



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, March 13, 2023

Fire Station #13, 18002 108th Ave SE, Renton, WA 98055

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
- Flag Salute
- Roll Call
- Agenda Modifications
- Announcements, Proclamations, and Presentations
 - Promotion for Deputy Chief – Dan Alexander
 - Promotion for Battalion Chief – Ryan Simonds
 - Promotion for Captain – Jason Lundin
 - Promotion for Finance Manager – LaQuanza Flowers
 - Promotion for Administration Manager - Christine Noddings
- 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 February 13, 2023](#), Regular Meeting
 - Approval of [Minutes from February 28, 2023](#), Special Meeting
 - Approval of Vouchers: AP Check Register 1/16/2023 – 2/15/2023
Payroll Checklist 1/1/2023 – 1/31/2023
- Signing of Vouchers
- Board Committee Reports
 - Budget & Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)

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- Division Reports
 - Administration (CAO Babich)
 - EMS/Health & Safety (Deputy Chief DeSmith)
 - 32nd Annual LLS Firefighter Stair Climb at Columbia Center, March 12th
 - Work/Life Fulfillment Workshop, March 22nd-23rd
 - Office of the Fire Marshal (Fire Marshal Barton)
 - [OFM Monthly Report](#)
 - Support Services (Deputy Chief Seaver)
 - Door Access/Security System Update
 - Station 15 Water Tower
 - Remodel Updates
 - Response Operations (Deputy Chief Seaver)
 - Significant Events
 - 2/5 Residential Fire @ 5622 NE 1st Circle (Attic Fire)
 - 2/27 Commercial Fire @ 351 Vuemont PI NE
 - Training
 - CBT Instructor Workshops
 - Winter Pump Academy
 - Cedar Water Treatment Facility Tour @ Lake Youngs
 - MCO Active Shooter Drill
 - Rescue Swimmer
 - Respectful Entry Kits
 - Public Outreach
 - Nick of Time Event @ Liberty High
 - Read Aloud @ Briarwood Elementary
 - Fairwood Crest HOA
 - Kennydale HOA
 - Fairwood Greens HOA
 - [February 2023 Response Reports](#)
- Correspondence
- Unfinished Business
 - [2023 Executive Leadership Team Retreat and Planning](#)
- New Business
 - [Package Offer for Additional Station 16 Property](#)
- Good of the Order

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- Executive Session
Executive Session pursuant to RCW 42.30.110(1)(b), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- Future Meetings:
 - Monday, March 27, 2023, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
 - Monday, March 27, 2023, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
 - Monday, April 10, 2023, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, 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

10:00 A.M. – Monday, February 13, 2023

Fire Station #13 – 18002 108th 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.

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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.

Professionalism • Integrity • Leadership • Loyalty • Accountability • Respect

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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

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

ADJOURNMENT

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

Valerie O'Halloran, Board Chair

Samantha Vergara, Board Secretary



Renton Regional Fire Authority

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

MINUTES

RFA Governance Board Special Meeting

2:00 P.M. – Tuesday, February 28, 2023

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

CALL TO ORDER

Governance Board Chair O'Halloran called the special meeting to order at 2:01 p.m.

ROLL CALL

Governance Board Members Present:

James Alberson (City of Renton)
Sean Cook (Fire District 25)
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)
Andrew Schneider (Non-Voting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Kerry Abercrombie, Vice Chair (Fire District 25)

Administrative Staff Present:

Fire Chief Steve Heitman, Chief Administration Officer Samantha Babich, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Deputy Chief Dan Alexander, Lieutenant Rick Laycock, 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.

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)**

Fire Benefit Charge (FBC) Hearing

Board Chair O'Halloran reconvened the Benefit Charge Review Board at 2:02 p.m., pursuant to RCW 52.26.250. The Review Board held two public hearings to receive petitions, the first on Monday, February 13, 2023, and the second being held today.

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

There were no petition presentations nor any property owners requesting to address the Benefit Charge Petitions Review Board.

GOVERNANCE BOARD SPECIAL MEETING MINUTES

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EXECUTIVE SESSION

Executive Session pursuant to RCW 42.30.140(2) to meet as a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group.

Executive Session was called at 2:06 p.m. to begin at 2:10 p.m. for 5 minutes. Board Chair O'Halloran invited Lt. Laycock to join in deliberation. The special meeting reconvened at 2:16 p.m.

Board Chair O'Halloran entertained a motion to approve all administrative actions, error corrections and discounts as made by staff.

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Alberson to approve all administrative actions, error corrections and discounts as made by staff to this point.

MOTION CARRIED (5-0)

Board Chair O'Halloran entertained a motion to deny the petition submitted to the Benefit Charge Review Board by Mainak Ghosh for Parcel #2690100200 as such charge has been accurately calculated based on the benefit charge formula for a multi-family building.

A **MOTION** was made by Board Member Alberson and **SECONDED** by Board Member Morrell to deny the petition submitted to the Benefit Charge Review Board for Parcel #2690100200.

MOTION CARRIED (5-0)

At 2:17 p.m., Board Chair O'Halloran declared the Fire Benefit Charge Hearing closed and returned to the Renton RFA Governing Board special meeting.

FUTURE MEETINGS

- Monday, March 13, 2023, 10:00 a.m., Governance Board Regular Meeting
Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Monday, March 27, 2023, 10:00 a.m., Budget/Finance Committee Meeting
Video Conference
- Monday, March 27, 2023, 10:30 a.m., Operations/Capital Committee Meeting
Video Conference

ADJOURNMENT

Board Chair O'Halloran entertained a motion to adjourn the meeting.

A **MOTION** was made by Board Member Pérez and **SECONDED** by Board Member Alberson to adjourn.

MOTION CARRIED (5-0)

Board Chair O'Halloran adjourned the meeting at 2:18 p.m.

Valerie O'Halloran, Board Chair

Samantha Vergara, Board Secretary



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: March 13, 2023

TO: Kerry Abercrombie (Fire District 25)
James Alberson, Jr. (City of Renton)
Marcus Morrell (Fire District 25)
Valerie O'Halloran (City of Renton)
Ruth Pérez (City of Renton)
Andrew Schneider (Non-Voting Advisory Position, Fire District 40)

FROM: Steve Heitman, Fire Chief

SUBJECT: Renton Regional Fire Authority Chief's Report

1. Promotions

Please join me in congratulating the following members for their promotions, both effective March 1, 2023:

- Ryan Simonds has been promoted from Captain to Battalion Chief.
- Jason Lundin has been promoted from Lieutenant to Captain.

Also effective March 1st, LaQuanza Flowers has been promoted to Finance Manager and Christine Noddings has been promoted to Administration Manager. Both of these members have made significant contributions in the Finance and Admin Support sections and are a big reason for our ability to be such a high functioning organization. They both truly strive to make a difference and have bright futures with our organization.

2. CPSE Conference

DC Seaver, CAO Babich, GIS Business Analyst Kelvin Li, Accreditation Manager Lisa Sjoden and I attended the annual CPSE conference in Orlando February 28th – March 3rd. We were able to take many classes involving the accreditation process that will definitely help us to be successful in this process moving forward. We were also able to attend hearings involving other agencies that were completing the process and have a much better feel for what we will be facing in March of 2024.

3. In-Service CPR Day

We held an in-service CPR class for all RFA Administration and OFM staff members last month in an effort to foster the same safer, healthier and stronger environment within that

our Response Ops members strive for every day out in the Renton community. I'd like to thank Captain Nathan Blakeslee and Firefighter Victoria Berg for providing exceptional instruction to our staff members. This is the first of a series of quarterly in-service training days we are providing to staff members regarding topics such as fire extinguisher training, emergency procedures, health and well-being, and harassment and workplace violence.

4. Valley Communications Center Board

The Valley Comm (VCC) has chosen me to be the next Fire Representative for the Administrative Board. In addition, I have also been voted in as the new VCC Ops Board Chair for 2023.

5. Lexipol Update

We continue to move forward in the Lexipol policy process and have completed the first stage. We are now working on organizing what we have done so that we can move on to working with L864 to develop the complete policy and procedure manuals. This will be an ongoing process that is projected to take the better part of a year.

6. King County EMS Wellness Symposium

On February 22nd, nine members of the RRFA including myself, CAO Babich, FM Barton, DC DeSmith and DC Alexander attended the King County EMS Mental Wellness Symposium at the Renton Community Center.

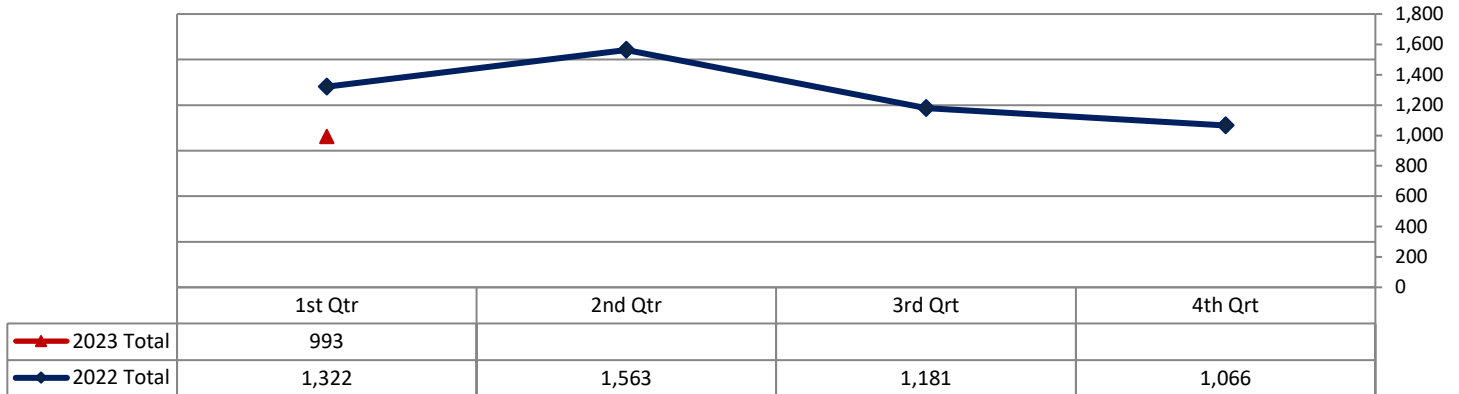
Office of the Fire Marshal 2023 Quarterly Report

March 2023

Inspections

Staff have completed 993 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) year to date.

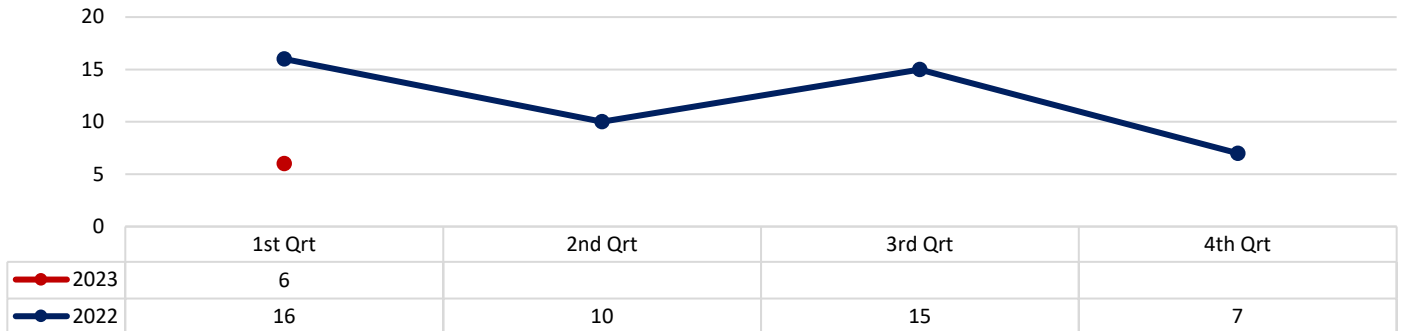
Inspections Completed by Quarter - Comparative to 2022



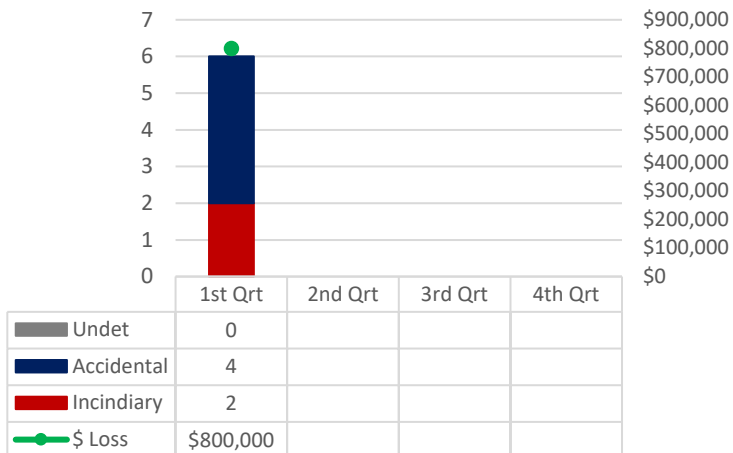
Fire Investigations

Staff have investigated 6 fires year to date. Total dollar loss for the year is estimated at \$800,000.

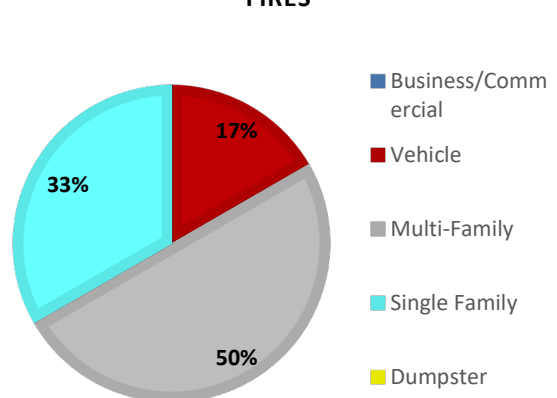
Fire Investigations by Quarter - Comparative to 2022



FIRE CAUSE AND LOSS ESTIMATE



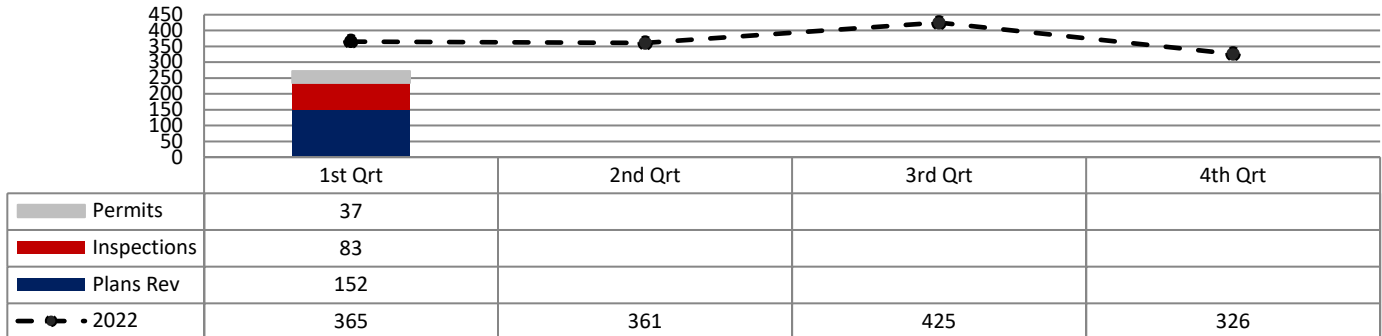
PROPERTY TYPE OF INVESTIGATED FIRES



Plans Review, Construction Inspections & Permits

Staff completed 152 plans reviews, 83 construction inspections, and issued 37 fire systems and/or fire construction permits year to date.

Plans Review, Construction Inspections & Permits by Quarter - Comparative to 2022



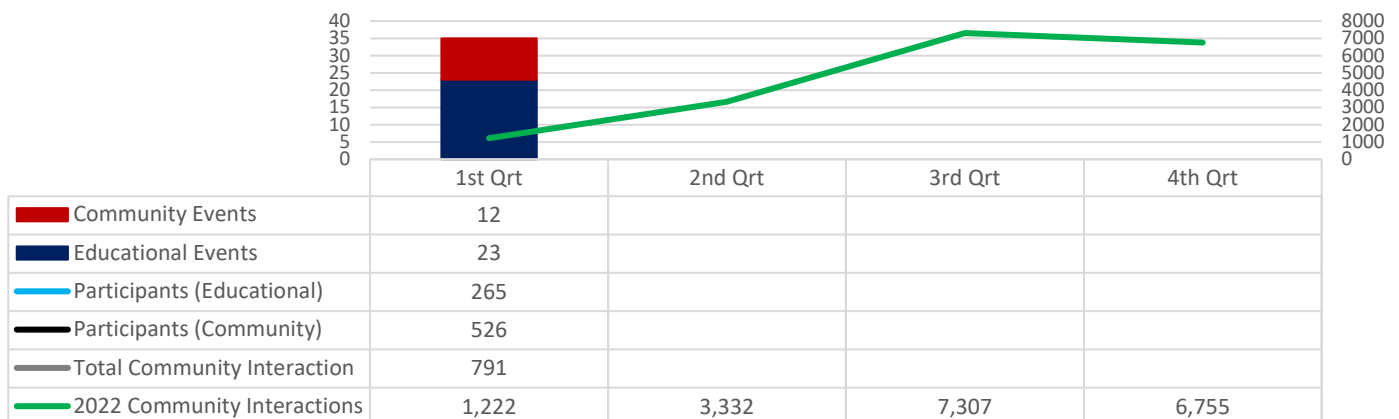
Highlighted Projects: Building permits have been reviewed for the new Seattle Sounders Training Center that will be located at 1901 Oakesdale Ave SW.

Public Education / Community Outreach Highlights



- We provided monthly safety tips to over 20 Homeowners Association Groups, 32 apartment complexes, and 15 church organizations for distribution amongst their communities.
- We provided Kitchen Fire Safety training at Carriage Crest Elementary and Pre-School Fire Safety at Meadow Crest Earling Learning Center with 98 students attending the sessions.
- We hosted the quarterly King County Fire Chiefs Association PIO event in Renton, focusing on heart health and featuring survivors of cardiac arrest who were provided CPR by bystanders. Deputy Chief DeSmith was a keynote speaker at this media event and highlighted the importance of CPR and the PulsePoint app.
- Our firefighters participated in the Nick of Time Foundation Event and provided blood pressure tests and instruction in CPR/AED training to 411 students.

PUBLIC EDUCATION & COMMUNITY OUTREACH

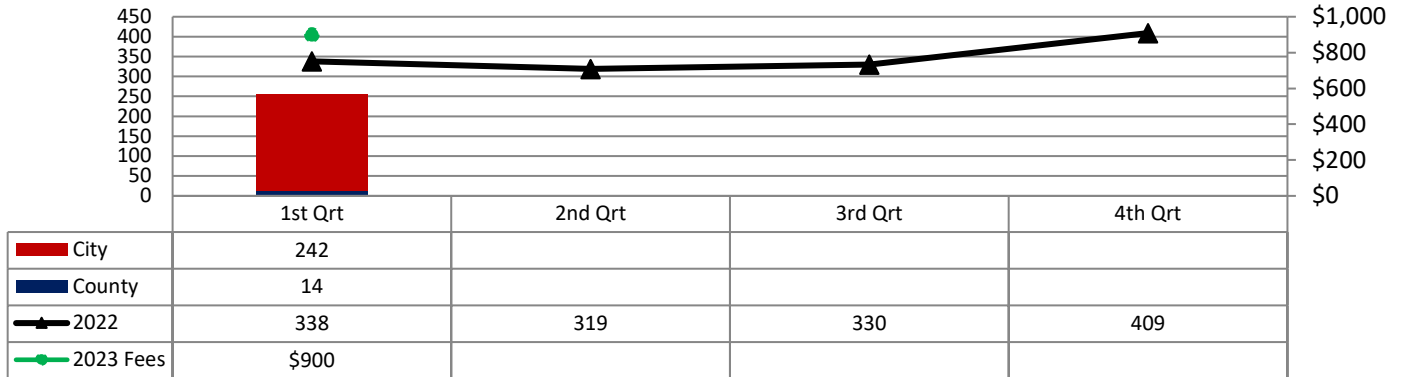


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False Alarms

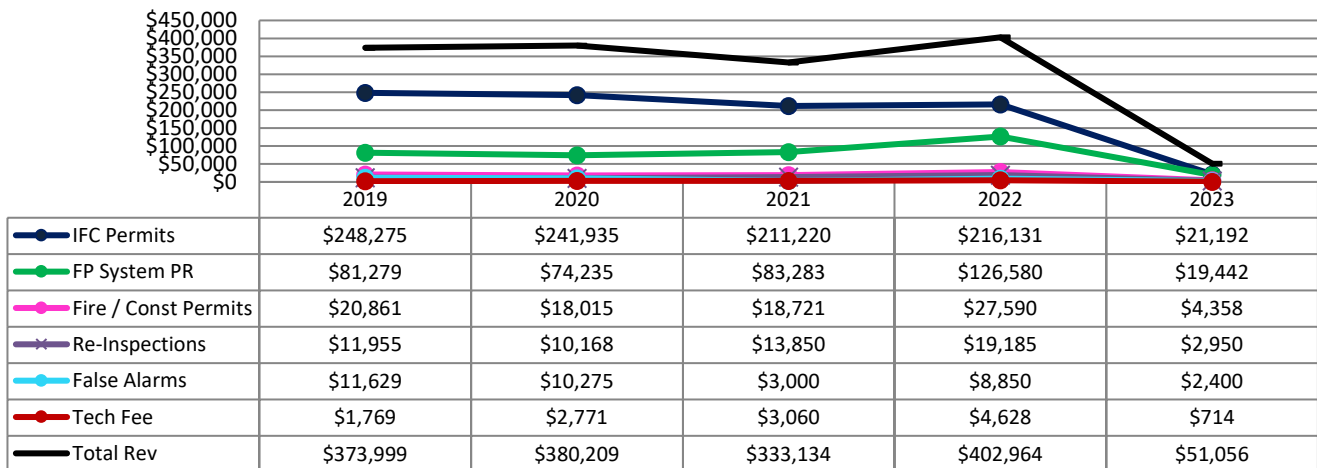
The Department has responded to 338 false alarms year to date, with \$900 in fees issued to property owners/tenants for preventable alarms.

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



Revenue \$51,056 in Fire Marshal revenues have been collected year to date.

OFM Revenue by Year (2019-Present)



Monthly Overview

Station Reliability (Not include **Out of Jurisdiction Incidents**)

RRFA Station Area	First Due Incident Counts	Incidents in RRFA Area	Station Reliability
▲			
11	304	326	93.25%
12	269	291	92.44%
13	300	339	88.50%
14	76	108	70.37%
15	83	94	88.30%
16	99	109	90.83%
17	165	181	91.16%
Total	1296	1448	89.50%

Incident Breakdown by Station Responses (Including Out of Jurisdiction Incidents)

Incident Type Group	11	12	13	14	15	16	17	Total
▲								
100 - Fire	11	6	15	9	6	3	6	29
200 - Overpressure Rupture, Explosion, Overheat					1			1
300 - Rescue & EMS	288	263	296	75	82	91	167	1196
400 - Hazardous Condition	5	7	9	10	2	3	4	27
500 - Service Call	11	11	13	1	5	2	3	43
600 - Good Intent Call	34	13	31	17	3	12	10	102
700 - False Alarm	38	21	20	19	8	4	13	115
800 - Severe Weather & Natural Disaster						1		1
Total	387	321	384	131	107	116	203	1514

Response Breakdown by Station's Units (Including Out of Jurisdiction Responses)

Unit/Station	Response Counts
▲	
☐ 11	499
A311	152
E311	234
L311	113
☐ 12	402
A312	222
B312	23
CAR312	17
E312	140
☐ 13	487
A313	260
B313	44
E313	183
☐ 14	135
E314	120
E414	1
HM314	14
☐ 15	109
E315	109
☐ 16	118
E316	118
☐ 17	236
A317	150
E317	86
Total	1986

1 Incident can have multiple **responses**.

- Ex. A car crash (1 incident) might requires 3 Fire Units responding (3 responses)

Out of Jurisdiction incidents = Incidents that didn't happen in RRFA Jurisdiction

Station Reliability:

Availability of our closest Station's Units when the incidents were reported

*The incident total from *Station Reliability Table* is different compare to *Incident Counts by Incident Type* and they are both correct.

- Total Under *Station Reliability Table* shows the number of incidents which have occurred within RRFA jurisdiction
- Total under *Incident Counts by Incident Type* shows the total incidents that RRFA Units have responded to

Good Intent Calls include Cancelled enroute, Wrong Location, Controlled Burning, Steam

Year-to-date RRFA Incidents Overview

Incident Counts by RRFA Station Areas
(Not including Out of Jurisdiction Incidents)

Station Areas	January	February	Total
11	366	326	692
12	336	291	627
13	425	339	764
14	89	108	197
15	79	94	173
16	146	109	255
17	210	181	391
Total	1651	1448	3099

Incident Counts by NFIRS Incident Type
(Including Out of Jurisdiction Incidents)

Incident Type Group	January	February	Total
100 - Fire	26	29	55
200 - Overpressure Rupture, Explosion, Overheat	1	1	2
300 - Rescue & EMS	1324	1196	2520
400 - Hazardous Condition	36	27	63
500 - Service Call	54	43	97
600 - Good Intent Call	137	102	239
700 - False Alarm	156	115	271
800 - Severe Weather & Natural Disaster		1	1
900 - Special Incident	3	1	4
Total	1737	1515	3252

Responses Breakdown by Apparatus

Apparatus Station	January	February	Total
☐ 11	548	499	1047
A311	157	152	309
E311	269	234	503
L311	122	113	235
☐ 12	440	402	842
A312	225	222	447
B312	28	23	51
CAR312	21	17	38
DIV312	1		1
E312	165	140	305
☐ 13	541	487	1028
A313	288	260	548
B313	36	44	80
E313	217	183	400
☐ 14	125	135	260
E314	115	120	235
E414		1	1
HM314	10	14	24
☐ 15	96	109	205
E315	96	109	205
☐ 16	153	118	271
E316	153	118	271
☐ 17	273	236	509
A317	182	150	332
BR317	1		1
E317	90	86	176
Total	2176	1986	4162



2023 Executive Leadership Team Retreat and Planning

1. Executive Team 2023 planner
2. Response operations report: Accreditation Focus Areas
3. EMS/Health & Safety report: Gen Z Presentation
4. Office of the Fire Marshal report: Eight-year Comparative/Performance Report
5. Administration report: 2023 Update (IT, Finance, HR, Communications, Admin Support)

Project Name	Start Date	Due Date	Priority	Assigned to	Task Status	% Complete	Division	Section or Team	Relevance to Strategic Plan
Comps for Fire Chief contract	1/1/2022	2/1/2022	(1) High	Samantha Babich;#13	Completed	100.00%	Administration	Admin- HR	Members - Attract, develop, and retain individual talent
Comps for Executive Team	1/1/2023	2/1/2023	(1) High	Samantha Babich;#13	Completed	100.00%	Administration	Admin- HR	Members - Attract, develop, and retain individual talent
Comps for Non-Rep Postions	1/1/2023	2/1/2023	(1) High	Samantha Babich;#13	Completed	100.00%	Administration	Admin- HR	Members - Attract, develop, and retain individual talent
FLSA status for non-rep positions	1/1/2023	2/1/2023	(2) Normal	Samantha Babich;#13	Completed	100.00%	Administration	Admin- HR	
GFOA Budget Report	11/30/2022	2/20/2023	(1) High	Samantha Babich;#13	Completed	100.00%	Administration	Admin- Finance	
Convert Onboarding to electronic	1/1/2023	3/15/2023	(1) High	Samantha Babich;#13	Completed	100.00%	Administration	Admin- Finance	Resources - Ensure tools and technology needs
Ten year plan for IT & Equipment replacements	7/1/2023	9/30/2023	(2) Normal	Samantha Babich;#13	Completed	100.00%	Administration	Admin- IT	Resources - Ensure tools and technology needs
Remote Process Automation development	2/1/2023	8/31/2023	(2) Normal	Samantha Babich;#13;# Scott Dominguez;#59	In Progress	50.00%	Administration	Admin- IT	Resources - Manage resources wisely;#Resources - Ensure tools and technology needs
Migrate business processes to SharePoint	1/1/2023	12/31/2023	(2) Normal	Samantha Babich;#13;# Christine Noddings;#46	In Progress	50.00%	Administration	Admin- Services	Resources - Ensure tools and technology needs;#Resources - Manage resources wisely
Lexipol Implementation	1/1/2023	6/1/2023	(1) High	Samantha Babich;#13	In Progress	25.00%	Administration	Admin- Services	Members - Strengthen the alignment of individual and org goals
TIF education and tracking	2/1/2023	12/31/2023	(2) Normal	Samantha Babich;#13	In Progress	15.00%	Administration	Admin- Finance	Resources - Manage resources wisely
Annual Calendar for communications	2/1/2023	3/1/2023	(2) Normal	Katie Lewis;#37;#S amantha Babich;#13	In Progress	10.00%	Administration	Admin- Communications	Community - Cultivate community trust through communication & engagement
WA Fire Careers Spring Recruitment	2/1/2023	6/30/2023	(2) Normal	Samantha Babich;#13	In Progress	10.00%	Administration	Admin- HR	Members - Attract, develop, and retain individual talent
Spring Newsletter	2/1/2023	4/30/2023	(1) High	Katie Lewis;#37;#S amantha Babich;#13	In Progress	5.00%	Administration	Admin- Communications	Community - Cultivate community trust through communication & engagement

Website refresh/redesign	3/1/2023	7/1/2023 (3) Low	Katie Lewis;#37;#Samantha Babich;#13	In Progress	5.00%	Administration	Admin- Communications	
New Admin Position	3/1/2022	5/16/2022 (1) High	Samantha Babich;#13	Not Started	0.00%	Administration	Admin- Services	
WA Fire Careers Fall Recruitment	6/1/2023	6/1/2023 (1) High	Samantha Babich;#13	Not Started	0.00%	Administration	Admin- HR	Members - Attract, develop, and retain individual talent
Fall Newsletter	5/1/2023	8/15/2023 (1) High	Katie Lewis;#37;#Samantha Babich;#13	Not Started	0.00%	Administration	Admin- Communications	Community - Cultivate community trust through communication & engagement
Harrasment Training	4/14/2023	10/25/2023	Samantha Babich;#13;#Jennifer Zinck;#33	Not Started	0.00%	Administration	Admin- HR	
Staff ID Card Program	3/1/2023	4/30/2023 (3) Low	Samantha Babich;#13	Not Started		Administration	Admin- HR	Community - Cultivate community trust through communication & engagement
Bond Rating with S&P	5/1/2023	10/31/2023 (1) High	Samantha Babich;#13	Not Started		Administration	Admin- Finance	Resources - Manage resources wisely
CPSE EMS Accreditation	1/1/2023	9/30/2023 (1) High	Charles DeSmith;#29	In Progress	100.00%	EMS/Health & Safety	EMS- Medical Services	Services - Respond with expertise, professionalism, and compassion
The RRFA Safety Officer Position	1/1/2023	12/31/2023 (1) High	Charles DeSmith;#29	In Progress	100.00%	EMS/Health & Safety	EMS- Health & Safety	Members - Ensure physically and mental health
RRFA EMT Empowerment and Accountability	1/1/2023	12/31/2023 (2) Normal	Charles DeSmith;#29	In Progress	100.00%	EMS/Health & Safety	EMS- CBT	Services - Establish & meet standards;#Services - Respond with expertise, professionalism, and compassion
CARES Integration with RPD and Referral Model	1/1/2023	12/31/2023 (1) High	Charles DeSmith;#29	In Progress	99.00%	EMS/Health & Safety	EMS- CARES	Services - Strong regional partner in collaborative regional efforts;#Services - Prevent fires & health emergencies
South King County BHU	1/1/2023	12/31/2023 (1) High	Charles DeSmith;#29	In Progress	45.00%	EMS/Health & Safety	EMS- Health & Safety	Resources - Manage resources wisely
Accreditation	1/1/2023	12/31/2023 (1) High	Steve Heitman;#45;#Mark Seaver;#42;#Lisa Sjoden;#65	In Progress	30.00%	Office of the Fire Chief	OFC- Office of the Fire Chief	Services - Establish & meet standards
Property Tax Levy Lid Lift	1/1/2023	8/7/2023	Steve Heitman;#45;#Samantha Babich;#13;#Katie Lewis;#37		10.00%	Office of the Fire Chief	OFC- Office of the Fire Chief	Services - Establish & meet standards

WSRB	1/1/2023	8/31/2023 (1) High	Steve Heitman;#45; #Samantha Babich;#13; #Anjela Barton;#32; #Mark Seaver;#42; #Charles DeSmith;#29		10.00%	Office of the Fire Chief	OFC- Office of the Fire Chief	
COOP Plan	1/1/2023	12/31/2023 (2) Normal	Steve Heitman;#45		10.00%	Office of the Fire Chief	OFC- Office of the Fire Chief	Resources - Manage resources wisely
WFC Board Position	2/16/2023	(2) Normal	Steve Heitman;#45	In Progress	5.00%	Office of the Fire Chief	OFC- Office of the Fire Chief	Services - Strong regional partner in collaborative regional efforts
Review and update the Strategic Plan	1/5/2022	5/31/2022 (1) High	Steve Heitman;#45	In Progress	0.00%	Office of the Fire Chief	Admin- Office of the Fire Chief	Services - Establish & meet standards;#Services - Respond with expertise, professionalism, and compassion;#Services - Strong regional partner in collaborative regional efforts;#Services - Prevent fires & health emergencies;#Services - Train capable and professional emergency personnel;#Community - Effectively serve diverse community;#Community - Support the effectiveness of Gov Board;#Members - Strengthen the alignment of individual and org goals;#Resources - Ensure tools and technology needs;#Resources - Manage resources wisely
Implement inspection program within the boundaries of District #40 and #25	6/1/2023	12/31/2023 (2) Normal	Anjela Barton;#32	In Progress	50.00%	Office of the FM		Services - Prevent fires & health emergencies
2021 Fire Code Adoption and Amendments	1/1/2023	10/1/2022 (1) High	Corey Thomas;#66; #Anjela Barton;#32	In Progress	5.00%	Office of the FM	OFM	Services - Prevent fires & health emergencies
KNOX E-Key Implementation Plan	5/1/2023	12/31/2023 (2) Normal	Anjela Barton;#32; #Mark Seaver;#42; #Daniel Alexander;#56	Not Started	0.00%	Office of the FM	OFM	Services - Strong regional partner in collaborative regional efforts
Automated Permitting Application Process	1/1/2023	12/31/2023 (3) Low	Tami Dauenhauer;#68; #Scott Dominguez;#59; #Katie Lewis;#37	Not Started	0.00%	Office of the FM	OFM	Resources - Ensure tools and technology needs
DAS Transition	1/1/2023	5/31/2023	Corey Thomas;#66; #Cory Cappelletti;#67; #Anjela Barton;#32	Waiting on someone else		Office of the FM	OFM	

OFM Survey and Rating Bureau Reporting	1/1/2023	9/1/2023 (1) High	Anjela Barton;#32	Not Started		Office of the FM OFM	Services - Prevent fires & health emergencies
Pre-Incident Plans	1/1/2022	12/31/2023 (2) Normal	James Ochs;#55;#Mark Seaver;#42	In Progress	60.00%	Response Operations RO- Response Ops	Services - Prevent fires & health emergencies;#Services - Respond with expertise, professionalism, and compassion;#Services - Strong regional partner in collaborative regional efforts;#Services - Establish & meet standards;#Resources - Manage resources wisely;#Resources - Ensure tools and technology needs
Zone 3 Operations Work Group	1/25/2022	12/31/2023 (2) Normal	Erik Hammes;#54;#Mark Seaver;#42	In Progress	50.00%	Response Operations RO- Response Ops	Services - Establish & meet standards;#Services - Respond with expertise, professionalism, and compassion;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Resources - Manage resources wisely;#Members - Strengthen the alignment of individual and org goals
Water Rescue	1/1/2022	12/31/2023 (2) Normal	Steven Winter;#47;#Mark Seaver;#42	In Progress	50.00%	Response Operations RO- Water	Services - Establish & meet standards;#Services - Respond with expertise, professionalism, and compassion;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Community - Cultivate community trust through communication & engagement;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Manage resources wisely
Technical Rescue	1/1/2022	12/31/2023 (2) Normal	Kevin Anderson;#49;#Mark Seaver;#42	In Progress	50.00%	Response Operations RO- Tech Rescue	Services - Establish & meet standards;#Services - Respond with expertise, professionalism, and compassion;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Ensure tools and technology needs;#Resources - Manage resources wisely
Hazmat Team	1/1/2022	12/31/2023 (2) Normal	James Ochs;#55;#Mark Seaver;#42	In Progress	50.00%	Response Operations RO- HazMat	Services - Establish & meet standards;#Services - Respond with expertise, professionalism, and compassion;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Ensure tools and technology needs;#Resources - Manage resources wisely;#Services - Prevent fires & health emergencies
Respiratory/SCBA Team	1/1/2022	12/31/2023 (2) Normal	Michael Proulx;#50;#Mark Seaver;#42	In Progress	50.00%	Response Operations RO- SCBA	Services - Establish & meet standards;#Services - Prevent fires & health emergencies;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Ensure tools and technology needs;#Resources - Manage resources wisely
PSERN Radio Upgrade	2/1/2022	12/31/2023 (1) High	Mark Seaver;#42;#Mark dos Remedios;#57	In Progress	50.00%	Response Operations RO- Communications	Services - Establish & meet standards;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Members - Strengthen the alignment of individual and org goals;#Resources - Ensure tools and technology needs

Telestaff	1/1/2022	12/31/2023 (2)	Normal	Craig Soucy;#58;#5cott Dominguez;#59;#Mark Seaver;#42	In Progress	Response 50.00% Operations	RO- Response Ops	Services - Establish & meet standards;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Community - Cultivate community trust through communication & engagement;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Ensure tools and technology needs;#Resources - Manage resources wisely
Wildland Team	1/1/2022	12/31/2023 (2)	Normal	Jeffrey Vollandt;#60;#Mark Seaver;#42	In Progress	Response 50.00% Operations	RO- Response Ops	Services - Establish & meet standards;#Services - Respond with expertise, professionalism, and compassion;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Community - Cultivate community trust through communication & engagement;#Community - Effectively serve diverse community;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Ensure tools and technology needs;#Resources - Manage resources wisely
Zone 3 Cadet	1/1/2022	12/31/2023 (2)	Normal	Rick Laycock;#61;#Mark Seaver;#42;#Ilya Mocharnyy;#70	In Progress	Response 50.00% Operations	RO- Response Ops	Services - Establish & meet standards;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Community - Cultivate community trust through communication & engagement;#Community - Effectively serve diverse community;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Manage resources wisely
Succession Planning	1/1/2022	12/31/2023 (2)	Normal	Mark Seaver;#42	In Progress	Response 25.00% Operations	RO- Response Ops	Services - Respond with expertise, professionalism, and compassion;#Services - Strong regional partner in collaborative regional efforts;#Services - Train capable and professional emergency personnel;#Community - Effectively serve diverse community;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Ensure tools and technology needs
2023 All Officers Meeting	3/20/2023	3/21/2023 (2)	Normal	Mark Seaver;#42	In Progress	Response Operations	RO- Response Ops	Services - Respond with expertise, professionalism, and compassion;#Services - Train capable and professional emergency personnel;#Members - Strengthen the alignment of individual and org goals;#Members - Attract, develop, and retain individual talent
Closest Unit Dispatching	1/1/2022	3/31/2023 (3)	Low	Mark Seaver;#42	Deferred	Response Operations	RO- Response Ops	Services - Strong regional partner in collaborative regional efforts;#Resources - Manage resources wisely
2023 Promotional Exams	1/1/2023	10/1/2023 (2)	Normal	Mark Seaver;#42;#Erik Hammes;#54;#Jennifer Zinck;#33	In Progress	Response Operations	RO- Response Ops	Services - Train capable and professional emergency personnel;#Services - Establish & meet standards;#Members - Attract, develop, and retain individual talent
SOP Revisions	1/1/2022	12/31/2023 (2)	Normal	Mark Seaver;#42;#Charles DeSmith;#29;#Samantha Babich;#13;#Anjela Barton;#32;#Daniel Alexander;#56	In Progress	Response Operations	RO- Response Ops	Services - Establish & meet standards;#Services - Train capable and professional emergency personnel;#Members - Attract, develop, and retain individual talent;#Members - Strengthen the alignment of individual and org goals;#Resources - Manage resources wisely

Community Outreach	1/1/2022	12/31/2023 (2) Normal	Daniel Alexander;#56;#Sara Morris;#53;#Mark Seaver;#42	In Progress	Response Operations	RO- Response Ops	Services - Prevent fires & health emergencies;#Community - Cultivate community trust through communication & engagement;#Community - Effectively serve diverse community;#Community - Support the effectiveness of Gov Board;#Members - Strengthen the alignment of individual and org goals
Accreditation	1/1/2021	8/31/2023 (2) Normal	Mark Seaver;#42	In Progress	30.00%	Support Services SS- Planning	Services - Establish & meet standards;#Community - Cultivate community trust through communication & engagement;#Community - Support the effectiveness of Gov Board;#Members - Strengthen the alignment of individual and org goals
Sta. 13 IT/Admin Office Addition	11/1/2021	4/30/2023	Mark Seaver;#42	In Progress	25.00%	Support Services SS- Facilities	Resources - Ensure tools and technology needs
Standards of Cover	3/1/2021	6/1/2023 (2) Normal	Mark Seaver;#42	In Progress	25.00%	Support Services SS- Planning	Services - Establish & meet standards;#Members - Strengthen the alignment of individual and org goals;#Community - Cultivate community trust through communication & engagement
Planning Transition	1/1/2023	7/1/2023 (1) High	Mark Seaver;#42	In Progress	25.00%	Support Services SS- Planning	Services - Strong regional partner in collaborative regional efforts;#Resources - Manage resources wisely;#Services - Establish & meet standards
New Construction of Sta. 16	2/1/2021	12/31/2023 (2) Normal	Mark Seaver;#42	In Progress	10.00%	Support Services SS- Facilities	Resources - Manage resources wisely;#Resources - Ensure tools and technology needs
WSRB Evaluation	4/1/2023	10/31/2023 (1) High	Daniel Alexander;#56	In Progress		Support Services SS- Planning	Services - Establish & meet standards

The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. A large red speech bubble is centered on the page, containing the text.

ACCREDITATION

FOCUS AREAS

STRATEGIC PLAN REVIEW AND UPDATE

DOCUMENTED
REVIEW/UPDATES
ARE DONE
ANNUALLY

- REVIEW PLAN AND DOCUMENT THAT IT WAS REVIEWED
- UPDATE PLAN TO INCLUDE 2022 ACCOMPLISHMENTS
- ADD MEASURABLE GOALS FOR 2023
 - 2022 ACCOMPLISHMENTS AND 2023 GOALS WILL BE ADDED TO THE ANNUAL REPORT

Strategic Plans for Reference

- [Puget Sound Regional Fire Authority Strategic Plan 2020-2024](#)
- [Valley Regional Fire Authority Strategic Plan 2020-2025](#)
- [Bellevue Fire Strategic Plan 2016](#)
- [Snoqualmie Fire Department Strategic Plan 2018](#)

RRFA Approved 2021-2025 Strategic Plan

Criterion 3A: The mission, vision and values of the agency are incorporated into a strategic plan. Once a strategic plan is in place and resources are available, the strategic plan provides direction, determines initiatives, and guides the goals and objectives of the agency

3A.1: The agency has a current and published strategic plan that has been submitted to the authority having jurisdiction.

3A.2: The agency coordinates with the jurisdiction's planning component to ensure the strategic plan is consistent with the community master plan.

Criterion 3B: The strategic plan defines the agency's general goals and S.M.A.R.T. objectives, directs its activities in a manner consistent with its mission and is appropriate for the community it serves.

3B.1: The agency publishes current, general organizational goals and S.M.A.R.T. objectives, which use measurable elements of time, quantity and quality. These goals and objectives directly correlate to the agency's mission, vision and values and are stated in the strategic plan.

3B.2: The agency conducts an environmental scan when establishing its goals and objectives. (SWOT)

3B.3: The agency solicits feedback and direct participation from internal and external stakeholders in the development, implementation and evaluation of the agency's goals and objectives.

3B.4: The agency uses internal input to implement and evaluate its goals and objectives and to measure progress in achieving the strategic plan.

3B.5: The governing body reviews the agency's goals and objectives and considers all budgetary and operational proposals in order to ensure success.

3B.6: When developing organizational values, the agency seeks input from its members and is in alignment with its community.

Criterion 3C: The agency uses a management process to implement its goals and objectives.

- 3C.1:** The agency identifies personnel to manage its goals and objectives and uses a defined organizational management process to track progress and results.
- 3C.2:** The agency's personnel receive information explaining its goals and objectives.
- 3C.3:** The agency, when necessary, identifies and engages appropriate external resources to help accomplish its goals and objectives.

Criterion 3D: Processes are in place to measure and evaluate progress toward completion of goals and objectives and overall plan performance. The goals and objectives are re-examined and modified periodically.

- 3D.1: The agency reviews its goals and objectives at least annually and modifies as needed to ensure they are relevant and contemporary.
- 3D.2: The agency reviews, at least annually, its overall system performance and identifies areas in need of improvement, which should be considered for inclusion in the organizational goals and objectives.
- 3D.3: The agency provides progress updates, at least annually, on its goals and objectives to the AHJ, its members and the community it serves.

WRITING PROGRAM GOALS AND OBJECTIVES

■ 1. GOALS

- Are strategic in nature
- Are more global than objectives
- Have a clearly defined end result
- Link to the mission, values, or vision

■ 2. OBJECTIVES

- Are tactical or enabling
- Accomplish goal completion and be result-oriented
- Should be written in specific, measurable, attainable, realistic, and time-bound form (SMART goals)

2022 Accomplishments & 2023 Goals





ANNUAL APPRAISALS

“The agency conducts a formal and documented program appraisal, annually, to determine the program’s impacts and outcomes, and to measure performance and progress reducing risk” -CPSE

- 5C. 4 Fire Investigation
- 5D. 9 Domestic Preparation
- 5E.3 Fire Suppression Program
- 5F.9 EMS
- 5G.2 Tech Rescue
- 5H.3 Haz-Mat
- 5I.2 Aviation
- 5J.2 Marine
- 5K.3 Wildland
- 5L.1 CARES
- 8B.6 Training and Education Programs
- 8C.8 Training and Education Materials
- 9A.8 Water Supply
- 9B.13 Communications
- 10B.3 External Agency Agreements
- 11B.6 Wellness/Fitness

Each Performance Indicator requiring an annual appraisal is a Core Competency (must be met).

The annual appraisals must be relative to the SOC, or other program goals and objectives.

HEADS UP FOR NEXT YEAR:

REVIEW/UPDATE ACCOMPLISHMENTS: STRATEGIC PLAN

REVIEW OF POLICIES AND PROCEDURES

ANNUAL PROGRAM APPRAISALS

Fire Service and our Millennials



- As Gen X and Boomers retire, Millennials (Gen Y) are 35% of the workforce (born 1982-1994).
- Communicate through text, handhelds, social media (not email fans).
- Adept at gathering information.
- Good decision makers.
- Happy trying to multitask.
- By 2025 75% of workforce will be Millennials.
- Who will THEY be Leading???



Here Comes Gen Z!



- Born after 1995
- YouTube/Tik Tok Generation (They lose attention in 1.3 seconds!)
- Smart and more ambitious than Millennials!
- Love “side hustles” 72% want to start their own business.
- Born into crisis (terrorism, war, global pandemics, climate change).
- Tolerant/Accepting of others (gender, race, views).
- They are more savers than Millennials (56%).

How Do We Reach Out to Gen Z?

- **Less Focused:** World of continuous updates + Short attention span.
- They can shift between work/play with multiple distractions.
- **Big on Individuality!** 92% have a digital footprint.
- **Media habits are different than Millennials:** Primary Instagram/Snap Chat. Agencies need a strong Social Media policy (FF Career survival class).
- **Respond to visual tactics!** Infographics, emojis, short video...no more paper pamphlets.
- They want to co-create culture, not just consume it.
- **Diversity is an expectation** and is Dynamic:
 - They welcome other thoughts, experiences, skills, abilities, and attitudes. Not excited to listen to the old, wise white guy with 30 years on 😊



Gen Z and Behavioral Health



- **Gen Z are more depressed and more likely to consider suicide than other generations:**
 - 4.8% in the 18-29 age group were depressed.
 - Stark contrast to the 1.7% over 50 group.
 - 1 in 4 college students are diagnosed or treated for mental health needs.
 - 8 out of 10 stated they felt “overwhelmed or hopeless” with life.
- **Learning and Academics (Fire Academy?):**
 - The ability to cope and learn is critical to success.
 - Gen Z Students view a B or C grade as failure.
 - Respond poorly to old school criticism. Need clear expectations on exams to learn.

It's All About Building Resiliency with Gen Z

- Develop resilience and self-care practices to cope with adversity (helicopter parents 😊)
- Gen Z lack of resilience is turning normal challenges into insurmountable obstacles.
- **Design Fire Stations to support:**
 - Phones down
 - Physical activity
 - Sleep Hygiene (ideas??)
 - Opportunities for face-to-face interaction (how can we influence this? Less move ups? With private dorms, how do we combat their want to stay in their rooms and go online?)
 - Promote their tech skills and social consciousness to encourage gathering outside of work.
 - More self-care training/workshops. Encourage bringing families into their work.



Gen Z Recruiting and Retaining



- **Gen Z –**
 - Be Multicultural.
 - Be invested in their beliefs and passions.
 - Orient toward inclusion and diversity.
 - Opportunity for Recognition.
 - Allow Self-Expression.
- **Millennial –**
 - Be Positive.
 - Look for ways to communicate electronically.
 - Focus on their ability to achieve goals/promotions.
 - Future oriented personal growth.
 - Collaboration and Challenges.

Fire Service Suggestions

- Write down everything that a potential recruit would find attractive about working for RRFA (location, diversity, schedule/benefits, opportunities, culture, etc.
- Think about both generations and know what appeals to them and know how to develop them for the future!
- Evaluate your list...what's missing??



Thank You!!!



Generation Z-ers
are more driven by
jobs and money
than even softer
goals such as
falling in love.



They want to work.
They want to do a very good job at that position.
They're not looking at climbing the ranks quickly.
They're looking at getting value quickly.

Denise Villa, founder of The Center for Generational Kinetics

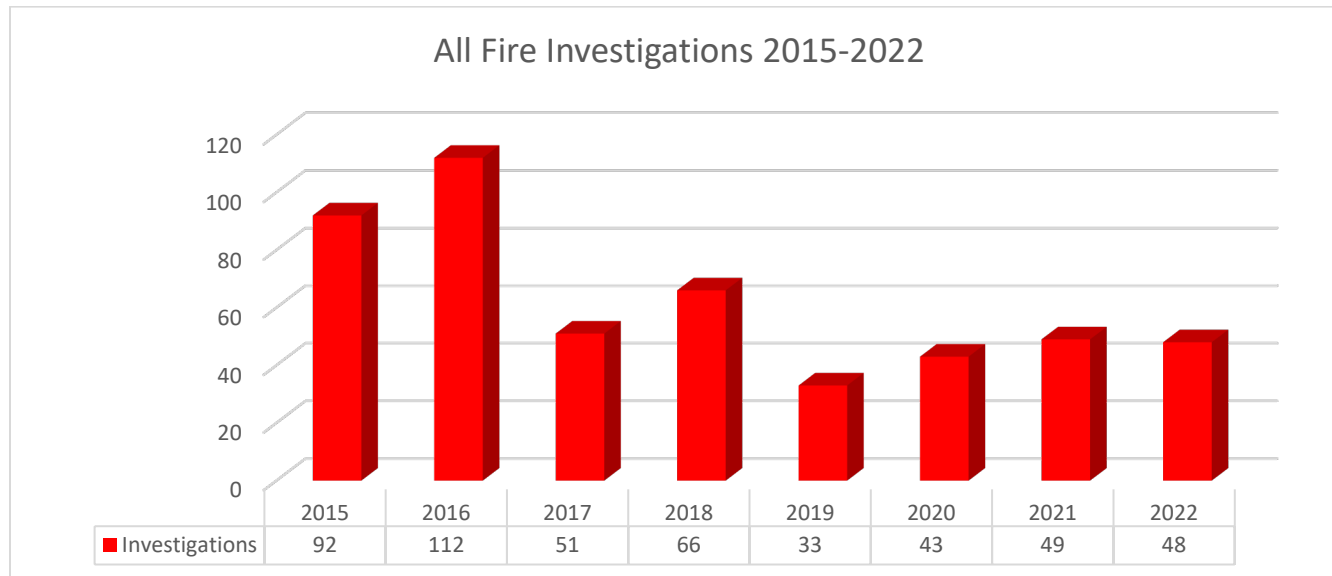




Office of the Fire Marshal – Performance Report

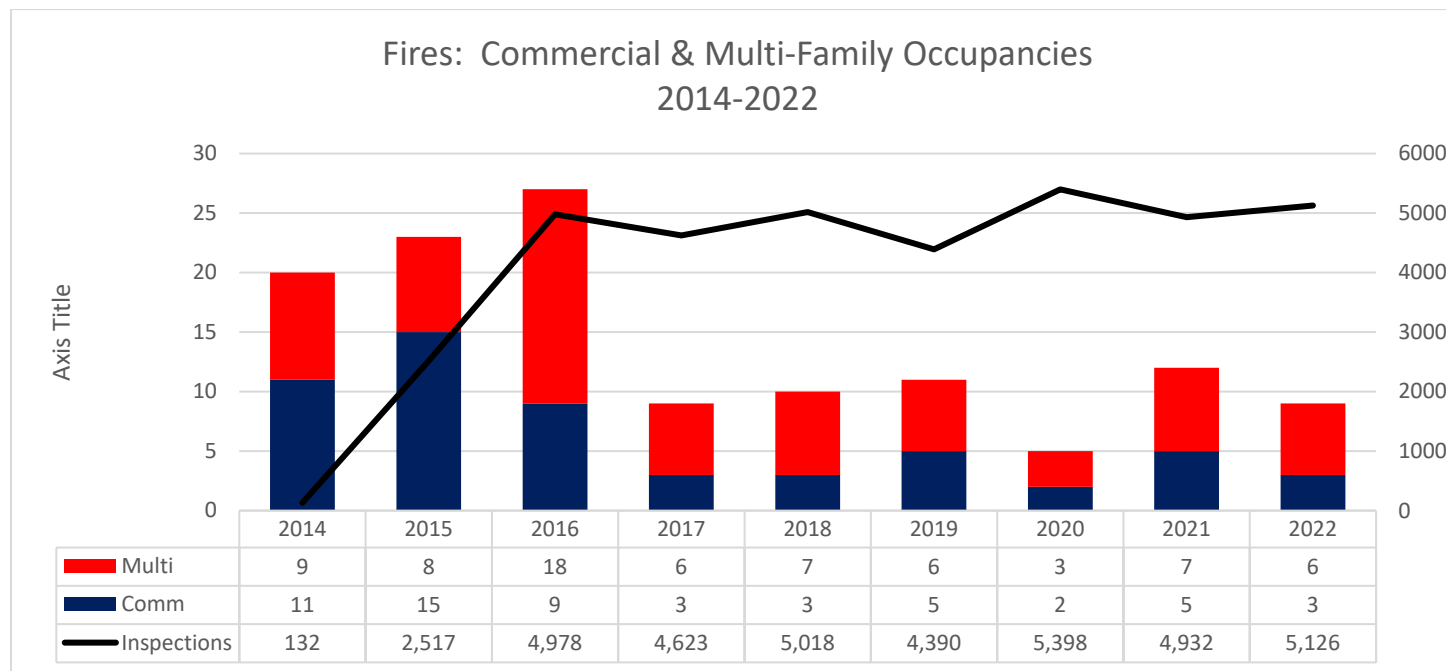
8 Year Comparative 2015-2022

Fire Investigations



The Fire Marshal's Office adopted a work plan that prioritized fire inspections and established an ongoing schedule based on a fire risk assessment that is applied to each commercial and multi-family occupancy within Renton January 2017.

The following chart reflects non-incendiary fires in commercial and multi-family occupancies (those that have regular inspections by fire marshal staff) and inspection status by year.



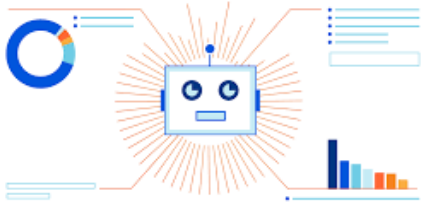


2023 Admin Update

IT/Finance/HR/Communications/Admin Support



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2022 IT Successes

- **New Staff:** More support. Telestaff SME.
- **New iPhones**
- **OFM iPads:** Replaced MS Surface's.
- **SharePoint Improvements:** NITRO for more user-friendly forms.
- **GIS Support & Data Analytics**
- **Automation, Automation, Automation:** RPA!



2023 IT Initiatives

- **Station & Apparatus iPads:** Repurposing iPads.
- **SurfaceGo:** Replacing MS Surface's with smaller, cellular enabled Surface Go.
- **SharePoint Improvements:** NITRO for more user-friendly forms .
- **Station Security:** Prox card access.
- What else do you need from IT this year?



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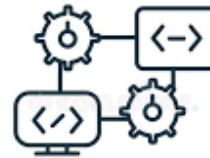
2022 Finance Successes

- **New Staff:** E. Villa in payroll, S. Madsen in AP/AR.
- **Automation:** Leveraging the power of our ERP to automate manual tasks. AP payments & reporting.
- **FBC renewal:** Thanks to L864 for your support of Prop 1.



2023 Finance Initiatives

- **2023 Operating Budget:** \$50,841,205
- **Building Station 16 with a Limited Tax General Obligation Bond:** What does it mean and what is the process?
- **S&P Bond rating**
- **More Automation:** Invoice approvals, electronic onboarding, etc.
- What else do you need from finance this year?



AUTOMATION

2023 Levy & P-Tax

Limit: \$18,633,907

AV: \$30,794,823,957

Rate: 0.60701

Lexipol

PREDICTABLE IS PREVENTABLE®

2022 HR Successes

- **WA Fire Careers:** Launched this 2022.
- **Rebound/Reclaim:** Who does what? What does it mean to you?
- **Job Description Update:** Looking for non-bias, EEOC complaint descriptions.
- **Collective Bargaining:** Three agreements completed in 2022.
- **Automation:** Streamlined PAR's, Onboarding, and information sharing.



2023 HR Initiatives

- **Support 170+ members**
- **Life Scan Physicals:** Eligibility/Availability
- **Two firefighter recruitments.**
- **Promotional Exams:** Eng & LT
- **Market Comps:** All positions.
- **Policy Updates:** Lexipol
- **Automation:** Streamlined PAR's, Onboarding, and information sharing.
- What else do you need from HR this year?



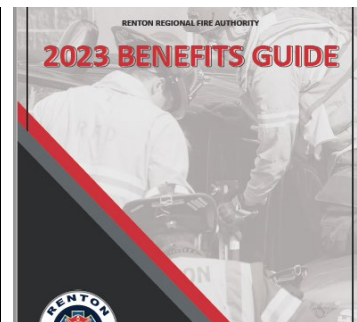
2022 Coms Successes

- **Staff Photos:** Thanks to Katie!
- **Newsletters:** We have an electronic newsletter. Please sign up.
- **FBC:** Renewal at 81%+
- **DEI Event:** Highest turn out
- **Open Houses**

2023 Coms Initiatives

- **Staff Photos:** Photo Boards
- **Newsletters:** Two printed, 12 electronic. Social media, videos.
- **2023 Benefits Guide**
- **Levy Lid Lift:**
- **Website redesign:** Updated branding

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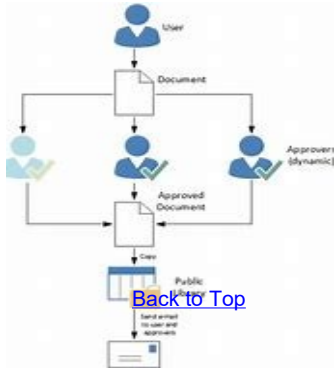
2022 Admin Support Successes

- **Meet the team:** Christine, Rhonda, & Sammee
- **Automation:** Through Adobe Sign, SharePoint, MS Power Automate, and NITRO, Lexipol, and Power DMS.
- **Public records requests:** 450+ requests = 181 staff hours. Mind what you say, save, or share.



2023 Admin Support Initiatives

- **Automation:** Continue to move digital.
- **Policy Updates/Lexipol**
- **Department Support:** They are here to support the whole RRFA team.
- What else do you need from Admin Support this year?



In Closing....

Automation was the theme for 2022 and that will continue for 2023. The more we automate, the more time we have for one-on-one support.

Renton RFA's Administration Division is here to support the entire organization.

Thank you! Any questions?



Governing Board Agenda Item

SUBJECT/TITLE: Purchase Package - Additional Station 16 Property

STAFF CONTACT: DC Seaver

SUMMARY STATEMENT:

This is the approval to purchase the adjacent property to the property already secured for the new Fire Station 16.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Discussion on the package being offered will take place in Executive Session.

Reviewed by Legal Yes ☒ No ☐

EXHIBITS:

Documents from Commonstreet.

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the package presented to purchase the additional property for the new Fire Station 16.