich

SUMMARY STATEMENT:

Staff recommendation for deposit of refund for station 15.

FISCAL IMPACT:

Expenditure _____ Revenue \$866,131.00

Currently in the Budget Yes ☐ No ☒

SUMMARY OF ACTION:

The City of Renton has refunded the RRFA \$866,131 from the construction and furnishing of Fire Station 15. Staff is recommending that the funds be distributed between the Fleet and Facilities Capital funds.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to authorize staff to credit the refund from Fire Station 15 into the following funds: \$266,131 into the Capital Fleet Fund and \$600,000 into the Capital Facilities Fund.



Governing Board Agenda Item

SUBJECT/TITLE: Proposed Changes to Governing Board Bylaws

STAFF CONTACT: Chief Heitman

SUMMARY STATEMENT:

Upon annual review of the bylaws, staff is making recommended changes to align with current practice.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

RFA Staff is making the following recommendations:

Agenda Preparation (Section 4.1): Board Chair approval timeline updated to "a timely manner so as to accommodate the preparation of the proposed agenda for approval by the Chair, or Chair's designee."

Committee Meetings (Section 12.5): The date, time and location shall be established by Resolution of the Board.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Red-line version of bylaw changes.

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the recommended changes to the Governing Board bylaws.

**RENTON REGIONAL FIRE AUTHORITY
BYLAWS AND GOVERNING RULES
(Revised August 12, 2019)
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SECTION - 1. AUTHORITY

- 1.1. Creation.** The Renton Regional Fire Authority “Renton RFA” or “RFA” was created by the voters pursuant to chapter 52.26 RCW effective July 1, 2016.
- 1.2. Governance Board.** The Renton RFA Plan authorized a Governance Board with the authority set forth in the RFA Plan and under Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 1.3. Purpose.** The Renton RFA Governance Board hereby establishes the following governance policies and rules for the conduct of Board meetings, proceedings and business. These rules shall be in effect upon adoption by resolution of Board and until such time as they are amended, or new rules are adopted in the manner provided by these rules.

SECTION - 2. BOARD MEMBERSHIP/QUORUM/VOTING/VACANCIES

- 2.1. Board Membership.** Pursuant to the Renton RFA Plan, the Governing Board consists of six voting members: three current seated elected members of the Board of Commissioners of King County Fire Protection District No. 25, three current seated City of Renton Councilmembers appointed by the Renton City Council and one nonvoting advisory

positions from each of the contracting agencies consisting of an elected official appointed by that agency's elected body.

- 2.2. City Positions.** The Renton City Council shall appoint their respective Board members for at least one-year terms with such terms beginning in January. In the event of a vacancy in a City position, the City Council shall immediately fill the vacancy.
- 2.3. District Positions.** The District positions shall be determined by the election laws governing fire protection districts. In the event of a vacancy, the Board of Commissioners of the District shall fill the vacancy in the manner provided by statute.
- 2.4. Quorum.** A quorum shall constitute a minimum of two Renton City position board members and two District position board members.
- 2.5. Voting.** The Board shall act by majority vote except where statutory requirements require a supermajority or unanimous vote in which case the statutory requirement shall control. Voting shall occur as follows:

 - (a) Voice vote.** A generalized verbal indication by the Board as a whole of "yea or nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Board. Silence of a Board member during a voice vote shall be recorded as a vote with the prevailing side, except where such a Board member abstains because of a stated conflict of interest or appearance of fairness.
 - (b) Roll call vote.** A roll call vote may be requested by the Chair or by any Board member.
 - (c) Abstentions.** It is the responsibility of each Board member to vote when requested on a matter before the full Board. However, a Board member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
 - (d) Votes by Chair.** The Chair may vote on the same basis as any other Board member.
- 2.6. Remote Attendance.** Board members may attend meetings remotely provided that such arrangements are made in advance with the Board Secretary and provided that technology permits the remote Board member to hear and be heard by the other Board members and any public and staff attending the meeting.
- 2.7. Absences.** Board members will inform the Chair or Board Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Board member as having an excused absence unless the Board approves a motion declaring the absence to be unexcused. In the event a Board member fails to notify the Chair or Board Secretary of an absence the absence will be unexcused unless the Board approves a motion declaring the absence to be excused.
- 2.8. Removal of Board Member.** If a Board member has three unexcused absences from three consecutive regularly scheduled meetings of the Governance Board the Board Member

shall be removed from the Board and that member's position shall be considered as a vacancy to be filled in accordance with paragraphs 2.2 and 2.3. The Board Secretary shall notify the Board member by mail after two consecutive unexcused absences that the position will be declared vacant if the Board member is absent without being excused from the next regularly scheduled meeting of the Governing Board. Removal of a Fire District Commissioner under this provision shall also result in a vacancy on the Fire District Board of Commissioners pursuant to RCW 52.14.050. Removal of City Council Board member under this provision shall not affect the City Council member's status as a City Council member.

- 2.9. Changes in Governance Board.** Section 5 of the RFA Plan permits the Board to modify the membership of the governance board by majority vote of the Governance Board. If a Board member wishes to propose a modification of the membership on the Governance Board, such member shall propose the modification in writing. The Board shall consider the proposal within a 90-day period unless such period is extended by a majority vote of the Board. Changes to the Governance Board must comply with RCW 52.26.080.

SECTION - 3. BOARD MEETINGS

- 3.1. Open Public Meetings.** All meetings of the RFA Board shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30. The Board Secretary shall be responsible for preparing agendas for all RFA Board meetings. The Board Secretary shall cause to be prepared minutes of all of the Board meetings, which minutes shall contain an account of all official actions of the Board. The open public portions of the Board meetings shall be electronically recorded and retained for the period of time as provided by State law.
- 3.2. Recording of Meetings.** Unless waived by the Board, all Board meetings shall be recorded, and such recordings shall be retained pursuant to the applicable record retention requirements. In no event shall executive sessions or closed meetings be recorded.
- 3.3. Regular Meetings.** The date, time and location of the regular meetings of the Governance Board shall be established by Resolution of the Board.
- 3.4. Special Meetings.** Special Meetings may be called by the Chair or by any four members of the Board by written notice delivered to each member of the Board in the manner required by RCW 42.30.080.
- 3.5. Emergency Meetings.** Emergency meetings may be called by the Chair, in accordance with RCW 42.30.070.
- 3.6. Executive and Closed Sessions.** The Board may hold executive sessions pursuant to a purpose authorized under RCW 42.30.110 and may hold closed meetings pursuant to RCW 42.30.140. Attendance in executive sessions or closed meetings shall be limited to the Board members, including ex-officio members, and such other staff members and consultants authorized by the Chair or a majority of the Board members. The public is restricted from attendance. Executive and closed sessions shall not be electronically recorded.

- 3.7. **Cancellation of Meetings.** Meetings may be canceled by a majority vote of the Board and proper notice given by the Board Secretary.

SECTION - 4. ORDER OF BUSINESS/REGULAR BOARD MEETING AGENDA

- 4.1. **Agenda Preparation.** All items to be included on the Board's agenda for consideration should be submitted to the Board Secretary, in ~~full by end of day on the first Monday of each month. The Board Secretary shall then~~ a timely manner so as to accommodate the ~~preparation of the prepare~~ a proposed agenda ~~according to the order of business~~, for approval by the Chair, or Chair's designee. A final agenda will then be prepared by the Board Secretary and distributed to Board members the Friday prior to the meeting as the official agenda for the meeting. The Board Secretary shall also cause the agenda to be posted on the RFA's website at least 24 hours in advance of each regular meeting. The agenda format of the Regular Governance Board meeting shall be determined by the Board Chair but shall be generally structured as follows:

- (a) **Call to order.** The Chair shall call the meeting to order.
- (b) **Flag salute.** The Chair, Board members and, at times, invited guests will lead the flag salute.
- (c) **Roll call.** The Chair will call the roll. Board members may request to be excused from a meeting by requesting the same of the Chair in advance of the meeting.
- (d) **Agenda modifications.** Changes to the Board's published agenda may be requested and announced by the chair at this time or the agenda may be modified by a majority vote of the governing board.
- (e) **Announcements, Proclamations and Presentations.** A proclamation is defined as an official announcement made by the Chair or the Governance Board regarding a non-controversial event, activity or special interest group which has a major authority-wide impact.
- (f) **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, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of these Bylaws. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board as requested by the Chair.
- (g) **Consent Agenda.** Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include but are not limited to the following. Any Board member may remove any item from the Consent Agenda for separate discussion and action.
 - (i) Approval of minutes.
 - (ii) Fixing dates for public hearings and appeals.

- (iii) Approval of claims and vouchers, bid awards and contracts.
 - (iv) Approval of surplus property.
 - (v) Other items designated by the Governance Board.
- (h) **Voucher Signing.**
- (i) **Board Committee Reports.** Board Committee Chairs report on action and activities of their respective Board Committees.
- (j) **Chief's Report.** The Chief, or Chief's designee, shall provide a report informing the Board of the operations of the RFA.
- (k) **Division Reports.** When requested by the Board, the Chair or the Chief, division heads shall provide reports to the Board on issues of general interest and importance to the Board.
- (l) **Correspondence.** The Board Secretary or Chief shall report to the Board regarding correspondence received that is relevant to the Board's proceedings. The content of the correspondence shall be summarized but shall not, unless requested by a Board member, be read into the record.
- (m) **Unfinished Business.** Unfinished business of a general nature.
- (n) **New Business.** Business that has not been previously before the Governance Board.
- (o) **Good of the Order**
- (p) **Executive Sessions.** When executive sessions are required the Chair shall announce the time of the executive session and the purpose of the executive session with specific reference to the statutory authority for the executive session. The Chair may, but is not required, to announce whether action is anticipated to follow the executive session. Executive sessions may be extended as necessary by announcing the time extensions.
- (q) **Future Meetings.**
- (r) **Adjournment.**
- 4.2. **Recess.** The foregoing agenda may be interrupted for a stated time as called by the Chair to recess for any reason.
- 4.3. **Resolutions.** The Board may take action by motion or by Resolution. When action is taken by Resolution the following requirements and procedures shall apply:
 - (a) All resolutions shall be in writing, and the titles thereof shall be read aloud by the RFA Attorney or Chair prior to a vote being called on their passage, provided that any Board member may upon request, have a full reading of the text of a proposed

resolution prior to the vote on its passage. It shall not require a second to the request for a full reading of a resolution. It is further provided, however, that the requirement for a reading of the title of the proposed resolution, or a full reading of the text of the proposed resolution may be waived upon a motion duly made, seconded and approved by a majority of the Board members in attendance at the Board meeting.

- (b) Discussion and debate by the Governance Board on resolutions will be held prior to the vote on a resolution. Board members shall decide whether or not to amend the resolution, or direct staff to further review the proposed resolution. A resolution shall be passed by a majority vote of a quorum of the Board.

SECTION - 5. BOARD CHAIR SELECTION/DUTIES/BOARD SECRETARY.

5.1. Selection of Chair. Annually at the first meeting in January of each year, or if required at other times by changes in the Board membership, the members thereof, by majority vote, shall designate one Board Member to serve as Chair and one Board Member to serve as Vice Chair for the ensuing year. If the Chair is a City Board member the Vice Chair shall be a District Board Member. If the Chair is a District Board member the Vice Chair shall be a City Board Member. Nominations will be called for and closed by the governing Board before the vote. The Vice Chair shall serve in the absence or temporary disability of the Chair.

5.2. Conduct of Meetings. The Chair shall preside at all meetings of the Board and, in the absence of the Chair, the Vice Chair will act in that capacity. If both the Chair and Vice Chair are absent and a quorum is present, the Board shall elect one of its members to serve as Chair until the return of the Chair or Vice Chair.

5.3. Duties of the Chair:

- (a) Shall preserve order and decorum at all meetings of the Board and cause the removal of any person from any meeting for disorderly conduct;
- (b) Shall observe and enforce all rules adopted by the Board;
- (c) Shall decide all questions on order, in accordance with these rules, subject to appeal by any Board member;
- (d) Shall recognize Board members in the order in which they request the floor, giving every Board member who wishes an opportunity to speak, provided that the mover of a motion shall be permitted to debate it first, and provided that the Chair may also allow discussion of an issue prior to the stating of a motion when such discussion would facilitate wording of a motion;
- (e) May affix approximate time limit for each agenda item;
- (f) When matters on the agenda are placed, or are able to be placed under more than one classification or category, as defined by the Order of Business, and the matters

involve or are closely related to other subject matter, then the Chair may, in the Chair's discretion, present such matters before the Board, for discussion, consider and vote, at a different place in the agenda without the necessity of any vote thereon, notwithstanding their initial different placement on the written agenda.

- 5.4. Appointment of Board Secretary.** The Board shall, by motion and vote at an open public meeting, appoint a Board Secretary to perform the duties set forth in these Bylaws and other such duties as assigned by the Board.

SECTION - 6. BOARD MEMBER REMARKS

- 6.1. Remarks.** Board members desiring to speak shall address the presiding officer, and when recognized, shall confine him/herself to the question under debate.
- 6.2. Questioning.** Any member of the Board, including the Chair, shall have the right to question any individual, including members of the staff, on matters germane to the issue properly before the Board for discussion. Under no circumstances shall such questioning be conducted in a manner to the extent that such would constitute a cross-examination of or an attempt to ridicule or degrade the individual being questioned.

SECTION - 7. CONDUCT AT MEETINGS/DEBATES/RULES OF PROCEDURE

- 7.1. Speaking to the Motion.** No member of the Board, including the Chair, shall speak more than twice on the same motion except by consent of the majority of the Board members present at the time the motion is before the Board.
- 7.2. Interruption.** No member of the Board, including the Chair, shall interrupt or argue with any other member while such member has the floor, other than the Chair's duty to preserve order during meetings.
- 7.3. Courtesy.** All speakers, including members of the Board, which includes the Chair, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.
- 7.4. Transgression.** If a member of the Board shall transgress these rules on debates, the Chair shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the Chair shall transgress these rules on debate or fail to call such member to order, any other member of the Board may, under a point of order, call the Chair or such other member to order, in which case the Chair or such member, as the case may be, shall be silent except to explain or continue in order.
- 7.5. Challenge to Ruling.** - Any member of the Board, including the Chair, shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which

case the decision of the majority of the members of the Board present, including the Chair, shall govern.

7.6. Rules of Order. These Bylaws establish the governing rules of order for the Renton RFA Governing Board. In the event a situation arises in which these Bylaws do not adequately address or resolve a procedural issue, then, except where such rules conflict with these rules or state law, the rules of procedure for small boards established in the latest edition of *Roberts Rules Of Order, Newly Revised* shall control.

- (a) If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege; therefore, a second is not needed for those matters.
- (b) A motion that receives a tie vote is deemed to have failed.
- (c) When making motions, Board members shall be clear and concise and not include arguments for the motion within the motion.
- (d) After a motion has been made and seconded, the Board members may discuss their opinions on the issue prior to the vote.
- (e) If any Board member wishes to abstain, from a vote, that Board member shall advise the Governance Board, and shall remove and absent himself/herself from the deliberations and considerations of the motion and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Board member perceives a need to abstain, provided that, prior to the time that a Board member gives advice of an intent to abstain from an issue, the Board member shall confer with the RFA Attorney to determine if the basis for the Board member's intended abstention is appropriate. If the intended abstention can be anticipated in advance, the conference with the RFA Attorney should occur prior to the meeting at which the subject matter would be coming before the Governance Board. If that cannot be done, the Board member should advise the Governance Board that he/she has an "abstention question" that he/she would want to review with the RFA Attorney, in which case, a brief recess would be afforded the Board member for that purpose.
- (f) A motion may be withdrawn by the maker of the motion at any time without the consent of the Board.
- (g) A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Board members' consideration of the matter then before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a majority vote.

- (h) A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Governing Board meeting.
- (i) A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- (j) A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a majority vote; debate is reopened if the motion fails.
- (k) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (l) Motions that cannot be amended include: Motion to adjourn, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (m) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (n) Debate of a motion only occurs after the motion has been moved and seconded.
- (o) The Chair, RFA Attorney or Board Secretary should repeat the motion prior to voting.
- (p) When a question has been decided, any Board member who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Board meeting.
- (q) The RFA Attorney shall act as the Board's parliamentarian and shall decide all questions of interpretations of these rules which may arise at a Board meeting.
- (r) These rules may be amended, or new rules adopted, by a majority vote of the full Board.

SECTION - 8. PUBLIC COMMENTS

- 8.1. Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and place of residence for the record, and limit their remarks to three (3) minutes, in addition to filling out the speaker sign-in sheet available at the Board Secretary's desk. All remarks will be addressed to the Board as a whole. The Board Secretary shall serve as timekeeper. The Chair may make exceptions to the time restrictions of persons addressing the Board when warranted, in the discretion of the Chair.

- 8.2.** Any person making personal, impertinent or slanderous remarks while addressing the Board shall be barred from further audience participation by the Chair, unless permission to continue is granted by a majority vote of the Board.

SECTION - 9. PUBLIC HEARINGS AND APPEALS

- 9.1. Quasi-Judicial Hearings.** Quasi-Judicial hearings require a decision be made by the Board using a certain process, which may include a record of evidence considered and specific findings made. The following procedure shall apply:
- (a)** The Fire Chief or designee will present the RFA's position and findings. Staff will be available to respond to Board questions.
 - (b)** The proponent spokesperson shall speak first and be allowed (10) minutes unless extended by the Chair. The Board may ask questions.
 - (c)** Each side shall then be allowed five (5) minutes, unless extended by the Chair, for rebuttal, with the proponent spokesperson speaking first, followed by the opponent spokesperson.
 - (d)** The Board Secretary shall serve as timekeeper during these hearings.
 - (e)** After each proponent and opponent spokesperson have used their speaking time, Board may ask further questions of the speakers, who shall be entitled to respond but limit their response to the question asked.
- 9.2. Public Hearings.** Public hearings where a general audience is in attendance to present arguments for or against a public issue:
- (a)** The Fire Chief or designee shall present the issue to the Board and respond to questions.
 - (b)** A person may speak for three (3) minutes. The Chair may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Chair.
 - (c)** The Board Secretary shall serve as timekeeper during these hearings.
 - (d)** After the speaker has used the speaker's allotted time, the Board may ask questions of the speaker and the speaker may respond but may not engage in further debate.
 - (e)** The hearing will then be closed to public participation and open for discussion among Board members.
- 9.3.** The Chair may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Board.

SECTION - 10. BOARD MEETING STAFFING

- 10.1. Fire Chief.** The Fire Chief or designee shall attend all meetings of the Board unless excused.
- 10.2. RFA Attorney.** The RFA Attorney shall attend all meetings of the Board unless excused by the Chair and shall upon request, give an opinion, either written or oral, on legal questions. The RFA Attorney shall act as the Board's parliamentarian.
- 10.3. Board Secretary.** The Board Secretary shall attend all meetings of the Board unless excused by the Chair or the Chief and in such event, an acting Board Secretary shall be designated to attend the meeting by the Chair or the Chief.

SECTION - 11. BOARD RELATIONS WITH STAFF

- 11.1. Mutual Respect.** There will be mutual respect from both RFA staff and Board members of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 11.2. Roles.** RFA staff will acknowledge the Board as policy makers, and the Board members will acknowledge RFA staff as administering the Board's policies.
- 11.3. Communications.** All written informational material requested of RFA staff by any individual Board members shall be submitted to (or made available to) all Board members unless other reasons preclude such distribution, in which case the reasons shall be communicated to the Board members by the Chair or designee.
 - (a)** Board members shall not attempt to coerce or influence RFA staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of RFA licenses or permits.
 - (b)** Board members shall not attempt to change or interfere with the operating rules and practices of the RFA.
 - (c)** No Board member shall direct the Chair to initiate any action or prepare any report that is significant in nature or initiate any project or study without the consent of a majority of the Board.
 - (d)** Individual requests for information can be made directly to the Fire Chief unless otherwise determined by the Chair. If the request would create a change in work assignments or RFA staffing levels, the request must be made through the Chair.

SECTION - 12. BOARD COMMITTEES AND CITIZEN ADVISORY BOARDS

- 12.1.** The Standing Committees of the Governance Board of the Renton RFA are as follows:
 - (a)** Budget/Finance—responsible for expense/voucher review and participation in budget creation/management

- (b) Operations and Capital—responsible for review of operational performance measures and capital projects and purchases.
- 12.2. Board Committees are purely advisory in nature, shall not have any decision making authority, and are not authorized to “act on behalf of” the Governing Board as that term has been defined by the *Washington State Supreme Court in Citizens Alliance for Property Rights Legal Fund v. San Juan County*, 184 Wn.2d 428 (2015).
- 12.3. Board Committees shall consist of at least one City of Renton Board Member and One District 25 Board member.
- 12.4. Board Committees shall not consist of a quorum of the Governing Board as defined in these rules.
- 12.5. ~~The date, time and location of the~~ Board Committee meetings shall be established by Resolution of the Board.~~held on the fourth Monday of the month at a location to be determined by the Committees.~~ The Committees may meet at additional times and locations as the Committee determines.
- 12.6. Board Committees are not intended to meet the definition of a Public Agency under RCW 42.30.020(1) and such meetings shall not be required to comply with the Open Public Meetings Act.

SECTION - 13. BOARD REPRESENTATION

- 13.1. If a Board member appears on behalf of the RFA before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Board member needs to state the majority position of the Governance Board if known, on such issue. Personal opinions and comments which differ from those of the Board majority may be expressed if the Board member clarifies that these statements do not represent the Governance Board's position. Board members need to have other Board member's concurrence before representing another Board member's view or position with the media, another government agency or community organization.

SECTION - 14. CONFIDENTIALITY

- 14.1. Board members should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the RFA's position is not compromised. Confidentiality also includes information provided to Board members outside of Executive Sessions when the information is considered exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION - 15. BOARD COMPENSATION

- 15.1. **Governing Board Member Compensation.** The Renton RFA Plan provides that the members of the Governing Board shall receive compensation in the manner provided in RCW 52.14.010. It is the function of the Governing Board to approve the services that any members are authorized to perform for the RFA. Members of the Governing Board

shall be entitled to receive the full amount of compensation authorized by statute for the following activities:

- (a) Actual attendance at all regular and special meetings of the Board.
- (b) Actual attendance at King County Fire Commissioner Association Meetings.
- (c) Attendance at other RFA related activities provided that either the Board, the Board chair or the Board vice chair has approved such attendance in advance.

15.2. Waiver of Board Member Compensation. Any Board Member may waive all or any portion of his or her compensation payable under this section, by a written waiver filed with the Board Secretary prior to the date on which the compensation would otherwise be earned. The waiver shall specify the time period or the specific activities for which the waiver is made.

15.3. Governing Board Member Expense Reimbursement. Governing Board members shall, on approval by the Chair, receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the RFA including the following:

- (a) Mileage reimbursement for use of personal automobiles at the RFA approved rate together with parking fees, ferry fees, etc.
- (b) Registration fees for conferences, seminars and educational classes related to governance of the RFA.
- (c) Actual expenses for overnight accommodations when required by the nature of the activity attended (receipts required) not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website .
- (d) Actual Meal expense including gratuity (receipts required) when meals are not provided in the registration fee at an event attended not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website.

SECTION - 16. ACCESS TO RFA RECORDS

16.1. Each Governing Board Member shall have access to RFA records during regular business hours of the RFA; provided, that the review or examination of the records shall not interfere with the normal operation of the RFA staff. Governing Board members shall not remove original RFA records from the RFA stations. The administration shall provide copies of records requested by Governing Board members subject to the following limitations:

16.2. No copies of confidential records will be provided without prior approval of the Governing Board.

16.3. Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.

- 16.4.** RFA records and information obtained from RFA records may not be used by Governing Board members for non-RFA business nor disclosed to unauthorized persons.

SECTION - 17. PERSONAL LIABILITY PROTECTION

- 17.1. Insurance.** The Governing Board members shall be included as named insureds on all applicable RFA insurance policies. In the event a Governing Board Member shall be individually named as a defendant in any litigation arising out of the performance by the Governing Board Member of RFA business and the RFA's insurance carrier shall deny coverage and refuse to provide defense to the action, the RFA shall provide the Governing Board member with defense coverage and liability protection subject to the following conditions:

- (a) The cause of action must have arisen as a result of the action or non-action of the Governing Board member while acting within the scope and authority of the office of Governing Board member.
- (b) The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Governing Board member.

- 17.2. Liability Protection Procedure.** The following procedure shall be used to determine if the RFA shall provide the defense and liability coverage for a Governing Board member.

- (a) The matter shall be referred to the RFA's attorney for investigation and review.
- (b) The RFA's attorney or designee shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Governing Board member.
- (c) The RFA's attorney shall report to the Board of Governing Board members in writing the results of the investigation and research. A copy of the report shall be furnished to each Governing Board member under the attorney-client communication privilege.
- (d) The Board of Governing Board members shall make the final determination based on the report and investigation of the attorney.

SECTION - 18. ETHICS

- 18.1. Purpose.** The RFA and its Governing Board members find that the proper operation of a regional fire authority, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the Governing Board members of this RFA.
- 18.2. Policy.** The policy of the RFA is that this Ethics Policy shall be strictly adhered to, and that it shall be interpreted liberally so as to accomplish its purpose. The goal of the RFA is to establish and maintain the highest ethical standards for its leaders, so that they may

establish an example for all RFA employees to emulate. The expectations of the Board and the RFA shall be that the prohibitions contained herein will always be honored and that the recommendations contained herein will be aspired to and achieved whenever feasible.

18.3. Definitions. The following terms or words shall have the following meanings, throughout this ethics policy:

- (a) Major Infraction: A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed herein that involves honesty or integrity.
- (b) Minor Infraction: A minor infraction means any ethics code violation not deemed to be major.
- (c) Misfeasance: Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.
- (d) Malfeasance: Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.
- (e) Violation of oath of office: This term is also defined by statute and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a Governing Board member, would be an example of a violation of the oath of office.

18.4. Prohibited Conduct- A Governing Board Member Shall Not:

- (a) Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity or incur an obligation of any nature that is in conflict with the proper discharge of the Governing Board member's duties.
- (b) Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through or under the supervision of the Governing Board member, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- (c) Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- (d) Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the RFA, for a matter connected with or related to the Governing Board member's services unless provided for by law.

- (e) Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the Governing Board member, or be considered as part of a reward for action or inaction.
- (f) Accept employment or engage in business or professional activity that the Governing Board member might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- (g) Neither disclose confidential information gained by reason of the Governing Board member's position, nor may the Governing Board member otherwise use such information for his or her personal gain or benefit.
- (h) Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the RFA, where such Governing Board Member's assistance is, or to a reasonable person would appear to be, enhanced or affected by the Governing Board Member's position.
- (i) Employ or use any RFA employee or other person, RFA funds or money, or RFA property under the Governing Board Member's official control or direction, or in his or her official custody, for the private benefit or gain of the Governing Board Member, an employee of the RFA, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of RFA functions or official duties, or otherwise allowed by law.
- (j) Use the facilities, personnel or resources of the RFA to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17.130.
- (k) Participate, by voting or otherwise, in any issue that comes before the Board of Governing Board members, when the Governing Board Member has any direct or indirect personal or financial stake in the outcome of the matter.
- (l) Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of Governing Board Member, if concurrently serving as a Governing Board Member.

18.5. Recommended Conduct - At All times a Governing Board member Should:

- (a) Uphold the Mission, Vision and Values of the RFA
- (b) Respect and comply with the law.
- (c) Act at all times in a manner that promotes public confidence in the office of Governing Board Member.

- (d) Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- (e) Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- (f) Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- (g) Have the courage to do what is right and stand up for those without power or authority.
- (h) Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- (i) Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- (j) Lead by example.
- (k) Never forget that public office requires public trust and confidence.

18.6. Exceptions.

- (a) A Governing Board Member is allowed by state statute to be financially involved in a contract with the RFA, so long as payment to the Governing Board Member or his/her business does not exceed \$1,500.00 in any calendar month, provided that such Governing Board Member shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.
- (b) A Governing Board Member may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- (c) A Governing Board Member is not deemed to have an interest in a contract, as those terms are used herein, if the Governing Board Member has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a non-salaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee (Governing Board Member) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a Governing Board Member who attempts to influence, or does influence other RFA officers with respect to entering into the contract.

18.7. Complaints. All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant.

RENTON REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2021-01
ESTABLISHING COMMITTEE MEETING SCHEDULE

WHEREAS, Section 12.5 of the Renton Regional Fire Authority Governing Board Bylaws requires the Governing Board to establish its committee meeting schedule by Resolution.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Governing Board of the Renton Regional Fire Authority hereby adopts the following schedule for the monthly committee meetings of the Renton Regional Fire Authority Governing Board.

The committee meetings shall be held on the fourth Tuesday of the month virtually until in-person meetings are authorized by the Governor, then held at Fire Station #13 (18002 108th Ave SE, Renton). The Budget/Finance Committee meetings shall begin at 9:00 a.m. and the Operations/Capital Committee meetings shall begin at 10:30 a.m.

ADOPTED by the Governing Board of Renton Regional Fire Authority, at an open public meeting of such Board on the 9th day of March 2021 the following Board Members being present and voting:

| | |
|-----------------------|-----------------------|
| _____ Board Member | _____ Board Member |
| _____ Board Member | _____ Board Member |
| _____ Board Member | _____ Board Member |