



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, May 8, 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
 - [Proclamation for Emergency Medical Services Week](#)
- 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 April 10, 2023](#), Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 3/16/2023 – 4/15/2023
Payroll Checklist 3/1/2023 – 3/31/2023
- Signing of Vouchers
- Board Committee Reports
 - Budget & Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
 - Administration
 - [Q1 2023 Financial Report](#)

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- EMS/Health & Safety (Deputy Chief DeSmith)
 - L&I PTSD pilot and RRFA approval of FIRE premium discounts
 - Behavioral Health Unit Phase II update
 - CARES update: [New Hires](#)
- Office of the Fire Marshal (Fire Marshal Barton)
 - [OFM Monthly Report](#)
- Support Services (Deputy Chief Alexander)
 - Station 13 Update: IT Annex
- Response Operations (Deputy Chief Seaver)
 - Significant Events
 - 4/13/2023 SE 175th St Sta. 13 Residential Fire
 - 4/20/2023 Maple Valley Hwy Sta. 16 Car vs. Pedestrian
 - 4/27/2023 116th Ave SE Sta. 13 Residential Fire
 - 4/30/2023 S 180th St over NB SR 167 MVA
 - 4/30/2023 NB SR 167 ramp from SB I-405 MVA with Fire
 - Training
 - Swiftwater Tech and Operations Training
 - Confined Space & Trench Rescue Training
 - Wildland Incident Command Class
 - Annual Red Card Training
 - Public Outreach
 - Station Tours @ Sta. 11, 17
 - Engine Visits
 - Renton United Methodist Church
 - Joyful Hearts Preschool
 - St. Anthony Elementary
 - Read Aloud @ Briarwood Elementary
 - [April Response Reports](#)
- Correspondence
 - [Nick of Time Foundation Response](#)
 - [Letter of Appreciation – Future Women in EMS and Fire Workshop](#)
- Unfinished Business
- New Business
 - [Relocation Appeal Process Policy](#)
 - [Resolution 2023-03 Providing for the Submission of Levy](#)
- Good of the Order
- Executive Session

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- Future Meetings:
 - Monday, May 22, 2023, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
 - Monday, May 22, 2023, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
 - Monday, June 12, 2023, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Adjournment



Renton Regional Fire Authority Proclamation

WHEREAS, the American College of Emergency Physicians recognizes the week of May 21-27, 2023, as Emergency Medical Services Week in celebration of the federal Emergency Medical Services System Act of 1973; and

WHEREAS, Emergency Medical Services are among the most important services provided to Renton residents and visitors; and

WHEREAS, rapid access to effective emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, Renton Regional Fire Authority teams operate through regional cross-jurisdictional and collaborative partnerships to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, Renton Regional Fire Authority has implemented the FDCARES program to reduce the number of low-acuity 9-1-1 calls and improve reliability; and

WHEREAS, the EMS physicians, nurses, medical technicians, paramedics, firefighters, educators, administrators, and others, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, Renton Regional Fire Authority contributes to a regional EMS partnership that achieves the nation’s best cardiac arrest survival rate, now up to 58 percent, and the region’s reputation as the best place in the world to survive a heart attack.

NOW, THEREFORE, BE IT RESOLVED, that the Renton Regional Fire Authority Governance Board hereby proclaims the week of May 21 to 27, 2023 as

EMERGENCY MEDICAL SERVICES WEEK

in the City of Renton in recognition of the value and accomplishments of our emergency medical services providers.

In witness whereof, the Renton Regional Fire Authority Governance Board hereunto sets their hand and causes the seal of Renton Regional Fire Authority to be herein affixed this 8th day of May 2023.

Valerie O’Halloran, Board Member

Ruth Pérez, Board Member

Kerry Abercrombie, Board Member

Marcus Morrell, Board Member

James Alberson, Board Member

Sean Cook, Board Member

Andrew Schneider, Board Member





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, April 10, 2023

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

CALL TO ORDER

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

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Vice Chair (Fire District 25)
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)
Andrew Schneider (Non-Voting Advisory Position, Fire District 40)

Administrative Staff Present:

Fire Chief Steve Heitman, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Deputy Chief Dan Alexander, Lead Fire Plans Reviewer Corey Thomas, Lieutenant Rick Laycock, Lieutenant Chris Krystofiak, Fleet Manager Brice Callaway, Facilities Manager Scott Murphy, Communications Manager Katie Lewis, Site Reliability Engineer Wyatt Humphreys, Administrative Services Manager Christine Noddings, Finance Manager LaQuanza Flowers and RFA Attorney Brian Snure.

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Approval of minutes from the March 13, 2023 regular meeting and the approval of vouchers.

A **MOTION** was made by Vice Chair Abercrombie and **SECONDED** by Board Member Alberson to approve the consent agenda for April 10, 2023. **MOTION CARRIED (6-0)**

SIGNING OF VOUCHERS

The Governance Board members signed the Voucher Approval letter for April 10, 2023.

GOVERNANCE BOARD REGULAR MEETING MINUTES

April 10, 2023

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BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman presented his report.

DIVISION REPORTS

Each of the division managers presented an overview of their respective division reports. Lead Fire Plans Reviewer Corey Thomas represented the Fire Marshal's Office and presented the Quarterly OFM Report.

Regarding the EMS/Health & Safety, Board Member Pérez shared that the City of Renton has funding for a human services grant that Renton RFA could possibly request for the FD CARES program.

After the Quarterly OFM report, Board Member Pérez requested a detailed report on the fire at King County Public Housing on Oakesdale Ave that was previously the Extended Stay Hotel.

With the Support Services report, Board Chair O'Halloran inquired if other properties may be impacted by the current issues with the water tower behind Station 15. Deputy Chief Alexander shared the steps in place by Public Works to prevent impact to any properties. Board Member Pérez asked who is covering the expenses for the retention wall. DC Alexander confirmed Public Works is handling the mitigation cost.

After the monthly response reports, Vice Chair Abercrombie requested to review the response time report based on the 90th percentile. Deputy Chief Seaver will include this in his report moving forward.

CORRESPONDENCE

Chief Heitman shared a thank you note that Renton RFA received for the Station 16 crew.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Levy Lid Lift Presentation

Chief Heitman presented. Vice Chair Abercrombie requested that Renton RFA post the definitions of a levy lid lift and fire benefit charge. Chief Heitman confirmed we will include an explanation of our funding system.

GOOD OF THE ORDER

Board Chair O'Halloran inquired about Olympia's stance on the single stairwell for less than six floors. Chief Heitman responded, noting legislation made their decision based on input from the Fire Marshal's State Association.

EXECUTIVE SESSION

There was no executive session.

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FUTURE MEETINGS

- Monday, April 24, 2023, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Monday, April 24, 2023, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Monday, May 8, 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 10:47 a.m.

Valerie O'Halloran, Board Chair

Samantha Vergara, Board Secretary

VOUCHER APPROVAL FOR MAY 08, 2023 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 \$1,922,277.27, payroll vouchers and direct deposits totaling \$1,397,324.73.

A/P VOUCHERS	Payment Date	Numbers	Amount
Virtual Pay	03/16/2023 - 04/15/2023	APA001726-APA001794	\$856,096.11
Checks	03/16/2023 - 04/15/2023	-	\$0.00
EFTs	03/16/2023 - 04/15/2023		\$317,387.89
Bank Drafts	03/16/2023 - 04/15/2023		\$748,793.27
AR Refund Checks	03/16/2023 - 04/15/2023	-	\$0.00
TOTAL A/P			\$1,922,277.27

PAYROLL VOUCHERS		No. of Vouchers	Amount
Direct Deposits	3/24/2023	175	\$693,684.20
Payroll Checks	3/24/2023	2	\$0.00
Direct Deposits	4/10/2023	173	\$703,640.53
Payroll Checks	4/10/2023	0	\$0.00
TOTAL PAYROLL		350	\$1,397,324.73

TOTAL CLAIMS	\$3,319,602.00
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Renton Regional Fire Authority Governance Board:

Valerie O'Halloran, Board Chair

James Alberson, Board Member

Marcus Morrell, Board Member

Kerry Abercrombie, Board Member

Sean Cook, Board Member

Ruth Pérez, Board Member

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RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: May 8, 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. Congratulations are in Order

Job well done to Firefighter Sean Pageau for earning Journeyman status after completing the JATC program.

2. Welcome New Member

Please join me in welcoming our new Human Resources Manager, Michael Scoma. Michael started on May 1st and is an organizational growth and Human Resources expert with 30 years of experience and accomplishments. Most notably, Michael spent 14 years at United Healthcare where he served as the enterprise-wide Senior Vice President of Human Resources. He has served in other key business and HR roles at McKesson, Universal Studios and UPS. He holds a master's degree in human resources and organization development from University of San Francisco and an executive certification from Wharton School of Business. Michael currently resides on Fox Island with his wife and 3 kids, and his hobbies include traveling, motorcycle riding and music.



3. IAFC Terrorism & Home Security Committee Meeting

I was in Virginia May 1 – 3 for the annual meeting of the IAFC T&HS committee that I have been a member of four of the past five years. We received briefings from the FBI and DHS

as well as updated our strategic plan. It provided great interaction with Fire Chiefs from across the country and allowed for me to build some new relationships, that will benefit the RRFA in the future. I want to thank the Governance Board for supporting me in serving on this board.

4. Rotary Luncheon

I attended the Rotary Luncheon as Ruth's guest on April 20th and was impromptu speaker for the event.

5. ID Cards

In an effort to provide greater security for our stations and members, we have implemented a process that includes ID cards, access cards, and a camera system. The ID cards expire every 2 years for security purposes.

6. Entry-Level Firefighter Interviews

Our Human Resources section members have been hard at work to pull scores and schedule roughly 200 candidates. In order to qualify for an interview, candidates had to score a minimum of 70% on their written exam. I'd like to thank our 6 panel members from Response Ops and HR for their involvement in this process. I'd also like to recognize the work of our HR team for continuing to make improvements to our hiring process.

7. May 4th Day Staff Luncheon

In the spirit of team building, our Admin team hosted a Star Wars-themed luncheon for the day staff members. It was a fun-filled event that included Han Rolos, Ewokomole, Yoda Soda, Wookie Cookies, Storm Trooper Cupcakes, Carbonite Jello, and so much more. May the 4th be with you!



2023 Q1 Financial Report

Renton Regional Fire Authority

For Period ending on March 31th, 2023



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1. Operating Fund Performance

Category	Actual	Budget	Variance	YTD % vs Budget
Revenue	2,498,384	50,841,205	(48,342,821)	4.9%
10-Property Tax	945,758	18,672,206	(17,726,448)	5.1%
11-Fire Benefit Charge	852,464	17,895,336	(17,042,872)	4.8%
13-EMS Levy		2,516,986	(2,516,986)	0.0%
20-FD 40 Contract		6,652,341	(6,652,341)	0.0%
30-Permits & Fees	100,396	340,100	(239,704)	29.5%
40-Investment Income	100,045	137,007	(36,962)	73.0%
50-EMS Services	201,205	4,154,071	(3,952,866)	4.8%
60-Other Revenues	298,517	473,159	(174,642)	63.1%
Expense	12,180,907	50,841,205	(38,660,298)	24.0%
10-Salaries and Wages	6,882,700	29,832,004	(22,949,304)	23.1%
20-Payroll Tax and Benefits	2,378,559	8,490,859	(6,112,300)	28.0%
30-Supplies	273,968	1,761,500	(1,487,532)	15.6%
40-Services	1,364,666	5,632,784	(4,268,118)	24.2%
81-Transfers Out	1,281,014	5,124,058	(3,843,044)	25.0%
Change in Fund Balance	(9,682,523)	(9,682,523)	(9,682,523)	

Beginning Fund Balance:	24,038,461	24,038,461
Increase / (Decrease)	(9,682,523)	(9,682,523)
Decrease by Fund Balance Transfer		
Ending Fund Balance:	14,355,938	14,355,938

Highlights

Revenue:

- ✓ First half of Property Tax/FBC is expected in April
- ✓ Other Revenue includes an Ecology Grant - \$93K

Expenditures:

- ✓ Salaries and Wages are 23.1% of full year budget due to the Holiday payout in February

Fund Balance:

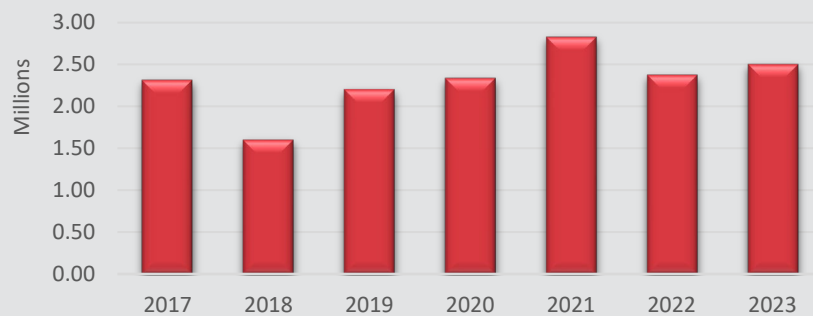
- ✓ Fund balance decreased by \$9.6M

Operating Fund Performance (continued)

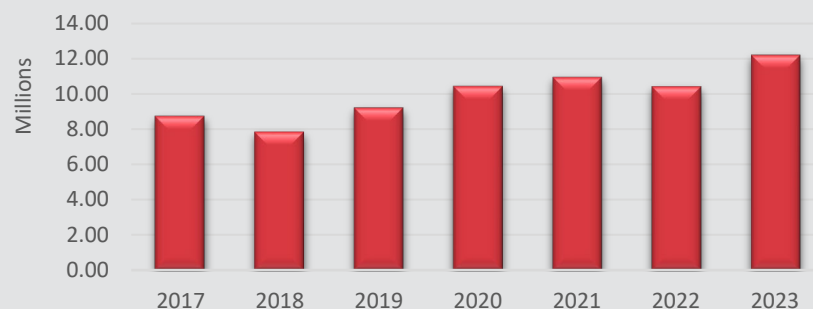
Quarter over Quarter Operating Fund Performance by High Level Category

	2017	2018	2019	2020	2021	2022	2023
Revenue	2,310,503	1,601,812	2,200,311	2,335,176	2,820,983	2,370,572	2,498,384
10-Property Tax		737,673	843,253	865,413	1,115,385	883,808	945,758
11-Fire Benefit Charge		657,510	911,926	1,032,553	1,060,029	744,953	852,464
13-EMS Levy	248,031		5,500	12,239		-	
20-FD 40 Contract	54,530					-	
30-Permits & Fees	111,347	158,525	251,597	238,210	200,412	31,768	100,396
40-Investment Income	1,256	18,773	77,888	94,197	56,428	17,734	100,045
50-EMS Services						134,236	201,205
60-Other Revenues	1,895,339	29,331	110,147	92,565	388,729	558,073	298,517
Expense	8,727,777	7,839,589	9,200,850	10,428,240	10,927,401	10,404,017	12,180,907
10-Salaries and Wages	5,173,557	5,154,054	5,433,208	6,083,869	6,338,985	6,433,029	6,882,700
20-Payroll Tax and Benefits	1,859,269	1,562,263	1,691,221	1,923,079	2,021,795	1,884,360	2,378,559
30-Supplies	71,990	134,896	154,529	298,281	248,487	246,320	273,968
40-Services	971,287	569,044	448,137	693,831	788,478	838,505	1,364,666
81-Transfers Out	651,674	419,332	1,473,756	1,429,180	1,529,657	1,001,803	1,281,014
Change in Fund Balance	(6,417,275)	(6,237,777)	(7,000,539)	(8,093,064)	(8,106,418)	(8,033,445)	(9,682,523)

Operating Fund Revenue Quarter Over Quarter



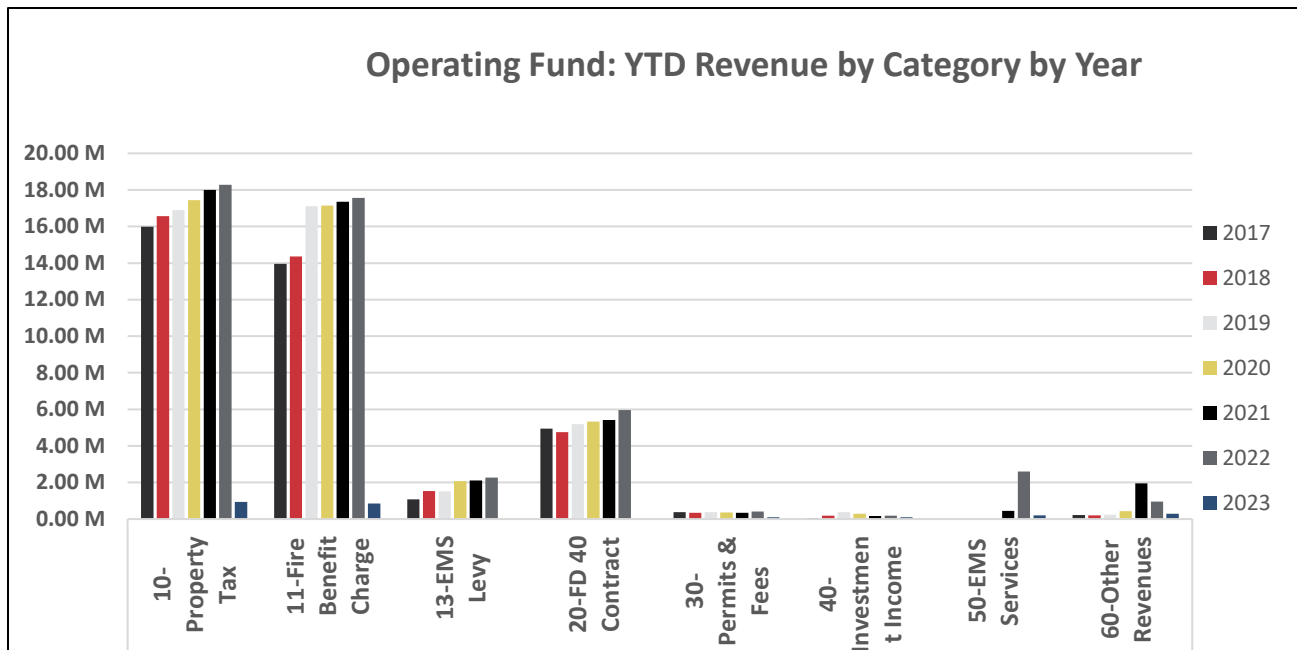
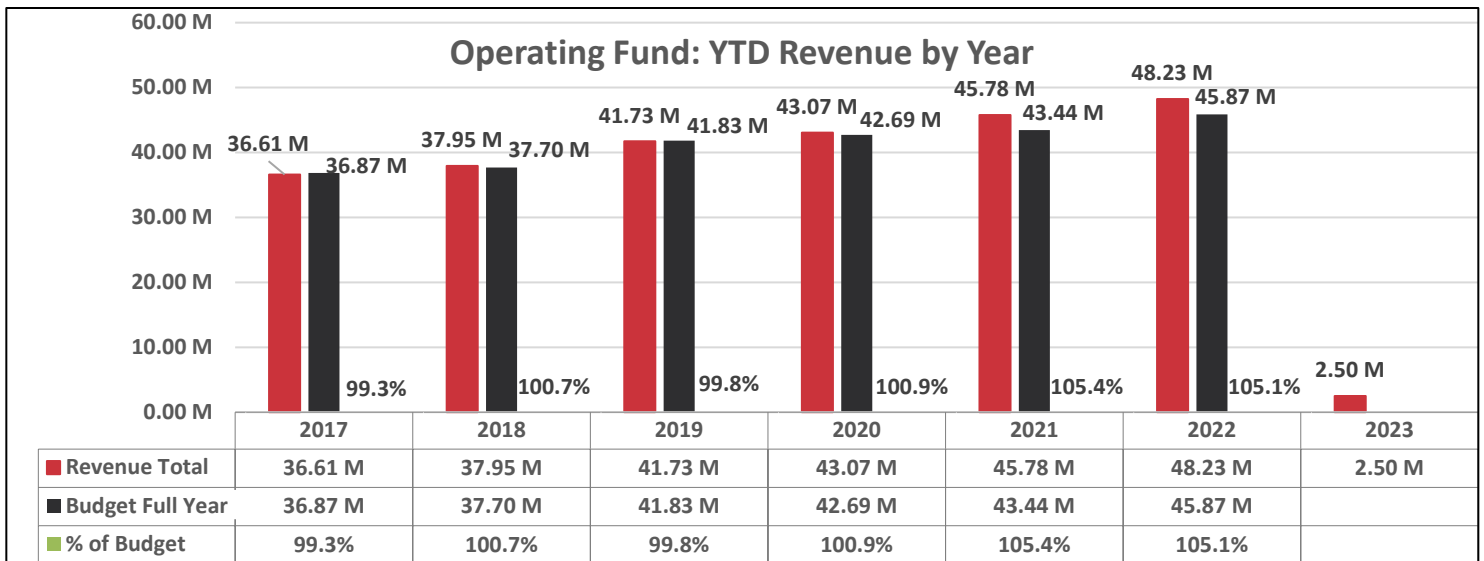
Operating Fund Expenses Quarter Over Quarter



Operating Fund Performance (continued)

Year over Year Revenue by High Level Category

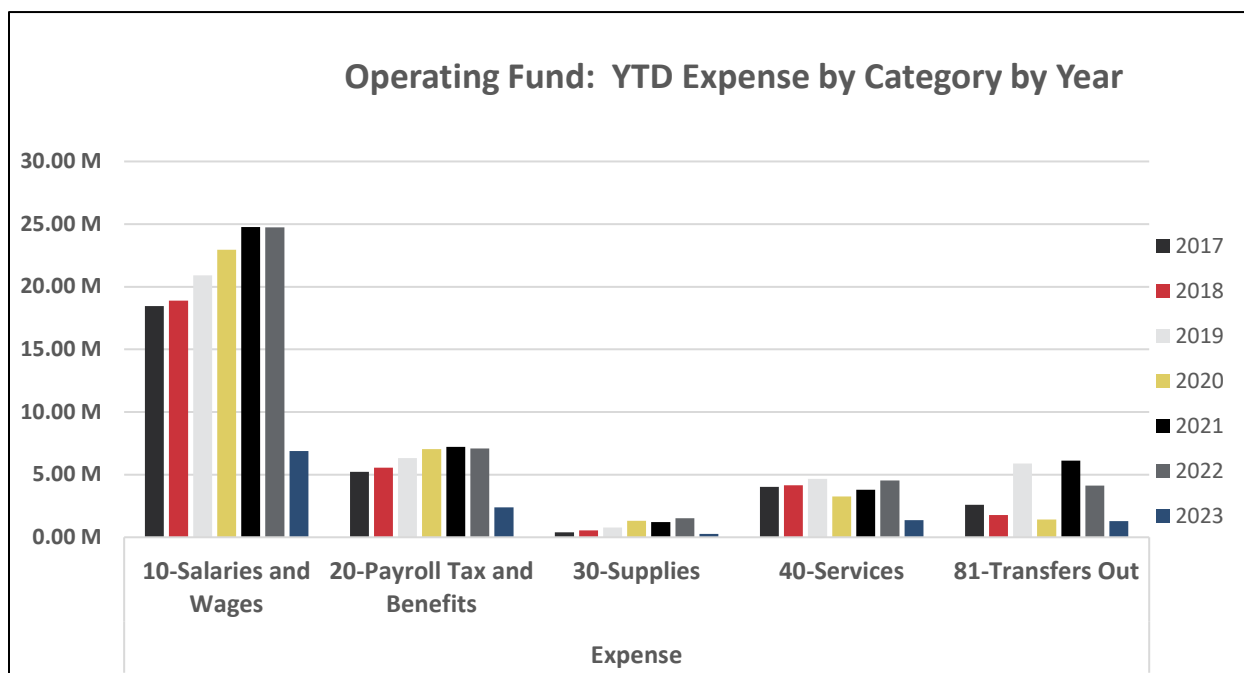
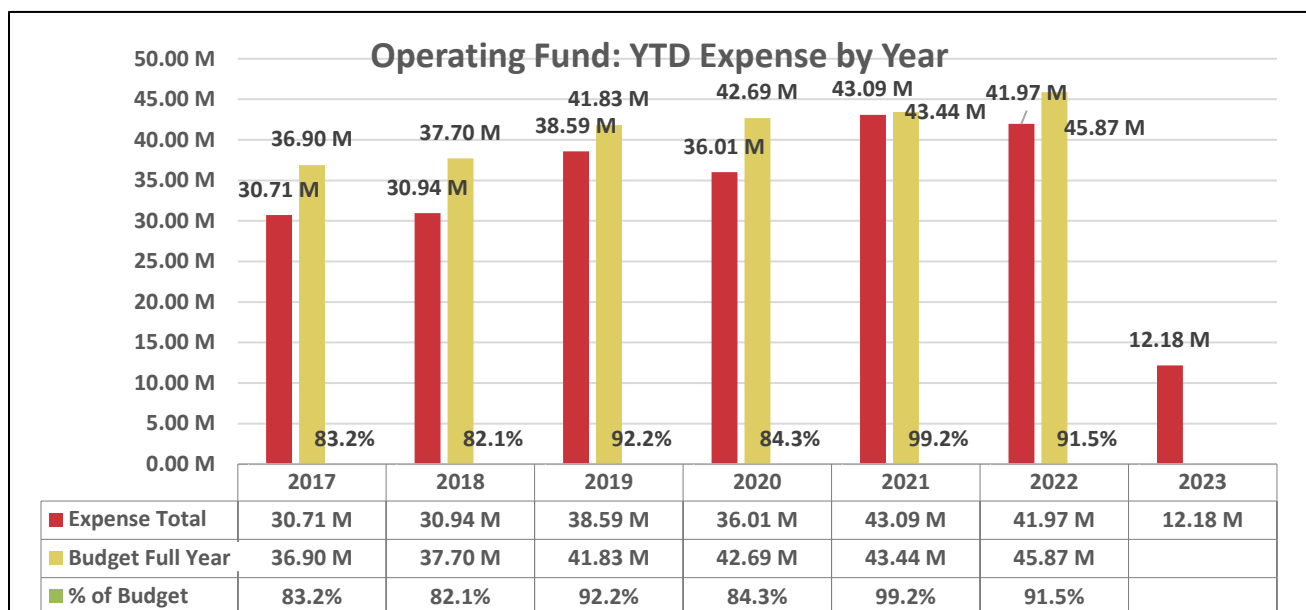
High Level Category	2017	2018	2019	2020	2021	2022	2023
10-Property Tax	15,983,668	16,573,797	16,901,220	17,446,980	18,002,404	18,278,518	945,758
11-Fire Benefit Charge	13,955,838	14,357,859	17,108,508	17,152,390	17,346,646	17,572,160	852,464
13-EMS Levy	1,075,269	1,538,064	1,521,902	2,074,254	2,104,821	2,266,067	
20-FD 40 Contract	4,946,723	4,757,087	5,190,769	5,326,632	5,421,129	5,955,337	
30-Permits & Fees	378,607	345,446	379,996	357,525	334,585	408,018	100,396
40-Investment Income	45,445	179,449	386,006	289,507	170,919	186,177	100,045
50-EMS Services					452,897	2,606,647	201,205
60-Other Revenues	225,758	200,596	243,851	425,191	1,946,911	958,242	298,517
Revenue Total	36,611,308	37,952,298	41,732,252	43,072,479	45,780,311	48,231,164	2,498,384



Operating Fund Performance (continued)

Year over Year Expense by High Level Category

High Level Category	2017	2018	2019	2020	2021	2022	2023
10-Salaries and Wages	18,456,32	18,891,66	20,917,56	22,962,44	24,754,11	24,729,74	6,882,700
20-Payroll Tax and	5,234,099	5,567,872	6,330,152	7,036,751	7,208,008	7,089,687	2,378,559
30-Supplies	391,508	557,359	776,024	1,316,317	1,224,646	1,509,582	273,968
40-Services	4,026,162	4,158,827	4,666,383	3,267,648	3,787,131	4,521,881	1,364,666
81-Transfers Out	2,600,000	1,768,000	5,895,045	1,429,180	6,118,626	4,116,213	1,281,014
Expense Total	30,708,08	30,943,71	38,585,17	36,012,34	43,092,52	41,967,10	12,180,90

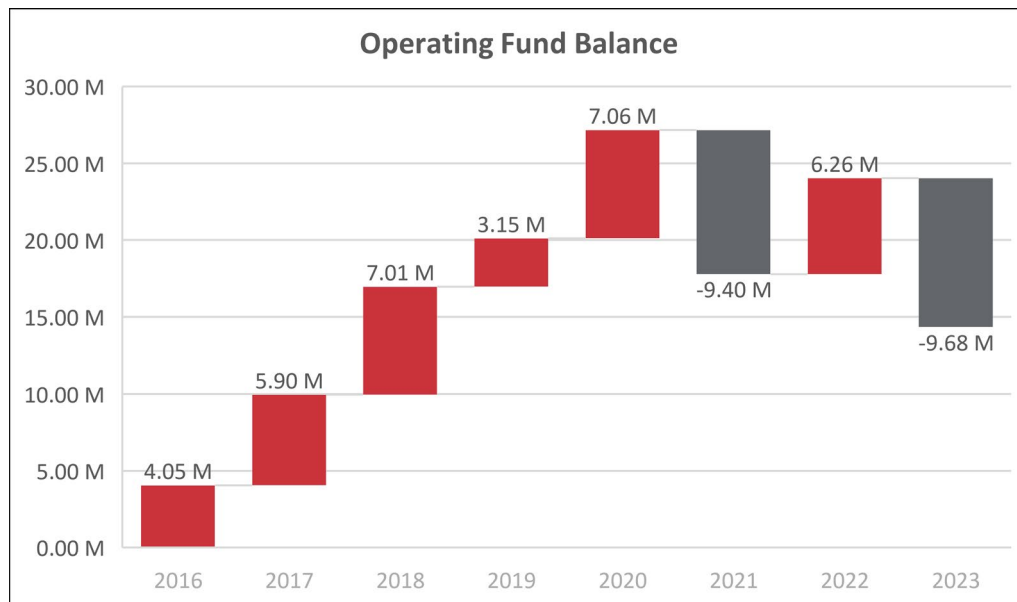


Operating Fund Performance (continued)

Fund Balance

	2017	2018	2019	2020	2021	2022	2023
Revenue	36,611,308	37,952,298	41,732,252	43,072,479	45,780,311	48,231,164	2,498,384
10-Property Tax	15,983,668	16,573,797	16,901,220	17,446,980	18,002,404	18,278,518	945,758
11-Fire Benefit Charge	13,955,838	14,357,859	17,108,508	17,152,390	17,346,646	17,572,160	852,464
13-EMS Levy	1,075,269	1,538,064	1,521,902	2,074,254	2,104,821	2,266,067	
20-FD 40 Contract	4,946,723	4,757,087	5,190,769	5,326,632	5,421,129	5,955,337	
30-Permits & Fees	378,607	345,446	379,996	357,525	334,585	408,018	100,396
40-Investment Income	45,445	179,449	386,006	289,507	170,919	186,177	100,045
50-EMS Services					452,897	2,606,647	201,205
60-Other Revenues	225,758	200,596	243,851	425,191	1,946,911	958,242	298,517
Expense	30,708,089	30,943,718	38,585,172	36,012,340	43,092,524	41,967,108	12,180,907
10-Salaries and Wages	18,456,320	18,891,660	20,917,569	22,962,444	24,754,112	24,729,744	6,882,700
20-Payroll Tax and	5,234,099	5,567,872	6,330,152	7,036,751	7,208,008	7,089,687	2,378,559
30-Supplies	391,508	557,359	776,024	1,316,317	1,224,646	1,509,582	273,968
40-Services	4,026,162	4,158,827	4,666,383	3,267,648	3,787,131	4,521,881	1,364,666
81-Transfers Out	2,600,000	1,768,000	5,895,045	1,429,180	6,118,626	4,116,213	1,281,014
Change in Fund Balance	5,903,219	7,008,581	3,147,080	7,060,139	2,687,787	6,264,056	(9,682,523)

Beginning Fund Balance:	4,053,261	9,956,480	16,965,060	20,112,140	27,172,279	17,774,404	24,038,461
Increase / (Decrease)	5,903,219	7,008,581	3,147,080	7,060,139	2,687,787	6,264,056	(9,682,523)
Decrease by Fund Balance					(12,085,662)		
Ending Fund Balance:	9,956,480	16,965,060	20,112,140	27,172,279	17,774,404	24,038,461	14,355,937



2. Fleet Fund Performance

Current Year – 2023 YTD

Category	Actual	Budget	Variance	YTD % vs Budget
Revenue	311,777	1,200,000	(888,223)	26.0%
40-Investment Income	10,478		10,478	0.0%
60-Transfer In	300,000	1,200,000	(900,000)	25.0%
60-Other Revenues	1,299		1,299	0.0%
Expense	292		292	0.0%
60-Capital Outlay	292		292	0.0%
Change in Fund Balance	311,486	1,200,000	(888,514)	26.0%

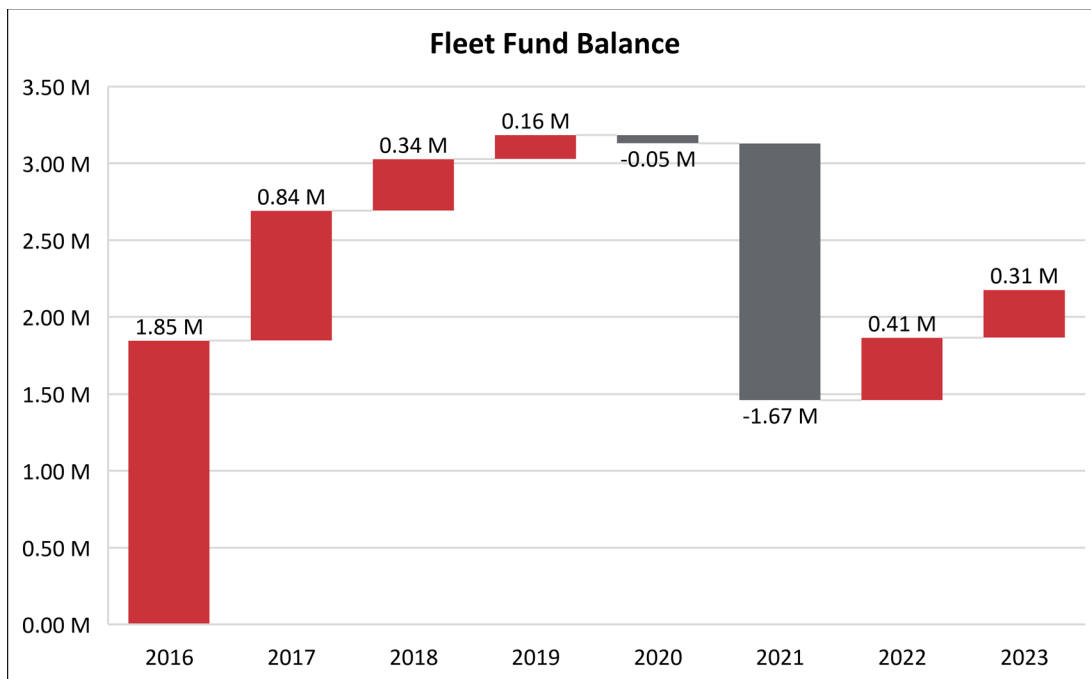
Beginning Fund Balance:	1,864,982	1,864,982
Increase / (Decrease)	311,486	1,200,000
Ending Fund Balance:	2,176,467	3,064,982

Fleet Fund Performance (continued)

Historical Performance & Fund Balance

Category	2017	2018	2019	2020	2021	2022	2023
Revenue	2,172,227	673,826	2,321,649	583,871	46,765	1,271,764	311,777
40-Investment Income	22,227	44,905	85,445	48,285	12,277	15,151	10,478
60-Transfer In	2,150,000	600,000	2,200,000	250,000		1,200,000	300,000
60-Other Revenues		28,921	36,204	285,586	34,488	56,613	1,299
Expense	1,327,596	337,905	2,164,351	637,322	1,718,039	866,536	292
30-Supplies			0	220		17	
40-Services				109			
60-Capital Outlay	1,327,596	337,905	2,164,351	636,993	1,718,039	866,519	292
Change in Fund Balance	844,631	335,921	157,298	(53,451)	(1,671,274)	405,228	311,486

Beginning Fund Balance:	1,846,629	2,691,260	3,027,181	3,184,479	3,131,028	1,459,754	1,864,982
Increase / (Decrease)	844,631	335,921	157,298	(53,451)	(1,671,274)	405,228	311,486
Ending Fund Balance:	2,691,260	3,027,181	3,184,479	3,131,028	1,459,754	1,864,982	2,176,467



3. Facilities Improvement Fund Performance

Current Year – 2023 YTD

Category	Actual	Budget	Variance	YTD % vs Budget
Revenue	496,825	1,959,826	(1,463,001)	25.4%
40-Investment Income	6,868		6,868	0.0%
60-Transfer In	489,956	1,959,826	(1,469,870)	25.0%
Expense	118,484		118,484	0.0%
40-Services	22,809		22,809	0.0%
60-Capital Outlay	95,675		95,675	0.0%
Change in Fund Balance	378,341	1,959,826	(1,581,485)	19.3%

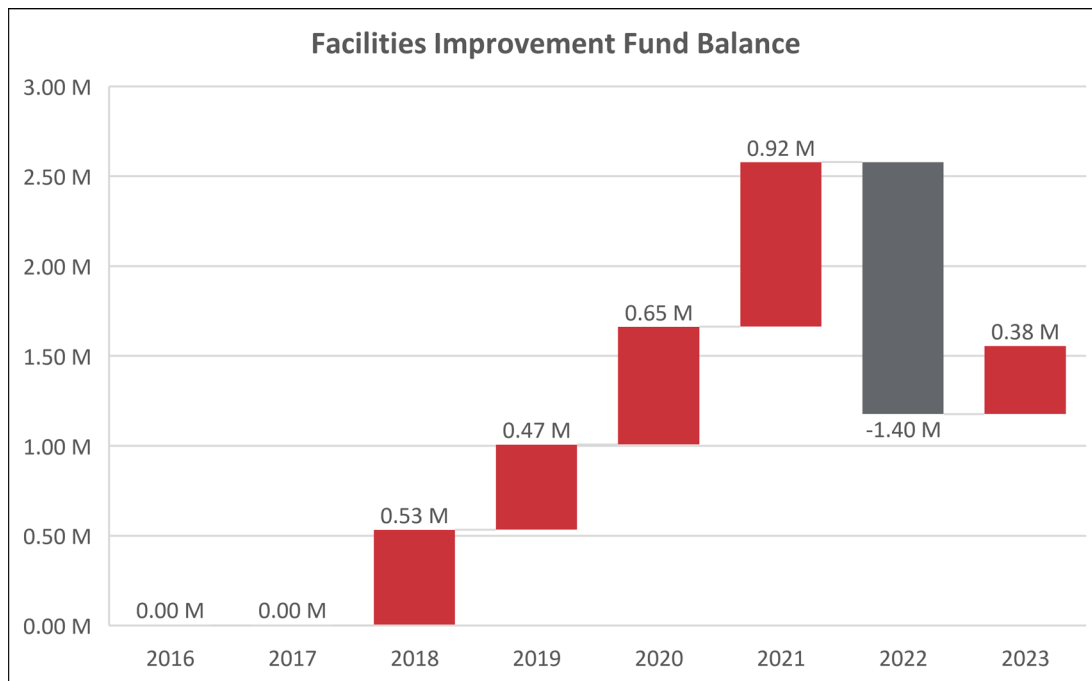
Beginning Fund Balance:	1,177,607	1,177,607
Increase / (Decrease)	378,341	1,959,826
Ending Fund Balance:	1,555,948	3,137,433

Facilities Improvement Fund Performance (Continued)

Historical Performance & Fund Balance

Category	2017	2018	2019	2020	2021	2022	2023
Revenue	-	578,056	1,012,065	1,184,861	1,512,808	2,099,613	496,825
40-Investment Income		6,056	20,734	18,982	12,808	22,400	6,868
60-Transfer In	-	572,000	969,711	500,000	1,500,000	2,077,213	489,956
60-Other Revenues			21,620	665,879			
Expense		43,992	537,735	531,598	595,060	3,501,410	118,484
30-Supplies			52,513	16,633	5,988	12,732	
40-Services					74,508	167,626	22,809
60-Capital Outlay		43,992	485,223	514,965	514,564	3,321,051	95,675
Change in Fund Balance	-	534,064	474,330	653,263	917,747	(1,401,797)	378,341

Beginning Fund Balance:	-	-	534,064	1,008,393	1,661,656	2,579,404	1,177,607
Increase / (Decrease)	-	534,064	474,330	653,263	917,747	(1,401,797)	378,341
Ending Fund Balance:	-	534,064	1,008,393	1,661,656	2,579,404	1,177,607	1,555,948



4. Equipment Fund Performance

Current Year – 2023 YTD

Category	Actual	Budget	Variance	YTD % vs Budget
Revenue	73,203	400,000	(326,797)	18.3%
40-Investment Income	3,203		3,203	0.0%
60-Transfer In	70,000	400,000	(330,000)	17.5%
Expense	56,102		56,102	0.0%
60-Capital Outlay	56,102		56,102	0.0%
Change in Fund Balance	17,102	400,000	(382,898)	4.3%

Beginning Fund Balance:	601,414	601,414
Increase / (Decrease)	17,102	400,000
Ending Fund Balance:	618,516	1,001,414

Highlights

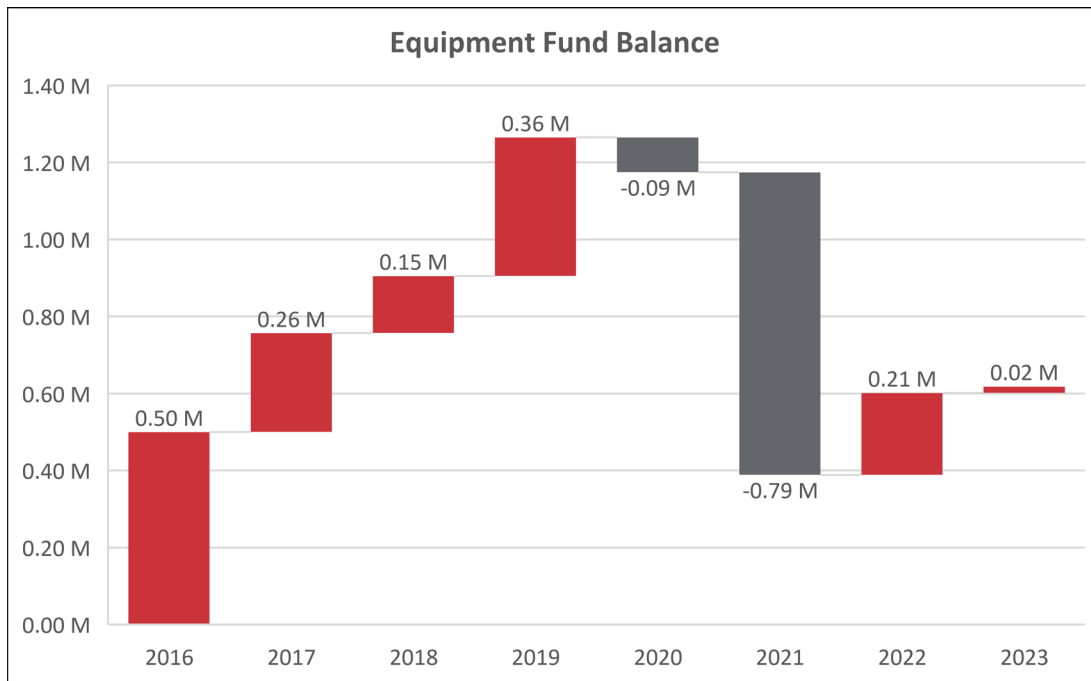
- ✓ \$31K of capital purchase was for a Holmatro,
- ✓ \$25K was for a Power Pro Ambulance Cot

Equipment Fund Performance (continued)

Historical Performance & Fund Balance

Category	2017	2018	2019	2020	2021	2022	2023
Revenue	256,246	319,176	401,830	113,192	308,586	406,177	73,203
40-Investment Income	6,246	13,176	24,096	19,899	8,586	5,177	3,203
60-Transfer In	250,000	306,000	377,734	93,293	300,000	400,000	70,000
60-Other Revenues						1,000	
Expense		170,512	41,822	203,463	1,094,446	193,550	56,102
60-Capital Outlay		170,512	41,822	203,463	1,094,446	193,550	56,102
Change in Fund Balance	256,246	148,664	360,008	(90,270)	(785,860)	212,626	17,102

Beginning Fund Balance:	500,000	756,246	904,910	1,264,918	1,174,648	388,788	601,414
Increase / (Decrease)	256,246	148,664	360,008	(90,270)	(785,860)	212,626	17,102
Ending Fund Balance:	756,246	904,910	1,264,918	1,174,648	388,788	601,414	618,516



5. IT Fund Performance

Current Year – 2023 YTD

Category	Actual	Budget	Variance	YTD % vs Budget
Revenue	44,099	200,000	(155,901)	22.0%
40-Investment Income	4,099		4,099	0.0%
60-Transfer In	40,000	200,000	(160,000)	20.0%
Expense	216,870		216,870	0.0%
60-Capital Outlay	216,870		216,870	0.0%
Change in Fund Balance	(172,771)	200,000	(372,771)	-86.4%

Beginning Fund Balance:	819,860	626,477
Increase / (Decrease)	(172,771)	200,000
Ending Fund Balance:	647,089	826,477

Highlights

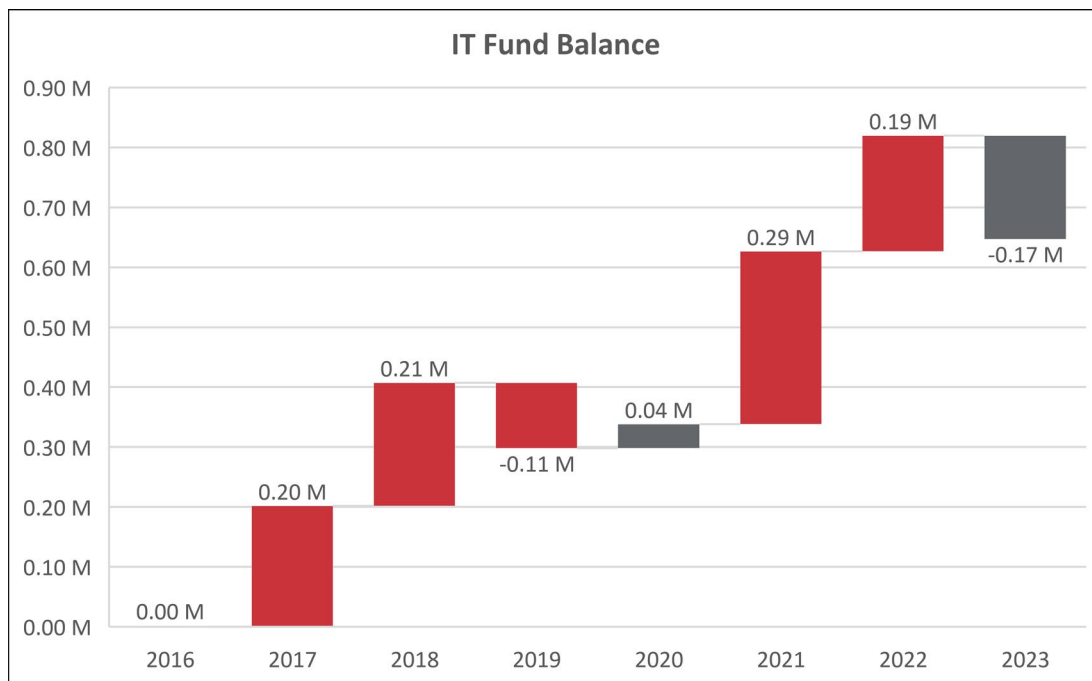
- ✓ \$217K in capital outlay is for station security cameras and access control

IT Fund Performance (continued)

Historical Performance & Fund Balance

Category	2017	2018	2019	2020	2021	2022	2023
Revenue	201,667	205,367	608,999	155,066	302,983	307,856	44,099
40-Investment Income	1,667	5,367	8,999	5,066	2,983	7,856	4,099
60-Transfer In	200,000	200,000	600,000	150,000	300,000	300,000	40,000
Expense			718,227	114,830	14,548	114,473	216,870
30-Supplies			111,251	(170)			
40-Services			500				216,870
60-Capital Outlay			606,476	115,000	14,548	114,473	
Change in Fund Balance	201,667	205,367	(109,227)	40,236	288,435	193,383	(172,771)

Beginning Fund Balance:	-	201,667	407,034	297,807	338,043	626,478	819,861
Increase / (Decrease)	201,667	205,367	(109,227)	40,236	288,435	193,383	(172,771)
Ending Fund Balance:	201,667	407,034	297,807	338,043	626,478	819,861	647,090



6. Contingency Fund Performance

Current Year – 2023 YTD

Category	Actual	Budget	Variance	YTD % vs Budget
Revenue	19,625	75,000	(55,375)	26.2%
40-Investment Income	875		875	0.0%
60-Transfer In	18,750	75,000	(56,250)	25.0%
Expense	12,904		12,904	0.0%
30-Supplies	1,743		1,743	0.0%
40-Services	11,161		11,161	0.0%
Change in Fund Balance	6,720	75,000	(68,280)	9.0%

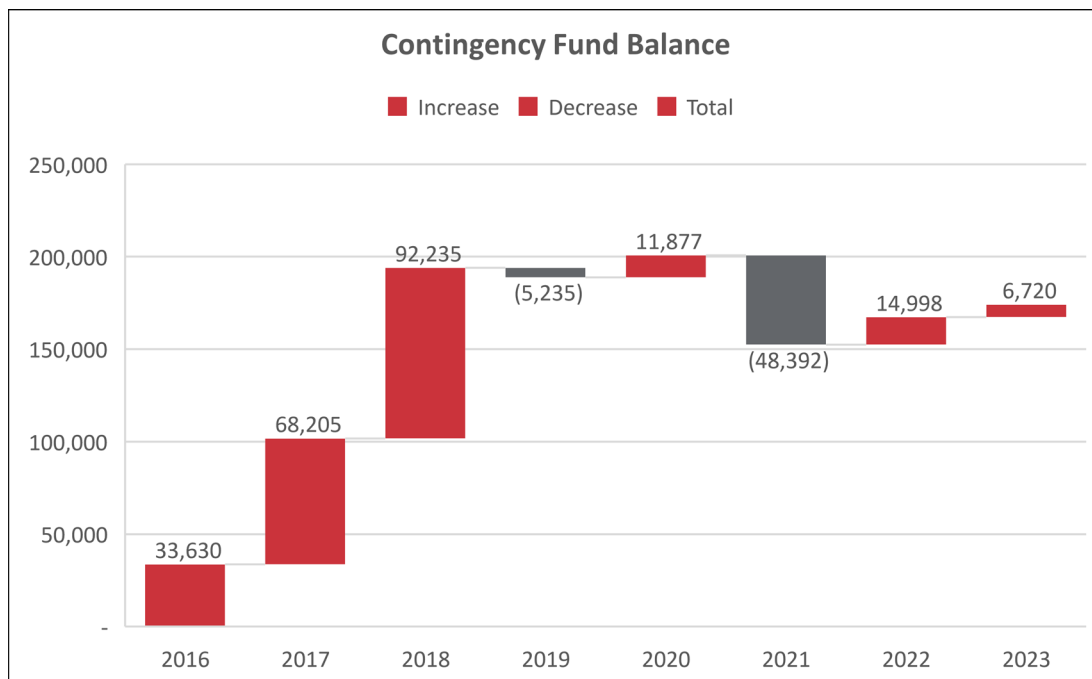
Beginning Fund Balance:	167,319	167,319
Increase / (Decrease)	6,720	75,000
Ending Fund Balance:	174,040	242,319

Contingency Fund Performance (continued)

Historical Performance & Fund Balance

Category	2017	2018	2019	2020	2021	2022	2023
Revenue	68,205	92,235	4,365	24,021	16,366	139,931	19,625
40-Investment Income		2,235	4,365	3,047	1,366	931	875
60-Transfer In	68,205	90,000		6,250	15,000	139,000	18,750
60-Other Revenues				14,724			
Expense			9,600	12,144	64,757	124,933	12,904
30-Supplies				2,283		12,929	1,743
40-Services			9,600	9,861	64,757	112,004	11,161
Change in Fund Balance	68,205	92,235	(5,235)	11,877	(48,392)	14,998	6,720

Beginning Fund Balance:	33,630	101,835	194,070	188,836	200,713	152,321	167,319
Increase / (Decrease)	68,205	92,235	(5,235)	11,877	(48,392)	14,998	6,720
Ending Fund Balance:	101,835	194,070	188,836	200,713	152,321	167,319	174,040



7. Operating Reserve Fund Performance

Current Year – 2023 YTD

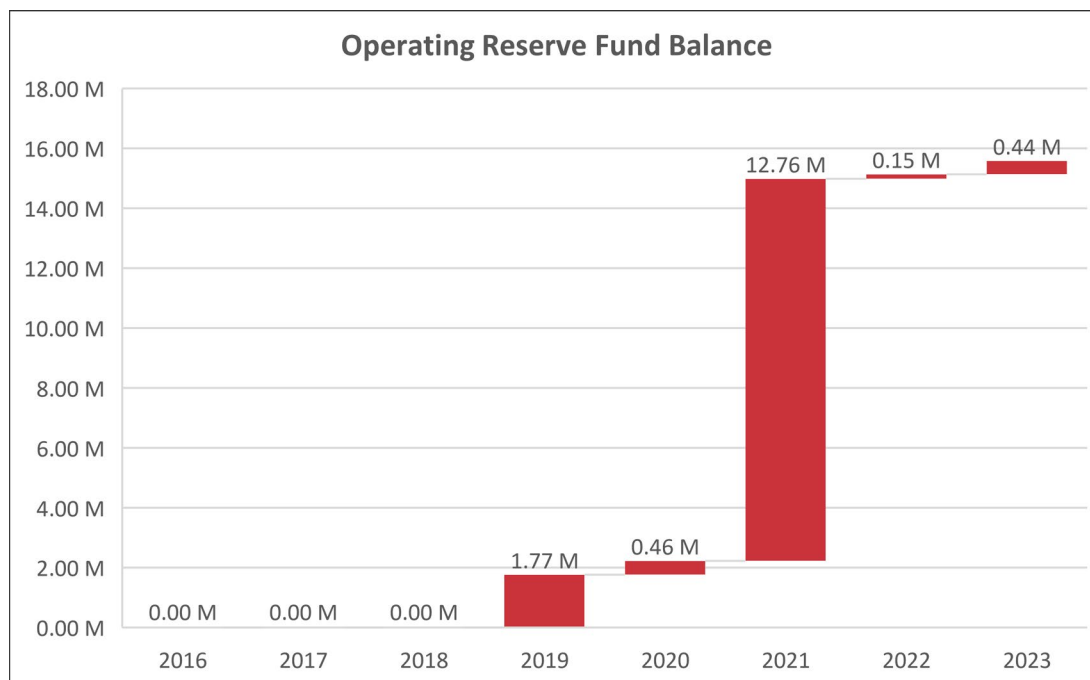
Category	Actual	Budget	Variance	YTD % vs Budget
Revenue	443,330	1,289,232	(845,902)	34.4%
40-Investment Income	81,022		81,022	0.0%
60-Transfer In	362,308	1,289,232	(926,924)	28.1%
Change in Fund Balance	443,330	1,289,232	(845,902)	34.4%

Beginning Fund Balance:	15,135,014	15,135,014
Increase / (Decrease)	443,330	1,289,232
Ending Fund Balance:	15,578,344	16,424,246

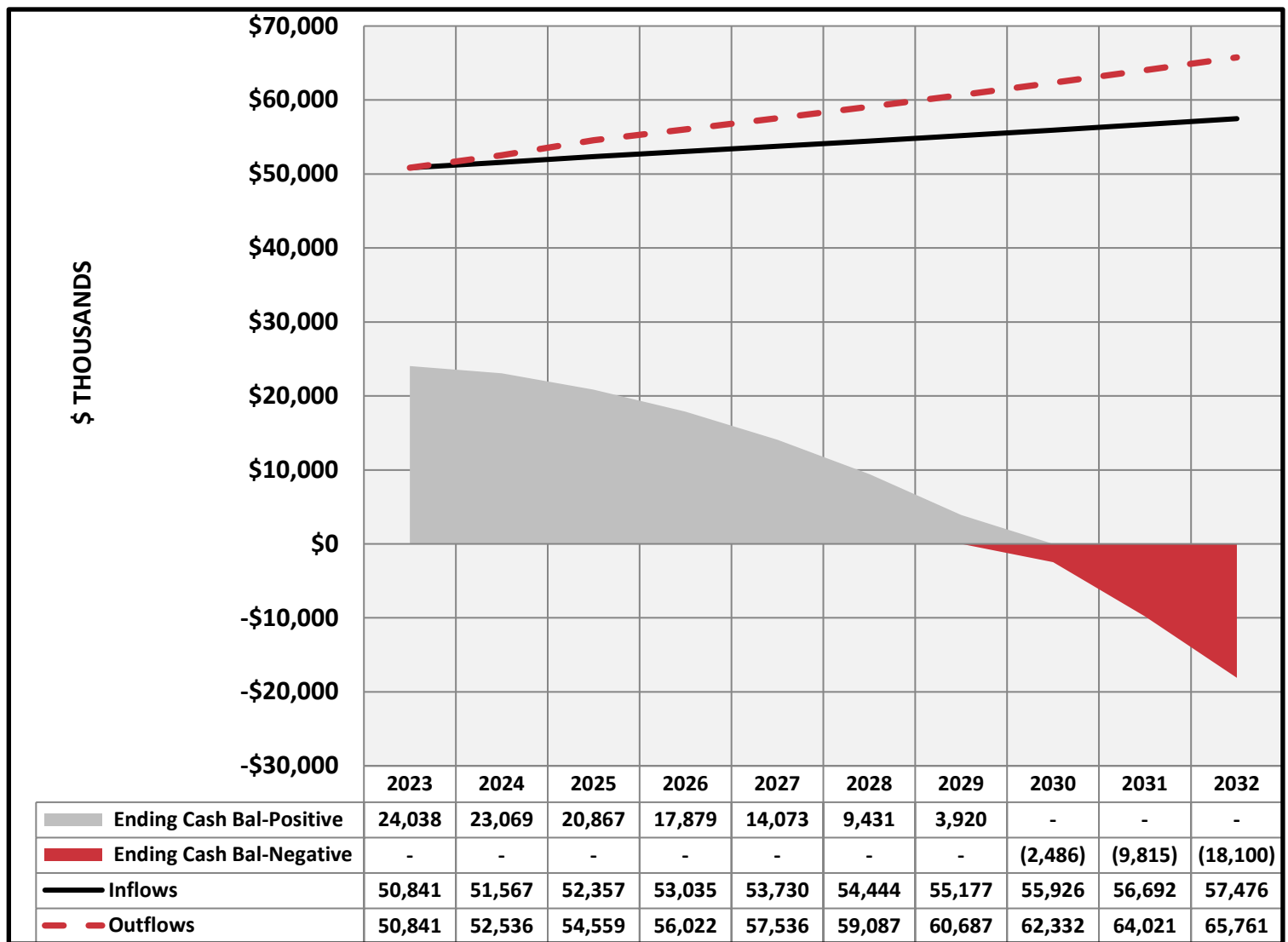
Historical Performance & Fund Balance

Category	2017	2018	2019	2020	2021	2022	2023
Revenue	-	-	1,766,056	462,513	12,757,755	148,690	443,330
40-Investment Income			18,456	32,876	34,129	148,690	81,022
60-Transfer In	-	-	1,747,600	429,637	12,723,626		362,308
Change in Fund Balance	-	-	1,766,056	462,513	12,757,755	148,690	443,330

Beginning Fund Balance:	-	-	-	1,766,056	2,228,569	14,986,324	15,135,014
Increase / (Decrease)	-	-	1,766,056	462,513	12,757,755	148,690	443,330
Ending Fund Balance:	-	-	1,766,056	2,228,569	14,986,324	15,135,014	15,578,344



8. 10 Year Financial Forecast



Assumptions

- FBC stays flat year over year
- No Levy Lid Lift
- Assessed value growth based on King County projections
- Includes flat \$3M GEMT revenue year over year



RENTON REGIONAL FIRE AUTHORITY

WORKING TO MAKE OUR COMMUNITY SAFER, HEALTHIER, AND STRONGER

MAY 8, 2023, GOVERNANCE BOARD MEETING

FD CARES new members: Luke Connolly and Kassie Morgan



The image shows two new members of the FD CARES team. On the left is Luke Connolly, a young man with short brown hair, wearing a dark blue jacket. On the right is Kassie Morgan, a young woman with long dark hair, wearing a dark blue shirt. They are both smiling and standing in front of a red fire truck. The words "FD CARES" are visible on the side of the truck in both photos.

WELCOME TO THE TEAM SOCIAL WORKERS!

LUKE HAS PREVIOUSLY WORKED FOR CPS. HE ENJOYS WALKING HIS DOG AND IS EXCITED TO MARRY HIS FIANCÉ THIS JUNE.

KASSIE HAS EXPERIENCE AS A SOCIAL WORKER MAINLY WITH CHILDREN. SHE IS FROM OHIO AND LOVES HIKING, ART AND EATING TASTY FOOD.

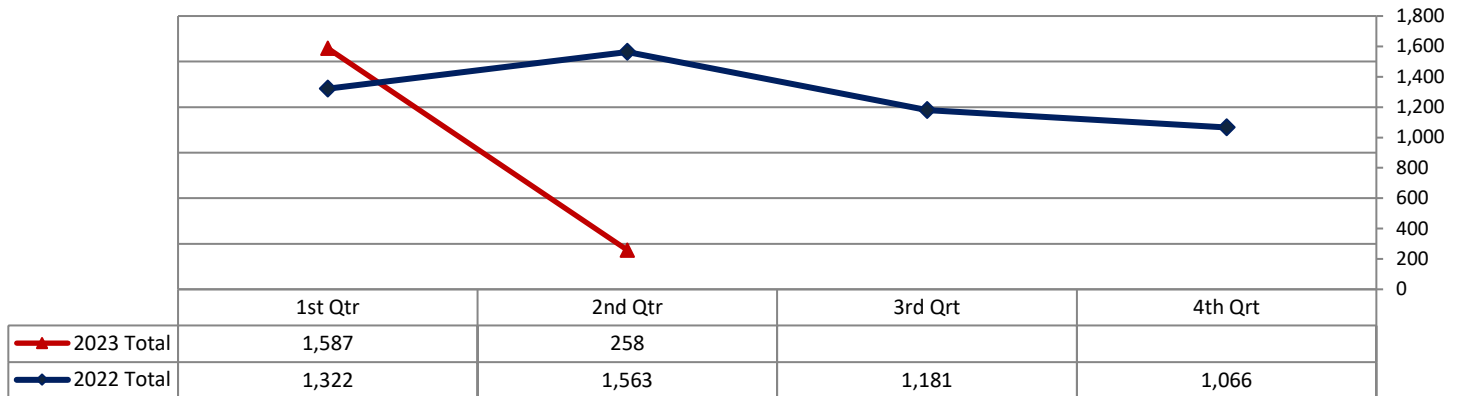
Office of the Fire Marshal 2023 Quarterly Report

May 2023

Inspections

Staff have completed 1,845 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) year to date.

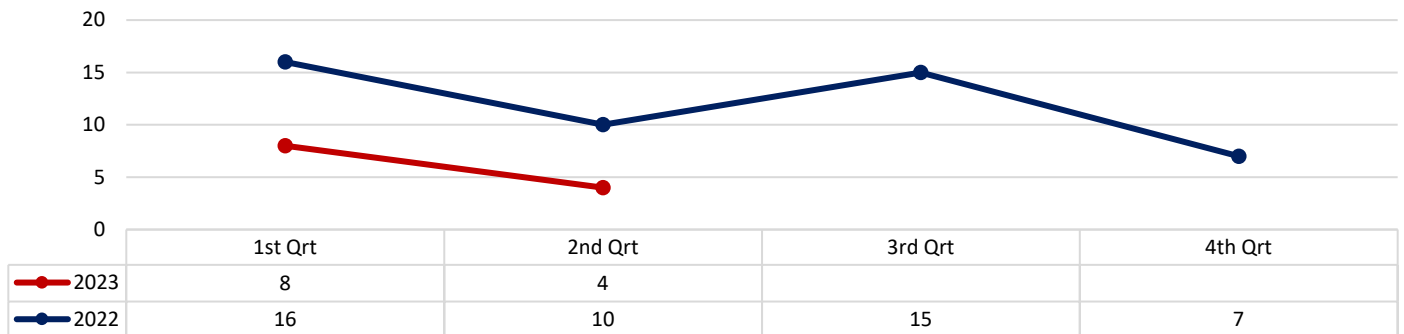
Inspections Completed by Quarter - Comparative to 2022



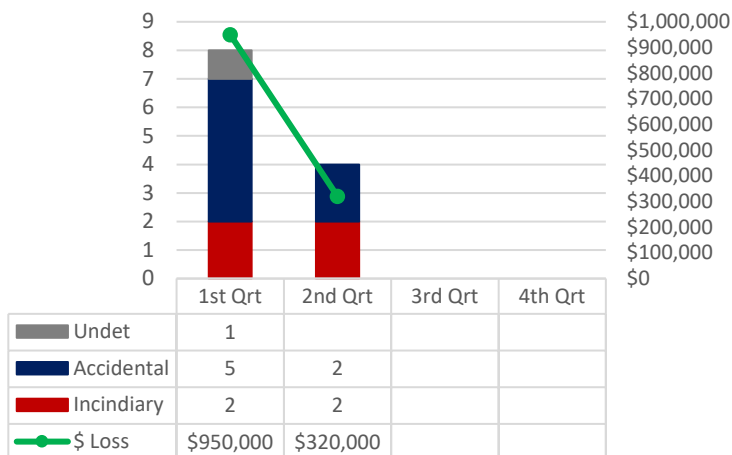
Fire Investigations

Staff have investigated 12 fires this year. Total dollar loss for the year is estimated at \$1.2 million.

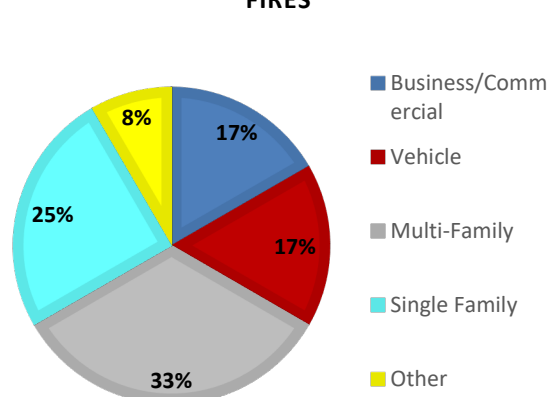
Fire Investigations by Quarter - Comparative to 2022



FIRE CAUSE AND LOSS ESTIMATE



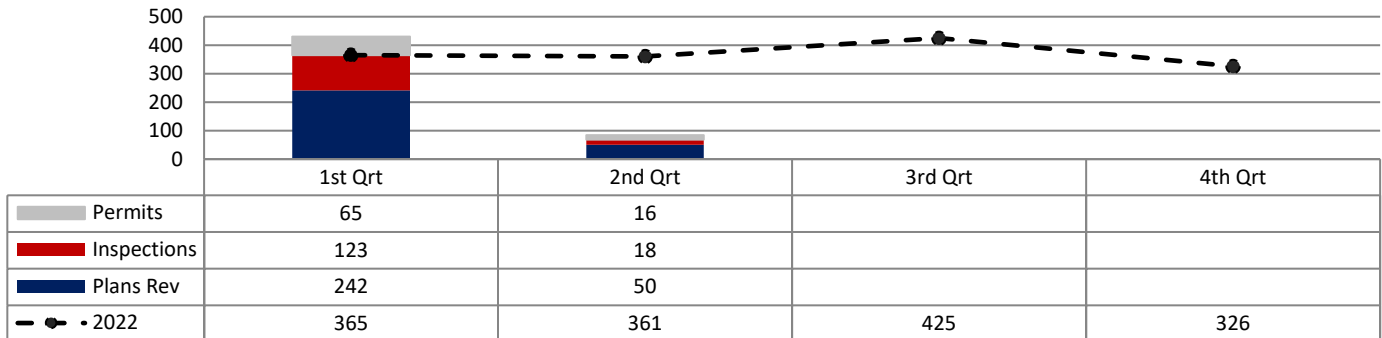
PROPERTY TYPE OF INVESTIGATED FIRES



Plans Review, Construction Inspections & Permits

Staff completed 292 plans reviews, 141 construction inspections, and issued 81 fire systems and/or fire construction permits year to date.

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



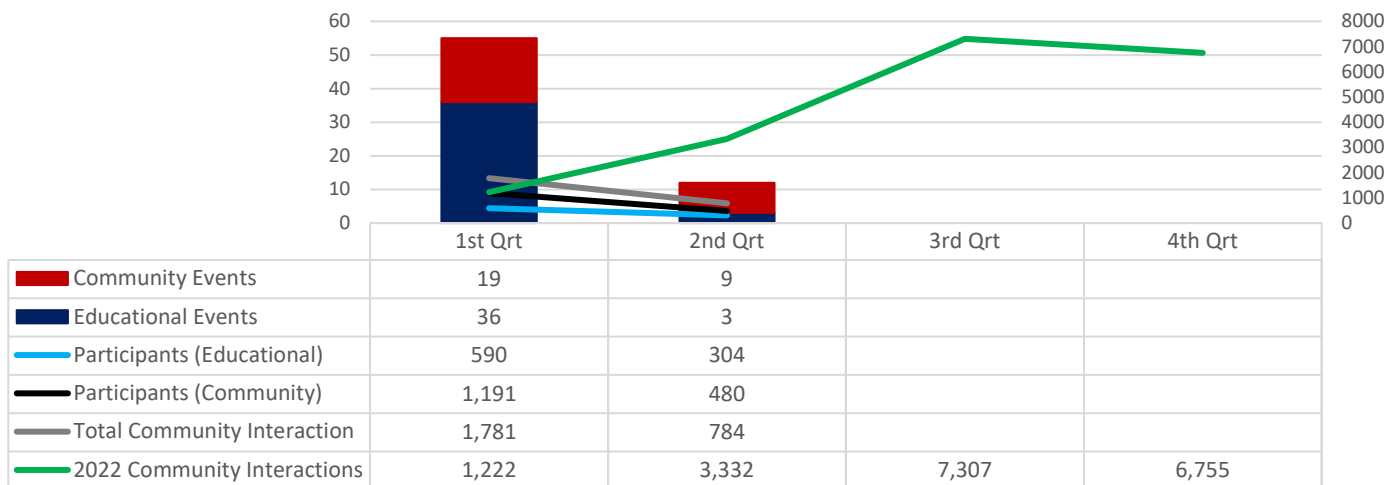
Highlighted Projects: Preliminary building plans have been reviewed for a proposed new 5 story apartment building located at 900 South Grady Way of approximately 150,000 square feet.

Public Education / Community Outreach Highlights



- We attended Joyful Hearts Preschool and provided fire safety story time that included tools vs toys, hot vs cold, hear the beep of a smoke alarm, and firefighters are our friends – 300 students attended.
- We participated in the Fairwood Elementary School Science Fair demonstrating how science is utilized in the fire service using our hazard kitchen and discussed the fire triangle and technology firefighters use in their jobs – 260 students attended these sessions.
- We visited Briarwood Elementary School and provided our kindergarten fire safety program – 25 students participated.

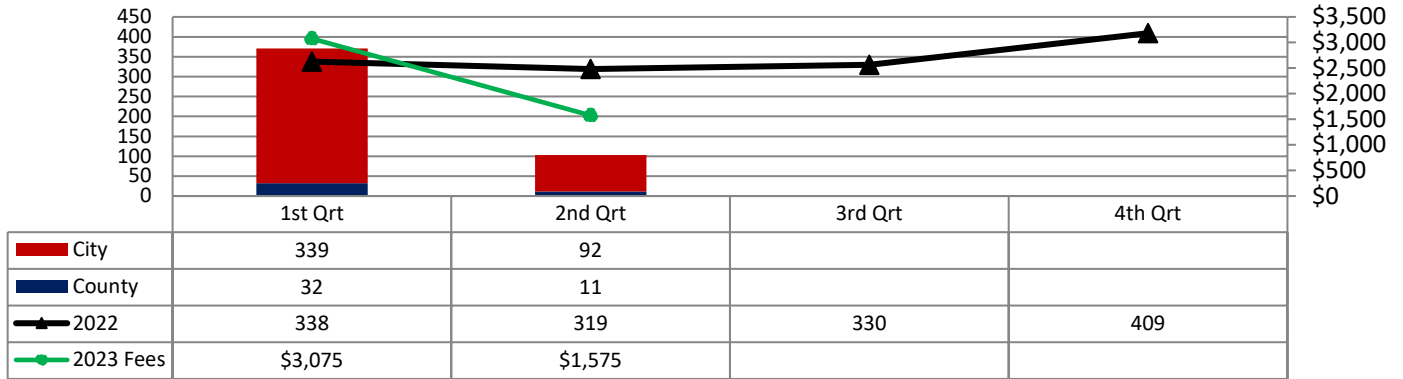
PUBLIC EDUCATION & COMMUNITY OUTREACH



False Alarms

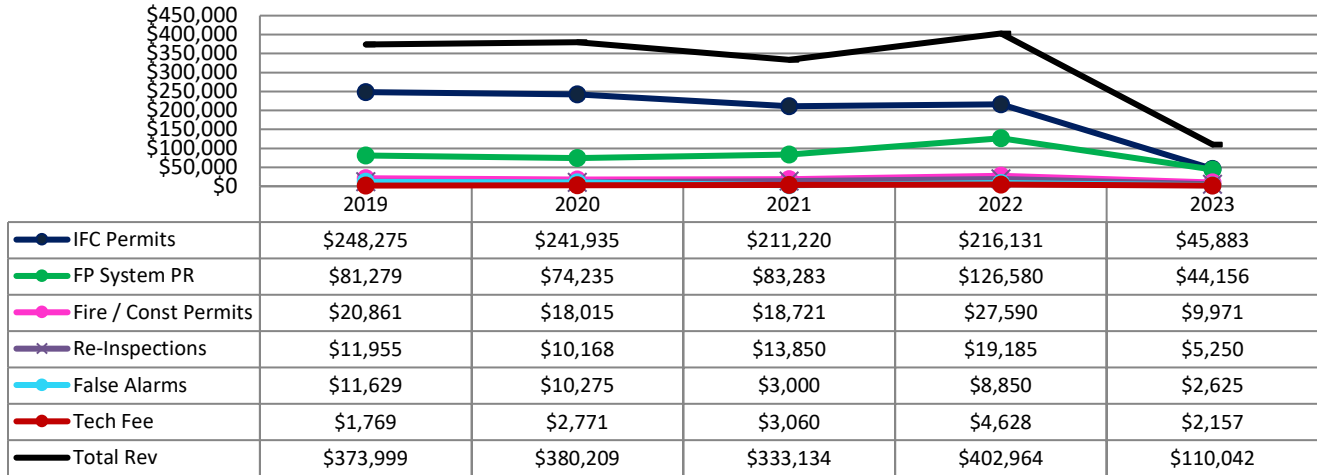
The Department has responded to 474 false alarms year to date, with \$4,650 in fees issued to property owners/tenants for preventable alarms.

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



Revenue \$110,042 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	367	412	89.08%
12	250	285	87.72%
13	352	377	93.37%
14	82	102	80.39%
15	88	100	88.00%
16	116	127	91.34%
17	179	197	90.86%
Total	1434	1600	89.63%

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

Incident Type Group	11	12	13	14	15	16	17	Total
▲								
100 - Fire	11	3	8	12	3	1	5	29
300 - Rescue & EMS	302	216	308	83	84	92	161	1173
400 - Hazardous Condition	8	5	4	6	2	2	1	22
500 - Service Call	14	9	6	2	1	4	2	35
600 - Good Intent Call	33	10	23	24	11	4	8	104
700 - False Alarm	20	15	26	17	6	13	9	96
800 - Severe Weather & Natural Disaster		1						1
Total	388	259	375	144	107	116	186	1460

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

Unit/Station	Response Counts
▲	
☐ 11	587
A311	167
E311	274
L311	146
☐ 12	366
A312	203
B312	20
CAR312	26
DIV312	1
E312	116
☐ 13	540
A313	304
B313	44
E313	192
☐ 14	160
E314	145
HM314	15
☐ 15	130
E315	130
☐ 16	139
E316	139
☐ 17	251
A317	173
E317	78
Total	2173

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

Last Month Response Time Breakdown

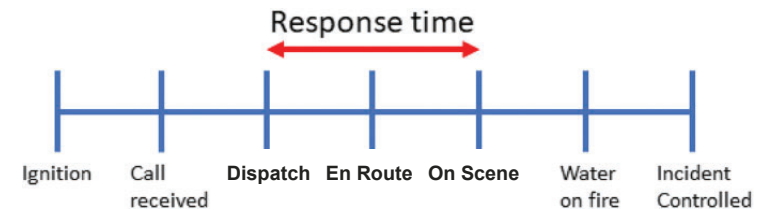
Station / Unit	Avg Turnout Time	Avg Travel Time	Avg Response Time	90th Percentile Turnout Time	90th Percentile Travel Time	90th Percentile Response Time
11	00:01:32	00:03:41	00:05:14	00:02:39	00:06:31	00:09:11
Aid Unit	00:01:21	00:03:07	00:04:28	00:02:12	00:05:26	00:07:38
Engine	00:01:46	00:03:58	00:05:45	00:02:46	00:07:06	00:09:53
Ladder Truck	00:01:28	00:04:13	00:05:42	00:02:56	00:07:10	00:10:06
12	00:01:43	00:03:41	00:05:24	00:02:43	00:05:38	00:08:21
Aid Unit	00:01:42	00:03:39	00:05:21	00:02:43	00:05:31	00:08:14
Engine	00:01:45	00:03:46	00:05:32	00:02:30	00:06:36	00:09:06
13	00:01:28	00:04:04	00:05:32	00:02:23	00:05:55	00:08:19
Aid Unit	00:01:33	00:03:59	00:05:33	00:02:22	00:05:49	00:08:11
Engine	00:01:15	00:04:16	00:05:32	00:02:37	00:06:08	00:08:45
14	00:01:56	00:04:17	00:06:13	00:02:51	00:07:32	00:10:23
Engine	00:01:56	00:04:17	00:06:13	00:02:51	00:07:32	00:10:23
15	00:01:59	00:04:07	00:06:06	00:02:59	00:06:04	00:09:04
Engine	00:01:59	00:04:07	00:06:06	00:02:59	00:06:04	00:09:04
16	00:01:48	00:04:05	00:05:53	00:02:49	00:05:51	00:08:40
Engine	00:01:48	00:04:05	00:05:53	00:02:49	00:05:51	00:08:40
17	00:01:36	00:03:48	00:05:24	00:02:39	00:05:54	00:08:34
Aid Unit	00:01:35	00:03:44	00:05:20	00:02:42	00:05:41	00:08:24
Engine	00:01:38	00:04:02	00:05:40	00:02:23	00:06:12	00:08:36
Total	00:01:38	00:03:53	00:05:31	00:02:42	00:06:05	00:08:47

Definition:

Turnout time = Dispatch to
Firefighters in vehicle ready to respond

Travel Time = Firefighters in vehicle ready to respond to
Firefighters On Scene

Response Time = Dispatch to
Firefighters On Scene



Year-to-date RRFA Incidents Overview

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

Station Areas	January	February	March	April	Total
11	366	326	373	412	1477
12	336	291	293	285	1205
13	425	339	351	377	1492
14	89	108	95	102	394
15	79	94	97	100	370
16	146	109	130	127	512
17	210	181	183	197	771
Total	1651	1448	1522	1600	6221

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

Incident Type Group	January	February	March	April	Total
100 - Fire	26	30	33	29	118
200 - Overpressure Rupture, Explosion, Overheat	1	1	1		3
300 - Rescue & EMS	1325	1201	1258	1173	4957
400 - Hazardous Condition	36	27	20	22	105
500 - Service Call	54	44	49	35	182
600 - Good Intent Call	138	111	107	104	460
700 - False Alarm	156	119	126	96	497
800 - Severe Weather & Natural Disaster			1	1	2
900 - Special Incident	3	1	2		6
Total	1739	1535	1596	1460	6330

Responses Breakdown by Apparatus

Apparatus Station	January	February	March	April	Total
▣ 11	548	499	567	587	2201
A311	157	152	174	167	650
E311	269	234	263	274	1040
L311	122	113	130	146	511
▣ 12	440	402	416	366	1624
A312	225	222	211	203	861
B312	28	23	41	20	112
CAR312	21	17	20	26	84
DIV312	1			1	2
E312	165	140	144	116	565
▣ 13	541	487	500	540	2068
A313	288	260	276	304	1128
B313	36	44	35	44	159
E313	217	183	189	192	781
▣ 14	125	135	146	160	566
E314	115	120	134	145	514
E414		1			1
HM314	10	14	12	15	51
▣ 15	96	109	114	130	449
E315	96	109	114	130	449
▣ 16	153	118	139	139	549
E316	153	118	139	139	549
▣ 17	273	236	247	251	1007
A317	182	150	160	173	665
BR317	1		1		2
E317	90	86	86	78	340
Total	2176	1986	2129	2173	8464

Online Message to Renton Regional Fire Authority

Received April 29, 2023

Name

Stephanie Cootsona

Comment or Message

Just a quick note... Saw the community connection newsletter about student heart screening. My son was diagnosed with a heart condition as a senior only because of a doctor's question for a sports physical. It was at that appointment that we learned he had had chest pain during baseball - one time. He needed subsequent open-heart surgery that I am certain saved his life. I LOVE that you help with these screenings and what the Nick of Time Foundation is doing. THANK YOU!

Emergency Medical Services Division

401 Fifth Avenue, Suite 1200
Seattle, WA 98104-1818

206-296-4693 Fax 206-296-4866
TTY Relay: 711

www.kingcounty.gov/health



April 26, 2023

Chief Steve Heitman
Renton Regional Fire Authority
18002 108th Ave SE
Renton, WA 98055

RE: Letter of Appreciation

Dear Chief Heitman,

I'd like to take a moment to thank you for your continued support in staffing the **Future Women in EMS and Fire Workshop** bi-annual event. The most recent workshop took place this past weekend and was a tremendous success, undoubtedly because of the amazing people who showed up prepared, committed, and ready to inspire. **Jessica Clearman, Kayla Eychner, Kelly Hyslop, Shawna Mailloux, Quincy McFalls, and Michaela Wallace** modeled impressive leadership skills and represented the Renton Regional Fire Authority in the very best of ways. I hope you are able to share our sincere gratitude and appreciation for their efforts.

We're already in the throes of planning for the next workshop in October 2023 and hope you continue to encourage and advocate for Renton RFA staff to participate in this regional recruitment and mentoring event. Again, thank you for your support and leadership as we continue to pave the way for exceptional women to play a greater role in the EMS/Fire system in our county.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele Plorde".

Michele Plorde, Director
Emergency Medical Services Division
Public Health – Seattle & King County

cc: Jenny Shin, EMS Division



Governing Board Agenda Item

SUBJECT/TITLE: Adoption of Relocation Appeal Process Policy

STAFF CONTACT: Fire Chief, Steve Heitman

SUMMARY STATEMENT:

When purchasing a property under threat of emitting domain, the involved parties have the right to file an appeal with Renton RFA after receiving notice of relocation. Staff and legal counsel desire to have a formal appeal process policy in place prior to such an event. Legal counsel has developed the attached policy and procedures for this process.

FISCAL IMPACT:

Expenditure N/A Revenue _____
Currently in the Budget Yes ☐ No ☐ N/A ☒

SUMMARY OF ACTION:

Renton RFA requests that the Governance Board adopt the policy as presented.

Reviewed by Legal Yes ☒ No ☐ N/A ☐

EXHIBITS:

Relocation Appeal Process Policy Draft

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to adopt the Relocation Appeal Process policy as presented.



Renton RFA Policy & Guidelines

(SOP #)		Relocation Appeal Process		
ADMINISTRATION				
Effective Date:	TBD	Approval:	Signature on file	Governance Board
Last Revision:				
Last Reviewed:				

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1.0 Statement of Policy

- 1.1 Any aggrieved party may file a written appeal with Renton Regional Fire Authority (Renton RFA) in any case in which the appellant believes that Renton RFA has failed to properly determine the appellant's eligibility for, or the method of determination of, or the amount of, a relocation payment required under these Procedures.

2.0 Affected Members

Governance Board and Executive Team Members

3.0 Objectives

- 3.1 To establish a process for reviewing relocation appeals filed with Renton RFA.

4.0 Responsibility

- 4.1 Renton RFA will promptly review appeals of relocation payments in accordance with the requirements of applicable law and these Procedures.

- 4.2 Renton RFA will follow the procedures set forth in Chapter 468-10 WAC to the extent practicable.

5.0 Procedures

5.1 Appealable Actions; Initiating the Appeal

5.1.1 Form and Contents of Notice

- 5.1.1.1 Appeals must be in writing. Renton RFA will consider a written appeal regardless of form.
- 5.1.1.2 The appeal notice or letter should state the date, the name of the appellant, and the basis for the appeal.
- 5.1.1.3 The letter or notice must clearly identify Renton RFA's project and the parcel of real property involved and should bear the signature and address of the appellant or the appellant's authorized representative.
- 5.1.1.4 Renton RFA may refuse to schedule any review or hearing on an appeal until these requirements have been complied with, or may issue an order dismissing the appeal upon the appellant's failure to comply within a reasonable time specified to the appellant by Renton RFA, which will not be less than fourteen (14) calendar days.
- 5.1.1.5 The appellant must file an appeal within the time limit for initiating the appeal at the following address:

Renton Regional Fire Authority
Governance Board
18002 108th Ave SE
Renton, WA 98055

5.1.2 Time Limit for Initiating Appeal

- 5.1.2.1 Renton RFA must receive a written appeal no later than sixty (60) calendar days after the appellant receives written notification of Renton RFA's determination on the appellant's claim for relocation payments.

5.1.3 Appellant's Review of Files

- 5.1.3.1 Renton RFA will permit the appellant to inspect and copy all materials pertinent to the appeal, except materials that are

classified as confidential by Renton RFA. Renton RFA may, however, impose reasonable conditions on the appellant's right to inspect, consistent with applicable laws.

5.1.4 Scope of Appeal

5.1.4.1 In deciding an appeal, Renton RFA will consider all pertinent justification and other material submitted by the appellant, and all other available information that is needed to ensure a fair and full review of the appeal.

5.1.5 Location and Scheduling of Appeal Meetings or Hearings

5.1.5.1 The meetings and hearings described in these procedures shall be held at the offices of RRFA.

5.1.5.2 At its discretion, Renton RFA may identify an alternative location for the participants' mutual convenience.

5.1.5.3 To the extent practicable, hearings shall be held on consecutive days until concluded.

5.1.6 Right to Representation

5.1.6.1 The appellant has a right to be represented by legal counsel or other representative in connection with any phase of his or her appeal under these procedures, but solely at the appellant's expense.

5.1.7 Limitations

5.1.7.1 A person is entitled to only such benefits as are specifically delineated in these Procedures.

5.2 Initial Review Meeting

5.2.1 Scheduling of Initial Review Meeting

5.2.1.1 Within fifteen (15) calendar days of receiving a notice of appeal, the Fire Chief, the Fire Chief's designee, or such other Renton RFA employee as designated by the Renton RFA Governance Board, shall serve as the Reviewing Officer to perform an initial review of the appeal.

5.2.1.2 The Reviewing Officer shall be a Renton RFA employee, or contractor, who is not, and has not been, directly involved in the action appealed.

5.2.1.3 The Reviewing Officer shall schedule an Initial Review Meeting, and shall provide the appellant or the appellant's representative, if any, with at least thirty (30) calendar days' notice of the date of the Initial Review Meeting.

5.2.2 Initial Review Meeting

5.2.2.1 The Reviewing Officer will review the notice of appeal and any other documents submitted by the appellant and by Renton RFA.

5.2.2.2 At the Initial Review Meeting, the Reviewing Officer will hear information relevant to the appeal from the appellant or the appellant's representative, if any, and from Renton RFA's representative.

5.2.3 Settlement

5.2.3.1 During the Initial Review Meeting, the Reviewing Officer may act to facilitate a mutually agreeable settlement between the appellant and Renton RFA.

5.2.3.2 The Reviewing Officer shall set forth in the Reviewing Officer's Decision the terms of any such settlement, as well as the procedure for formalizing the settlement.

5.2.3.3 Once formalized, a settlement will not be subject to the Formal Hearing process described below.

5.2.4 Reviewing Officer's Decision

5.2.4.1 Within fifteen (15) calendar days of the Initial Review Meeting, the Reviewing Officer will issue a written decision on the appeal, which may be to either accept or reject, in whole or in part, the appellant's claim. Such written decision shall not be required to include written findings or conclusions of law.

5.2.4.2 The Reviewing Officer will furnish a copy of the decision to Renton RFA and the appellant, or the appellant's representative, if any.

5.2.4.3 If the Reviewing Officer does not grant full relief as requested by the appellant, then the Reviewing Officer's written decision will advise the appellant of his or her right to have the Reviewing Officer's decision reviewed by a Hearing Officer, as designated by the Renton RFA Executive, in a Formal Hearing.

5.2.5 Request for Reconsideration

- 5.2.5.1 If the appellant disagrees with the Reviewing Officer's decision as to the appellant's eligibility for or the amount of the relocation entitlement, the appellant may seek an informal reconsideration of such determination by sending a letter explaining the grievance within thirty (30) calendar days after receipt of the decision to:

Renton Regional Fire Authority
Governance Board
18002 108th Ave. SE
Renton, WA 98055

- 5.2.5.2 If the appellant disagrees with the reconsideration decision of the Reviewing Officer, the appellant may request an adjudicative hearing as outlined in section 5.3 below.

5.3 Formal Hearing

5.3.1 Appellant's Request for Formal Hearing

- 5.3.1.1 Within fifteen (15) calendar days after receiving the Reviewing Officer's written decision or reconsideration decision, the appellant must notify Renton RFA, at the address set forth in section 5.2.5 above, that the appellant requests a Formal Hearing before a Hearing Officer to review the Reviewing Officer's decision.
- 5.3.1.2 This request for review shall contain the same information required for the initial notice of appeal as set forth above.
- 5.3.1.3 If appellant accepts the Reviewing Officer's decision or fails to file a request for a Formal Hearing within fifteen (15) calendar days after receiving the Reviewing Officer's written decision, then the matter shall be deemed closed.

5.3.2 Hearing Officer Appointed; Right of Appellant to Request Additional Information

- 5.3.2.1 Within fifteen (15) calendar days after receiving the appellant's written request for a Formal Hearing, the Fire Chief, or such other Renton RFA employee, or contractor, as designated by the Renton RFA Executive, shall be designated as the Hearing Officer to conduct the Formal Hearing.
- 5.3.2.2 The Hearing Officer shall be a Renton RFA employee who has not been directly involved in the original determination of the action being appealed and is not the Reviewing Officer.

- 5.3.2.3 Renton RFA shall notify the appellant, or the appellant's representative, if any, of the designation of the Hearing Officer.
- 5.3.2.4 This notification shall inform the appellant of the process and schedule by which the appellant may request additional information and make submittals to the Hearing Officer.
- 5.3.3 Appellant's Request for Additional Information
 - 5.3.3.1 If the appellant requires additional information from Renton RFA regarding the appellant's claim for relocation payments, the appellant may submit a written request for such information to the Hearing Officer and provide a copy of the request to Renton RFA.
 - 5.3.3.2 Additional information may include written interrogatories, production of documents or things, or permission to enter upon land for investigation or inspection.
 - 5.3.3.3 The appellant must submit a written request for this information within thirty (30) calendar days of receiving notice of designation of the Hearing Officer.
 - 5.3.3.4 The Hearing Officer shall grant the appellant's request for additional information upon finding that:
 - 5.3.3.4.1 The appellant has demonstrated it was unable to procure the information from a review of Renton RFA's file;
 - 5.3.3.4.2 The appellant has demonstrated a substantial need for the information requested in the preparation of its case; and
 - 5.3.3.4.3 Renton RFA will not be unreasonably inconvenienced, or incur unreasonable cost, by providing the requested information.
- 5.3.4 Decision on Request for Additional Information
 - 5.3.4.1 The Hearing Officer shall issue a written decision regarding the appellant's request for additional information within fifteen (15) calendar days of receipt of the appellant's written request.
 - 5.3.4.2 If the appellant's request is granted, the Hearing Officer shall set forth an appropriate procedure and schedule for provision of such additional information.

5.3.5 Appellant's Appeal Statement

- 5.3.5.1 The appellant shall submit an appeal statement to the Hearing Officer.
- 5.3.5.2 The purpose of the appeal statement is to identify the facts on which the appellant intends to rely.
- 5.3.5.3 The appeal statement shall include the following:
 - 5.3.5.3.1 A brief statement regarding the appellant's arguments;
 - 5.3.5.3.2 The names of any witnesses and the substance of their testimony;
 - 5.3.5.3.3 Attach any exhibits or other materials on which the appellant intends to rely.
- 5.3.5.4 Submittals must be made within thirty (30) calendar days from the date appellant receives notice that a Hearing Officer has been designated to hear the appeal; or, if appellant requests additional information, within thirty (30) calendar days of either of the following:
 - 5.3.5.4.1 The date appellant receives additional information from Renton RFA, if the Hearing Officer approves appellant's request; or
 - 5.3.5.4.2 The date the Hearing Officer denies the appellant's request.

5.3.6 Renton RFA's Request for Additional Information

- 5.3.6.1 Renton RFA may present a written request to the Hearing Officer to obtain additional information from the appellant in order to respond to appellant's hearing statement.
- 5.3.6.2 Renton RFA shall provide the appellant a copy of any such request.
- 5.3.6.3 The Hearing Officer shall grant Renton RFA's request for additional information upon finding that:
 - 5.3.6.3.1 Renton RFA has demonstrated a substantial need for the information requested in preparing its case, in light of either the appellant's request for additional information or the appellant's submittals, or both; and

5.3.6.3.2 The appellant will not be unreasonably inconvenienced, or incur unreasonable cost, to comply with the request.

5.3.6.4 If the Hearing Examiner grants Renton RFA's request for additional information, the Hearing Officer shall set forth an appropriate procedure and schedule for provision of such additional information.

5.3.7 Renton RFA's Appeal Statement

5.3.7.1 Renton RFA shall submit an appeal statement to the Hearing Officer.

5.3.7.2 The purpose of this appeal statement is to identify the facts on which Renton RFA intends to rely in defending the appeal.

5.3.7.3 The appeal statement shall include the following:

5.3.7.3.1 A statement regarding Renton RFA's arguments;

5.3.7.3.2 The names of any witnesses and the substance of their testimony; and

5.3.7.3.3 Attach any exhibits or other materials on which Renton RFA intends to rely.

5.3.7.4 Submittals must be made within thirty (30) calendar days from the date Renton RFA receives the appellant's appeal statement; or, if Renton RFA has requested additional information, within thirty (30) calendar days from either of the following:

5.3.7.4.1 The date Renton RFA receives any additional information from the appellant, if the Hearing Officer grants such request; or

5.3.7.4.2 The date the Hearing Officer denies Renton RFA's request.

5.3.8 Scheduling of Formal Hearing

5.3.8.1 Within thirty (30) calendar days of completion of exchange of any additional information, the Hearing Officer shall schedule the Formal Hearing.

5.3.8.2 The Hearing Officer will provide the appellant, or its representative, if any, at least thirty (30) calendar days' notice of the date of the Formal Hearing.

5.3.9 Conduct of Formal Hearing

5.3.9.1 The Hearing Officer shall conduct the Formal Hearing as follows:

- 5.3.9.1.1 Opening statements. Both the appellant and Renton RFA may make opening statements.
- 5.3.9.1.2 Appellant's case. The appellant may offer lay and expert testimony; may cross-examine Renton RFA's testimony; and may re-direct appellant's witnesses.
- 5.3.9.1.3 Renton RFA's case. The Renton RFA representative may offer lay and expert testimony; may cross-examine the appellant's testimony; and may re-direct Renton RFA's witnesses.
- 5.3.9.1.4 Closing argument. Both the appellant and the Renton RFA representative may make closing arguments. The Hearing Officer shall determine whether closing argument will be delivered orally or in writing. The Hearing Officer shall have the discretion to allow submission of post-hearing written argument. Any post-hearing written argument allowed by the Hearing Officer will be due five (5) working days after the hearing. The Hearing Officer will provide for rebuttal to any post-hearing argument, as appropriate.
- 5.3.9.1.5 The Hearing Officer may impose reasonable limitations on the number of witnesses heard and on the nature and length of their testimony. Testimony shall be concise and non-repetitious.

5.3.10 Transcript of Formal Hearing

- 5.3.10.1 The Hearing Officer shall provide for a transcript to be made of the Formal Hearing. An electronically recorded transcript shall comply with this requirement.

5.3.11 Initial Order

- 5.3.11.1 Within fifteen (15) calendar days of conclusion of the Formal Hearing (including any post-hearing argument), the Hearing Officer shall issue a decision regarding the appeal, setting forth the Hearing Officer's findings and conclusions.
- 5.3.11.2 The Hearing Officer's decision shall constitute an initial order.

5.3.11.3 The Hearing Officer's decision will advise the appellant of his or her right to seek the Decision Officer's review if dissatisfied with the initial order.

5.3.11.4 If not appealed to the Decision Officer, the initial order shall become the final order.

5.3.12 Decision Officer's Review of Initial Order; Final Order

5.3.12.1 Within fifteen (15) calendar days of receipt of the initial order the appellant must notify Renton RFA at the address set forth above that the appellant requests a review of the initial order by the Decision Officer.

5.3.12.2 The request for the Decision Officer's Review shall contain the same information as required for the initial notice of appeal.

5.3.12.3 The Renton RFA Chief Administration Officer, or such other Renton RFA employee as designated by the Renton RFA Executive, shall serve as the Decision Officer.

5.3.12.4 The Decision Officer shall be a Renton RFA employee, or contractor who has not been directly involved in the action being appealed and may be neither the Reviewing Officer nor the Hearing Officer.

5.3.12.5 The Decision Officer shall review the appeal of the Hearing Officer's initial order.

5.3.12.6 The Decision Officer shall provide the appellant or appellant's representative, if any, with thirty (30) calendar days' notice of the date of the Decision Officer's Review.

5.3.12.7 The Decision Officer may, in the Decision Officer's sole discretion, agree to meet with the appellant, appellant's representative, if any, and the Renton RFA representative concerning the appeal prior to issuing the final order.

5.3.12.8 Within fifteen (15) calendar days of the Decision Officer's Review, the Decision Officer shall submit the initial order as the final order, with or without any amendments deemed appropriate by the Decision Officer in light of the Decision Officer's review.

5.3.12.9 The Decision Officer shall advise the appellant of his or her right to seek judicial review if dissatisfied with the final order.

5.3.12.10 This appeal process shall establish the record for use in any subsequent judicial appeal proceedings, consistent with applicable law.

6.0 References

6.1 WAC Chapter 468-10

7.0 Appendix

7.1 Sample Notice

Appendix 7.1: Sample Notice

[INSERT DATE]

[INSERT DISPLACEE NAME]

[INSERT DISPLACEE ADDRESS]

Relocation Assistance Program

General Notice of Relocation Rights

Project Title: [INSERT PROJECT TITLE]

Parcel No.: [INSERT PARCEL NO.]

Displacee No.: [INSERT DISPLACEE NO.]

Dear [INSERT DISPLACEE NAME]:

This notice is to inform you that the property you are presently occupying is scheduled to be purchased by Renton Regional Fire Authority (RRFA) for a public improvement project. If the property is acquired as planned, it will be necessary for you to move.

Persons displaced as a result of this project may be entitled to certain relocation assistance as generally described in this letter and in the Relocation Assistance Program Brochure, which will be given to you. The actual law and legal regulations governing relocation assistance are contained in the United States Code, 42 USC 4601 et seq., Public Law 91-646 and the implementing regulation found in the Code of Federal Regulations, 49 CFR Part 24, the Revised Code of Washington, RCW 8.26, and the implementing regulations of the Washington Administrative Code WAC 468-100.

Qualification Requirements

In order to qualify to receive relocation entitlements, you must be in occupancy of the property prior to the date RRFA acquires the property. If you move before the offer, you may lose your eligibility to receive relocation assistance entitlements. Please contact me prior to moving in order to avoid any loss of entitlements.

If you are required to move, you will receive a Notice of Relocation Eligibility, Entitlements & 90-Day Assurance that will explain your relocation entitlements in detail. This letter will inform you of the location of at least one comparable dwelling that is currently available as well as advise you of other relocation assistance that you are entitled to receive.

Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined in Washington Administrative Code (WAC) 468-100-208.

Relocation Assistance Entitlements may include:

- Replacement Housing Payment.
- Moving Expense Payment up to a maximum of 50 miles for moving your personal property.

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- Advisory Services which include housing referrals, and help in filing payment claims, transportation to look at replacement housing, and other necessary assistance to ease your inconvenience.

Occupancy of Property

When appropriate, you will receive a Notice of Relocation Eligibility, Entitlements & 90-Day Assurance providing you with the earliest date that you could be required to vacate the property.

Reconsideration of a RRFA Decision

If you disagree with a determination RRFA makes as to your eligibility for or the amount of your relocation entitlement, you may seek an informal reconsideration of such determination by sending a letter explaining your grievance within 30 calendar days after receipt of such determination to:

Renton Regional Fire Authority
Governance Board
18002 108th Ave. SE
Renton, WA 98055

If you disagree with the reconsideration decision of the Reviewing Officer, you may request an adjudicative hearing as outlined in the “Right to Appeal a RRFA Decision” section below.

Right to Appeal a RRFA Decision

You also have the right to appeal a RRFA determination which includes my decision, without seeking reconsideration by filing an application for an adjudicative hearing before an administrative law judge of the Office of Administrative Hearings. You may file an application for an adjudicative hearing by serving a request for an adjudicative hearing pursuant to WAC 468-100-010 within 60 calendar days of receipt of the RRFA decision that you would like to appeal by certified mail, registered mail or personal service addressed to:

Sincerely,

[INSERT SPECIALIST'S NAME]

Relocation Specialist

Real Estate Services

[INSERT SPECIALIST'S ADDRESS]

[INSERT SPECIALISTS PHONE # AND FAX #]

[INSERT SPECIALIST'S E-MAIL ADDRESS]

Acknowledgment of receipt of General Notice of Relocation Rights and Relocation Assistance Brochure

Signature: _____ Date: _____

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Governing Board Agenda Item

SUBJECT/TITLE: Adoption of Resolution 2023-03

STAFF CONTACT: Fire Chief, Steve Heitman

SUMMARY STATEMENT:

Accelerated demands for, and increasing costs of, providing services necessitate revenues in excess of those which can be provided by the RFA's regular tax at the current rate of \$.607 per \$1,000 of assessed value as limited by the 101% limitation. Staff are recommending that the Board consider for approval a ballot measure, in the August general election, to restore the regular property tax levy to \$1.00 per \$1,000. with annual adjustments greater than 1% or annual CPI-W for the prior year for 5 succeeding years.

FISCAL IMPACT:

Expenditure N/A Revenue _____
Currently in the Budget Yes ☐ No ☐ N/A ☒

SUMMARY OF ACTION:

Renton RFA requests that the Governance Board adopt Resolution 2023-03 authorizing a levy lid lift ballot measure for the August 1, 2023 election.

Reviewed by Legal Yes ☒ No ☐ N/A ☐

EXHIBITS:

Resolution 2023-03

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to adopt resolution 2023-03 as presented.

**RENTON REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2023-03**

A RESOLUTION PROVIDING FOR THE SUBMISSION OF LEVY

A RESOLUTION OF THE GOVERNING BOARD OF RENTON REGIONAL FIRE AUTHORITY (RFA) PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE RFA AT AN ELECTION TO BE HELD WITHIN THE RFA ON AUGUST 1, 2023, IN CONJUNCTION WITH THE PRIMARY ELECTION TO BE HELD ON THE SAME DATE, OF A PROPOSITION RESTORING THE RFA'S PROPERTY TAX LEVY RATE TO \$1.00 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION AND ESTABLISHING A LIMIT FACTOR BASED ON THE CONSUMER PRICE INDEX SUBJECT TO OTHERWISE APPLICABLE STATUTORY LIMITATIONS FOR THE FOLLOWING FIVE YEARS.

Background: WHEREAS, it is the judgment of the Governing Board of the RFA that it is essential and necessary for the protection of the health and life of the residents of the RFA that fire and emergency medical services be provided by the RFA; and

WHEREAS, The Governing Board has determined that the accelerated demands for, and increasing costs of, providing services will necessitate the expenditure of revenues for improved fire protection operations, replacing apparatus and equipment, providing staffing, and maintaining emergency medical service levels in excess of those which can be provided by the RFA's regular tax revenue levied at the current rate of approximately \$.607 per \$1,000.00 of assessed valuation of taxable property within the RFA as limited by the 101% limitation; and

WHEREAS, the RFA experiences annual cost increases affecting its operations that reflect standard inflationary indices and that consistently exceed the statutory 101% limitation on tax levy increases; and

WHEREAS, the RFA believes that adopting a growth factor for years 2 -6 of the levy lid lift period based on the greater of 1% or the annual CPI-W for Seattle-Tacoma-Bellevue as reported in June as such CPI index is a reasonable measure of inflation for the Renton Regional Fire Authority; and

WHEREAS, the RFA previously levied its regular property tax at the rate of \$1.00 per thousand of assessed valuation of taxable property; and

WHEREAS, the Governing Board has determined that it is in the best interest of the RFA that the maximum allowable levy in the sixth year of the levy, authorized by this Resolution, serve as the levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Resolution: NOW, THEREFORE BE IT RESOLVED by the Governing Board of Renton Regional Fire Authority, King County, Washington as follows:

Section 1. In order to maintain and increase the level of fire protection, prevention, emergency medical services, and the protection of life and property within the RFA's service area, it is necessary for the RFA to operate and maintain emergency fire and medical service vehicles, to acquire and improve fire stations and other capital facilities, and to retain properly trained personnel equipped with proper firefighting and emergency medical equipment.

Section 2. In order to provide the revenue adequate to pay the costs of maintaining and providing the services described in Section 1 and to assure the continuation and improvement of such services the RFA shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010, and levy beginning in 2023 and collect beginning in 2024, pursuant to RCW 52.26.140, a general tax on taxable property within the RFA at a rate of \$1.00 per \$1,000.00 of assessed valuation subject to otherwise applicable statutory limits.

Section 3. In order to provide the revenue adequate to pay the costs of providing adequate life protection services and facilities as described in Section 1 and to maintain reserve funds sufficient to assure the continuation of such services beyond 2023, the RFA has determined that the limit factor for the five succeeding years shall be the greater of the statutorily authorized one percent or the CPI-W for Seattle-Tacoma-Bellevue for the period of June to June as reported in the levy year. Such percentage shall be used to determine the actual levy rate, subject to the maximum statutory rate of \$1.00 per \$1,000.00 of assessed valuation, in 2024-2028. The funds raised under this levy shall not supplant existing funds used for the purposes described in Section 1.

Section 4. The amount levied in 2028 to be collected in 2029 shall serve as the RFA's tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Section 5. There shall be submitted to the qualified electors of the RFA for their ratification or rejection, at an election on August 1, 2023, the question of whether or not the regular property tax levy of the RFA should be restored to \$1.00 per \$1,000.00 of true and assessed valuation and be adjusted by the greater of the statutorily authorized one percent or the CPI-W for Seattle-Tacoma-Bellevue for the period of June to June as reported in the levy year for the following five years, subject to otherwise applicable statutory limitations. The Governing Board hereby requests the auditor of King County, as ex-officio Supervisor of Elections, to call such election, and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

Name of Jurisdiction: Renton Regional Fire Authority

Proposition #: Proposition No. 1

Short Title: Property Tax Levy for Fire Protection and Emergency Medical Services.

Ballot Title: The Board of Renton Regional Fire Authority adopted Resolution No. 2023-03 concerning a proposition to maintain and adequately fund Renton Regional Fire Authority's operations.

This proposition authorizes the Renton Regional Fire Authority to restore its regular property tax levy to \$1.00 per \$1,000.00 of assessed valuation in 2023 and authorizes annual adjustments by the greater of 1% or the annual CPI-W for Seattle-Tacoma-Bellevue as reported in June of the levy year for each of the five succeeding years. The maximum allowable levy in 2028 shall serve as the base for subsequent levy limitations as provided by Chapter 84.55 RCW.

Should this proposition be: Approved ☐ Rejected ☐

Section 6. In accordance with RCW 84.55.050(1), the ballot measure shall require the approval of a simple majority of voters.

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Section 7. The Governing Board hereby assigns to the Fire Chief or designee the task of appointing members to a committee to advocate voters’ approval of the proposition and to a committee to prepare arguments advocating voters’ rejection of the proposition.

Section 8. For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Governing Board hereby designates the Fire Chief and legal counsel as the individuals to whom the County Auditor shall provide such notice.

Section 9. The Fire Chief is authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution, including modifying the text of the ballot title and any other text, language, and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution.

Section 10. The Chief, or designee, is hereby authorized and directed, no later than May 12, 2023, to provide to the County Auditor a certified copy of this resolution, and the proper RFA officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters at the August 1, 2023 election.

Section 11. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 12. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 13. This resolution shall take effect and be in force immediately upon its passage.

Adoption: ADOPTED by the Governing Board of the Renton Regional Fire Authority at an open public meeting of such Board on the 8th day of May 2023, the following Board Members being present and voting:

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member