



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

4:00 P.M. – Tuesday, June 8, 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.
- Consent Agenda
 - Approval of [Minutes from May 11, 2021](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 4/16/2021 – 5/15/2021
Payroll Check List 4/1/2021 – 4/30/2021
- Signing of Vouchers
- Board Committee Reports
 - Budget and Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
 - EMS/Health & Safety
 - EMS Week Wrap Up ([Renton RFA Video](#))
 - 2022 GEMT Process with the Public Consulting Group (PCG) begins late June.
 - Mental Resilience Training from Renton-base Crisis Connections begins for responders late June.
 - Office of the Fire Marshal
 - [Quarterly OFM Report](#)
 - Response Operations
 - Operations
 - Shadowing Roy to get better understand of responsibilities.
 - A317 Incident

GOVERNANCE BOARD REGULAR MEETING AGENDA

June 8, 2021

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- Training
 - Station 12 Auto Extrication
 - Individual Crew training at Station 14 drill ground
 - HazMat Training with Boeing Fire
 - Squad Elevator Training
 - Live Fire
 - JATC Testing
- Public Outreach
 - North Seattle Collage Ride A longs
 - Cast for Kids at Gene Coulon
- Significant Events
 - 5-28 Main CMD Stabbing and Blood Transfusion in Renton
 - 5-30 Pelly CMD Commercial Fire
 - 5-17 Rainier CMD Serious MVA (involving Seattle PD)
- Support Services
 - Station 16 GPS Opticom Installed
 - Aid Unit Remote Switches
 - Station 16 Architect Contract Executed
 - Station 11 Architect Remodel Paperwork Update
 - Pierce Factory Pre-Build Update
- Correspondence
- Unfinished Business
- New Business
 - [Update to OFM Fee Schedule for 2022](#)
 - [Deputy Chief Employment Agreement](#)
- Good of the Order
- Executive Session
- Future Meetings:
 - Tuesday, June 22, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
 - Tuesday, June 22, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
 - Tuesday, July 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, May 11, 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)
Randy Corman (City of Renton)
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Ryan McIrvine (City of Renton)
Myron Meikle (Fire District 25)

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.

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 Meikle joined the meeting at 4:03 p.m., and Board Member McIrvine joined the meeting at 4:20 p.m.

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Proclamation for Emergency Medical Services Week

The proclamation honors the people and regional partnership among 30 fire departments, six paramedic providers, five EMS dispatch centers and 19 hospitals in King County that work together to save lives as Medic One. Introduced in 1970, King County Emergency Medical Services has become a model nationwide for delivery of lifesaving first responder services.

A **MOTION** was made by Board Member Corman and **SECONDED** by Vice Chair Morrell to concur with the Proclamation for Emergency Medical Services Week. **MOTION CARRIED (5-0)**

GOVERNANCE BOARD REGULAR MEETING MINUTES

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PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member Meikle to approve the consent agenda for May 11, 2021. **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for May 11, 2021.

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 Firefighter Sean Leahy for completing his 3A JATC test. He only has one more to go to achieve Journeyman status.
- Promotions/Retirements: Assistant Chief Gunsolus will be retiring as of June 30th. Prior to joining Renton Fire, he served 3 years with Northshore Fire Department. On May 1st, he celebrated 31 years of service with Renton Fire. Chief Gunsolus has been an integral part of our organization, and his contributions will always be valued and remembered. He will be greatly missed. Bryan Estibal and Andrew Facchini were promoted to Engineer effective May 1st. We had three successful candidates from the Lieutenant promotional exams and will be hosting "Rule of 3" interviews for battalion chiefs on May 12th, for captains on May 13th, and for lieutenants on May 17th. Civil Service will certify the list during the next meeting on May 18th. Engineer promotional exams were announced on May 10th. The written exam will take place on July 12th and the assessment center will take place at the end of August.
- National Purchasing Partners (NPPGov) Contract Renewal: The King County Medic One/EMS Division Medical Supply Contract with Life Assist is up for renewal in June 2021. Instead of renewing, they have the opportunity to join a medical supply cooperative purchasing agreement with NPPGov that was awarded via a formal RFP process with a state lead agency that offers discounts on specific items that were identified by KCM1 and the EMS Division based on their/the region's needs. Renton RFA has joined this cooperative purchasing agreement and will see a significant savings on medical supply costs.
- Unincorporated King County Fire Ban Update: In April, the King County Council voted 5-4 in favor of a fireworks ban for unincorporated King County, which will not take effect for one year, and begin in May 2022.
- Member Update: We separated service with one more recruit who did not meet standard qualifications during the Academy.
- Citizens Advisory Panel Vacancy: Silke Prelog has announced she will be leaving the Citizens Advisory Panel (CAP) to relocate to Miami. Silke represented the Benson Hill area of our community, and we thank her for her hours spent as a member of the CAP, as well as her countless hours of volunteerism within the Renton community. This vacancy is advertised on our website and social media pages. We will bring the applications to the Board once they have been received, so a new member of the CAP can be chosen.

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DIVISION REPORTS

Administration

- Administrative Specialist Hiring Update: The RFA held phone screenings and in-person interviews for a new Administrative Specialist and selected a candidate that will start on June 16, 2021.

EMS/Health & Safety

- Treat and Refer Application Update: Renton RFA has submitted their application for the Treat and Refer Program.
- KCFD 20 CARES Service & Vaccination Sites for the Skyway Community: Renton RFA partnered with Skyway Fire Department to hold a successful vaccination popup event in April, vaccinating over 230 people that month. Beginning May 19th, the Skyway Fire Department will host a popup clinic event every Wednesday to provide further vaccine availability at one of their stations.

Support Services

- (Facilities) Station 11 & 16: Documents from the architect for the Station 11 remodel are close to being completed, which will be advertised for three weeks. The RFA will choose a contractor from the applicants and bring the selection to the Board for approval. The Station 16 build is slowly underway. King County reached out with an extensive list of expectations on what it will take to do the property swap. Before the RFA can move forward with design decisions, the RFA needs to reach an agreement with King County regarding their expectations.
- (Fleet) Chassis Issues: There is a global shortage of microchips that is in turn causing a shortage of 2021 chassis. This shortage will at best delay the RFA's aid unit order and potentially cancel the brush rig order. More updates to come as the RFA works with the manufacturer.
- (Planning) Accreditation Progress: With the completion of the Strategic Plan last year, the RFA has begun their annual review to ensure progress continues. Planning Lt. Laycock is reviewing the RFA's Standards of Cover and reevaluating risk assessment and resource allocation. Once the FirstWatch launch is complete and the RFA receives data from the accreditation module, the RFA will finalize their Standards of Cover and proceed to the self-assessment portion of the process.

Response Operations

- Training
 - Haz-Mat and Tech Team will be working together on Confined Space drills and using Area Raes.
 - Dive Team will be working on Rescue Boat Operator Training (RBO) and Swiftwater drills this month.
 - Newly Promoted Engineer Carpenter is at the 2-week pump academy.
 - Tech: Low Medium Stokes evolutions this month. Block 1 Fundamentals Training this month includes Attic Fire Tactics, 2 ½ Deployment, Forcible Entry and Accountability training.
- Public Outreach
 - North Collage Ride Alongs are still occurring.
 - The RFA attended the Children's Day Celebration at Renton Stadium.

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- The RFA is beginning to hold outdoor public events and are discussing a start date to open the stations to the public, offer CPR classes and visit classrooms again. This will be a coordinated effort among all departments in the region.
- Significant Incidents
 - (4/17) 161st CMD Residential Fire
 - (4/28) 187th CMD Residential Fire in District 40's area.

Officer of the Fire Marshal

- 2021 OFM Quarterly Report: COVID had an impact on the number of inspections the staff were able to complete, which is reflected in the year-over-year data for 2020/2021 comparison. The RFA Fire Marshal's office now has a vacancy that will have additional impact on productivity until that position is filled. Staff completed 220 plans reviews, 155 construction inspections, and issued 49 fire systems and/or fire construction permits. Public Educator/DFM Ferguson worked with Battalion Chiefs to provide safety tips during 30 Homeowners Association meetings so far this year. The RFA is again partnering with Renton PD to host the 3rd annual Scout Night event on May 26th for scouts to come and receive their certificates for completing their scout activities.

CORRESPONDENCE

Chief Heitman shared a letter of appreciation from the King County Public Health EMS Division Director regarding Renton RFA's participation in the Future Women in EMS and Fire Workshop by Firefighters Kelly Carpenter, Kayla Eychner and Lindsey Ris.

Chief Heitman also shared a thank you letter from a Renton resident recognizing Firefighters Tanner Lucas and Patrick Leahy for their professionalism, great response time and good nature during an incident at the resident's home.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

GOOD OF THE ORDER

Board Member Corman shared that his current council term will be his last term. Colleagues wished him the best, expressed their high regards for Board Member Corman, and thanked him for his service.

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.

Executive session was called at 4:36 p.m. for 20 minutes. The meeting reconvened at 4:56 p.m.

GOVERNANCE BOARD REGULAR MEETING MINUTES

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FUTURE MEETINGS

- Tuesday, May 25, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Tuesday, May 25, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Tuesday, June 8, 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 Abercrombie to adjourn the meeting. **MOTION CARRIED (6-0)**

The meeting was adjourned at 4:59 p.m.

Ruth Pérez, Board Chair

Christine Noddings, Board Secretary

VOUCHER APPROVAL FOR JUNE 8, 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: _____

Steven C. 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 \$1,933,689.53, payroll vouchers and direct deposits totaling \$1,298,685.97.

A/P VOUCHERS	Payment Date	Numbers	Amount
Checks	04/16/2021 - 05/15/2021	13143-13226	\$711,813.64
EFTs	04/16/2021 - 05/15/2021		\$285,342.60
Bank Drafts	04/16/2021 - 05/15/2021		\$936,248.29
AR Refund Checks	04/16/2021 - 05/15/2021	13141-13142	\$285.00
TOTAL A/P			\$1,933,689.53
PAYROLL VOUCHERS		No. of Vouchers	Amount
Direct Deposits	4/23/2021	180	\$650,867.53
Payroll Checks	4/23/2021	1	\$0.00
Direct Deposits	5/10/2021	178	\$647,818.44
Payroll Checks	5/10/2021	0	\$0.00
TOTAL PAYROLL		359	\$1,298,685.97
TOTAL CLAIMS			\$3,232,375.50

Renton Regional Fire Authority Governance Board:

Ruth Pérez, Board Chair

Marcus Morrell, Board Vice Chair

Myron Meikle, Board Member

Ryan McIrvine, 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: June 8, 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. Promotions/Retirements

John Holt retired after 33 years of service with Renton, and Carl Pedersen retired after 28 years of service with Renton. We wish them the best in the next chapter of their lives.

Please join us in congratulating the following members on being selected for promotion effective June 1, 2021:

- Will Aho – Deputy Chief, Response Operations
- Jim Ochs – Battalion Chief/Safety Officer
- Marcus Rismiller – Captain
- Brandon Myking – Lieutenant

2. Recruit Academy #11 Graduation

I would like to congratulate the Firefighter Training Academy Recruit Class #11. Please join us on Thursday, June 17th at 6:00 PM as we celebrate via live stream the event on the SKCFTC Facebook Page.

3. Zone 3 PulsePoint App Grant Approval

Out-of-hospital cardiac arrest is a leading cause of death in the United States, accounting for an estimated 424,000 deaths each year, more than 1,000 deaths per day. The American Heart Association estimates that effective bystander CPR, provided immediately after cardiac arrest, can double or triple a person's chance of survival. Many cities throughout the United States have deployed the PulsePoint app. The Medic One Foundation Board of Directors has approved a grant request of \$72,395.95 to support the installation of PulsePoint in Zone 3 of King County and the first year of the PulsePoint annual subscription. The Medic One Foundation [approval letter](#) and a [PulsePoint fact sheet](#) are attached for your reference. In

addition, you can learn more about PulsePoint app at <http://www.pulsepoint.org>. Other resources include the following news broadcasts:

App Launch Los Angeles Mayor Announcement Video: <https://vimeo.com/124752178>

Good Morning America News Video: <https://vimeo.com/124780654>

World News Tonight News Video: <https://vimeo.com/115192332>



MEDIC ONE FOUNDATION

We will never stop looking for new ways to save lives.

Board of Directors

Brooks H. Simpson
President

Richard E. Spangler, Jr.
Immediate Past President

Brian D. Webster
President-Elect

Craig Peterson
Treasurer

John McGary
Secretary

Leonard A. Cobb, MD

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Heather Kelley

Graham Nichol, MD, MPH

Tom Rea, MD, MPH

James Richardson

Jeffrey W. Richey

Eric Rothenberg

Michael R. Sayre, MD

Harold D. Scoggins

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Ross L. Cunningham

T.R. Faragher*

Joseph R. James*

Robert I. Jetland*

Jack N. Richards*

Werner E. Samson, MD

Robert L. Van Citters, MD*

**In Memoriam*

March 2, 2021

Chief Randy Fehr
Enumclaw Fire Department
1330 Wells Street
Enumclaw, Washington 98022

Dear Randy,

I am pleased to tell you that the Medic One Foundation Board of Directors has approved your grant request of \$72,395.95 to support the installation of PulsePoint in Zone 3 of King County and the first year of the PulsePoint annual subscription. This grant does not guarantee ongoing funding for future years.

Although we are committed to the full \$72,395.95, Medic One Foundation will seek an additional funding sponsor to help offset the cost and to help increase the visibility of PulsePoint within Zone 3 communities. We will coordinate our sponsor solicitation with you to ensure that the sponsor is appropriate.

We have noted that installation will occur by the end of the third quarter of 2021. Please contact Kim Martin at the Foundation when you are ready for payment. Kim's email is kim@mediconefoundation.org.

In recognition of our support, please ensure that the Medic One Foundation logo is displayed on the PulsePoint app as the sponsor, as well as in all marketing materials. If we are fortunate to secure a second sponsor, their logo/name will need to be displayed as well.

We look forward to participating in the media launch of PulsePoint and supporting your marketing efforts to encourage citizens to become PulsePoint responders. Kim Martin will also be your contact at the Foundation to coordinate activities related to the launch and support for your marketing activities.

We are excited to know that PulsePoint will finally be available to Zone 3 residents, and it is a pleasure to be able to help.

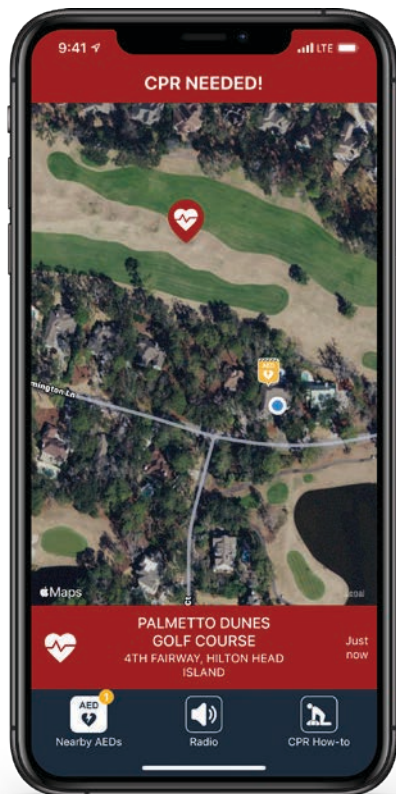
Sincerely,

Jan Sprake
Executive Director

PULSEPOINT RESPOND

Public CPR-Needed Activations for Community Responders

PulsePoint Respond is a 911-connected mobile app that alerts CPR-trained citizens to someone nearby having a sudden cardiac arrest.



- PulsePoint aims to initiate CPR earlier and more often as well as increase the use of automated external defibrillators (AED), prior to emergency responders arriving on scene.
 - PulsePoint is integrated directly into the public safety communications center. When a call taker determines CPR may be needed, an alert is simultaneously sent to nearby app subscribers with the dispatch of emergency responders.
 - PulsePoint Respond informs the community of emergency activity in real time. Alerting residents to traffic collisions, wildland fires and other emergencies makes PulsePoint a valued and trusted local resource. The routine usefulness of the app helps build and sustain a reliable network of engaged citizens and CPR-trained individuals.
- PulsePoint Respond alerts community responders only if the cardiac emergency occurs in a public location.
 - Subscribers indicate if they intend to respond and can listen to live dispatch audio (if offered by the agency) for any updates communicated to the responding crews as they make their way to the patient.
 - PulsePoint includes a powerful and simple to use analytics platform, *PulsePoint Insights*, designed to provide actionable statistics on PulsePoint performance in a community.



Learn more at pulsepoint.org
Download PulsePoint Respond



911 called for victim.



**911 center initiates
PulsePoint alert.**



**Nearby PulsePoint subscribers
alerted simultaneously with
emergency responders.**



**PulsePoint responders directed to victim
location and notified of nearest AEDs.**

PULSEPOINT VERIFIED RESPONDER

Residential CPR-Needed Activations and Enhanced Capabilities

PulsePoint offers Verified Responder for medically trained community members and Verified Responder Pro for public safety employees. These users are notified of all cardiac arrest events, including those in private homes.

Verified Responder

PulsePoint Verified Responder is for invited members of the community with medical or rescue training, including residential security staff or residents with special neighborhood responsibilities. These users share all the basic functionality of PulsePoint Respond with the addition of residential response.

Verified Responder Pro

PulsePoint Verified Responder Pro is the professional version of PulsePoint Respond, providing advanced functionality for agency personnel. Professional verified responders are shown all calls in the jurisdiction along with complete address information and routing for all incident types. These users receive more detailed incident information and additional notification options.



By invitation only. See feature matrix for a complete product comparison.

PULSEPOINT AED

Next Generation AED Management

PulsePoint AED is an effective tool to help build the public AED registry. AEDs managed using PulsePoint AED are accessible to emergency dispatchers and disclosed to emergency responders, including nearby individuals trained in CPR.

- Agency-authorized users can edit the complete AED record using their mobile device — no desktop needed.
- Includes business open/closed details based on linked public data sources (no need to enter or maintain business operating hours).
- Manage and display colocated resources such as Bleeding Control Kits, Naloxone and Epinephrine, including dressing and drug expiration dates.
- PulsePoint AED integrates with ProQA Paramount allowing dispatchers to inform callers of the exact location of nearby AEDs — directly within the protocol and with no changes to workflow.
- Extensive AED device and consumable information supporting expiration reminders and manufacturer notices.

Community members can also report AED locations on the website, aed.new.

Learn more at pulsepoint.org
Download PulsePoint AED



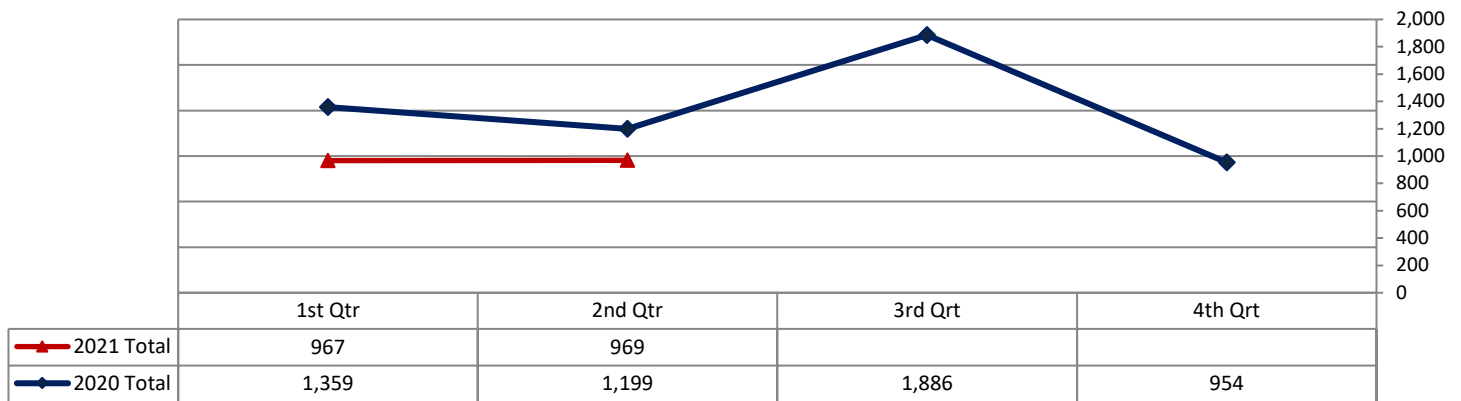
Office of the Fire Marshal 2021 Quarterly Report

May

Inspections

Staff have completed 2,559 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) in 2021.

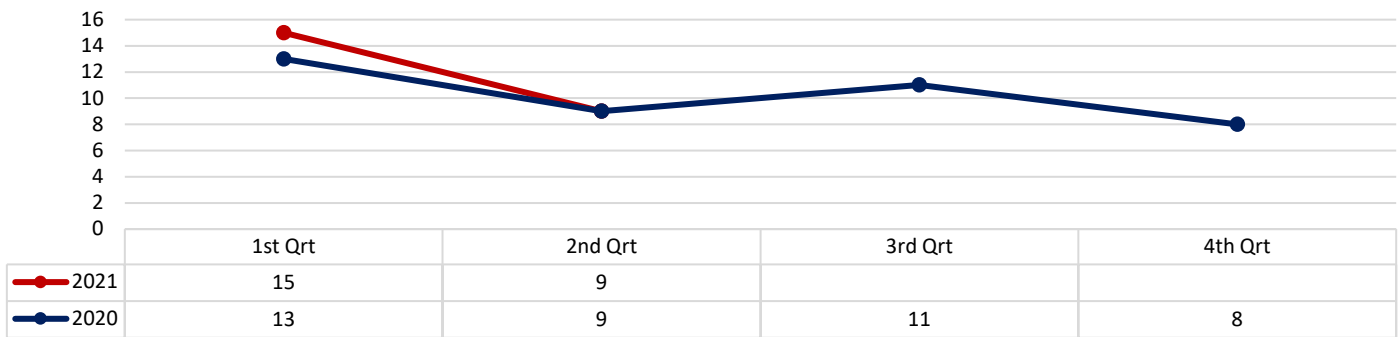
Inspections Completed by Quarter - Comparative to 2020



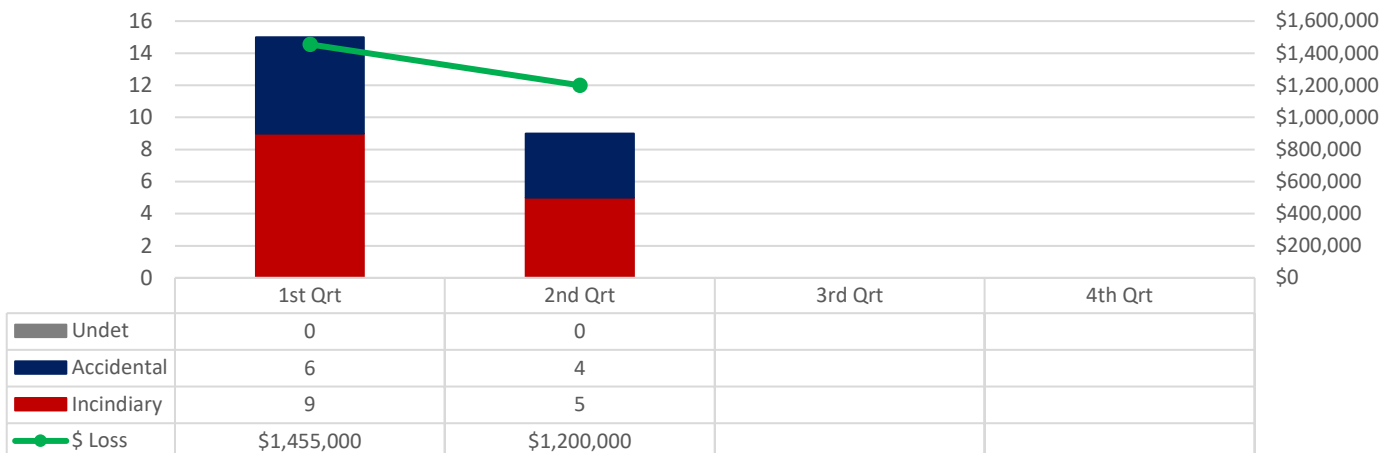
Fire Investigations

Staff have investigated 24 fires in 2021. Dollar loss estimated at \$2.7 million.

Fire Investigations by Quarter - Comparative to 2020



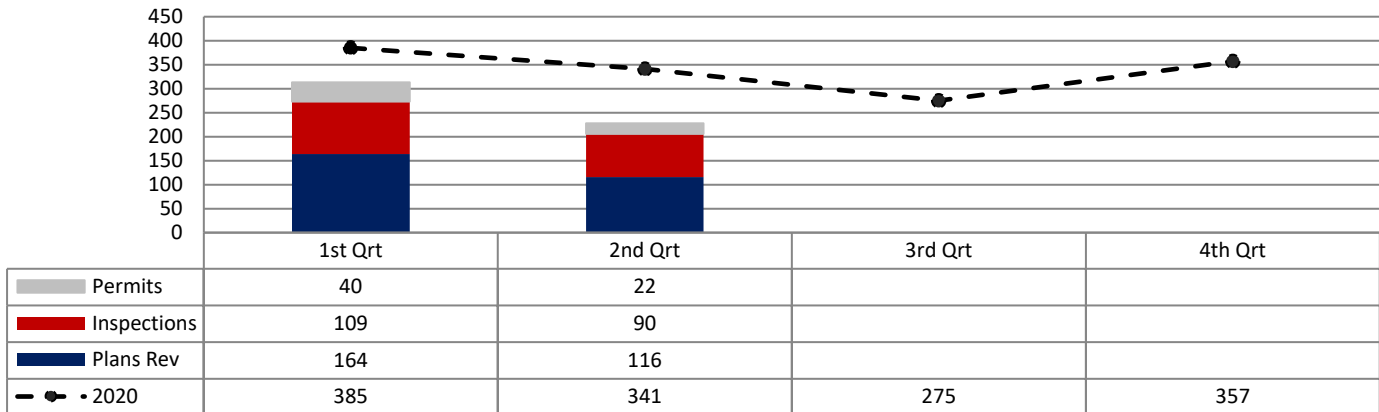
Fires by Type & Dollar Loss



Plans Review, Construction Inspections & Permits

Staff completed 280 plans reviews, 155 construction inspections, and issued 49 fire systems and/or fire construction permits.

Plans Review, Construction Inspections & Permits by Quarter - Comparative to 2020



New Construction Highlights....

- The Top Golf project at 745 Park Ave N has broken ground. This will be a 14 acre high tech golf driving facility with golf, restaurant and bar and private event space.
- Southport has been approved to offer Seaplane services from the dock located at the Hyatt.

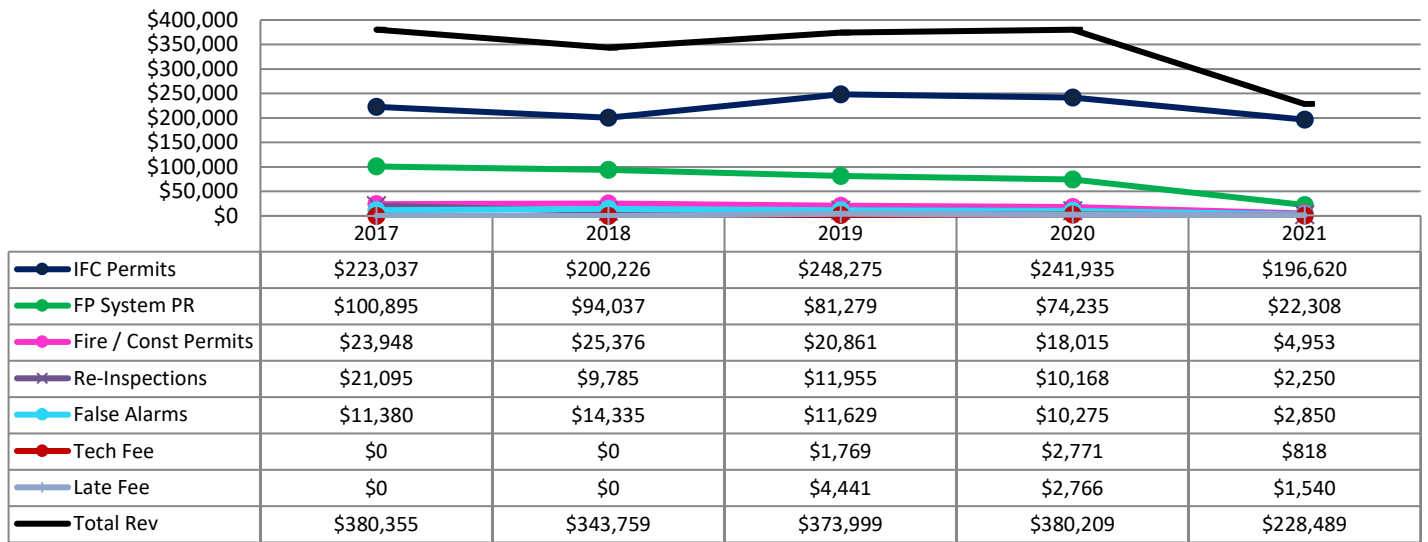


Public Education / Community Outreach Highlights

- In partnership with Renton PD, we jointly hosted our 3rd annual Scout Night event. Activities were conducted on line this year, with a drive through graduation event held at the Renton Community Center on May 26th. Scouts could participate in interactive videos, complete activities and worksheets, learning about 9-1-1 Safety, Home Escape Planning, virtual Emergency Vehicle Tours, and about fire and police careers. The program also included a "Community Helper Checklist" on how to help in the community, sharing and giving, as well as being kind to others. Approximately 30 families participated in the graduation event.
- Provided monthly safety tips to over 30 Homeowner's Associations, with BCs attending two scheduled meetings via Zoom.
- Working on a new partnership with the Lions Club, "Leo Club" on a program focusing on middle school students.

Revenue \$228,489 has been collected to date in fees in 2021.

OFM Revenue by Year (2017-Present)





Governing Board Agenda Item

SUBJECT/TITLE: Update to OFM Fee Schedule for 2022

STAFF CONTACT: FM Barton & CAO Babich

SUMMARY STATEMENT:

We are proposing changes to the OFM fee schedule for 2022. OFM fees are adopted by City Council and changes need to be submitted by 8/1/2021 to Community & Economic Development for inclusion in the city fee schedule. We are seeking to increase OFM fees by \$25 each to cover billing and collection costs. Renton RFA has some of the lowest fees in the region. This increase will not change that ranking.

FISCAL IMPACT:

Expenditure _____ Revenue +\$25/each
Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Increase OFM fees by \$25 each in 2022. Increase in fee will fund billing and collection activities associated with permits, false alarms and re-inspections.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the proposed increase of OFM fees in the amount of \$25 each.



Governing Board Agenda Item

SUBJECT/TITLE: Deputy Chief Employment Agreement

STAFF CONTACT: Chief Heitman

SUMMARY STATEMENT:

William Aho has been selected to fill the role of Deputy Chief, Response Operations. Aho's employment agreement is before the Governing Board for approval.

FISCAL IMPACT:

Expenditure See Agreement Revenue _____

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

Deputy Chief Roy Gunsolus is retiring from Renton RFA effective June 30, 2021. The position was opened to internal applicants meeting the minimum eligibility requirements and one member applied. A panel interview was conducted and William Aho was selected to fill the vacancy effective June 1, 2021. As an Exempt, Non-Represented, Non-Civil Service classification, this position has been covered by an employment agreement. Terms of the agreement are the same as the employment agreement for the Deputy Chief, Support Services.

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Employment Agreement - Deputy Fire Chief

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the employment agreement between Renton Regional Fire Authority and William Aho effective June 1, 2021 and authorize the Fire Chief to sign.



RENTON REGIONAL FIRE AUTHORITY

WORKING TO MAKE OUR COMMUNITY SAFER, HEALTHIER, AND STRONGER

EMPLOYMENT AGREEMENT

Deputy Chief

This Agreement is entered into between Renton Regional Fire Authority, hereafter referred to as "RFA" and William Aho hereafter referred to as "Employee".

The RFA employs William Aho as Deputy Chief who hereby accepts the employment and the terms and conditions set forth below. The position of Deputy Chief is considered to be a permanent position with the Renton Regional Fire Authority.

1. Duties. The Employee shall perform the following duties:

- 1.1.** Perform such services for the RFA as directed from time to time by the Fire Chief in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the RFA as established by the Governing Board.
- 1.2.** Perform all duties established by the job description for the position of Deputy Chief, which is incorporated into this Agreement by this reference. The RFA retains the right to modify the job description during the term of this Agreement.

2. Hours of Employment. The Employee is expected to devote a minimum of forty (40) hours per week to perform the administrative and executive duties assigned to the position. The parties recognize that the Employee must devote time outside of normal office hours and the Employee shall determine the hours of work so as to be available to the public and staff on a predictable and regular basis. The Employee is a salaried, FLSA exempt position and is not entitled to overtime compensation unless authorized in writing and in advance by the Governing Board.

3. Compensation.

- 3.1.** Salary. For all services rendered by the Employee under this agreement, the RFA shall initially pay the Employee a base salary equivalent to Step E of the 2021 wage scale below.

STEP A	STEP B	STEP C	STEP D	STEP E
\$138,727.22	\$145,752.02	\$153,136.12	\$160,866.10	\$169,021.82

- 3.2.** Fringe Benefits. The Employee shall receive fringe benefits as set forth in Addendum A.

4. Review. Salary and benefits shall be reviewed annually by the RFA. Annual salary adjustments will be consistent with Local 864 bargaining agreements unless the employee and the Fire Chief agree to negotiate separately.

5. Term. This Agreement shall be in effect on June 1, 2021 and shall continue until December 31, 2023.

- 5.1. Probationary Period.** Newly promoted employees shall be subject to a probation period of six (6) months of continuous service commencing with the date of appointment to the position. During this period, such Employee shall be considered at-will and the Governing Board may terminate employment at any time without advance notice for any reason with or without cause.



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- 5.2. Extensions.** This Agreement may automatically be renewed for additional three (3) year terms, subject to mutually agreed modifications of Compensation, unless the RFA exercises its right of non-renewal in the manner specified in Paragraph 5.3.
- 5.3. Non-Renewal.** In the event the RFA does not intend to renew this Agreement or any renewals thereof, the RFA shall provide the Employee with written notice ninety (90) days prior to the expiration of the term. Employee shall have no property rights to a renewal of this Agreement. The Decision of whether to renew the Agreement shall be in the sole discretion of the Governing Board and may be made for any reason with or without cause. Renewal decisions shall be made on an employment at-will basis and shall not be subject to the provisions of Paragraph 6 or Paragraph 7.
- 6. Termination Without Cause.** The Governing Board may terminate Employee's employment under this Agreement without cause and without advance notice, provided that the RFA shall pay the Employee, in a single lump sum payment, liquidated damages equivalent to the value of three (3) month's salary and health insurance premiums together with any accrued vacation leave. The liquidated damages amount shall be paid in conjunction with the RFA's normal payroll cycle on the next regular RFA payroll date that is more than fifteen (15) days following the date of termination.
- 7. Termination For Cause.** The RFA shall have the right to immediately terminate the Employee's services and this agreement for cause as defined below. If terminated for cause, all Compensation and Fringe Benefits described herein shall cease as of the termination date. "Cause" for discipline or termination includes but is not limited to:
- 7.1.** Incompetency, inefficiency or inattention to or dereliction of duty.
 - 7.2.** Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.
 - 7.3.** Mental or physical unfitness for the position which the Employee holds.
 - 7.4.** Dishonest, disgraceful, immoral or prejudicial conduct.
 - 7.5.** Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing the functions and duties of the position of Employee.
 - 7.6.** Conviction of a felony, or a misdemeanor involving moral turpitude.
 - 7.7.** Failure to perform the duties assigned to the position.
 - 7.8.** Any other act or failure to act which in the judgment of the Governing Board is sufficient to show the offender to be an unsuitable and unfit person to hold the position of Employee.
- 8. Termination by Employee.** Employee may voluntarily retire or resign his/her position with a minimum of thirty (30) days advance written notice, unless such notice is waived in writing, by the Governing Board. In the event of resignation, the Employee shall receive all compensation earned prior to the resignation date together with accrued vacation leave but shall not receive any further compensation.
- 9. Position Status/Termination for Cause.** Any termination of this Agreement for cause shall be subject to the RFA disciplinary policies and the procedures.



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- 10. Annual Evaluation.** The Employee will receive an annual performance evaluation conducted by the Fire Chief or their designee.
- 11. Employment Attention.** The Employee agrees to devote full work time, attention, knowledge and skills, during RFA working hours, to the business and interests for the RFA and the RFA shall be entitled to all benefits and profits arising from work and services performed during RFA working hours by the Employee. Participation in community, business, and civic organizations is encouraged.
- 12. Outside Employment.** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.
- 13. General Provisions.**
- 13.1.** Except otherwise provided herein, this Agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this Agreement.
 - 13.2.** Except where inconsistent with the terms hereof, the Employee shall follow all RFA policies, procedures, rules, regulations, general orders, and general directives.
 - 13.3.** This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
 - 13.4.** If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

Dated: _____, 2021

By: _____
Steven C. Heitman - Fire Chief
RENTON REGIONAL FIRE AUTHORITY

William Aho
EMPLOYEE



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ADDENDUM A FRINGE BENEFITS—DEPUTY CHIEF

1. **MEDICAL INSURANCE.** The RFA will provide a medical/dental/vision plan for the Employee and his/her eligible dependents. The Employee shall pay the associated Employee costs for the premium that all other employees pay. The Board shall determine the plan that is provided. Additionally, the RFA will contribute monthly to a VEBA HRA established for the Employee. The monthly contribution will be the same as all other employees receive. An FSA is optional and paid by the Employee.
2. **LIFE INSURANCE.** The RFA will provide basic life insurance equal to one (1) times the Employee's annual salary, up to a maximum of \$200,000. Each eligible dependent is also provided with a \$1,000 policy. Supplemental life insurance is available for the Employee and Employee's dependents at group rates provided that Employee is responsible for the premiums associated with the supplemental insurance.
3. **VACATION LEAVE.** The Employee is entitled to a maximum of two hundred eighty-eight (288) hours of vacation leave each year. The accrual rate is twenty-four (24) hours per month. The maximum total accrual of vacation is four hundred thirty-two (432) hours. The maximum accrual may be exceeded during the calendar year but shall be at/or below the maximum accrual as of December 31 of each year. The Employee shall be entitled to accrued but not used vacation pay at the time of termination of this Agreement. The Employee may elect to receive the pay in cash or, if permitted by the VEBA HRA Plan, the value of the accrued vacation may be deposited directly by the RFA into the Employee's VEBA HRA account.
4. **HOLIDAY LEAVE.** The Employee will be granted eight (8) hours of holiday leave for the following holidays:

January 1	New Year's Day
3rd Monday in January	Martin Luther King Day
Last Monday in May	Memorial Day
July 4	Independence Day
1st Monday in September	Labor Day
November 11	Veterans Day
4th Thursday in November	Thanksgiving Day
4th Friday in November	Day after Thanksgiving
December 25	Christmas Day
Any time	2 Floating personal holidays

The day before Christmas shall be a holiday when Christmas Day occurs on a Tuesday or Friday. The day after Christmas shall be a holiday when Christmas Day occurs on a Monday, Wednesday, or Thursday. When Christmas Day falls on a Saturday, the preceding Thursday and Friday shall be holidays. When Christmas Day falls on a Sunday, the following Monday and Tuesday shall be holidays. Whenever a legal holiday falls on Sunday, the following Monday shall be observed as the legal holiday. When a legal holiday falls on Saturday the preceding Friday shall be observed as the legal holiday.



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- 4.1. Upon separation, the Employee is entitled to receive a cash payment for any personal holiday hours remaining in the calendar year.
5. **SICK LEAVE.** The Employee is entitled to ten (10) hours of sick leave per month with a maximum of one thousand two hundred thirty-six (1,236) hours.
- 5.1. The Employee is eligible to receive a cash payment for sick leave accrued but unused at the time separation from the RFA.
- 5.2. Sick leave cash out will be made upon the Employee's death, retirement, or voluntary separation while in good standing and will be included in the Employee's final paycheck.
- 5.3. All accrued hours will be cashed out at a rate of one-half (1/2) the regular rate of pay for each hour accrued but unused.
6. **EXECUTIVE LEAVE.** It is recognized that the Employee will be required to spend additional time over and above the regular work week engaged in activities for the RFA. Since the Employee does not receive FLSA overtime, the parties agree that the Employee shall receive executive leave in lieu of overtime/standby pay in the amount of fifty-six (56) hours per year, which shall be pro-rated for new and separating members.
7. **RETIREMENT PROGRAM.** The Employee is a member of the Washington Law Enforcement and Fire Fighters Retirement System (LEOFF). The RFA will pay the employer's LEOFF premium.
8. **MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP).** The Employee participates in MERP. The RFA will contribute to the Employee's MERP plan monthly. The amount contributed shall be the same as the amount contributed for Local 864 Battalion Chiefs.
9. **LONG TERM DISABILITY.** The RFA will provide Employee with a long-term disability policy up to the equivalent of sixty percent (60%) of their salary.
10. **DEFERRED COMPENSATION PLAN.** The RFA shall contribute (without match) eight and one-half (8.5) percent of the Employee's base pay to the Employee's 457 Deferred Compensation plan. The RFA's total contribution will be calculated based on the pay rate established on January 1 of each year, and that amount will be divided and contributed over the twenty-four (24) pay periods in the year.
11. **LONGEVITY PAY.** The Employee shall receive longevity pay increases consistent with the following schedule:
- | | | |
|-----|------------------------|-----------------|
| 9.1 | Completion of 5 years | 2% of base pay |
| 9.2 | Completion of 10 years | 4% of base pay |
| 9.3 | Completion of 15 years | 6% of base pay |
| 9.4 | Completion of 20 years | 10% of base pay |
| 9.5 | Completion of 25 years | 12% of base pay |
12. **VEHICLE.** In recognition of the fact that the Deputy Chief will serve in the role of Duty Chief, the RFA will provide the Employee with an assigned vehicle. The vehicle will be able to be used on a 7x24 basis, as allowed by policy.



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- 13. PERSONNEL FILES.** Personnel files maintained by the RFA are the property of the RFA. Subject to federal and state law, the RFA agrees that the contents of the personnel files shall be kept confidential and shall restrict the use of any information in the files to internal use of the RFA, for the management of the RFA. The Employee shall be advised of any release of information contained in his file as a result of any lawful request for records, which requires disclosure or legal proceedings.