



Renton Regional Fire Authority

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MINUTES

RFA Governance Board Regular Meeting

4:00 P.M. – Tuesday, April 13, 2021

Video Conference

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 (Fire District 25)
Ruth Pérez, Chair (City of Renton)
Marcus Morrell, Vice Chair (Fire District 25)
Ryan McIrvin (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:

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

Public Present:

Jim Nelson (D.A. Davidson) and Scott McLannet (KL Gates, LLP).

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, and presentations.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to approve the consent agenda for April 13, 2021. **MOTION CARRIED (6-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the voucher approvals for April 13, 2021.

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BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman's report included the following:

- Recognition Awards: Chief Heitman congratulated Members of the Year and Top Company Awards for 2020.
- Retirements and Promotions: Effective April 1, Lt. Andy DeLeuw retired after 32 years of service and Eng. Jeff Richards retired after 36 years of service. To fill their vacancies, Jonathan Sarreal was promoted to full-time Lieutenant, and the RFA conducted "Rule of Three" interviews on March 22 to promote Firefighter Kelly Carpenter to Engineer. Both promotions are effective April 1.
- Congratulations are in Order: Job well done to Firefighters Victoria Berg, David Braun and Anthony Parker who passed their 3A JATC test. They only have one more to go to achieve Journeyman status. In addition, Firefighter Daniel Yun successfully completed his 2B step and Firefighters Sean Hartman and Brandon Ross completed their 2A step.
- Northeastern University First Responders Mental Health Focus Group Event: On March 12, Chief Heitman participated in an event sponsored by Northeastern University focused on mental health issues faced by first responders and training/education needs they have. The intent of this group is to identify the public mental health issues and situations first responders confront in the performance of their duties; and develop training programs to address gaps in current training for these issues.
- RRFA/KCFD 40 Contract Negotiation Update: Negotiations with KCFD #40 continue to move forward in a positive manner. The latest negotiation session was used to identify and clarify performance metrics and to ensure the formula used for calculating annual costs for service is accurate, including areas that have been annexed by the City of Renton. There are three more meetings scheduled at this point.
- Recruit Update: On March 29, AC Gunsolus and Chief Heitman met with the Academy Cadre to discuss documented issues with one of the RFA's recruits. After meeting with the training officers and meeting with the recruit, Chief Heitman made the decision to separate the recruit from the RFA.
- Governance Board Notification: Per the RFA's procurement process and policy, Chief Heitman notified the Board of the following purchases:
 - Holmatro Cordless Extrication Set – \$38,462.60
 - Life Scan Physical Additional Testing – \$34,956.00

DIVISION REPORTS

Administration

- Lieutenant Exam Process Update: Eight members applied, with one getting promoted between the time of application and the date of this meeting. They have all passed the written exam and are preparing for the promotional assessment center that starts on April 21st.

EMS/Health & Safety

- RRFA Mobile Vaccination Partnership with Community Members: The Johnson & Johnson vaccine is currently on pause. The Mobile Vaccination Unit (MVU) is reaching the vulnerable

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population of the Renton community that was struggling to schedule appointments. Skyway has been added to the map for scheduling a weekly vaccine site in that area beginning at the end of April. The MVU has given over 1,000 doses to this population.

- On-boarding new CARES RNs (Yasmin and Krista): Renton now has three bilingual RNs. Yasmin starts on April 16th with the Renton CARES unit.
- CPR Consortium Update: Renton RFA is working with the CPR Consortium group to establish consistent communication to the public regarding when CPR classes will be offered again, per the Governor's direction. We plan to start up again in unison with Puget Sound RFA and Valley RFA.
- Future Women in EMS/Fire Workshop: This workshop is designed to offer women the opportunity to don equipment, pull a fire hose, and hear testimonies in an effort to invite females to consider the fire service as a career. This month's workshop will be hosted by Puget Sound RFA, and Renton RFA will be hosting the event next Spring.

Response Operations

- Training Updates: Station 17 crews received Wildland Operations training. Wildland technicians received their Red Card technical-based refresher training. Multiple companies participated in vehicle extrication drills. All crews received their Q1 EMS training on Endocrinology. The HazMat team had a drill with Seattle Fire Department on metering drugs with live samples. And the technician team worked on their boat control line drills.
- Public Relations: Renton RFA provides standby service for each of the football games at the Renton Stadium. The RFA has also started back up with a new phase for the North Seattle Community College ride-along program, which gives EMT students the opportunity to experience the field with Renton crews.
- Significant Incidents:
 - 03-10 179th CMD Residential Fire
 - 03-10 125th CMD Residential Fire
 - 03-12 Seneca CMD Residential Fire with Exposures
 - 03-13 Sage CMD Commercial Fire
 - 03-19 300 Blk of S Grady Way Shooting

Support Services

- Station 11 Remodel Update: Renton RFA has been working with the architect to finalize documents by end of next week. Once completed, the RFA will advertise a request for bids for 30 days with construction planned to begin shortly after.
- Sump Pump at Station 11: Facilities Manager Scott Murphy received bids last year for a new sump pump at Station 11 and was able to budget this year to complete the replacement. The bid chosen will cost Renton RFA roughly \$16,000, saving the RFA \$30,000.
- Vehicle Purchases: Renton RFA is partnering with Fire District 20 to purchase aid units to receive a group rate discount.

Office of the Fire Marshal

- Quarterly OFM Report: FM Barton offered to answer any questions the Board may have regarding the report provided in the meeting packet.
- Regional Fire Marshal Food Truck Inspection Checklist: There is now a regional inspection program available for mobile food facilities that is launching June 1st that will provide a standard inspection that participating fire jurisdictions in King County will recognize. Food trucks with a passing inspection from another jurisdiction receive a discount on their permit fee for operating in Renton.

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- Arson Fires: Renton RFA responded to a string of four back-to-back arson fires on Easter Sunday morning. The RFA partnered with the Bureau of Alcohol, Tobacco, Firearms and Explosives to bring in an arson unit to assist in the fire investigations. The RFA developed a taskforce with Skyway Fire Department, Tukwila Fire Department, King County Sheriff's Department, as they all responded to similar calls. It is believed there is one arsonist involved. Since the arsonist seemed to target vehicles, notice was provided to nearby homeless camps in an effort to bring awareness to those living in their vehicles, which was well received by the community.
- Fatality Fire: On April 9th, a gas leak leading to the furnace caused the home to catch fire. The RFA visited the neighborhood for two days following the incident to pass out flyers and provide resources, encouraging residents to have their furnaces checked with the idea that the homes in the development were built by the same contractor using the same furnace model.
- Red Lion Update: The RFA has completed several inspections that show staff is staying on top of things. Some fire code violations are to be expected based on the nature of the approx. 235 residents of the facility. All non-ambulatory residents have been moved to the ground floor.

CORRESPONDENCE

Chief Heitman shared a thank you letter received by a student from Auburn Mountainview High School, Kassia Bulanov.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Employment Contracts

The step tables in employment contracts for the E-Team need adjustment for longevity pay. Renton RFA would also like to update other changes including updates to the pay scale to 2021 rates, new service credit language, updated term dates, removing the option to deposit remaining holiday and vacation hours into a VEBA HRA account, and changes to sick leave cash out.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvine to approve the changes to the employment contracts as presented. **MOTION CARRIED (6-0)**

Purchase of New Aid Units

As part of their Capital Fleet Replacement Plan, Renton RFA is due to replace two of the aid units. The new aid units are in line with the Zone 3 Spec. KCFD #40 is purchasing a matching aid unit at the same time, which gives Renton RFA the benefit of a multi-unit discount of \$3,000 per unit. KCFD #20 (Skyway) is also purchasing an aid unit with the order. Cost includes new safety features specific to Horton and also travel to the factory for acceptance. These are replacement vehicles, so equipment such as computers, monitors, modems, and mounting brackets will be reused. DC Seaver shared a video demonstrating the enhanced restraint system for EMTs.

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A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Meikle to approve the purchase of two new aid units in 2021 and authorize the Fire Chief to sign. **MOTION CARRIED (6-0)**

Purchase of New Brush Rig

With the new addition of \$266,000 into the Capital Fleet fund from the completed Station 15 project. This gives Renton RFA the ability to move the brush rig replacement up from 2024. They will not surplus F091, as they have two stations, 16 & 17, with significant wildland urban interface exposure. Renton RFA will keep a brush rig at each of these stations and train the crews at Station 16 to the same wildland level as Station 17. This gives them the opportunity to deploy outside of their area, gaining experience for personnel while still maintaining coverage within station jurisdiction.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Meikle to approve the purchase of the new brush rig in 2021 and authorize the Fire Chief to sign. **MOTION CARRIED (6-0)**

Station 16 Architect Contract

Renton RFA's current architect, Broderick, is under contract for tenant improvements. With the upcoming plan to swap properties with King County and build a new Station 16, the RFA needs to secure a new architect firm to cover this expanded scope. In March, the RFA published a request for qualifications and received 5 packets to review and score. The architectural firm, TCA, was selected, as they hit all qualifications.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Meikle to allow Renton RFA staff to proceed with a contract for architectural services with TCA. **MOTION CARRIED (6-0)**

KCFD #20 CARES ILA

Fire District 20 would like to enter into an ILA with Renton RFA for CARES services in their area. From available data, the RFA understands that the call impact to CARES 314 would be one additional per 12-hour shift. This call load increase does not negatively impact the RFA's service to the Renton RFA's area.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Meikle to approve the inter-local agreement between Renton RFA and Fire District 20 for CARES services and authorize the Fire Chief to sign. **MOTION CARRIED (6-0)**

Bond Counsel Letter of Engagement

Renton RFA has met with bond counsel recommended by Attorney Snure to begin the process of issuing a bond for the Station 16 replacement. A letter of engagement is required in order to proceed.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvine to authorize Renton RFA staff to enter into a letter of engagement with K&L Gates, LLP. **MOTION CARRIED (6-0)**

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Reimbursement Resolution

The attached reimbursement resolution would allow the RFA to reimburse their operating fund for expenses incurred for Station 16 prior to the bond being issued.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvine to approve Resolution 2021-02 to designate certain expenditures for reimbursement from the proceeds of bonds to be issued in the future. **MOTION CARRIED (6-0)**

D.A. Davidson Letter of Engagement for Bond Underwriter

Renton RFA met with bond underwriting recommended by Attorney Snure to begin the process of issuing a bond for the Station 16 replacement. A letter of engagement is required in order to proceed.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Abercrombie to authorize Renton RFA staff to enter into a letter of engagement with D.A. Davidson & Co. **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)(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Executive session was called at 5:16 p.m. for 20 minutes. At 5:36 p.m., another 10 minutes were requested, then another 2 minutes. The meeting reconvened at 5:48 p.m.

FUTURE MEETINGS

- Tuesday, April 27, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Tuesday, April 27, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Tuesday, May 11, 2021, 4:00 p.m., Governance Board Regular Meeting, Video Conference

ADJOURNMENT

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvine to adjourn the meeting. **MOTION CARRIED (6-0)**

The meeting was adjourned at 5:51 p.m.


Ruth Pérez (May 11, 2021 17:23 PDT)

Ruth Pérez, Board Chair


Christine Noddings (May 11, 2021 16:20 PDT)

Christine Noddings, Board Secretary







2021-04-13 Minutes

Final Audit Report

2021-05-12

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