



Renton Regional Fire Authority

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MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, August 9, 2021

Fire Station #13 – 18002 108th Ave SE, Renton

CALL TO ORDER

Governance Board Chair Pérez called the regular meeting to order at 10:00 a.m.

ROLL CALL

Governance Board Members Present:

Ruth Pérez, Chair (City of Renton)

Marcus Morrell, Vice Chair (Fire District 25)

Ryan McIrvin (City of Renton)

Myron Meikle (Fire District 25)

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

Governance Board Members Not Present:

Kerry Abercrombie (Fire District 25)

Randy Corman (City of Renton)

Board Member Corman joined the meeting at 10:05 a.m. after Agenda Modifications.

Administrative Staff Present:

Fire Chief Steve Heitman, Chief Administration Officer Samantha Babich, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief William Aho, Lieutenant Hyslop, Facilities Manager Scott Murphy, IT Technician Wyatt Humphreys, Administrative Supervisor Christine Noddings, Administrative Specialist Evyn Villa, and RFA Attorney Brian Snure.

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

AGENDA MODIFICATIONS

New Business was moved before Division Reports and after the Chief's Report.

A **MOTION** was made by Board Member McIrvin and **SECONDED** by Board Member Morrell to move New Business before Division Reports and after the Chief's Report. **MOTION CARRIED (4-0)**

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, and presentations.

PUBLIC COMMENT

There was no public comment.

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CONSENT AGENDA

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to approve the consent agenda for August 9, 2021. **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

The members of the Governance Board signed the Voucher Approvals for August 9, 2021.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman's report included the following:

- **Congratulations are in Order:** Please join me in congratulating the following members for completing their JATC steps. Those completing step 3B have completed all 3 years of JATC, earning them Journey firefighter status:
 - FF Dawson Bain, 3B
 - FF Victoria Berg, 3B
 - FF David Braun, 3B
 - FF Tanner Lucas, 3B
 - FF Derric Matteson, 3B
 - FF Anthony Parker, 3B
 - FF Ken Swinford, 3B
 - FF Cody Olson, 3A
 - FF Lubo Lazurkevich, 3A
 - FF Travis Retherford, 3A
 - FF Logan Wasam, 3A
 - FF Nick Felt, 3A
 - FF Kasey Parker, 3A
 - FF David Lind, 2A
- **Fire Rescue International (FRI) Conference:** I attended the FRI conference the last week of July with CAO Samantha Babich and Deputy Chiefs William Aho and Chuck DeSmith. It was a great opportunity to network with colleagues and subject matter experts in areas including EMS/Health & Safety, critical components of the fire department COOP, utilizing data for organizational growth, engaging stakeholders when planning and preparing tax increases, and general leadership and administration.
- **Renton Chamber Board Social:** On July 21st, I met with other board members of the Renton Chamber of Commerce and Renton community members for an early evening gathering to reconnect. It was a great opportunity to meet face-to-face with many of our outstanding citizens.
- **Tukwila Contracting Services Discussion:** On August 2nd, CAO Samantha Babich, RRFA Governance Board Chair Ruth Pérez and I met with Tukwila Mayor Allan Ekberg, City Administrator David Cline, Tukwila Fire Chief Jay Wittwer, and PR Consultant Karen Reed to discuss contracting services.
- **Seattle Fire Executive Leadership Academy:** This is a 10-month executive leadership academy, hosted by the University of Washington in partnership with the Seattle Fire Department. CAO Samantha Babich, DC Will Aho and BC Erik Hammes are applying to fill at least two spots in Cohort 3 from September 2021 to June 2022. An emerging leadership program will also be offered beginning in Fall 2021 that we plan to make available to our members as part of our succession planning.
- **Renton Airport Fueling Facilities Uniform Fire Code:** On July 14th, Fire Marshal Barton and I met with City of Renton's Public Works Administrator, Martin Pastucha, to discuss uniform fire code for fueling facilities at the Renton Airport. Mr. Pastucha had asked Renton RFA for

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assistance on this fire code enforcement issue, and we look forward to further developing that relationship.

- **Governance Board Notifications:** Per our procurement process and policy, I am notifying the Board of the following purchase: New Recruit Bunker Gear 2021 – \$22,707.90

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Station 11 Remodel

Due to further legal review, Deputy Chief Seaver requested they postpone the discussion on the Station 11 Remodel until the next Governance Board regular meeting on Monday, September 13, 2021.

Establish Committee Schedule

The Board discussed establishing new committee meeting dates. The committee meetings are currently held on the 4th Tuesday of each month. Board Member Morrell proposed moving the Budget/Finance meetings to 9:00 – 10:00 a.m. and the Operations/Capital Meeting to 10:30 – 11:30 a.m. every 4th Monday of the month.

A **MOTION** was made by Board Member McIrvine and **SECONDED** by Board Member Meikle to move the committee meetings as proposed. **MOTION CARRIED (5-0)**

Establish Public Hearing Date for A/V Levy and FBC

In order to meet the required deadlines for filing property tax levy and FBC information with the County, a special meeting to hold a public hearing was scheduled for Tuesday, October 26, 2021 following the committee meetings. However, due to the new establishment of committee meetings on Mondays. The Board agreed to move the public hearing date from October 26, 2021 to October 25, 2021.

Establishing Public Hearing Date for Proposition No. 1

Pursuant to RCW 52.26.230(1), RRFA staff would like to hold a public hearing to provide information and an opportunity for public input to the upcoming benefit charge continuation election scheduled for November 2, 2021. The proposed public hearing date is on Monday, October 11, 2021.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Morrell to hold a public hearing on Monday, October 11, 2021 for the purpose of continuing the utilization of benefit charges to support the delivery of emergency services. **MOTION CARRIED (5-0)**

Bad Debt Write-Off Request

Section 5.4 of the RFA's Bad Debt policy states that all accounts owing RFA \$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. RRFA staff proposed the Board authorize the Chief Administration Officer to write-off as bad debt a total of \$785.00 in accounts receivable from Fred Meyer Stores, Inc. The delinquent account has been in collections for three years with no amounts recovered. CAO Samantha Babich provided clarification on the collections process and past efforts to receive payment from the vendor.

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A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvine to authorize the Chief Administration Officer to write-off as bad debt a total of \$785.00 in accounts receivable from Fred Meyer Stores, Inc. **MOTION CARRIED (5-0)**

King County Fire District #40 ILA

Renton RFA is entering into an agreement with KCFD #40, effective January 1, 2022 through December 31, 2041, unless earlier terminated in accordance with section 2.3 or 2.4, under the authority of RCW 52.26.090 and in conformity with chapter 39.34 RCW (Interlocal Cooperation Act). RRFA staff is requesting the Governance Board accept the agreement as presented and authorize the Fire Chief to sign.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member McIrvine to accept the Consolidation of Services ILA with KCFD #40 as presented and authorize the Fire Chief to sign. **MOTION CARRIED (5-0)**

Board Member Sartnurak expressed her thanks to the Fire Chief, Local 864, and RRFA staff for their hard work and patience in negotiating the ILA.

City of Renton ILA Amendment 1

The City of Renton and Renton RFA executed an ILA dated July 1, 2016 in conjunction with the formation of the Renton Regional Fire Authority. RRFA and the City of Renton have negotiated revisions to the ILA and the ILA exhibits. The revisions include language changes to Sections VIII.A and XVI.B, terminating Exhibits 3 and 5, and replacing Exhibits 1-7 in their entirety with Exhibits 1, 2, 4, 6 and 7 of the amendment:

- Exhibit 1 – Office of the Fire Marshal Services
- Exhibit 2 – Information Technology Services
- Exhibit 4 – Fleet Maintenance Services
- Exhibit 6 – Records Management
- Exhibit 7 – Emergency Management Program Support

RRFA staff is requesting the Governance Board to consent to the changes proposed in Amendment 1 of the ILA with the City of Renton as presented pursuant to Section IV of the ILA and authorize the Fire Chief to sign.

A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvine to consent to the changes proposed in the City of Renton ILA as presented and authorize the Fire Chief to sign. **MOTION CARRIED (5-0)**

Appointment of Board Secretary

Section 5.4 of the RRFA Governance Board bylaws requires that the Board appoint a Board Secretary to perform the duties specified in the bylaws by motion. RRFA staff recommends that the Board appoint Evyn Villa as the Board Secretary.

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A **MOTION** was made by Board Member Corman and **SECONDED** by Board Member McIrvin to appoint Evyn Villa as the Board Secretary. **MOTION CARRIED (5-0)**

Discussion followed on arranging Zoom meetings between Evyn Villa and individual Board Members for the purpose of supporting the needs of the Board. Chief Heitman provided accolades to Christine Noddings for managing two roles while at the same time training Evyn Villa for the position.

DIVISION REPORTS

Administration

- CAO Samantha Babich provided an overview of the 2021 Quarterly Financial Report.

EMS/Health & Safety

- June 2021 Heatwave Wrap-Up between RRFA and City of Renton was completed. A list of successes, improvements, and new policies were decided on as a result of the collaboration.
- The deadline was met to submit all data to a public consulting group that will assist in assessing the costs needed in an aid call. The public consulting group will also assist in constructing a federal application package for GEMT.
- UW Valley has EMS appreciation day on 9/11.

Office of the Fire Marshal

- OFM Quarterly Report: Fire Marshal Barton summarized the OFM quarterly report provided in the packet. There will be two new Deputy Fire Marshals starting Monday, August 16th and mid-September. New construction highlights include the First Ukrainian Church and a new Amazon Distribution Center. Public outreach efforts included firefighters providing over 800 glow sticks during the 4th of July and reminders to residents that fireworks will be prohibited within both the city and King County next year. RRFA and Renton PD partnered to launch a “Virtual Safety Academy” for children ages 5-12.

Response Operations

- Deputy Chief DeSmith delivered the report on behalf of Deputy Chief Aho.
- Significant events: 7/18 Commercial Fire at Black River Quarry, 7/26 Window Washer Rescue, 7/27 Rope Rescue.
- Training: busy month of training which includes a partnership with the City of Renton Parks and the training of their Gene Coulon lifeguards.
- Public Outreach: 8/3/21 National Night Out; Aid unit present at the Seahawks Training Camp.

Support Services

- Station 16 Update – environmental report showed no wetlands or streams on property allowing development to continue.
- New Logistics Captain – Mark dos Remedios; thanks to previous Logistics Captain Dan Hawkins.
- Awarded a sprinkler grant of \$90,900 to assist with the Station 11 Remodel.
- Open Houses to begin on September 18th – each Saturday for seven weeks (Stations 11 – 17).

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CORRESPONDENCE

Chief Heitman shared a thank you letter from a Renton resident who expressed their appreciation for the crew that assisted with a home clean up on a very hot day.

Chief Heitman shared another thank you letter forwarded by Mayor Pavone from a Renton resident. The resident shared gratitude for the crew's exceptional salvage and overhaul efforts to prevent damage of their personal belongings.

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

- Monday, August 23, 2021, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Monday, August 23, 2021, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Monday, September 13, 2021, 10:00 a.m., Governance Board Regular Meeting,
- Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference

ADJOURNMENT

The meeting was adjourned at 10:51 a.m.



[Ruth Perez \(Sep 13, 2021 16:31 PDT\)](#)

Ruth Pérez, Board Chair



Eryn Villa, Board Secretary