



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

4:00 P.M. – Tuesday, July 13, 2021

Fire Station 14 – 1900 Lind Ave SW, Renton, WA 98057

Virtual Attendance Option via Zoom: <https://us02web.zoom.us/j/84836968318>

Dial-in: (253) 215-8782 | Webinar ID: 848 3696 8318

Live Stream via Facebook: <http://www.Facebook.com/RentonRFA>

- Call Meeting to Order
- Flag Salute
- Roll Call
- Agenda Modifications
- Announcements, Proclamations, and Presentations
 - Promotion Pinning Ceremony
- 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 June 8, 2021](#) Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 5/16/2021 – 6/15/2021
Payroll Check List 5/1/2021 – 5/31/2021
- Signing of Vouchers
- Board Committee Reports
 - Budget and Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
 - Administration
 - Public Education Translatable Website Forms
 - EMS/Health & Safety
 - New EMS Training this Month for Responders
 - Safety Stand Down Review
 - HB 1310 Update

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- Support Services
 - Station 11 & 16 Updates
 - Training Trucks Arrived
 - Pierce Visit
 - Aid Unit/Brush Rig Update
 - Ecology Grant
- Response Operations
 - Significant Incidents
 - 6/22 Fairwood Apartments Fire
 - 6/26 Brush Fire behind Cedar River Dog Park
 - 6/28 Brush Fire response to Cedar Hills with Eastside Fire, Brush 317
 - Water Rescue Responses
 - 8 total that our crews responded to
 - 1 on Cedar River
 - 1 on Lake Washington
 - 6 in Zone 3 (Angle Lake, Green River, Redondo, Lake Tapps)
 - Heatwave Responses (6/26 - 6/28)
 - 395 total over the 3 days
 - 58 Fire Alarms most due to malfunctioning heat sensors
 - 216 Medical
 - 11 Fires (Structure/Brush/Minor) – includes 1 mutual aid commercial fire in Tukwila.
 - 110 MVAs, service, water rescue, other call types
 - Training
 - Recruit Academy #11 Graduation – 9 graduates
 - 3 graduates on 1st shift dispatched for Fairwood Apartments fire.
 - Live Fire at Station 14
 - 3 JATC Tests - all successfully passed.
 - Diver Training - Deep Diving off Redondo with VRFA
 - Operations
 - Updated DNR contract has been signed.
 - Upstaffed 2 Wildland Firefighters at Station 17 for 6/26 to 6/28 and recalled one engine company on 6/28.
 - Upstaffed with 2 additional engines and 1 aid unit for 7/4.
- Office of the Fire Marshal
 - [OFM Quarterly Report](#)
- Correspondence
- Unfinished Business

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- New Business
 - [Bad Debt Policy](#)
 - [Establish Public Hearing Dates](#)
 - [Regular Board Meeting Schedule](#)
- Good of the Order
- Executive Session
- Future Meetings:
 - Tuesday, July 27, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Fire Station #13, 18002 108th Ave SE, Renton / Video Conference
 - Tuesday, July 27, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Fire Station #13, 18002 108th Ave SE, Renton / Video Conference
 - Tuesday, August 10, 2021, 4:00 p.m., Governance Board Regular Meeting, Fire Station #14, 1900 Lind Ave SW, Renton / 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, June 8, 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)
Ryan McIrvine (City of Renton)
Myron Meikle (Fire District 25)
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Randy Corman (City of Renton)
Marcus Morrell, Vice Chair (Fire District 25)

Administrative Staff Present:

RFA Attorney Brian Snure, Fire Chief Steve Heitman, Assistant Fire Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief Aho, Facilities Manager Scott Murphy, IT Technician Wyatt Humphreys and Administrative Supervisor Christine Noddings.

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

Board Member Corman joined the meeting at 4:06 p.m.

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 McIrvine and **SECONDED** by Board Member Abercrombie to approve the consent agenda for June 8, 2021. **MOTION CARRIED (4-0)**

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SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for June 8, 2021.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman's report included the following:

- 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.
- 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.
- 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 LA 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>

DIVISION REPORTS

EMS/Health & Safety

- EMS Week Wrap Up: EMS Week was closed out this week. Chief DeSmith shared an EMS Week video produced by Renton RFA Communications Manager Katie Lewis and FF Justin Olney. There was discussion about applying this video approach to communicate other topics of interest such as distracted driving to the community.
- 2022 GEMT Process with the Public Consulting Group (PCG) begins late June 2021.
- Mental Resilience training from Renton-Base Crisis Connections begins for responders late June 2021.

Office of the Fire Marshal

- Quarterly OFM Report: Fire Marshal Barton shared statistics in the report, in addition to the notice of departure for Deputy Fire Marshal Ken Kiker. Interviews are already scheduled to fill another open DFM position with several qualified applicants, so the plan is to hire two candidates from that pool instead of one. A new portion was added to the report covering construction highlights within the City of Renton including the Top Golf project, a 14-acre high tech golf driving facility with a restaurant, bar and private event space. South Port has offered

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to provide sea plane service to their dock for behind the Hyatt. Renton RFA partnering with Renton PD to host a drive-thru Scout Night Graduation that Chief Heitman was present for to hand out certificates to the scouts. Renton RFA gave 30 Homeowners Associations safety tips with the assistance of the Battalion Chiefs, and they are currently establishing a partnership with the Lion's Club for their Leo Club that focuses on prevention and education programs for middle school students.

Response Operations

- Operations: Chief Aho shared he is shadowing Chief Gunsolus to gain a better understanding of his responsibilities. A317 was stolen by a citizen. Renton PD found the perpetrator and the aid unit has been returned to the RFA.
- Training included Station 12 Auto Extrication, individual crew training at the Station 14 drill ground, HazMat training with Boeing Fire, squad elevator training, live fire training, and JATC testing.
- Public Outreach included North Seattle Collage Ride-a-longs and the Cast for Kids event at Gene Coulon Park.
- Significant Events included a serious motor vehicle accident involving Seattle PD on May 17th, a stabbing and blood transfusion on May 28th, and a commercial fire on May 30th.

Support Services

- Station 16 GPS Opticom Installed: The GPS Opticom was installed for Station 16 at the intersection of 156th & 128th.
- Aid Unit Remote Switches: All aid units purchased since 2011 have either a kill switch or a remote switch to unlock the doors (only the reserve units F431 and F2514 do not).
- Station 16 Architect Contract Executed: The contract with TCA Architecture Planning, Inc. for the Station 16 architect has been reviewed by legal, signed by Chief Heitman, and is moving forward.
- Station 11 Architect Remodel Paperwork Update: We are still waiting for the architect to finalize the Station 11 remodel paperwork to put out for bid.
- Pierce Factory Pre-Build Update: Chief Seaver, Fleet Manager Brice Callaway, and Spec Committee Engineers Durkan and Johnston are at the Pierce Factory for the pre-build.
- City of Renton is installing "speed pillows" and asked Renton RFA to review their impact on fire apparatus, and RFA personnel determined the new speed deterrents will not hinder the RFA's ability to respond to calls in an efficient manner.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Update to OFM Fee Schedule for 2022

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.

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A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to approve the proposed increase of OFM fees in the amount of \$25 each. **MOTION CARRIED (5-0)**

Deputy Chief Employment Agreement

Assistant Fire 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 of Support Services.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member McIrvine to approve the employment agreement between Renton Regional Fire Authority and William Aho effective June 1, 2021 and authorize the Fire Chief to sign. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

Board Member Corman apologized for his tardiness to the meeting.

EXECUTIVE SESSION

There was no 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,
- Fire Station #14, 1900 Lind Ave SW, Renton / Video Conference

ADJOURNMENT

The meeting was adjourned at 4:40 p.m.

Ruth Pérez, Board Chair

Christine Noddings, Board Secretary

VOUCHER APPROVAL FOR JULY 13, 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 \$1,577,819.86, payroll vouchers and direct deposits totaling \$1,290,168.05.

A/P VOUCHERS	Payment Date	Numbers	Amount
Checks	05/16/2021 - 06/15/2021	13227-13305	\$565,267.00
EFTs	05/16/2021 - 06/15/2021		\$352,631.11
Bank Drafts	05/16/2021 - 06/15/2021		\$659,921.75
AR Refund Checks	05/16/2021 - 06/15/2021	-	
TOTAL A/P			\$1,577,819.86
PAYROLL VOUCHERS		No. of Vouchers	Amount
Direct Deposits	5/25/2021	175	\$632,063.00
Payroll Checks	5/25/2021	1	\$0.00
Direct Deposits	6/10/2021	174	\$658,105.05
Payroll Checks	6/10/2021	2	\$0.00
TOTAL PAYROLL		352	\$1,290,168.05
TOTAL CLAIMS			\$2,867,987.91

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: July 13, 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. Congratulations are in Order

Please join me in congratulating FF Sean Pageau, FF Spencer Armstrong and FF Jace Reyes for completing their JATC Step 2A.

2. Promotions/Retirements

Neil Samuelson is retiring after 40 years of service and Bob Homan is retiring after just shy of 35 years of service. Their last day is July 30th.

Today we congratulate the following members on their promotions during a pinning ceremony:

- Will Aho was promoted to Deputy Chief (effective June 1st).
- Jim Ochs was promoted to Battalion Chief/Safety Officer (effective June 1st).
- Marcus Rismiller was promoted to Captain (effective June 1st).
- Brandon Myking was promoted to Lieutenant (effective June 1st).
- Bryan Estibal was promoted to Engineer (effective June 1st).
- Nathan Facchini was promoted to Engineer (effective June 1st).
- Chris Ellis is being promoted to Lieutenant (effective August 1st).
- Dan Alexander is being promoted to Battalion Chief (effective August 4th).
- Mark dos Remedios is being promoted to Captain (effective August 4th).
- Jamie Durkan is being promoted to Lieutenant (effective August 4th).

3. King County Fire District 40 Contract Negotiation Update

One more meeting has been scheduled, which we believe will be to finalize the last couple of items for the contract. Once that is complete, we will bring it forward to the Board.

4. Opening the Stations to the Public

This decision was made through a coordinated effort of the Fire Chiefs. Since the State opened on June 30th, the RFA opened stations on July 6th as part of our phased approach to reopening to the public. This means we are open for our residents to receive blood pressure checks and walk-in patient care, ask for assistance, and obtain information. CPR classes, station tours and open houses, and large gathering events are proposed to begin in September. We are evaluating when we will go back to live meetings of the various boards and committees as well. Our masking policies will remain in effect until we receive further guidance from L&I.

5. Fire Benefit Charge Renewal

We are in the process of hiring a consultant from interviews and applications we have received. This measure will be placed on the ballot sometime between November of this year and April 2022. We are communicating with Local 864 leadership to keep them informed so we can be a united front as we work together to get the FBC passed. Information is being sent to residents so they can make an informed decision with their vote.

6. Department of Natural Resources Contract Renewal

At the request of WA State Fire Chiefs Association and WA State Fire Commissioners Association, legal counsel worked to negotiate changes to the proposed 2021 DNR Interagency Agreement (IAA). The new agreement improves the operating capabilities of the fire service with the DNR and has provisions for all-hazard (non-wildfire) incident dispatching of personnel and equipment, provides for the payment of volunteers through the casual hire process and ensures the dispatching of personnel that participate with incident management teams. Renewal of this agreement is effective as of June 24th and supersedes the previous IAA that was scheduled to terminate in 2024.

7. Governance Board Notifications

Per our procurement process and policy, I am notifying the Board of the following purchase. This has already been shown on the vouchers.

Station 12 LVT Vinyl Flooring Upgrade & Tile Floor Cleaning – \$33,132.39
Public Relations Consultant (FBC Renewal above) – \$30,000.00

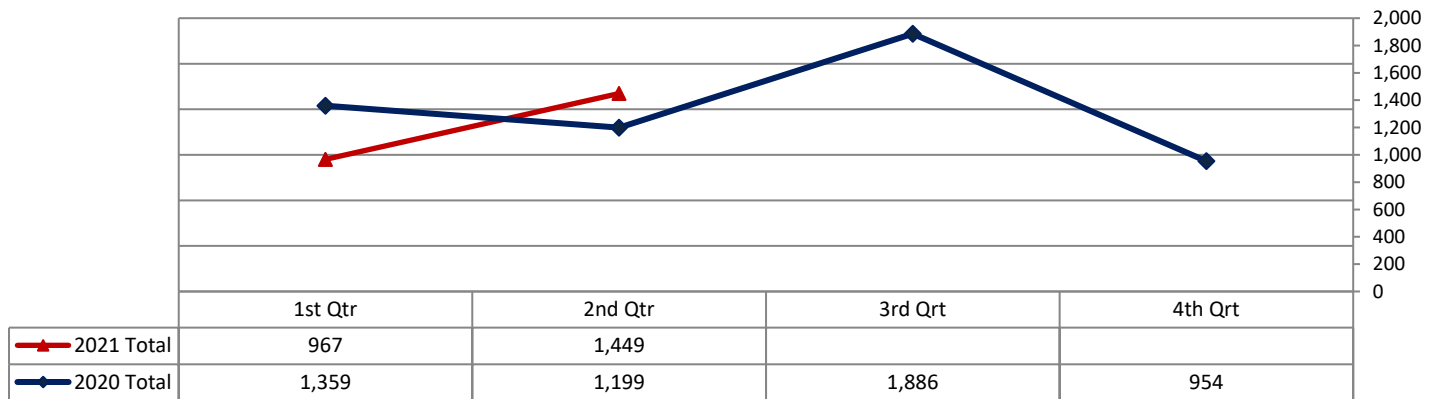
Office of the Fire Marshal 2021 Quarterly Report

June

Inspections

Staff have completed 2,416 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) in 2021.

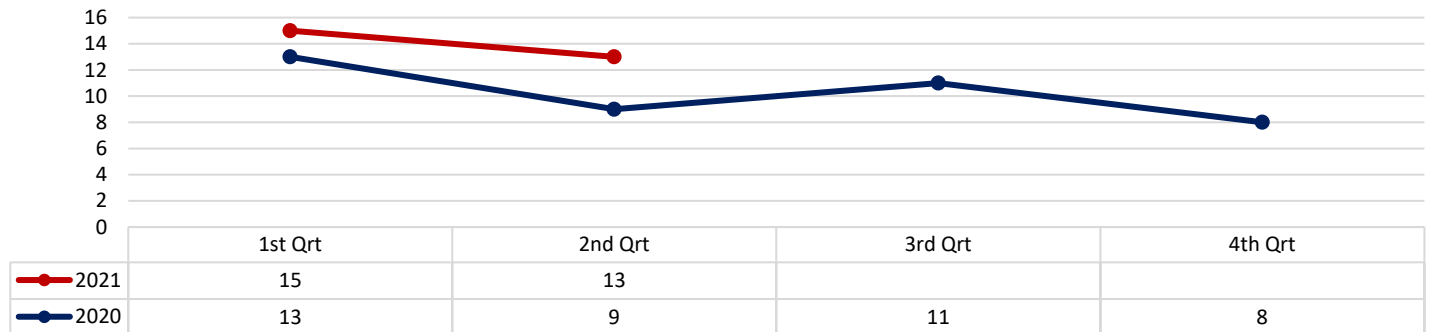
Inspections Completed by Quarter - Comparative to 2020



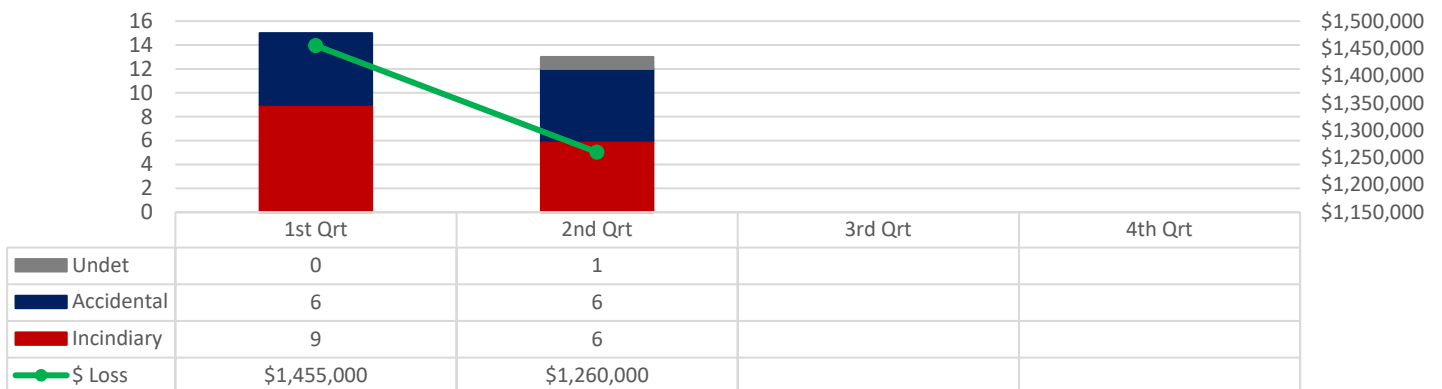
Fire Investigations

Staff have investigated 28 fires in 2021. Dollar loss estimated at \$2.7 million.

Fire Investigations by Quarter - Comparative to 2020



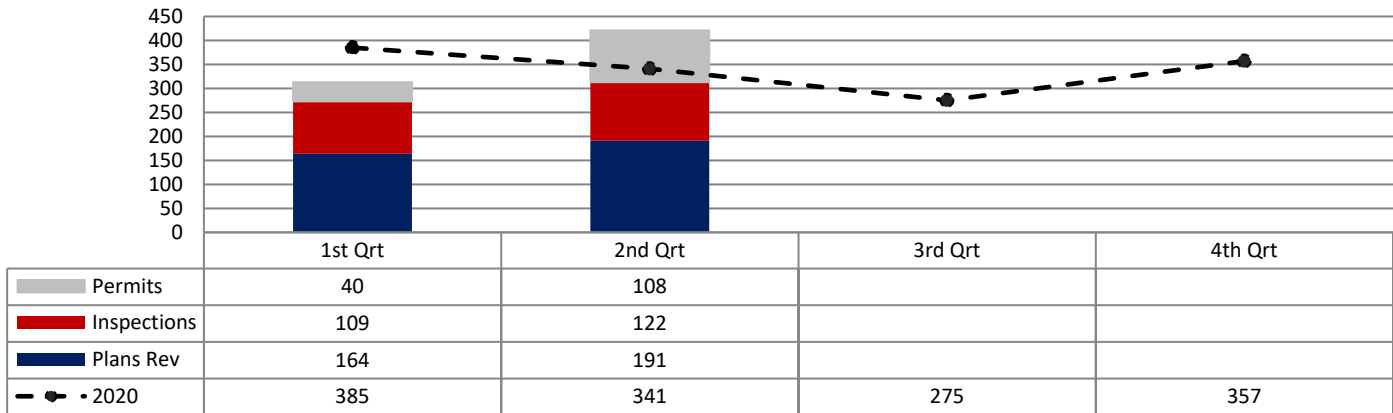
Fires by Type & Dollar Loss



Plans Review, Construction Inspections & Permits

Staff completed 355 plans reviews, 231 construction inspections, and issued 86 fire systems and/or fire construction permits.

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



New Construction Highlights....

- The Sunset Terrace Apartment building, located at 2715 Sunset Lane NE has broken ground. This will be a six-story apartment building, located next door to the Highlands Library.
- Valley Medical Center, located at 400 S 43rd has broken ground on a new one-story boiler building that will all the hospital to move mechanical equipment out of the main building to allow for expanded use. This building will be located directly next to the main hospital building.

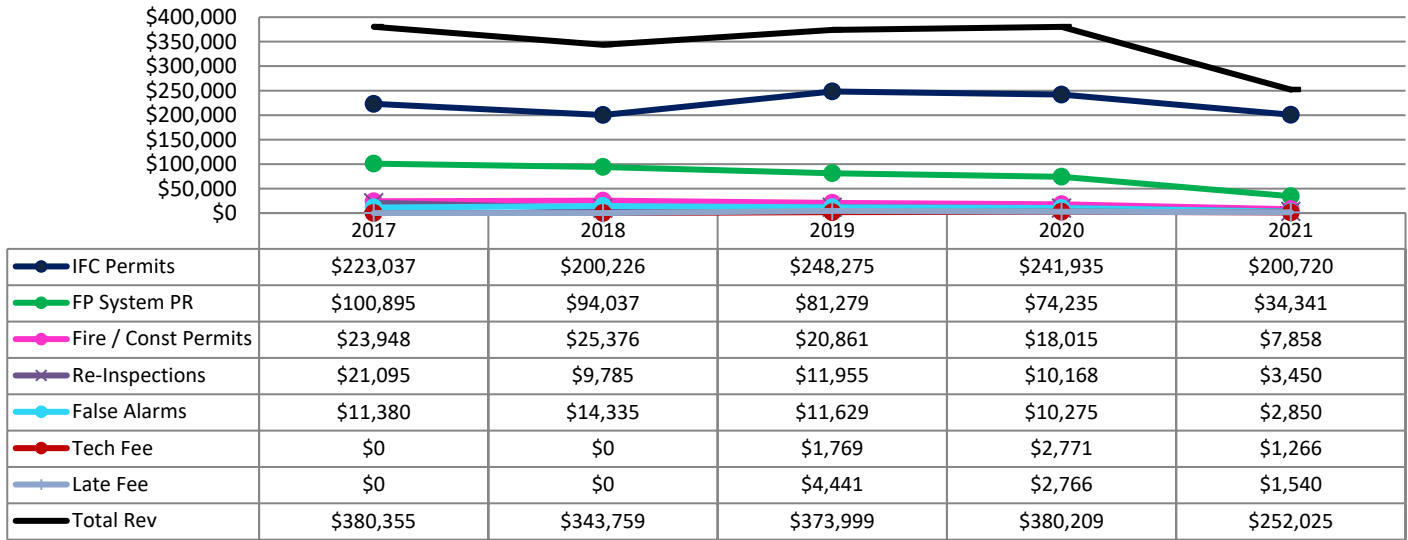
Public Education / Community Outreach Highlights



- Provided monthly safety tips to over 30 Homeowner's Associations, with BCs attending two scheduled meetings via Zoom.
- Worked collectively with the King County Public Information Officers to develop a standardized Burn Ban Notification Toolkit.
- Installed smoke alarms in two residences within Renton and provided smoke alarm checks in a 3rd residence. This is a program we provide through donated smoke alarms from Renton's Lowes, Fred Meyer, McLendon's, and Walmart stores.
- Partnering with Renton PD to make various safety videos and activity sheets.
- 4th of July Preparation
 - Distributes 4th of July posters to business throughout Renton, along with apartment and condominium communities.
 - Provided messaging to the Renton School District for their reader boards.
 - Implemented our social media campaign (runs June 28 – July 5)
 - Worked with COR on mobile traffic signs with messaging throughout the city.

Revenue \$252,025 has been collected to date in fees in 2021.

OFM Revenue by Year (2017-Present)





Governing Board Agenda Item

SUBJECT/TITLE: Bad Debt Policy

STAFF CONTACT: Chief Heitman

SUMMARY STATEMENT:

An updated finance policy is presented for your review.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

As part of the policy review process, we are updating the Bad Debt policy to include references to RCW 62A.3-515 and RCW 19.16.500 and the following changes:

(1.3) Another statement will be sent to customers that have not paid within [65 instead of 60] days of the original due date;

(5.2) Removing duplicate verbiage;

(5.3 & 5.4) Increasing the CAO's write-off authority from \$100 to \$500 (due to the Fire Marshal fees increasing, which would substantially increase the number of items reviewed by the Board otherwise).

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

2309 Bad Debt_DRAFT

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to adopt the revised Bad Debt policy as presented.



Renton RFA Policy & Guidelines

2309 ADMINISTRATION		Bad Debt		
Effective Date:	July 1, 2016	Approval:	Signature on file	RRFA Board Chairperson
Last Revision:	August 8, 2020			
Last Reviewed:	August 8, 2020			

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1.0 Statement of Policy

- 1.1 It is a policy of Renton Regional Fire Authority (RRFA) that when accounts are determined to be uncollectible by the Finance Section, these accounts will be referred to RRFA's designated collection agent.
- 1.2 All monies due RRFA will be considered a fair and owing debt to RRFA.
- 1.3 All customers owing RRFA money, which has not been paid within thirty-five (35) days of the original due date, will be sent a statement of the past due amount. Another statement will be sent to all customers that have not paid within sixty-five (65) days of the original due date.
- ~~1.4 All customers that have not paid within sixty (60) days of the original due date will be sent a statement of the past due amount.~~
- 1.51.4 All customers that have not paid within ninety (90) days of the original due date will be sent a Final Notice with a thirty (30) day response deadline. This Final Notice shall advise the customer that if payment is not received by the deadline, the debt will be referred to a collection agency, a collection fee of up to 30.5% will be added to the account, and interest

at the rate of 12% per annum will begin to accrue. If the customer does not respond within thirty (30) days, a Finance Section member will send the information on the debt to RRFA's designated collection agent.

~~1.61.5~~ If RRFA's designated collection agent has not been able to collect the debt after one year, RRFA will proceed with preparing to write-off the debt as outlined in Section 5.0.

~~1.71.6~~ All debt, which has been sent to RRFA's designated collection agent, is subject to collection fees and interest as prescribed by [RCW 62A.3-515](#) and [RCW 19.16.500](#).

2.0 Affected Members

Finance Section.

3.0 Objectives

3.1 To establish a policy for handling the collection of bad debt.

4.0 Responsibility

4.1 The Finance Section is responsible for formulating, implementing, and conducting RRFA's collection efforts.

4.2 The Finance Section is responsible for notifying customers of past due amounts owed RRFA. Finance shall send notification as outlined in Section 1.0 of this policy.

5.0 Procedures

5.1 When RRFA has followed each step outlined in Section 1.0 to collect past due money and has failed, a Finance employee will organize all documentation on the debt (i.e.: original invoice/backup, uncollectible negotiable items, etc.) and send the documentation to RRFA's designated collection agent.

5.2 For a period of one year, RRFA's designated collection agent will attempt to collect the monies due to RRFA. If the collection agent fails to collect the debt during the one-year period, a Finance employee will prepare a list (see 5.3 and 5.4) of the customers who owe RRFA funds deemed uncollectible and submit that list to the Chief Administration Officer. The list will include: 1) customer name, 2) original date of invoice/bad check, 3) dollar amount due, [and](#) 4) the purpose of the original invoice, ~~and 5) what amount the customer owes.~~

5.3 All accounts owing RRFA \$~~100~~[500](#).00 and under will be compiled into one list (as outlined in 5.2) and written off at the discretion of the Chief Administration Officer.

5.4 All accounts owing RRFA \$~~100~~[500](#).01 and over will be compiled into one list (as outlined in 5.2) and written off at the discretion of the Governance Board Finance Committee.

6.0 References

6.1 [RCW 19.16.500, Public Bodies May Retain Collection Agencies to Collect Public Debts - Fees](#)

6.2 [RCW 62A.3-515, Checks Dishonored by Nonacceptance or Nonpayment](#)

6.3 Definitions

- 6.3.1 Debt: For the purpose of this policy, debt is defined as money due to RRFA for any reason.
- 6.3.2 Bad Debt: Bad debt is defined as money owed to RRFA, which has not been paid, due to non-response of the debtor or because negotiable items (i.e., check, money order, etc.) were not honored (by the bank, credit union, etc.) for any reason.
- 6.3.3 Customer: Any person, any organization, any business receiving any service or doing business with RRFA.
- 6.3.4 Uncollectible: Refers to funds due to RRFA, on which RRFA has attempted to collect, but has been unsuccessful.
- 6.3.5 Collection Agent: A licensed, bonded collection authority that has been retained to collect funds for RRFA.

7.0 Appendix

N/A



Governing Board Agenda Item

SUBJECT/TITLE: Establish Public Hearing Dates

STAFF CONTACT: Chief Heitman

SUMMARY STATEMENT:

In order to meet the required deadlines for filing property tax levy and FBC information with the County, we are proposing a special meeting in order to hold a public hearing on the proposed Levy and the Fire Benefit Charge.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Here are the proposed actions to be taken:

10/01/2021 - Send a notice to publish special meetings in print on 10/8 and 10/15.

10/13/2021 - Regular Governance Board Meeting

10/26/2021 - Special Governance Board Meeting - Public Hearing on A/V Levy (RCW 84.55.120) and FBC (RCW 52.26.230).

11/09/2021 - Regular Governance Board Meeting - Adopt Levy (RCW 84.52.070), FBC (RCW 52.260.230) and Preliminary 2022 Budget.

11/30/2021 - Last day to certify Levy to County Assessor (RCW 84.52.020).

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

2022 Budget Calendar

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to hold a Special Meeting on 10/26/2021 at 11:30 am (after Committee meetings) at a location to be determined for the purpose of holding public hearings regarding the proposed Levy and the Fire Benefit Charge.

RRFA 2022 Budget Calendar

Month	Date	Task	Responsible / Coordinator	Participants	Goal
JANUARY					
	All Month	Review BARS and RCW for changes applicable to RFA.	Administration	Finance	Ensure compliance with all updates to BARS and RCW applicable to Fire Districts.
JUNE					
	All Month	Review and update financial policies	Administration	E-Team and Finance	Evaluate current financial policies and update if necessary
	All Month	Adopt revise financial policies as necessary	Administration	Administration / Governance Board	Ensure compliance with laws governing financial transactions.
	All Month Due 8/01/2021	Develop/update Capital Facilities Plan (CFP)	Support Services Administration	Planning Administration	To review and update capital facilities needs and funding plan.
	All Month Due 8/1/2021	Develop/update Fire Marshal Fees (OFM)	Office of the Fire Marshal Administration	OFM Administration	To review and update fees related to Fire Marshal's Office. (permits, plans reviews, etc.)
	6/16/2021	Set funding priorities	Fire Chief	E-Team	To create priority list for ensuing year.
	6/22/2021	Finalize budget calendar	Administration	Administration / Bud/Fin Committee	Ensure all applicable target dates, meeting dates, and RCW notice requirements are met.
	6/30/2021	Notice of budget process kick-off	Fire Chief	All staff	Communication via administrative memorandum regarding budget process and guidelines.
JULY					
	7/7/2021	E-Team budget meeting	Administration	E-Team	Establish overall budget guidelines and priorities, considering revenue trends, economic forecasts, projected personnel expense, major projects, and service levels.
	7/13/2021	Budget schedule briefing to Governance Board	Administration	All Board Members and staff	Present budget calendar to Governance Board as a briefing.
	7/14/2021	Budget kick off meeting	Administration	All staff. Division Managers & Line Item Managers	Kick off meeting to review budget calendar, guidelines, expectations and process. All staff are invited to attend. Division Managers and Line Item Managers are highly encouraged to attend.
AUGUST					
	8/20/2021	Budget requests due	Line Item Managers	Division Managers & Line Item Managers	All budget requests due by 5pm. Submittal through Incode Online.
	8/20/2021	BLS estimated allocations	KCEMS	Administration	Estimated date of EMS Allocation numbers
	8/24/2021	1st budget workshop	Administration	All staff. Division Managers & Line item Managers	Review budget requests compared to projected revenue. All staff are welcome to attend. Division Managers and Line Item Managers are highly encouraged to attend.
	8/31/2021	Budget revisions due	Administration	Line item Managers	Revisions to budget requests due in Incode Online.

RRFA 2022 Budget Calendar

Month	Date	Task	Responsible / Coordinator	Participants	Goal
SEPTEMBER					
	9/9/2021	Request for King County assessed valuation	Administration	Finance	Email to request initial Levy Worksheet
	9/15/2021	King County preliminary assessed valuation due	Administration	King County Assessor	To estimate the 2021 Property valuation and estimated 2022 Property Tax and Fire Benefit Charge.
	9/20/2021	Develop preliminary budget	Administration	Fire Chief, Division Managers	To consolidate the full budget
	9/20/2021	Fire Benefit Charge estimate	Support Services Administration	Planning Administration	To estimate the potential 2022 Fire Benefit Charge.
	9/28/2021	Budget workshop (Bud/Fin Committee)	Administration	Administration Bud/Fin Committee	To review suggested budget or any adjustments
OCTOBER					
	10/1/2021	Publication of public hearing dates	Administration	Board Secretary	
	10/7/2021	Finalize preliminary budget	Administration	Finance	Prepare final balanced budget for Governance Board packets
	10/8/2021	FD 40 contract estimate	Administration	Finance	Notice to FD40 Board Secretary of estimated contract amount
	10/26/2021	Public Hearing on A/V Levy RCW 84.55.120 Public Hearing on FBC RCW 52.26.230	Administration	Governance Board Citizens	To review revenue sources and potential benefit charges for the subsequent year.
NOVEMBER					
	11/9/2021	Adopt Levy RCW 84.52.070 Adopt FBC RCW 52.260.230 Adopt Budget	Administration	Governance Board Citizens	
	11/30/2021	FBC Resolution provided to County Treasurer with report on public hearing RCW 52.26.230	Administration	Finance	
	11/30/2021	Levy provided to Assessor & Treasurer with report on public hearing RCW 84.52.070 Complete Ordinance 2152 Disclosure	Administration	Finance	
	11/30/2021	File budget with County RCW 84.52.020	Administration	Finance	
DECEMBER					
	12/15/2021	Budget posted to SharePoint	Administration	Finance	To make the budget visible internally
JANUARY					
	1/1/2022	Final assessed values	Administration		
	1/16/2022	Budget load in finance system	Administration		To load budget in RFA Finance System.



Governing Board Agenda Item

SUBJECT/TITLE: Regular Board Meeting Schedule

STAFF CONTACT: Chief Heitman

SUMMARY STATEMENT:

The move to virtual meetings in 2020 generated a discussion that led to Board decision to hold future in-person meetings at Fire Station #14 to ensure enough space was available for social distancing. We are asking the Board to have another discussion about future in-person meetings with regard to the new in-person meeting guidelines.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

To be determined based on the discussion.