



# RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, February 14, 2022

Zoom Webinar: <https://us02web.zoom.us/j/84836968318>

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

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

- Call Meeting to Order
- Roll Call
- Agenda Modifications
- Announcements, Proclamations, and Presentations
- Fire Benefit Charge (FBC) Hearing

- 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 January 10, 2022](#) Regular Meeting
  - Approval of [Vouchers](#): AP Check Register 12/17/2021 – 1/15/2021  
Payroll Checklist 12/1/2021 – 12/31/2021

- Signing of Vouchers

- Board Committee Reports
  - Budget & Finance Committee
  - Operations and Capital Committee

- [Chief's Report](#)

- Division Reports
  - Administration (Chief Heitman)
    - [2021 Year-End Financial Overview](#)
  - EMS/Health Safety (Deputy Chief DeSmith)
    - RRFA Firefighters and the CARES Team are still vaccinating in the community. In January, we did over 300 students at Renton HS and over 30 vaccinations in the Renton area for home-bound seniors.
    - We are completing our 1<sup>st</sup> Quarter EMS training this week with Response Operations. Our crews received hands-on training with paramedic instructors on airway management and intubation techniques.

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- Office of the Fire Marshal (Fire Marshal Barton)
  - [OFM Division Report](#)
- Support Services (Deputy Chief Seaver)
  - Station 11 Update
  - Station Roof PMs
  - [Fleet Update](#)
- Response Operations (Deputy Chief Aho)
  - Significant Incidents – nothing to report
  - Training
    - Hazmat Block Training
    - New Diver Open Water Certification – Yun and Retherford
    - JATC Prep Training for E311, E312, E313, and E316
    - E314 and E352 Joint Training
    - Sunday Rope Tech Training – Basic Skills Refresher
  - Public Outreach
    - Fairwood Crest HOAs
    - Polar Bear Plunge – E312 and A312 at Gene Coulon Park
  - Operations
    - Recruit Academy #12 Graduation
    - BC Promotional Test – 3 passed
    - Captains Promotional Test – 4 passed
  - [Total Record Volume by Incident Type](#) / [Total Call Volume by Station Area](#)
- Correspondence
  - [KCFD #40 Letter of Appreciation](#)
- Unfinished Business
- New Business
  - [Resolution 2022-01 Establishing Emergency Medical Service Charges](#)
  - [OFM Remodel – Authorization to Start Bid Process](#)
- Good of the Order
- Executive Session

Executive Session pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel, in a forum that maintains the attorney client privilege, legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

Executive Session pursuant to RCW 42.30.110(1)(b),(c) to consider the selection of a site or the acquisition of real estate or the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of

## **GOVERNANCE BOARD REGULAR MEETING AGENDA**

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increased or decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

- **Future Meetings:**
  - Monday, February 28, 2022, 9:00 a.m., Budget/Finance Committee Meeting, Video Conference
  - Monday, February 28, 2022, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
  - Monday, February 28, 2022, 4:00 p.m., Governance Board Special Meeting, Video Conference
  - Monday, March 14, 2022, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton) / Video Conference
- **Adjournment**



**Renton Regional Fire Authority**

18002 108<sup>th</sup> Ave SE  
Renton, WA 98055  
Office: (425) 276-9500  
Fax: (425) 276-9592

**MINUTES**

**RFA Governance Board Regular Meeting**

**10:00 A.M. – Monday, January 10, 2022**

**Video Conference**

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**CALL TO ORDER**

Governance Board Chair Morrell called the regular meeting to order at 10:01 a.m.

**ROLL CALL**

*Governance Board Members Present:*

Kerry Abercrombie (Fire District 25)  
Marcus Morrell, Chair (Fire District 25)  
Ryan McIrvin, Vice Chair (City of Renton)  
Myron Meikle (Fire District 25)  
Valerie O'Halloran (City of Renton)  
Ruth Pérez, (City of Renton)  
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

*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, Captain Dos Remedios, Lieutenant Laycock, Facilities Manager Scott Murphy, Fleet Manager Brice Callaway, IT Technician Wyatt Humphreys, Administrative Specialist Evyn Villa, and RFA Attorney Brian Snure.

**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 McIrvin and **SECONDED** by Board Member Pérez to approve the consent agenda for January 13, 2021. **MOTION CARRIED (5-0)**

Board Member O'Halloran abstained from voting due to not being present at the previous meeting.

**SIGNING OF VOUCHERS**

The members of the Board signed the Voucher Approvals for January 10, 2022 electronically via Adobe Sign.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

January 10, 2022

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### 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 FF Sean Leahy for completing his 3B JATC test! He will earn Journey Firefighter status on his 3-year anniversary on June 28<sup>th</sup>. Please join me in also congratulating the following members for completing their 1B JATC test!

- |                     |                       |
|---------------------|-----------------------|
| ○ FF Claire O'Brien | ○ FF Lexi McGinnis    |
| ○ FF Ryan Northrup  | ○ FF Joe Munden       |
| ○ FF Emilie Garza   | ○ FF Jessica Clearman |
| ○ FF Mickey Bergsma | ○ FF Michaela Wallace |
| ○ FF Joe Mack       |                       |

- **Recruit Academy #12 Graduation**

I would like to congratulate the Firefighter Training Academy Recruit Class #12. Please join us on Thursday, January 20<sup>th</sup> at 6:00 PM as we celebrate their success at the River of Life Fellowship or live stream on the South King County Fire Training Consortium Facebook page.

- **New Recruits**

Our six new recruits started with us on December 16<sup>th</sup> and will be working with their mentors and on-duty crews over the next month. They started Academy on January 3<sup>rd</sup> and will graduate in May.

- **Adopt-A-Family Delivery Day**

In the spirit of giving, the Local 864 Renton Firefighters, Renton Firefighters Benevolent Association and our Admin/OFM team went above and beyond this year to support a total of 8 local families. On December 22<sup>nd</sup>, Santa and his elves delivered the gifts all across town, handing out a few extra gifts to some of the neighbor kids as they went. Each and every family was incredibly thankful for what our crews stepped up to do for them. Special thanks to Kayla Eychner (coordinator), Facilities Technician Don Highley (Santa), Lt. Luke Alvarado and Firefighters Brady Ver Steeg, Danial Yun, Emilie Garza, and Lexi McGinnis for their time helping deliver gifts and good cheer.

- **2021 Salvation Army Bell Ringers**

RFA members rang the bell on Saturday, December 18<sup>th</sup> for Salvation Army to raise funds that help support families in need throughout the community. Renton RFA raised a total of \$1,217 in one day! I'd like to thank BC Dan Alexander, Lt. Chris Krystofiak, Deputy Fire Marshal Sara Ferguson (organizer), FF Lexi McGinnis, FF Emilie Garza, FF Joe Munden, and Chaplain Loretta Green for dedicating their personal time to represent the RFA in such a positive way.

- **Governance Board Notifications**

Per our procurement process and policy, I am notifying the Board of the following purchases:

- New Recruit Bunker Gear (Academy #13 2022) - \$31,223.37
- Stryker Cot - \$25,161.93

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### **DIVISION REPORTS**

#### **Administration**

CAO Samantha Babich informed the Board that the RFA has started its 2020 Financial & Accountability audit and has received its engagement letter from the State auditor. The audit report is expected to be completed next month in February.

#### **EMS/Health Safety**

Deputy Chief Chuck DeSmith informed the Board that in January all SCKTFC members will be receiving Mental Resilience and De-escalation pilot training. Also shared was the 2021 CARES end of year report. Lastly, firefighter staffing has been stable despite COVID, and crew recovery has been quicker with new isolation length for positives being shortened.

#### **Office of the Fire Marshal**

Fire Marshal Anjela Barton included the 2021 annual Fire Marshal Report. There were 4,932 inspections, 48 fire investigations (\$6.6 million dollar loss), 733 plan reviews, 402 construction inspections, and 184 fire systems/construction permits completed. Public efforts included holiday safety messaging, fire safety classes, and participation in a number of community events.

#### **Support Services**

Deputy Chief Mark Seaver followed up on the Level-B suit ensemble for the HazMat Team. The Station 11 remodel continues to be on-schedule. The Facilities team was able to efficiently support the crews despite the recent inclement snow and completed 297 work orders for 2021.

#### **Response Operations**

Deputy Chief Will Aho shared the recent significant incident report: 12/17 Heritage Hills Apt Fire, 12/18 2-alarm Commercial Fire in Albertsons, 12/26 Residential Fire in Victoria Hills, 12/27 2-alarm Apt Fire, S 7<sup>th</sup> St and Moses Ln. Training continues to happen with crews which included JATC testing and NSCC Ride-Alongs. Public outreach efforts include HOA meetings in the Station 17 area as well as participation in community parades.

### **CORRESPONDENCE**

There was no correspondence.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

#### **2021 Annual Public Records Request Report**

CAO Samantha Babich provided the Board with the 2021 Annual Public Records Request Report which included 9 open requests in Jan. 2021, 473 new requests received, 475 closed requests, and staff spent 270 hours and 40 minutes in record request responses.

#### **Benefit Charge Hearing Process Dates**

In accordance with RCW 52.26.250, Chief Heitman recommended that the Board approve the following dates and times for the Benefit Charge Petition Process:

## GOVERNANCE BOARD REGULAR MEETING MINUTES

January 10, 2022

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- Public Notices to be published on February 4<sup>th</sup> and 11<sup>th</sup>
- Deadline for Petitions: February 1, 2022 at 4:30 p.m.
- Petition Hearing Begins: February 14, 2022 at 10:00 a.m.
- Petition Hearing: February 28, 2022 at 4:00 p.m.
- Final Ruling: March 14, 2022 at 10:00 a.m.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member McIrvine to adopt the 2022 RRFA Petitions Schedule as presented. **MOTION CARRIED (6-0)**

### **GOOD OF THE ORDER**

Board Chair Morrell welcomed City of Renton Councilmember O'Halloran to the RFA Governance Board.

### **EXECUTIVE SESSION**

There was no executive session.

### **FUTURE MEETINGS**

- Monday, January 24, 2022, 9:00 a.m., Budget/Finance Committee Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton)/ Video Conference
- Monday, January 24, 2022, 10:30 a.m., Operations/Capital Committee Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton) / Video Conference
- Monday, February 14, 2022, 4:00 p.m., Governance Board Regular Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton) / Video Conference

### **ADJOURNMENT**

The meeting was adjourned at 10:58 a.m.

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Marcus Morrell, Board Chair

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Evyn Villa, Board Secretary

## VOUCHER APPROVAL FOR FEBRUARY 14<sup>TH</sup>, 2022 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 \$2,947,022.67, payroll vouchers and direct deposits totaling \$1,315,565.63.

<b>A/P VOUCHERS</b>	<b>Payment Date</b>	<b>Numbers</b>	<b>Amount</b>
Virtual Pay	12/17/2021 - 01/15/2022	APA000176-APA000367	\$1,752,152.83
Checks	12/17/2021 - 01/15/2022	13654-13655	\$7,947.85
EFTs	12/17/2021 - 01/15/2022		\$266,337.87
Bank Drafts	12/17/2021 - 01/15/2022		\$882,717.88
AR Refund Checks	12/17/2021 - 01/15/2022	13656-13657	\$37,866.24
<b>TOTAL A/P</b>			<b>\$2,947,022.67</b>
<b>PAYROLL VOUCHERS</b>		<b>No. of Vouchers</b>	<b>Amount</b>
Direct Deposits	12/22/2021	168	\$618,257.84
Payroll Checks	12/22/2021	0	\$0.00
Direct Deposits	1/10/2022	175	\$697,307.79
Payroll Checks	1/10/2022	1	\$0.00
<b>TOTAL PAYROLL</b>		<b>344</b>	<b>\$1,315,565.63</b>
<b>TOTAL CLAIMS</b>			<b>\$4,262,588.30</b>

Renton Regional Fire Authority Governance Board:

\_\_\_\_\_  
Marcus Morrell, Board Chair

\_\_\_\_\_  
Ryan McIrvine, Board Vice Chair

\_\_\_\_\_  
Myron Meikle, Board Member

\_\_\_\_\_  
Kerry Abercrombie, Board Member

\_\_\_\_\_  
Valeri O'Halloran, Board Member

\_\_\_\_\_  
Ruth Pérez, Board Member





## RENTON REGIONAL FIRE AUTHORITY

# M E M O R A N D U M

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**DATE:** February 14, 2022

**TO:** Kerry Abercrombie (Fire District 25)  
Ryan McIrvine (City of Renton)  
Myron Meikle (Fire District 25)  
Marcus Morrell (Fire District 25)  
Valerie O'Halloran (City of Renton)  
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**

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### 1. Recruit Graduation & New Entry Level Firefighters

On January 20<sup>th</sup>, colleagues, families and friends gathered to celebrate the graduation of 4 recruits who are now officially Renton Firefighters. This was the twelfth academy graduation from the Training Consortium, providing consistent and thorough training for our recruits.

We had 6 [new recruits](#) start the academy on January 3<sup>rd</sup>. One recruit was separated on January 26<sup>th</sup> and a 2<sup>nd</sup> on Feb 8<sup>th</sup> for not meeting academy expectations .



### 2. Members of the Quarter

Please join me in congratulating the following members of the 4<sup>th</sup> Quarter! These members consistently exemplify our core values, and we appreciate their dedication to our department and community.

- Officer of the 4<sup>th</sup> Quarter – Lt. Jacob Smith
- Firefighter of the 4<sup>th</sup> Quarter – FF Zach Forghani
- Civilian of the 4<sup>th</sup> Quarter –Wyatt Humphreys, Site Reliability Engineer

### **3. Congratulations are in Order**

Please join me in congratulating the following firefighters for completing steps in the JATC program. Those completing their 3B step have all earned their Journey Firefighter status!

- 3B Step: FF Travis Retherford, FF Kasey Parker, FF Logan Wasem, FF Nick Felt, FF Cody Olson and FF Lyubomir Lazurkevich
- 3A Step: FF Daniel Yun and FF Sean Hartman
- 2B Step: FF Sean Pageau and FF Jace Reyes

### **4. January E-Team Retreat**

On January 12, 2022, the Executive team and I met to finalize our 2022 work plan and are moving toward a 2-3-year plan based upon the 2021-2025 Strategic Plan. We will also be putting together a COOP plan, which will be completed once our new Standard of Cover is developed as part of accreditation.

### **5. Reflecting on 2021 – A Year of Accomplishments**

I completed my first year with Renton RFA on Monday, January 31<sup>st</sup>, and 2021 held many accomplishments for our organization. We were involved in several projects including:

- King County Fire District #40 Interlocal Agreement negotiations/finalization
- City of Renton Interlocal Agreement updates
- Launch of the Mobile Vaccination Unit and COVID-19 testing sites
- Launch of our accreditation process
- Implementation of Fee-for-Transport and GEMT
- Replacement of outdated apparatus and equipment
- Planning for the replacement of Station 16
- Successful passing (80+%) of the 10-year Fire Benefit Charge
- Coming in under budget for 2021 by 2.7 million dollars (during a pandemic)
- Navigated the Governor's mandatory vaccine mandate

I accepted nominations to serve as Chair of the South King County Fire Training Consortium *and* Fire Garage Consortium Governing Boards, and to serve as Treasurer of the King County Fire Chiefs Association (KCFA) while participating in the KCFA's Diversity, Equity and Inclusion workgroup. It was a year of growth and collaboration, and we look forward to the opportunities 2022 will bring.

### **6. Fire Garage Consortium**

Chief Seaver, Fleet Manager Brice Callaway and I met with Mercury Associates to discuss the needs of the RFA with regard to services provided by the consortium. It was a positive meeting and we feel confident that our reporting needs will be met, and we will have better tracking of our fleet, which will allow for more efficient planning of needs currently and in the future.

## **7. Office of the Fire Marshal Hiring**

Please help us welcome our newest Deputy Fire Marshal, [Robert Wittenberg](#), to the Renton RFA family. He has extensive knowledge in the field and we are excited to have him with us.

I participated in the final interview panel for the Assistant Fire Marshal position and two Deputy Fire Marshal positions. One of the DFM candidates has accepted our offer and will start on February 16<sup>th</sup>, while the other DFM candidate has accepted our conditional offer and is still in backgrounds. The AFM candidate has not accepted our conditional offer yet. We anticipate a start date of mid-March for the AFM and second DFM positions should they pass backgrounds. Filling these positions will bring our OFM staff up to full capacity.

## **8. Zone 3 Chiefs PulsePoint Update**

We are still working to bring PulsePoint online. Verified Responder.

## **9. Labor Agreement Negotiations**

On Thursday, March 3<sup>rd</sup>, we will enter into negotiations with IAFF Local 864 on the Firefighter – Captain agreement and Battalion Chief agreement. The meeting will focus on housekeeping items and establishing ground rules. 2022 will also bring negotiations with AFSCME Local 2170, but we have not set a start date at this time.

## **10. COVID Testing**

Numbers continue to decrease, but recommended restrictions have not been lifted. We are providing POCCT tests for those members who may have been exposed or are showing symptoms. This has resulted in 20 members out on quarantine for a total of 40 overtime shifts.

## **11. TeleStaff Update**

Telestaff will be up and running on February 15<sup>th</sup> with our information still intact. We have been adding the information that occurred during the 8 weeks we have been offline. I would again like to thank Puget Sound RFA (PSRFA) for allowing us access to their backup server so that, through the hard efforts of Craig Soucy, Linda Mann and members of PSRFA, we have the ability to continue our staffing and payroll with only a slight disruption.

## **12. Governance Board Notifications**

Per our procurement process and policy, I am notifying the Board of the following purchases.

New Recruit Bunker Gear- Academy 13 2022 – \$31,223.37

Cordless Holmatro Extrication Tools – \$28,869.32

New Response Unication Pagers – \$20,147.20

Blow Hard Electric Fans – \$21,946.95

2022 Bunker Gear Replacements - \$26,292.14



## RENTON REGIONAL FIRE AUTHORITY

# M E M O R A N D U M

### **Robert Wittenberg**

I worked for the State Fire Marshal's Office and prior to that I was a professional home inspector and a volunteer firefighter/EMT with Eastside Fire and Rescue. I have been married to my wife Theresa for over 30 years. Together, we raised three children and are enjoying renovating our empty nest in Port Townsend. In my down time, I enjoy Seahawks football, cheesy disaster movies, and a good rye whiskey.



### **Brendon McIntyre**

I was born in Seattle but spent most of my years growing up in Bend, OR. The past four years I have spent attending Cal Poly in San Luis Obispo, CA. Additionally, I worked as a paid-call firefighter for San Luis Obispo County Fire Department. It has been a lifelong dream of mine to return to Washington and become a firefighter. I'm really excited to have this opportunity.

### **Andrea Casebolt**

I was born in McAllen, TX, where shortly thereafter, my parents were stationed at Fort Lewis. I spent the rest of my adolescence growing up in Olympia. I was a nationally competitive cyclist for a decade, competing in road, track, cyclocross, and cross-country mountain biking. I moved to Bellingham in 2014 to attend Western Washington University where I continued to race collegially and attained my bachelor's degree. The day after I graduated, I bought an Australian Shepard puppy and moved to Seattle to start my job as an event planner and fundraiser for the Leukemia & Lymphoma Society, where I eventually worked my way into working on the LLS Firefighter Stair Climb. In March of 2020, we were sent home due to COVID, so I took advantage of that time to start pursuing a career in the fire service. I moved back to Thurston County and spent a year volunteering with East Olympia Fire Department. I currently live in Graham and love to spend my free time with my dog hiking, backpacking, snowboarding, and mountain biking. I'm super excited about the opportunity to be with Renton Regional Fire Authority.





## RENTON REGIONAL FIRE AUTHORITY

# M E M O R A N D U M

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### **Marc Simonpietri**

I was born and raised in St. Louis, MO. I lived in the Midwest until coming to Washington with the Army. In my free time I enjoy rock climbing, skiing, and cooking with my wife, Katie. I am very excited for this opportunity to work for the Renton RFA and serve the community.



### **Shane Walter**

I am very excited for this opportunity to join the Renton RFA and start my fire career. I was born and raised in South King County and currently live in Maple Valley. I am married with an 11-year-old daughter, 8-year-old son, goldendoodle, and puggle. I worked for the Kent Police Department as a police officer prior to this opportunity and can't wait for this new challenge.



# RENTON REGIONAL FIRE AUTHORITY

## M E M O R A N D U M

TO: RRFA Governance Board Members  
FROM: Samantha Babich, Chief Administrative Officer  
DATE: February 14, 2022  
RE: 2021 Fiscal Report

Distinguished Board Members,

Attached please find a brief overview of our 2021 fiscal year activity for your review and reference. While this is not an official financial report, it should provide you with basic information regarding our financial status as of December 31, 2021. Our official financial statements for 2021 will be prepared finance division and are due to the State Auditor by May 30<sup>th</sup>.

### SECTION 1. 2021 YEAR-END OVERVIEW

The year-end overview shows a quick view of our financial standing including our overall budget, total revenues received, total expenses incurred, cash on hand at year end, and average monthly expenditures for 2021.

BUDGET	REVENUES	EXPENSES	AVERAGE MONTHLY EXPENSES	CASH ON HAND OPERATING	CASH ON HAND RESERVES
\$43,442,966	\$45,780,311	\$43,069,248	\$3,589,104	\$17,794,380	\$23,562,583

As you can see, the revenues are over anticipated amount. Most of this is attributed to Fee for Transport, grants, and reimbursement for COVID related overtime and spending. Our expenses were also lower than anticipated primarily due to supplies and services.

We ended the year with cash on hand \$17,794,380 for operating fund and \$23,562,538 for reserve funds. In 2021 we incurred average monthly expenses in the amount of \$3,589,104. At our current expense rate, we have approximately five months of cash on hand in operating fund, which allows us to operate until May of 2022.

### SECTION 2. REVENUE AND EXPENSE PERFORMANCE BY MAJOR CATEGORY

The revenue and expense performance report is broken down by major categories and gives a budget-to-actual accounting for each account category. This macro level view is intended to show how we performed in each of the most commonly reported budget areas including all of our major revenue types and expense categories such as salaries, benefits, services, supplies, and transfers out.

## SECTION 2. REVENUE AND EXPENSE PERFORMANCE BY MAJOR CATEGORY

REVENUES	Actual	Budget	Over (Under)	Over (Under) %
Property Tax	\$18,002,404	\$18,045,212	(\$42,808)	(0.2%)
Fire Benefit Charge	\$17,346,646	\$17,144,928	\$201,718	1.2%
EMS Levy	\$2,104,821	\$2,104,820	\$1	0.0%
FD 40 Contract	\$5,421,129	\$5,421,129	\$0	0.0%
Permits & Fees	\$334,585	\$276,350	\$58,235	21.1%
Investment Income	\$170,919	\$300,000	(\$129,081)	(43.0%)
EMS Services	\$452,897	\$0	\$452,897	100.0%
Other Revenues	\$1,946,911	\$150,527	\$1,796,384	1193.4%
<b>TOTAL REVENUES</b>	<b>\$45,780,311</b>	<b>\$43,442,966</b>	<b>\$2,337,345</b>	<b>5.4%</b>

EXPENDITURES	Actual	Budget	Over (Under)	Over (Under) %
Salaries and Wages	\$24,754,112	\$23,985,554	\$768,558	3.2%
Payroll Tax and Benefits	\$7,184,965	\$7,833,640	(\$648,675)	(8.3%)
Supplies	\$1,225,806	\$1,477,914	(\$252,108)	(17.1%)
Services	\$3,785,738	\$4,027,232	(\$241,494)	(6.0%)
Transfers Out	\$6,118,626	\$6,118,626	\$0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$43,069,248</b>	<b>\$43,442,966</b>	<b>(\$373,718)</b>	<b>(0.9%)</b>

Of significant note on this report is the revenue category of 'other' in which revenues received exceeded budgeted revenues by 1193.4%. It is because that we got grants (State and FEMA) and reimbursement for COVID related expenses, which total is \$1.66M.

Thank you for your time and attention. I'm happy to answer any questions you have regarding the information presented.

Respectfully,

*Samantha Babich*



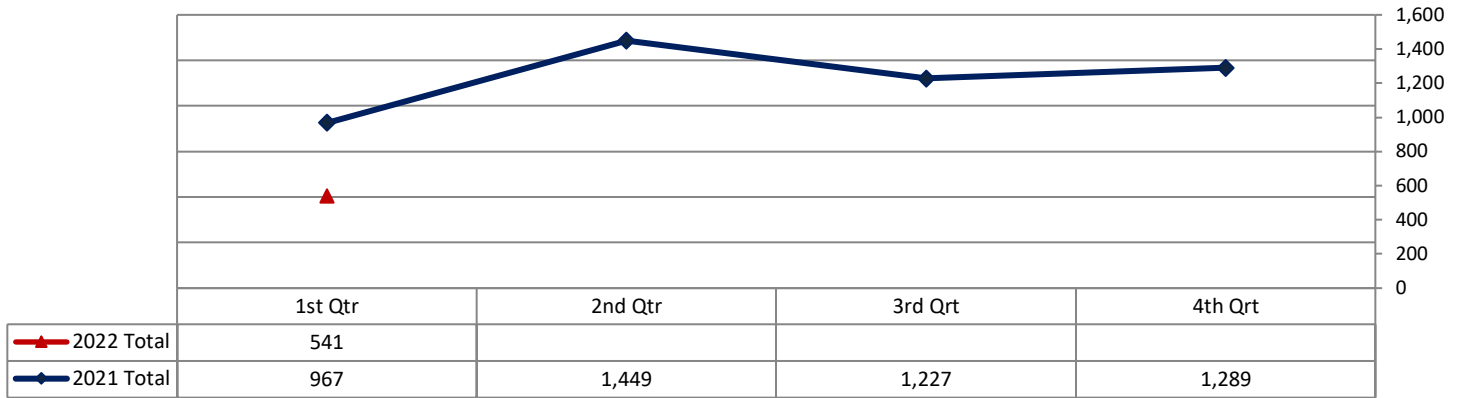
# Office of the Fire Marshal 2022 Quarterly Report

## February 2022

### Inspections

Staff completed 541 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) in January.

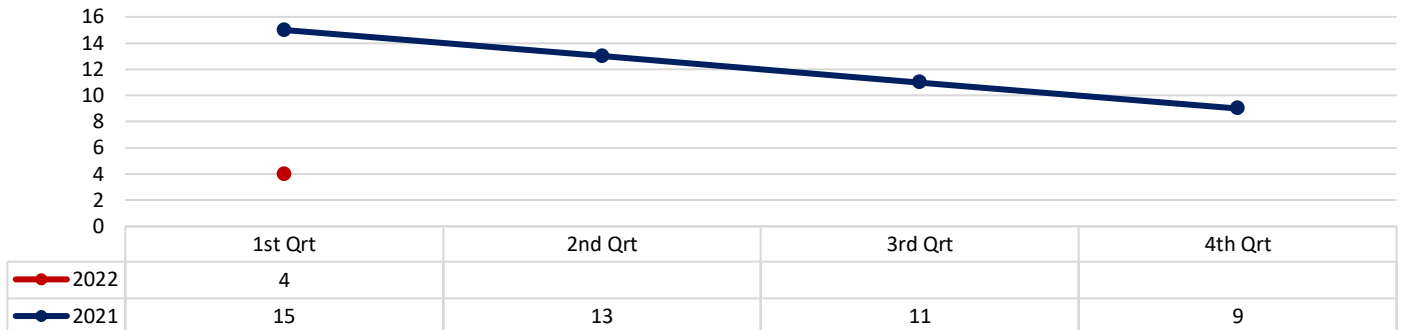
Inspections Completed by Quarter - Comparative to 2021



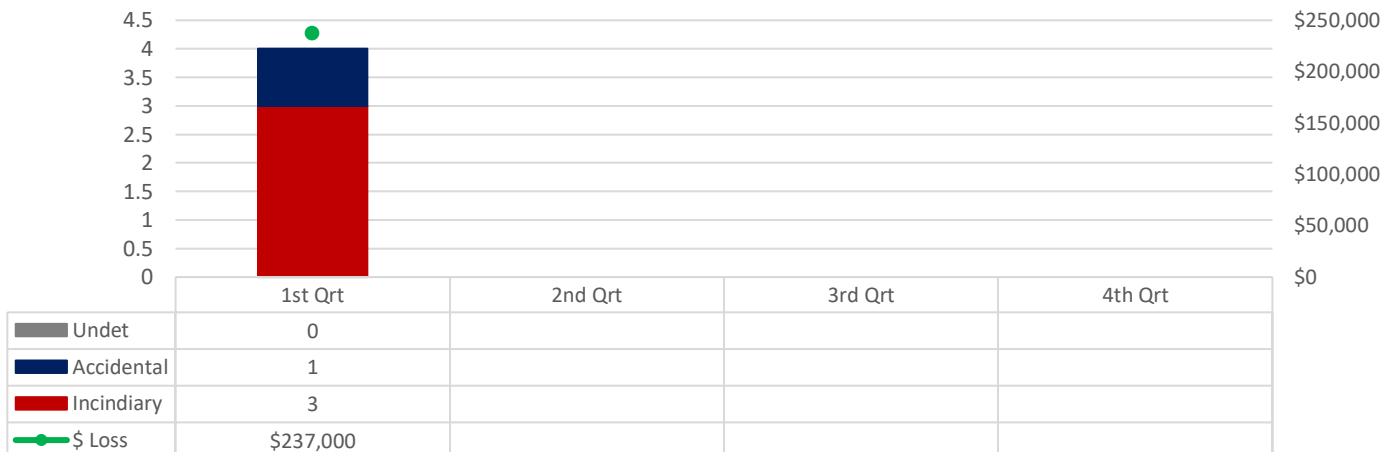
### Fire Investigations

Staff investigated 4 fires in January. Dollar loss is estimated at \$237k.

Fire Investigations by Quarter - Comparative to 2021



Fires by Type & Dollar Loss

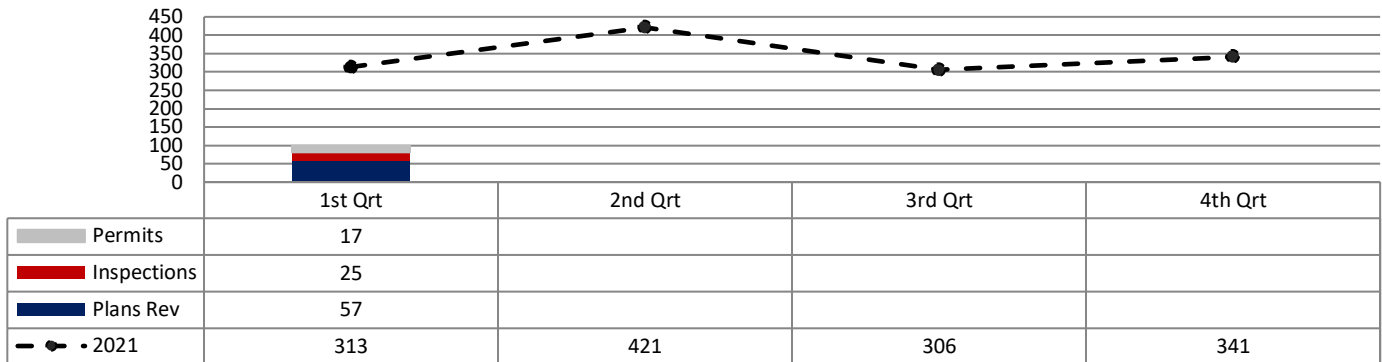




## Plans Review, Construction Inspections & Permits

Staff completed 57 plans reviews, 25 construction inspections, and issued 17 fire systems and/or fire construction permits in January.

**Plans Review, Construction Inspections & Permits by Quarter - Comparative to 2021**

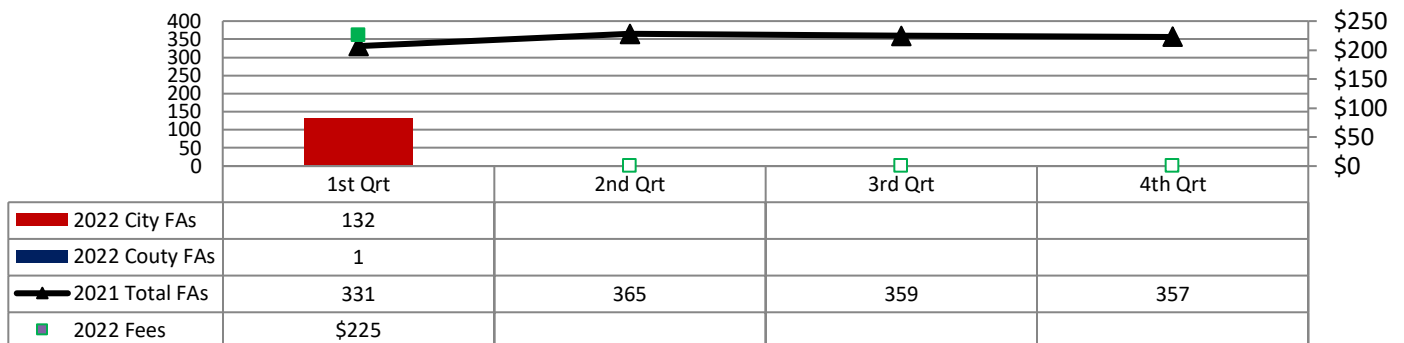


Construction highlights.... Utility construction permits have been reviewed for the new elementary school on Chelan Avenue, and the Sunset Gardens apartment site.

## False Alarms

The Department has responded to 133 false alarms to date, with \$225 in fees issued to property owners/tenants for preventable alarms. (False alarm fees were waived in 2020 and 2021).

**2022 False Alarms by Month, Location & Fees - Comparative to 2021**



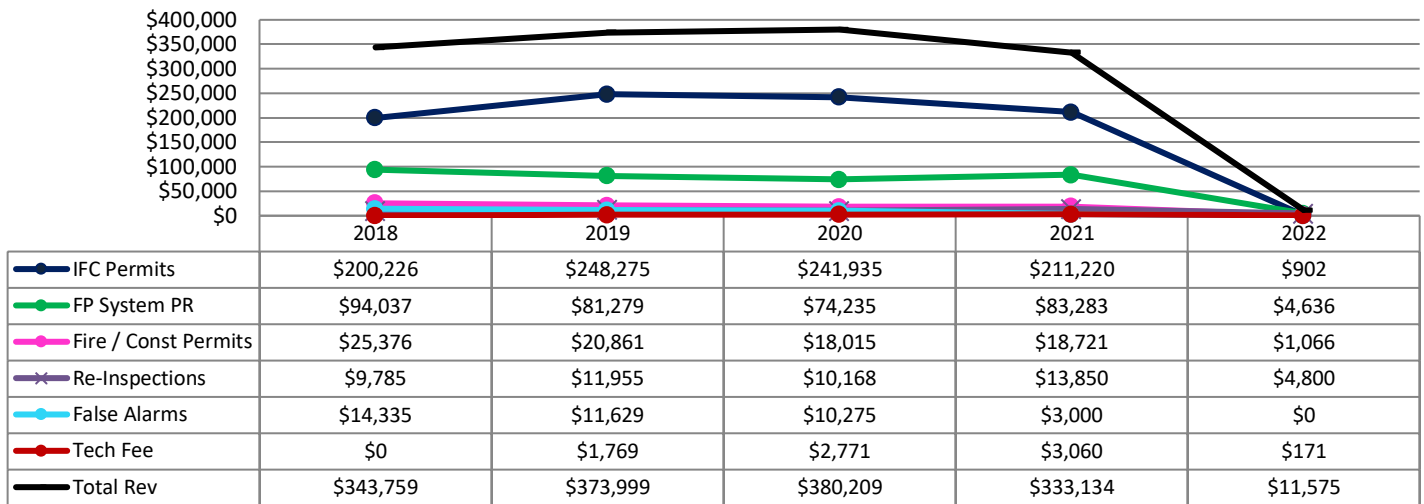
## Public Education / Community Outreach Highlights

- Focused social media messaging around winter safety, snow and icy conditions safety and other winter topics.
- Wrapped up the Kindergarten Safety Program for this school year, with visits to 5 classrooms occurring in January – this interaction provided a face-to-face learning opportunity with 110 students.
- BC Alexander and DFM Ferguson met with Renton School District to begin planning for some updates to our Healthy Heart Program for 2022, with an opportunity to include “Career Exploration” in the topics covered.



**Revenue** \$11,575 in Fire Marshal revenues have been collected in 2022. (Bulk permit billings for 2022 were just sent to our billing agent, and total approximately \$260k.

**OFM Revenue by Year (2018-Present)**



# Photo Album for Pierce Job 36294-01 Renton Regional Fire Authority, WA Custom Enforcer Pumper

## Wk 1 Production ending February 4, 2022

- The production of your new Pierce Custom Enforcer Pumper has begun.
- The cab has begun weld operations at the IPP plant.
- The pump has arrived and is in staging to begin assembly at the IPP plant.









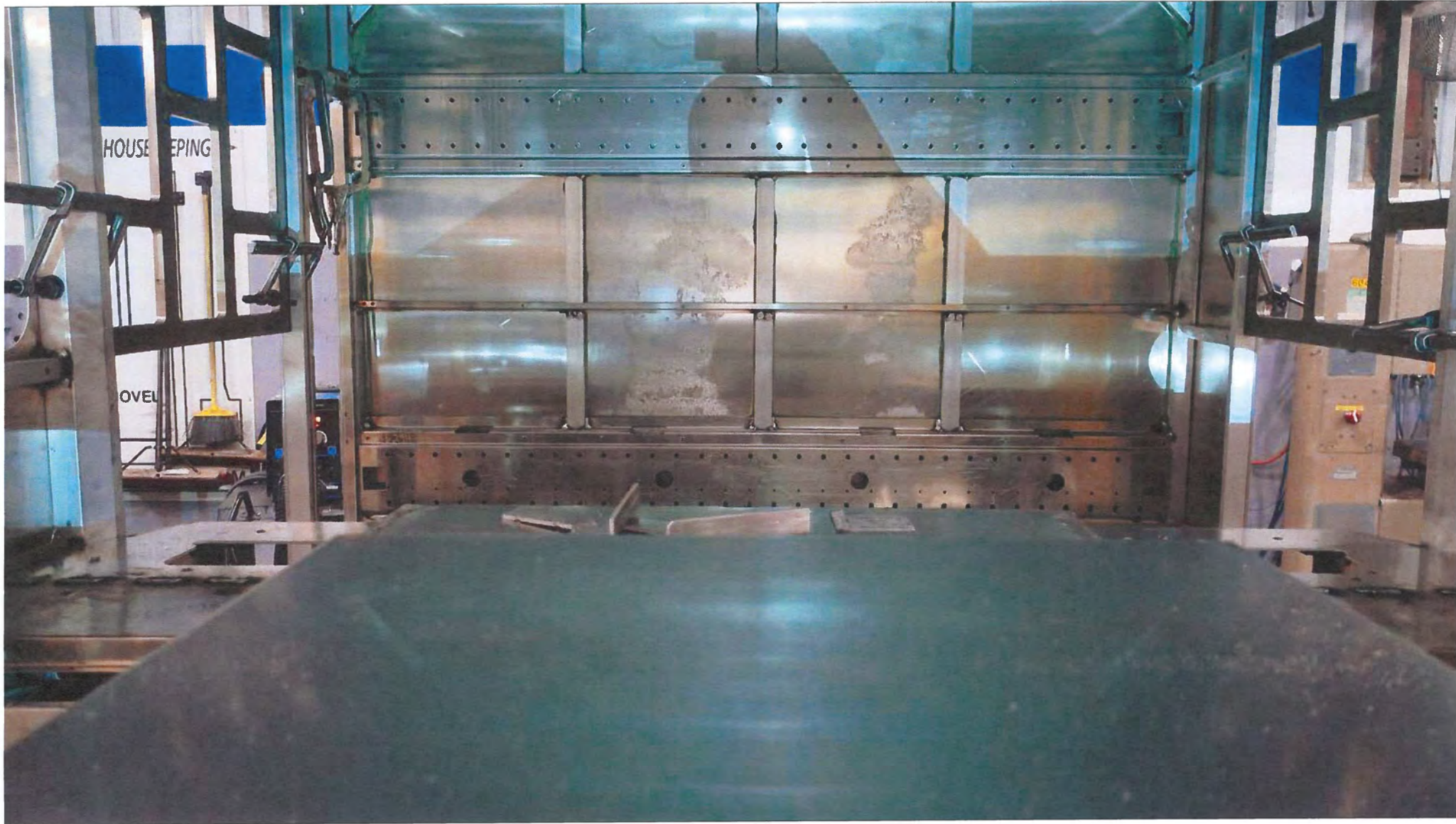
























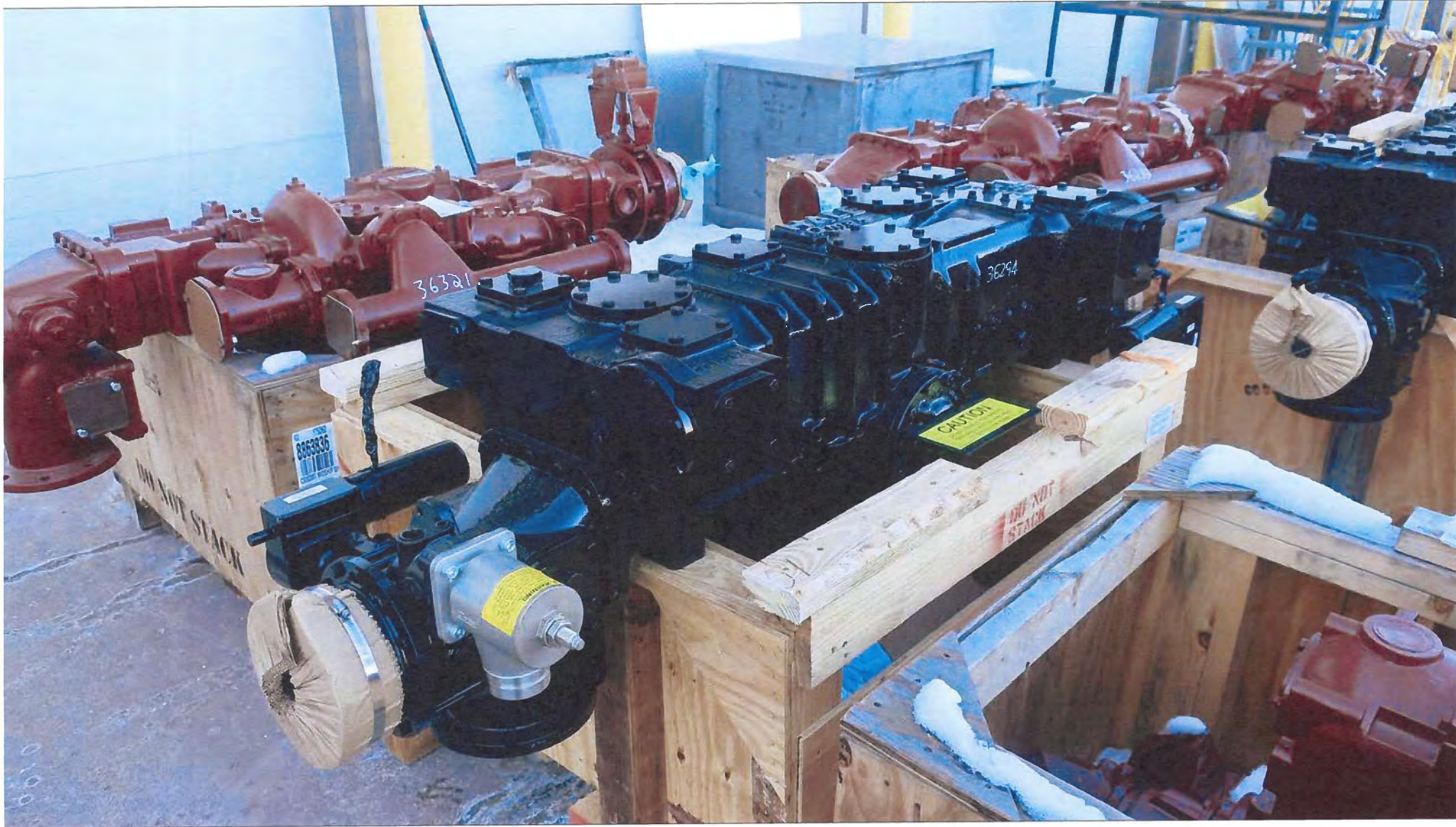




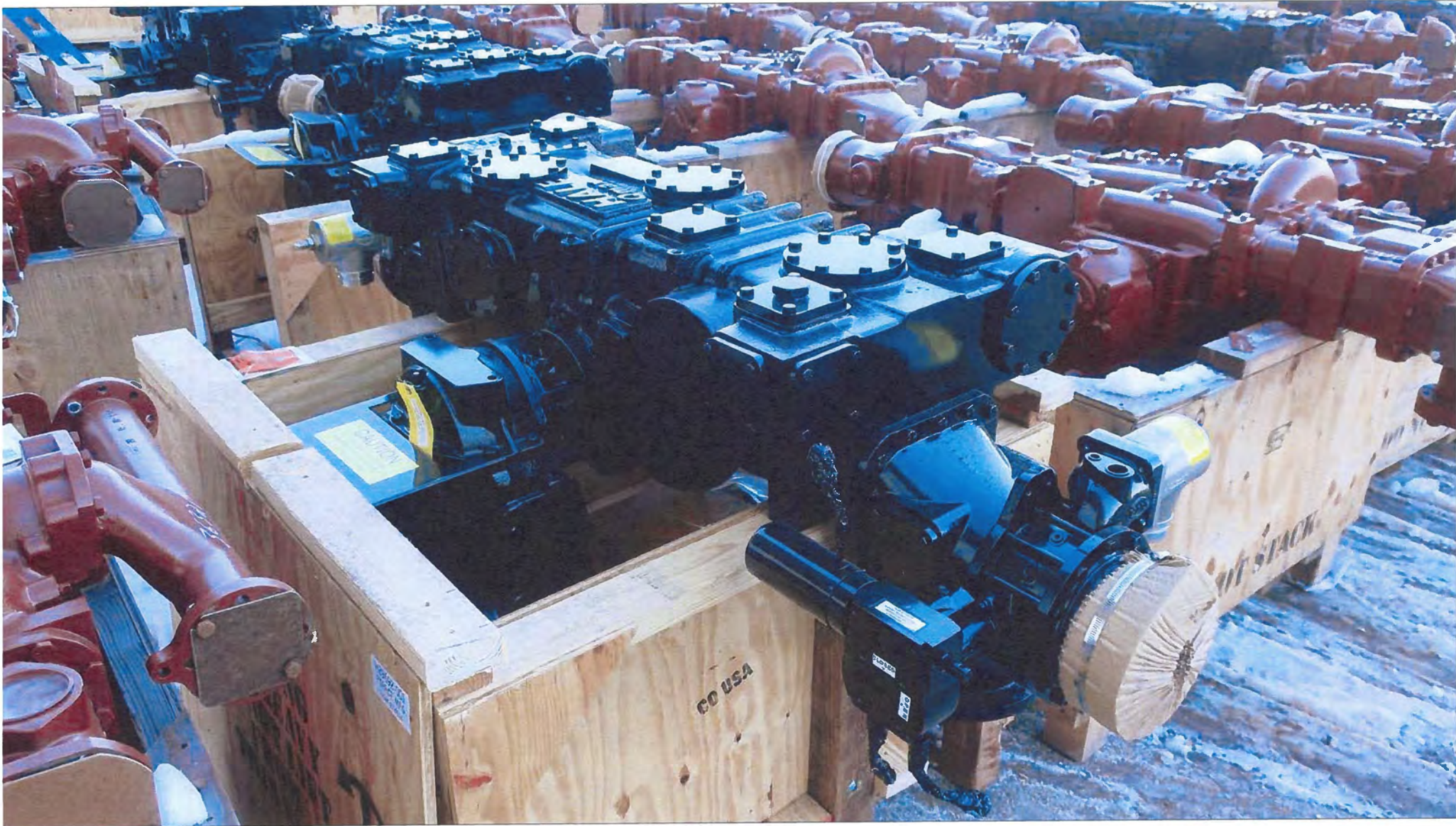


























Previous Month ▾

Jan 1, 2022 - Jan 31, 2022 v

22%

## FIRE

Percentage of Total Incidents

78%

**EMS**

Percentage of Total Incidents

1,737

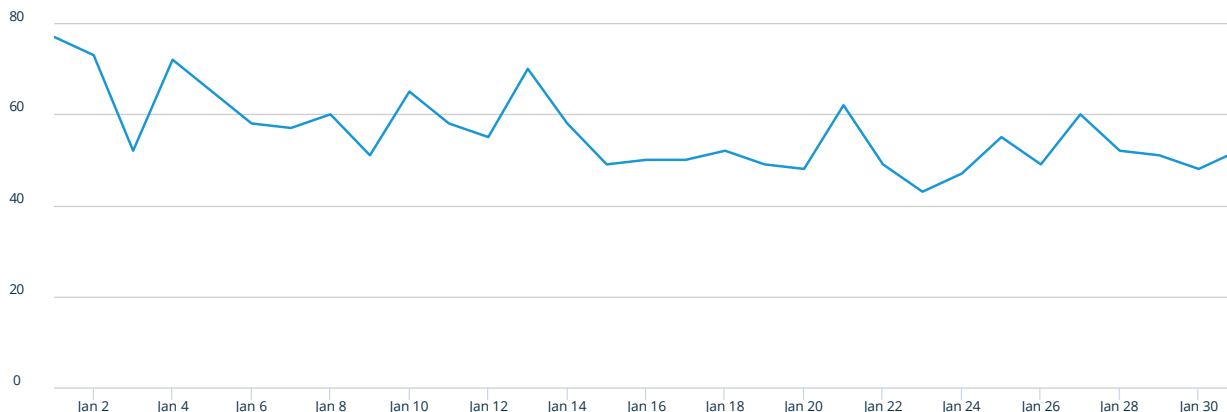
## INCIDENTS

In Selected Time Slice

31

**DAYS**

In Selected Time Slice



## Counts

% Rows

% Columns

% All

Week Ending	1/2/22	1/9/22	1/16/22	1/23/22	1/30/22	2/6/22	2/13/22	2/20/22	2/27/22	3/6/22	3/13/22	3/20/22	3/27/22	Total
(10) Fire, other		1												1
(11) Structure Fire		2	1	1	1									5
(13) Mobile property (vehicle) fire		4			1									5
(15) Outside rubbish fire	4	1	3	2	2									12
(16) Special outside fire			1											1
(24) Explosion (no fire)					1									1
(30) Rescue, emergency medical call (EMS), other	1													1
(31) Medical assist	6	25	38	25	32	6								132
(32) Emergency medical service (EMS) incident	101	295	278	260	257	31								1,222
(35) Extrication, rescue			1	1	1	1								4
(36) Water or ice-related rescue		1												1
(40) Flammable gas or liquid condition, other		1	1		1									3
(41) Combustible/f... spills & leaks		2	4		6									12
(42) Chemical release, reaction, or toxic condition		1		1	1	1								4
(44) Electrical wiring/equipm.. problem		2	1	2	2									7

[Back to Top](#)

Week Ending	1/2/22	1/9/22	1/16/22	1/23/22	1/30/22	2/6/22	2/13/22	2/20/22	2/27/22	3/6/22	3/13/22	3/20/22	3/27/22	Total
(48) Attempted burning, illegal action				1	1									2
(50) Service call, other		1		3	1									5
(51) Person in distress	1	1	1	1	2									6
(52) Water problem	8	5	1		3	1								18
(53) Smoke, odor problem		1	1	2	1									5
(55) Public service assistance		3	6	4	4									17
(56) Unauthorized burning		2		2										4
(60) Good intent call, other	1		1		1									3
(61) Dispatched and canceled en route	9	23	23	24	17	5								101
(62) Wrong location, no emergency found			3		2									5
(65) Steam, other gas mistaken for smoke		3	3		3									9
(67) HazMat release investigation w/no HazMat		3	3			1								7
(70) False alarm and false call, other	4	5	4	2	2									17
(71) Malicious, mischievous false alarm		2	4	1	2	2								11
(73) System or detector malfunction	11	11	11	8	3	1								45
(74) Unintentional system/detect... operation (no fire)	3	19	16	8	12	3								61
(90) Special type of incident, other	1			5	3									9
UNK		1												1
Total	150	415	405	353	362	52								1,737

Previous Month ▾

Jan 1, 2022 - Jan 31, 2022 ▾

22%

**FIRE**  
Percentage of Total Incidents

78%

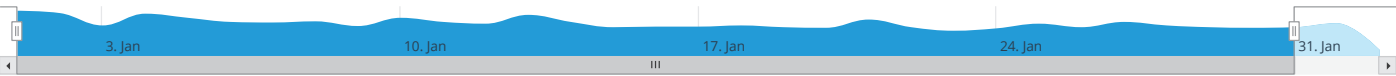
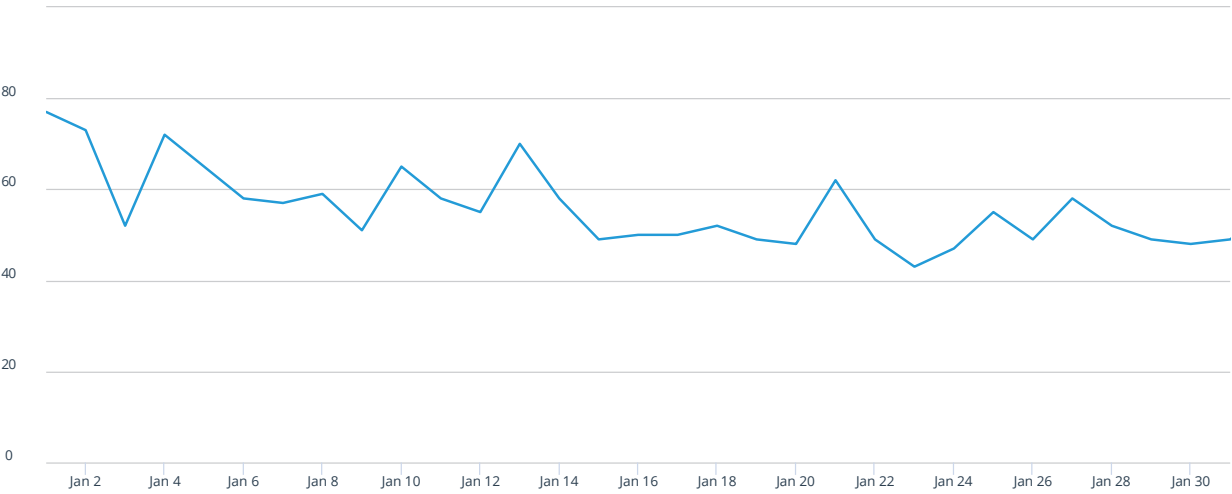
**EMS**  
Percentage of Total Incidents

1,729

**INCIDENTS**  
In Selected Time Slice

31

**DAYS**  
In Selected Time Slice



Counts	% Rows		% Columns		% All									
Week Ending	1/2/22	1/9/22	1/16/22	1/23/22	1/30/22	2/6/22	2/13/22	2/20/22	2/27/22	3/6/22	3/13/22	3/20/22	3/27/22	Total
Out of Jurisdiction	5	23	25	30	23	4								110
Station 11	42	90	76	67	81	7								363
Station 12	27	64	68	55	61	7								282
Station 13	29	81	88	77	76	7								358
Station 14	6	50	35	31	44	7								173
Station 15	8	30	23	23	14	7								105
Station 16	11	37	28	20	23	4								123
Station 17	22	39	62	50	36	6								215
Total	150	414	405	353	358	49								1,729



**King County  
Fire District #40**  
Dedicated to the Community We Serve



January 10, 2022

Dear Chief De Smith,

Thank you for allowing me the opportunity to participate in a ride-a-long with the FD Cares Unit.

As you know, I was able to do that on Tuesday, January 4, 2022, and it was an eye-opening experience. I rode with Firefighter Kelly Carpenter and RN Christa Sherbet, who were both extremely patient with me as they answered my never-ending questions.

While I knew the FD Cares program was a good tool, I now know it is a necessary tool because it solves the problem created when somebody calls 911: either they get transported to a hospital or they remain home. This program provides another, more practical solution.

I hope the FD Cares program can expand into more Zone 3 fire departments, King County, as well as throughout Washington State.

Thank you again!







## Governing Board Agenda Item

SUBJECT/TITLE: Resolution 2022-01 Establishing Emergency Medical Service Charges

STAFF CONTACT: DC Chuck DeSmith

### SUMMARY STATEMENT:

Pursuant to RCW 52.12.131, the RFA is authorized to establish reasonable fees to cover its costs in providing emergency medical services. The Renton Regional Fire Authority provides emergency medical services that include basic life support services, advanced life support services, and ambulance transportation pursuant to its authority under Title 52 RCW.

### FISCAL IMPACT:

Expenditure \_\_\_\_\_ Revenue \_\_\_\_\_

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Changes to the fee schedule include an increase of the mileage rate from \$17 to \$21 and the addition of a "Treat and Refer" charge of \$115.34.

Approval of the Governance Board to accept and authorize billing under the new Fee Schedule featured in Exhibit A.

Reviewed by Legal Yes ☒ No ☐

### EXHIBITS:

Resolution 2022-01 Establishing Emergency Medical Service Charges  
Exhibit A Fee Schedule

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve Resolution 2022-01 to establish emergency medical service charges as presented.

RENTON REGIONAL FIRE AUTHORITY

RESOLUTION NO. 2022-01  
ESTABLISHING EMERGENCY MEDICAL SERVICE CHARGES

**WHEREAS**, Renton Regional Fire Authority provides emergency medical services that include basic life support services, advanced life support services, and ambulance transportation pursuant to authority under Title 52 RCW; and

**WHEREAS**, Renton Regional Fire Authority is authorized by section 5.4 of the RFA Plan and by RCW 52.12.021 to provide the required emergency medical services under such conditions as the Governing Board may prescribe; and

**WHEREAS**, pursuant to RCW 52.12.131, the RFA is authorized to establish reasonable fees to cover its costs in providing emergency medical services; and

**WHEREAS**, the Governing Board has reviewed the cost of the RFA of providing specific services and has determined reasonable charges for providing those services as set forth in the attached Exhibit A.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Governing Board of the Renton Regional Fire Authority hereby establishes as reasonable and necessary charges for the provision of emergency medical services the fees listed on the attached Exhibit A.

**BE IT FURTHER RESOLVED**, that the Governing Board of the Renton Regional Fire Authority delegates to the Fire Chief the Authority to modify or revoke the fee schedule as necessary to meet the financial needs of the RFA.

**ADOPTED** by the Governing Board of Renton Regional Fire Authority, at an open public meeting of such Board on the 14th day of February 2022, the following Board Members being present and voting:

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member



RENTON REGIONAL FIRE AUTHORITY

RESOLUTION NO. 2022-01  
ESTABLISHING EMERGENCY MEDICAL SERVICE CHARGES

EXHIBIT A-  
FEE SCHEDULE

1. Base Fee \$1,100
2. Mileage Rate \$21
3. Treat and Refer \$115.34
4. The Board reserves the right to review and revise fees as needed.



## Governing Board Agenda Item

SUBJECT/TITLE: Sta. 14 OFM Remodel

STAFF CONTACT: DC Seaver

### SUMMARY STATEMENT:

Demolition and build-out of the Fire Marshals office. This project provides room for all current OFM members, upcoming hires, and space for future expansion.

### FISCAL IMPACT:

Expenditure \$300,000 max Revenue \_\_\_\_\_

Currently in the Budget Yes ☒ No ☐

### SUMMARY OF ACTION:

The offices that currently house the OFM were built originally for our Training Division and not intended to house as large a group as is currently utilizing the space. This remodel will provide additional space to appropriately accommodate the OFM members and provide additional work areas for future needs. There was \$300,000 budgeted in the 2022 Capital Facilities budget. A mock bid was prepared by Broderick Architects which came to \$269,067.

Reviewed by Legal Yes ☐ No ☒

### EXHIBITS:

Architecture Plans, Projected Budget

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to start the bid process and move forward with the remodel of the Sta. 14 OFM offices with the approval of the Governance Board.

## NEW CONSTRUCTION/MAJOR RENOVATION BUDGET WORKSHEET

<b>Date:</b>	<b>October 5, 2020</b>	<b>Project Phase</b>	<b>Conceptual Design</b>
Agency:	<b>Renton Regional Fire Authority</b>	City:	<b>Renton, WA</b>
Building Project Description:	<b>Fire Station 14 Office Tenant Improvement Project</b>		
Representative:	<b>Mark Seaver / Scott Murphy</b>	Phone:	<b>425.430.7000</b>
Architect:	<b>Broderick Architects</b>	Contractor:	<b>TBD</b>
Start Date:	<b>July 2021</b>	Finish Date:	<b>October 2021</b>

### **I. CONSTRUCTION (HARD) COSTS** (Two-Thirds of Total Project Cost)

	<u>ESTIMATED SF</u>	<u>UNIT COST</u>	<u>TOTAL</u>
A. Fire Marshal Office Suite: Alegis Cost Estimate 10/5/20			\$ <b>191,254.84</b>
B.			
C.			
D.			\$ -
E.			\$ -
F.			\$ -
G.			\$ -
H.			\$ -
I.			\$ -
J. Contingency: (10%)			\$ <b>19,125.48</b>
K. WSST @ 10%			\$ <b>21,038.03</b>
L.			
M. <b>Total Construction (Hard) Costs</b>			\$ <b>231,418.36</b>

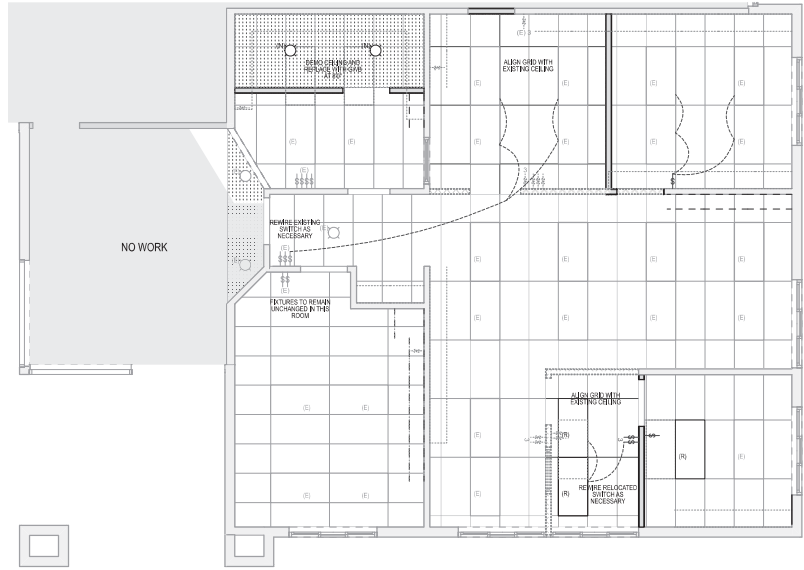
### **II. CONSTRUCTION (SOFT) COSTS** (One Third of Total Project Cost)

	<u>TOTAL</u>
A. Architectural and Project Management	\$ <b>22,000.00</b>
B. Permits/Fees:	\$ <b>3,500.00</b>
C. Reimbursable Expenses: Plotting and Printing	\$ <b>500.00</b>
D.	
E. Moving Expenses	
F.	
G.	
H.	
I.	
J.	
K. Soft Cost Contingency: (5%)	\$ <b>1,300.00</b>
<b>Total Construction (Soft) Costs</b>	\$ <b>27,300.00</b>
<b>Total Project Costs (Hard + Soft Costs)</b>	\$ <b>258,718.36</b>
<b>Inflation Escalation (4% per year - 1 year)</b>	\$ <b>10,348.73</b>
<b>TOTAL PROJECT COST</b>	\$ <b>269,067.09</b>

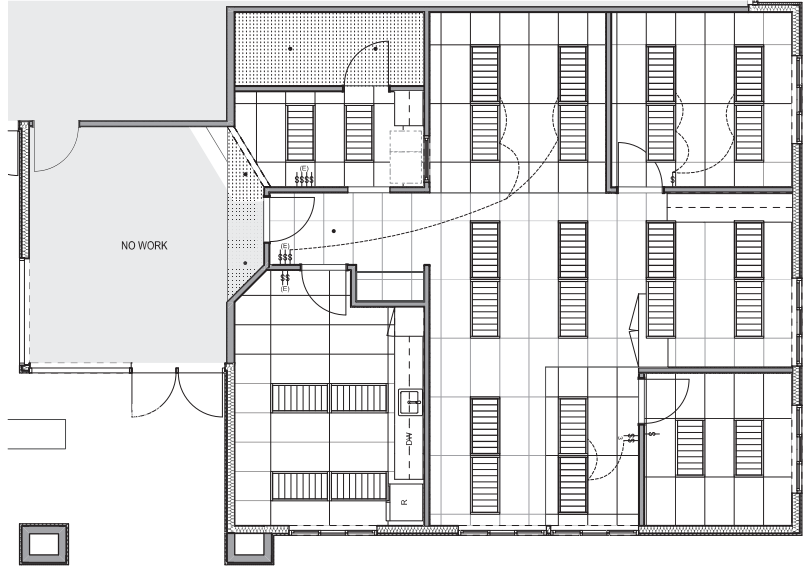


LIGHTING SCHEDULE

ID	QTY	MFR.	DESCRIPTION	PRODUCT LINE/ SERIES	ITEM NO.	WATTS	FINISH/COLOR	NOTE
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1/4" = 1'-0"  
MAIN FLOOR REFLECTED CEILING PLAN



1/4" = 1'-0"  
MAIN FLOOR POWER & DATA PLAN

LEGEND

	DEMO TRACK LIGHTING
	EXISTING TRACK LIGHTING, BULB REPLACEMENT T8's
	RELOCATE SURFACE MTD FIXTURE PER SCHEDULE
	NEW DOWNLIGHT FIXTURE PER SCHEDULE
	NEW SURFACE MTD EXTERIOR FIXTURE PER SCHEDULE
	EXISTING SURFACE MTD EXTERIOR FIXTURE PER SCHEDULE
	SURFACE MTD INTERIOR FIXTURE PER SCHEDULE
	SURFACE MTD INTERIOR FIXTURE PER SCHEDULE
	RECESSED CAN FIXTURE PER SCHEDULE
	EXISTING RECESSED CAN FIXTURE PER SCHEDULE
	EXIT SIGN
	ROOF MOUNTED FLOODLIGHT PER SCHEDULE
	EXISTING POWER
	POWER
	STANDARD SWITCH
	3-WAY SWITCH

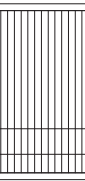
NOTES

1. ELECTRICAL WORK SHALL CONFORM TO THE REQUIREMENTS OUTLINED IN 2018 WREC.
2. LIGHT SWITCH LOCATIONS SHOWN ARE ESTIMATED LOCATIONS AND SHALL BE VERIFIED WITH OWNER PRIOR TO ELECTRICAL WORK.
3. ALL LUMINAIRES ARE NEW EXCEPT THOSE NOTED AS (E).
4. LUMINAIRES TO BE REUSED ARE NOTED AS (R).
5. ORDER w/ OCCUPANCY SENSORS AS REQUIRED.
6. ORDER w/ DAYLIGHT RESPONSE CONTROLS AS REQUIRED.
7. DEMO ALL OBSOLETE WIRING.
8. MODIFY SWITCHES AS SHOWN ON PLAN.

NOT FOR CONSTRUCTION

RENTON REGIONAL FIRE AUTHORITY  
STATION 14 - OFFICE TENANT IMPROVEMENT  
1900 LIND AVENUE SW • RENTON, WA 98055

BRODERICK ARCHITECTS  
55 S. ATLANTIC STREET, SUITE #301  
SEATTLE, WASHINGTON 98134  
206.682.7525



MAIN FLOOR REFLECTED CEILING PLAN

A5.1

