



**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, February 13, 2023**

**Fire Station #13 – 18002 108<sup>th</sup> Ave SE, Renton**

---

**CALL TO ORDER**

Governance Board Chair O’Halloran called the regular meeting to order at 9:59 a.m.

**ROLL CALL**

*Governance Board Members Present:*

Kerry Abercrombie, Vice Chair (Fire District 25)  
James Alberson (City of Renton)  
Marcus Morrell (Fire District 25)  
Valerie O’Halloran, Chair (City of Renton)  
Ruth Pérez (City of Renton)  
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

*Governance Board Members Not Present:*

Sean Cook (Fire District 25) - Joined virtually at 10:05 a.m.

*Administrative Staff Present:*

Fire Chief Steve Heitman, Chief Administration Officer Samantha Babich, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Lieutenant Rick Laycock, Lieutenant Andrew Plumlee, Facilities Manager Scott Murphy, Site Reliability Engineers Wyatt Humphreys and Javier Esparza, Administrative Supervisor Christine Noddings, Board Secretary Samantha Vergara, and RFA Attorney Brian Snure.

*Public Present:*

Noi Sartnurak, Jakob Huber, Alvina Metzger, Russel Metzger

*Public Present (virtual):*

Lora Ueland

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Alberson to excuse the absent Board Member from this meeting. **MOTION CARRIED (5-0)**

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

Chief Heitman presented a recognition plaque to Board Member Linda Sartnurak for her public service and support of Renton Regional Fire Authority.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

February 13, 2023

Page 2 of 4

Board Chair O'Halloran presented the Healthy Heart Proclamation.

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Alberson to adopt the proclamation. **MOTION CARRIED (6-0)**

### **FIRE BENEFIT CHARGE (FBC) PETITION HEARING**

The RFA Governing Board convened as the Benefit Charge Petitions Review Board at 10:06 a.m., pursuant to RCW 52.26.250. The Review Board will remain convened until end of business on Tuesday, February 28, 2023. The Review Board will hold two public hearings to receive petitions, the first being February 13, 2023, and the second being February 28, 2023.

Lieutenant Rick Laycock provided a Staff Report which included a Summary of the Petition process. The Benefit Charge Review Board has one petition to review for adjustment.

Board Chair O'Halloran noted Board decisions will take place during the second public hearing.

Public audience member, Mr. Metzger, was introduced to the Board and gave commentary on his mother's fire benefit charge. Lt. Laycock verified the parcel number and advised that she may apply for a senior discount. He provided Mr. Metzger with the FBC information on applying for discounts.

At 10:21 a.m., the Benefit Charge Hearing was recessed to reconvene at 2:00 p.m. on Tuesday, February 28, 2023. The regular meeting then resumed.

### **PUBLIC COMMENT**

No public comment.

### **CONSENT AGENDA**

Approval of minutes from the January 9, 2023, Regular Meeting and the approval of vouchers.

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Alberson to approve the consent agenda for January 13, 2023. **MOTION CARRIED (6-0)**

### **SIGNING OF VOUCHERS**

The Governance Board Members signed the Voucher Approval letter for February 13, 2023.

### **BOARD COMMITTEE REPORTS**

There were no Board Committee reports.

### **CHIEF'S REPORT**

Chief Heitman presented his report.

Board Member Abercrombie requested a copy of 2023 work plan from the executive retreat and projects of the year from the deputy chiefs.

### **DIVISION REPORTS**

Each of the division managers presented an overview of their respective division reports.

## GOVERNANCE BOARD REGULAR MEETING MINUTES

February 13, 2023

Page 3 of 4

### CORRESPONDENCE

There was no correspondence.

### UNFINISHED BUSINESS

Board Chair O'Halloran shared that the ad hoc committee for the fire chief's contract will discuss findings in Executive Session.

### NEW BUSINESS

#### BPAS Plan Document

The Benefit (FSA) Plan Document and the Summary Plan Description have been amended and restated effective January 1, 2023 (original effective date of 07/01/2016). Its purpose is to provide benefits for employees who qualify and their dependents and beneficiaries. The Fire Chief is requesting approval and adoption of these documents.

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Alberson to authorize the certificate of resolution authorizing participation in the NWFFT-Renton Regional Fire Authority's Benefit Plan Document and Summary Plan Description amended January 1, 2023. **MOTION CARRIED (6-0)**

Resolution will be sent to all Board members for signature.

### GOOD OF THE ORDER

There was no good of the order.

### EXECUTIVE SESSION

*Executive Session pursuant to RCW 42.30.110(1)(i), for Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.*

*Executive Session pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.*

Executive Session was called at 10:40 a.m. for 15 minutes. (Time extended for an additional 9 minutes)  
The meeting reconvened at 11:04 a.m.

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Alberson to approve the staff recommendation to adjust the Fire Chief's compensation to recognize longevity and educational attainment. **MOTION CARRIED (6-0)**

### FUTURE MEETINGS

- Monday, February 27, 2023, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Monday, February 27, 2023, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference

## GOVERNANCE BOARD REGULAR MEETING MINUTES

February 13, 2023

Page 4 of 4

- Tuesday, February 28, 2023, 2:00 p.m., Governance Board Special Meeting for the FBC, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton) / Video Conference
- Monday, March 13, 2023, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton) / Video Conference

### ADJOURNMENT

Board Chair O'Halloran adjourned the meeting at 11:07 a.m.

*K.C. gU*

[Kerry Abercrombie \(Mar 16, 2023 14:09 PDT\)](#)

Kerry Abercrombie, Board Vice-Chair

*Samantha Vergara*

[Samantha Vergara \(Mar 16, 2023 14:08 PDT\)](#)

Samantha Vergara, Board Secretary