



Renton Regional Fire Authority

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MINUTES

RFA Governance Board Regular Meeting

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

Video Conference

CALL TO ORDER

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

ROLL CALL

Governance Board Members Present:

Marcus Morrell, Chair (Fire District 25)

Ryan McIrvin, Vice Chair (City of Renton)

Myron Meikle (Fire District 25)

Valerie O'Halloran (City of Renton)

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

Governance Board Members Not Present:

Kerry Abercrombie (Fire District 25)

Ruth Pérez, (City of Renton)

Administrative Staff Present:

Fire Chief Steve Heitman, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief William Aho, Lieutenant Rick Laycock, Facilities Manager Scott Murphy, Fleet Manager Brice Callaway, IT Technician Wyatt Humphreys, Sr. Finance Analyst Jennifer Zhou, Administrative Specialist Evyn Villa, and RFA Attorney Brian Snure.

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

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, and presentations.

Fire Benefit Charge (FBC) Hearing

The RFA Governing Board convened as the Benefit Charge Petitions Review Board at 10:02 a.m., pursuant to RCW 52.26.250. The Review Board will remain convened until end of business on Monday, February 28, 2022. The Review Board will hold two public hearings to receive petitions, the first being February 14, 2022 and the second being February 28, 2022.

Lieutenant Rick Laycock provided a Staff Report which included a Summary of the Petition process. The Benefit Charge Review Board had no petitions to review for adjustment.

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At 10:05 a.m., the Benefit Charge Hearing was recessed to reconvene at 4:00 p.m. on Monday, February 28, 2022. The Regular Meeting then resumed.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member McIrvine to approve the consent agenda for February 14, 2022. **MOTION CARRIED (4-0)**

SIGNING OF VOUCHERS

The members of the Board signed the Voucher Approvals for February 14, 2022 electronically via Adobe Sign.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman's report included the following:

- **Recruit Graduation & New Entry Level Firefighters**
On January 20th, 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 3rd. One recruit was separated on January 26th and a 2nd member on Feb 8th for not meeting academy expectations.
- **Member of the Quarter**
Please join me in congratulating the following members of the 4th quarter! These members consistently exemplify our core values, and we appreciate their dedication to our department and community.
 - Officer of the 4th Quarter – Lt. Jacob Smith
 - Firefighter of the 4th Quarter – FF Zach Forghani
 - Civilian of the 4th Quarter – Wyatt Humphreys, Site Reliability Engineer
- **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 Journeyman 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
- **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.

- **Reflecting on 2021 – A Year of Accomplishments**

I completed my first year with Renton RFA on Monday, January 31st, 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
- Implementation of Fee-for-Transport and GEMT
- Replacement of outdated apparatus and equipment
- Planning for the replacement of Station 16
- Successful planning (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 the nomination 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 (KCFCA) while participating in the KCFCA’s Diversity, Equity, and Inclusion workgroup. It was a year of growth and collaboration, and we look forward to the opportunities 2022 will bring.

- **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.

- **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 16th, 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 AFM and second DFM positions should they pass background. Filling these positions will bring our OFM staff up to full capacity.

- **Zone 3 Chiefs PulsePoint Update**

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

- **Labor Agreement Negotiations**

On Thursday, March 3rd, 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.

- **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.

- **Telestaff Update**

Telestaff will be up and running on February 15th with our information still intact. We have been adding the information that occurred during the 8 weeks we have been offline. I would

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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.

- **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

DIVISION REPORTS

Administration

- Chief Heitman on behalf of CAO Babich presented a 2021 Year-End Financial Overview.

EMS/Health Safety

- Deputy Chief DeSmith shared with the Board that RRFA Firefighters and the CARES Team are still vaccinating in the community. In January, they conducted over 300 vaccinations at Renton HS and over 30 vaccinations in Renton for home-bound seniors. In addition, 1st Quarter EMS Training has concluded with Response Operations. Crews received hands-on training with paramedic instructors on airway management and intubation techniques.

Office of the Fire Marshal

- Fire Marshal Barton shared a quarterly report for the month of January. OFM Staff has completed 541 inspections, investigated 4 fires (estimated dollar loss of \$237K), 57 plans reviews, 25 construction inspections, and issued 17 fire systems and/or fire construction permits. The department has also responded to 133 false alarms to date w/ \$225 in fees. Public outreach efforts included social media messaging on winter safety, kindergarten safety program, and Health Heart Program. Revenue year to date is \$11,575.

Support Services

- Deputy Chief Seaver provided an update on Station 11 – drywall is coming this week and installation of a sprinkler system in the crew quarters. The 90-day deadline for the Station 11 remodel comes to completion on March 5th. Preventative maintenance has been completed on all station roofs. By end of late March or early April new engines will be finished. New aid units should be delivered within 2-4 weeks as well as new brush rigs.

Response Operations

- Deputy Chief Aho reported no significant incidents for the month of January. Training for the month included Hazmat Block, New Dive Open Water Certification, JATC Prep, E314 and E352 joint training, Basic Skills Refresher for Rope Tech Training. Public outreach efforts included visits to Fairwood HOAs and assistance with the Polar Bear Plunge at Gene Coulon Park. Operations events also included the Recruit #12 Academy Graduation, BC Promotional Test – 3 passed, and Captains Promotional Test – 4 passed.

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CORRESPONDENCE

District #40 Fire Commissioner Charlotte Ryan expressed her thanks for the opportunity to join in a ride-along with the FD Cares Unit.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Resolution 2022-01 Establishing Emergency Medical Service Charges

Deputy Chief DeSmith proposed that the Board accept and authorize billing under a new fee schedule. Changes to the fee schedule included an increase of the mileage rate from \$17 to \$21 and the addition of a "Treat and Refer" charge of \$115.34.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Mclrvin to adopt Resolution 2022-01 to establish emergency medical service charges as presented. **MOTION CARRIED (4-0)**

OFM Remodel – Authorization to Start Bid Process

The Office of the Fire Marshal (Station 14) is in need of additional workspace to accommodate current and future staff. There is currently \$300,000 budgeted for this remodel project with a projected cost of \$269,067. Deputy Chief Seaver proposed that the Board authorize the start of a bid process for the remodel of the Station 14 OFM office.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Mclrvin to begin the bid process for the OFM remodel. **MOTION CARRIED (4-0)**

GOOD OF THE ORDER

Board Member Mclrvin congratulated Chief Heitman on all that was accomplished during his first year at the Renton RFA.

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

Executive session was called at 10:42 a.m. for 20 minutes. The meeting reconvened at 11:02 a.m.

Once out of executive session, A **MOTION** was made by Board Member Mclrvin and **SECONDED** by Board Member Meikle to authorize a purchase and sale agreement and to use power of eminent domain per discussion during the executive session. **MOTION CARRIED (4-0)**

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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 108th Ave SE, Renton) / Video Conference

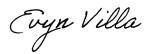
ADJOURNMENT

The meeting was adjourned at 11:05 a.m.



[Marcus Morrell \(Mar 14, 2022 17:26 PDT\)](#)

Marcus Morrell, Board Chair



Evyn Villa, Board Secretary








Consent Agenda - Meeting Minutes

Final Audit Report

2022-03-15

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