



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, November 13, 2023

Fire Station #14 – 1900 Lind Ave SW, 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:

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)

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, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief Dan Alexander, Finance Manager LaQuanza Flowers, Facilities Technician Don Highley, Site Reliability Engineer Wyatt Humphreys, Business Intelligence Analyst Kelvin Li, Board Secretary Samantha Vergara, RFA Attorney Brian Snure.

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

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 October 9, 2023 Regular Meeting; October 23, 2023 Special Meeting; November 1, 2023 Special Meeting; and the approval of vouchers.

A **MOTION** was made by Board Member Alberson and **SECONDED** by Board Member Morrell to approve the consent agenda for November 13, 2023. **MOTION CARRIED (5-0)**

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SIGNING OF VOUCHERS

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

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman presented his report.

Board Chair O'Halloran inquired about who is involved in the BESS meetings and Board Member Alberson asked a question of the battery storage system; Chief Heitman and Fire Marshal Barton responded.

DIVISION REPORTS

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

CAO Babich presented the Q3 Financial Report and provided clarification to Board Chair O'Halloran's question and responded to Board Member Alberson's inquiry.

DC DeSmith presented the EMS/Health & Safety report. Board Member Alberson inquired about a reunification meeting and DC DeSmith responded.

Fire Marshal Barton delivered her report and responded to Board Member Alberson's inquiry about inspections and to Board Chair O'Halloran's questions regarding expansion projects and regarding legislation around single access for certain structures.

CORRESPONDENCE

Chief Heitman shared thank you letters the RFA received for the following:

- CPR Training from Habitat for Humanity, recognizing fire fighter/instructor Yun.
- Future Women in EMS and Fire Workshop from KC Emergency Medical Services Division, recognizing fire fighters Bue, Eychner, Garza, K Hyslop, McFalls and Wallace.
- Letter from a Renton family to the crew at Station 17

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Resolution 2023-07 Certifying Property Tax Levy & Adopting Operating Budget 2024

With the adoption of Resolution 2023-07, the Governing Board of the Renton RFA adopts the preliminary 2024 budget and establishes the 2024 tax levy based on the estimated assessed valuation of property within the boundaries of the Renton RFA based upon the information from the KC Assessor's Office.

A **MOTION** was made by Board Member Alberson and **SECONDED** by Board Chair O'Halloran to adopt Resolution 2023-07 as presented. **MOTION CARRIED (5-0)**

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Resolution 2023-08 Fire Benefit Charge 2024

With the adoption of Resolution 2023-08, the Governing Board of the Renton RFA establishes the 2024 Benefit Charge to be apportioned in accordance with the “2024 Schedule of Benefit Charges.”

A **MOTION** was made by Board Member Alberson and **SECONDED** by Board Chair O’Halloran to adopt Resolution 2023-08 as presented. **MOTION CARRIED (5-0)**

Laptop Schedule Replacement

Staff laptops are due for replacement in 2023/2024. This is a budgeted item in the Capital IT Equipment fund.

A **MOTION** was made by Board Member Alberson and **SECONDED** by Board Chair O’Halloran to approve the laptop schedule replacement as presented. **MOTION CARRIED (5-0)**

Adoption of Debt Policy

As part of our preparation for issuing bonds in 2024, the RRFA has identified the need to establish a formal debt policy. The attached draft policy covers the objectives, responsibilities, and procedures to be followed when issuing debt.

A **MOTION** was made by Board Member Alberson and **SECONDED** by Board Chair O’Halloran to approve and adopt the debt policy as presented. **MOTION CARRIED (5-0)**

Adoption of 2024-2029 Capital Improvement Program (CIP)

Finance staff have compiled the capital improvements projected to be completed between 2024 and 2029 into a comprehensive program and present the program for the Board’s consideration and approval.

A **MOTION** was made by Board Member Alberson and **SECONDED** by Board Chair O’Halloran to adopt the 2024-2029 Capital Improvement Program as presented. **MOTION CARRIED (5-0)**

Demolition Proposal for Station 16 Property Site

Seeking approval for the demolition of the structures on the designated site for Station 16. Clearing the structures serves to prepare the land for the upcoming build and to prevent the vacant structures from any misuse.

A **MOTION** was made by Board Member Alberson and **SECONDED** by Board Chair O’Halloran to approve the proposal for demolition work at the new Station 16 property site as presented. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

There was no executive session.

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FUTURE MEETINGS

- Monday, November 27, 2023, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Monday, November 27, 2023, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Monday, December 11, 2023, 10:00 a.m., Governance Board Regular Meeting, Fire Station #14 (1900 Lind Ave SW, Renton) / Video Conference

ADJOURNMENT

Board Chair O'Halloran adjourned the meeting at 10:52 a.m.

Valerie O'Halloran

Valerie O'Halloran (Dec 11, 2023 15:06 PST)

Valerie O'Halloran, Board Chair

Samantha Vergara

Samantha Vergara (Dec 11, 2023 15:00 PST)

Samantha Vergara, Board Secretary