



**Renton Regional Fire Authority**

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**MINUTES**

**RRFA Governance Board Regular Meeting**

**4:00 P.M. – Tuesday, March 9, 2021**

**Video Conference**

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**CALL TO ORDER**

Governance Board Chair Pérez called the regular meeting to order at 4:00 p.m.

**ROLL CALL**

*Governance Board Members Present:*

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

*Administrative Staff Present:*

Chief Steve Heitman, Assistant Chief Roy Gunsolus, Chief Administration Officer Samantha Babich, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Battalion Chief Aho, Lieutenants Laycock, Hyslop and Krystofiak, Fleet Manager Brice Callaway, Facilities Manager Scott Murphy, IT Technician Wyatt Humphreys, and Administrative Supervisor Christine Noddings.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

There were no announcements, proclamations, and presentations.

**FIRE BENEFIT CHARGE HEARING**

The Renton Regional Fire Authority Governing Board reconvened as the Benefit Charge Review Board, pursuant to RCW 52.26.250. The Review Board held two public hearings to receive petitions, the first on Tuesday, February 9th, 2021 and the second on Tuesday, February 23rd, 2021.

Renton RFA staff have administratively reviewed 47 individual petitions with a total of 62 requests and resolved 62 petition requests for adjustment.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

A **MOTION** was made by Board Member Corman and **SECONDED** by Vice Chair Morrell to approve the consent agenda for March 9, 2021. **MOTION CARRIED (6-0)**

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### SIGNING OF VOUCHERS

The members of the Finance Committee signed the voucher approvals for March 9, 2021.

### BOARD COMMITTEE REPORTS

There were no Board Committee reports.

### CHIEF'S REPORT

Chief Heitman's report included the following:

- 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.
- 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.
- 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.
- 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.
- 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.
- Governance Board Notifications: Per our procurement process and policy, I am notifying the Board of the following purchase: Sump Pump Replacement – \$49,975.71.

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### DIVISION REPORTS

#### Response Operations

- PSERN Project: The RFA is swapping out all portable radios on the rigs for new equipment. Final inventory was submitted prior to the March 8 deadline by Captain Hawkins and Chief Gunsolus.
- 2020 Top Aid Company: Congratulations to Nguyen Le and Brandon Caldwell from Station 13/C Shift.
- 2020 Top Ladder Company: Congratulations to Captain Jim Ochs, Engineer Chris Ellis, Firefighter Ben Thomas and Firefighter Brian Lane from Station 11/C Shift.
- Promotion/Retirements: Robert McGee retired March 1, 2021 after 25 years of service. Andrew Facchini was promoted to engineer effective March 1, 2021.
- Training: Recent training included Wildland Operations Level training for Engine 17 members, 80-hour pump academy for 2 members, Rescue System One academy and Aerial Stokes Operations training for the Tech Team, Rapid Rescue training for the Hazmat Team, and JATC exams and drills.
- Significant Calls: On 2/25, crews extricated a patient from their vehicle in under 20 minutes after the car went into a building. The patient made it to Harborview in under an hour.

#### Office of the Fire Marshal

- Monthly OFM report: OFM implemented a new program called the Compliance Engine effective January 1, 2021 that tracks systems testing to minimize system follow-up meetings regarding compliance violations. FM Barton also highlighted fire investigation year-to-date comparison statistics, fire code enforcement updates, plan review process updates, and public education efforts.
- Chief Heitman and FM Barton completed an inspection of the Red Lion that revealed improved efforts to address fire code violations. DSHS determined the Red Lion is a hotel. However, since the location meets the definition of an institution, regardless of whether the county chooses to license it as such, it is still categorized as an institution in the fire code and regulated as such. The RFA got a permit application for the Red Lion from King County to replace all fire sprinkler heads, a \$150,000 project.
- Compton Lumbar Co. installed an alarm system and acknowledged they have 12 months to either install a sprinkler system or build a new building. Denny's (Rainier Ave) has received their permits for demolition.

#### Administration

- King County Mitigation Grant Update: The RFA received reimbursement from King County to offset some of the expenses associated with the Red Lion Deintensification Center.
- KCFD 40 Contract Update: A finance work group was developed to collaborate and address finance questions that arise during the negotiation process.
- FirstWatch: The RFA is currently in the process of setting up a program called FirstWatch to monitor response times, travel times, and other metrics.
- WA Fire Careers Website Update: The website launched on March 9, 2021 and offers more affordable and accessible testing for residents in the Zone 3 area. Agencies can pull names from blood tests, costing the tester \$33 instead of \$250. The first exam will be in April 2021.

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### Support Services

- Aid Unit Bids: The RFA has received 3 bids and are waiting on a 4<sup>th</sup> bid. One of the bids is \$250,000/unit with a multi-unit discount (including a Skyway FD unit) that decreases the total cost to \$242,000 plus tax, well under the budget.
- Request for Qualifications for Station 16: RFQ is being published March 12, 2021 (and March 19, 2021) to obtain an architect for the Station 16 project. The architect will be chosen by the next Board meeting in April 2021.
- RFA Accreditation: This, in addition to setting up FirstWatch, will aid the RFA with accreditation and address the RFA's prior and current practices and future plans, aligning with the RFA's 2020-2025 Strategic Plan.

### EMS/Health & Safety

- Fee for Transport Update: The RFA is receiving numbers for the first month of Fee for Transport. Billing going toward insurance is visible, and the RFA will have numbers for the Board next meeting for what the RFA will be receiving from those transports. Separate sets of data reporting are available for both RRFA and KCFD 40.
- Treat and Refer: The FD Cares RNs treat and refer patients at home on a daily basis. The RFA is looking forward to Medicaid reimbursing the RFA for services each time the FD Cares unit treats and refers patients.
- Mobile Vaccination Unit Distribution: The RFA has two units working in partnership with the Skyway Fire Department and City of Renton. Since February 24, 2021, the RFA has given 350 vaccinations to residents in the area that have difficulty registering for an appointment or are lacking the ability to visit a local clinic or pharmacy.
- Rotary Meeting Report: Chief Heitman and Chief DeSmith attended the last Rotary meeting to discuss how the RFA in 2020 had stood up new practices to be part of community health. With the new practices in place, the RFA was able to maintain current and past practices.

### CORRESPONDENCE

There was no correspondence.

### UNFINISHED BUSINESS

#### Staff Recommendation for Station 15 Refund

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

A **MOTION** was made by Board Member Corman and **SECONDED** by Vice Chair Morrell to authorize staff to credit \$266,131 of the refund from Fire Station 15 into the Capital Fleet Replacement fund and \$600,000 into the Capital Facilities fund. **MOTION CARRIED (6-0)**

### NEW BUSINESS

#### Proposed Changes to Governance Board Bylaws

Upon annual review of the bylaws, staff recommended changes to the bylaws to align with current practice. The first is updating the Board Chair approval timeline of the proposed agenda to "a timely manner so as to accommodate the preparation of the proposed agenda for approval by the Chair,

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or Chair's designee." The second is changing the date, time and location of the Committee meetings to be established by Resolution of the Board.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Corman to approve the recommended changes to the Governing Board bylaws. **MOTION CARRIED (6-0)**

### Resolution 2021-01 Establishing Committee Meeting Schedule

The Governance Board Committee meetings were previously held on the 4<sup>th</sup> Monday of each month. Due to various scheduling conflicts, it was requested to move the meeting dates from the 4<sup>th</sup> Monday to the 4<sup>th</sup> Tuesday of each month at 9:00 a.m. (Budget/Finance) and 10:30 a.m. (Operations/Capital).

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvine to adopt Resolution 2021-01, establishing the regular date and times for holding the Governing Board Committee meetings as the 4<sup>th</sup> Tuesday of each month at 9:00 a.m. (Budget/Finance) and 10:30 a.m. (Operations/Capital). **MOTION CARRIED (6-0)**

### GOOD OF THE ORDER

There was no good of the order.

### 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.*

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Abercrombie to move into Executive Session. **MOTION CARRIED (6-0)**

Executive session was called at 5:03 p.m. for 30 minutes. The meeting reconvened at 5:33 p.m.

### 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

The meeting was adjourned at 5:34 p.m.

  
Ruth Pérez (Apr 13, 2021 20:02 PDT)

Ruth Pérez, Board Chair

  
Christine Noddings (Apr 13, 2021 18:02 PDT)

Christine Noddings, Board Secretary







# 2021-03-09 Minutes

Final Audit Report

2021-04-14

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