



Renton Regional Fire Authority
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Renton, WA 98055
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MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, January 8, 2024

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)

Valerie O’Halloran, Chair (City of Renton)

Governance Board Members Not Present:

Marcus Morrell (Fire District 25)

Ryan McIrvine (City of Renton)

Andrew Schneider (Non-Voting Advisory Position, Fire District 40)

Administrative Staff Present:

Fire Chief Steve Heitman, Chief Administration Officer Samantha Babich, Deputy Chief Mark Seaver, Deputy Chief Dan Alexander, Fire Marshal Angela Barton, Finance Manager LaQuanza Flowers, Human Resources Manager Michael Scoma, Facilities Lead Don Highley, Business Intelligence Analyst Kelvin Li, Site Reliability Engineer Wyatt Humphreys, Logistics Cpt. Jason Lundin, Board Secretary Samantha Vergara, RFA Attorney Brian Snure; (Virtual) Administrative Services Manager Christine Noddings

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

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

The Governance Board Oath of Office was administered by Board Secretary Vergara.

The Accreditation Presentation was presented by Chief Heitman. Vice Chair Abercrombie inquired about the CFAI organization, the accreditation process and whether the Board members would be interviewed by the assessors; Chief Heitman responded. Board Chair O’Halloran asked about the submission date for the self-assessment. Chief Heitman noted January 15, 2024.

PUBLIC COMMENT

There was no public comment.

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CONSENT AGENDA

Approval of minutes from the December 11, 2023, Regular Meeting, and the approval of vouchers.

A **MOTION** was made by Board Member Alberson and **SECONDED** by Vice Chair Abercrombie to approve the consent agenda for December 11, 2023, as published. **MOTION CARRIED (4-0)**

SIGNING OF VOUCHERS

The Governance Board Members signed the Voucher Approval letter for January 8, 2024.

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.

After Fire Marshal Barton presented her report, Vice Chair Abercrombie asked about the percentage of the Office of the Fire Marshal revenue compared to what is spent in operating costs. Fire Marshal Barton responded and will follow-up. Board Member Alberson and Board Chair O'Halloran asked about the significant large-loss fires in the 4th quarter of 2023; FM Barton responded.

Once Deputy Chief Alexander presented his report for Support Services, Board Chair O'Halloran inquired about the status of the Martins' relocation. DC Alexander provided an update.

Deputy Chief Seaver delivered his Response Operations report and Board Member Cook shared positive feedback and heartfelt gratitude for the Renton RFA Adopt-a-Family event in December 2023, where he and his family joined in the event.

CORRESPONDENCE

Chief Heitman shared a letter of thanks and recognition for Renton RFA CPR/First Aid instructors.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Appointment of Governance Board Chair and Vice-Chair for the 2024 Term

Board members held a discussion for the appointment of this year's Chair and Vice-Chair positions.

A **MOTION** was made by Board Chair O'Halloran and **SECONDED** by Board Member Alberson to appoint Vice Chair Abercrombie as the 2024 Governance Board Chair. **MOTION CARRIED (4-0)**

A **MOTION** was made by Board Chair O'Halloran and **SECONDED** by Board Member Cook to appoint Board Member Alberson as the 2024 Governance Board Vice Chair. **MOTION CARRIED (4-0)**

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Vice Chair Abercrombie shared his experience in past years being on the Board and made a statement of encouraging all Board members to be more involved in their roles.

GOOD OF THE ORDER

Board members discussed meeting times for the 2024 schedule of the Budget/Finance and Operations/Capital committee meetings and decided on which members would serve on the two committees.

Chief Heitman advised the Board that the January committee meetings will be extended to 45 minutes, as the RRFA Executive Team has much to present. All remaining meetings will be scheduled for 30 minutes; the Budget/Finance committee meeting will begin at 10:00 am and the Operations/Capital committee meeting at 10:30 am on the fourth Monday of the month.

As a follow up to Vice Chair Abercrombie’s question on the percentage of revenue expenses for the Office of the Fire Marshal, CAO Babich reported on the 2023 OFM budget for personnel (benefits and wages). Vice Chair Abercrombie requested a report for 2021-2022. Finance Manager Flowers will follow up with the information.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

- Monday, January 22, 2024, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Monday, January 22, 2024, 10:45 a.m., Operations/Capital Committee Meeting, Video Conference
- Monday, February 12, 2024, 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 11:01 a.m.



Kerry Abercrombie, Board Chair



Samantha Vergara, Board Secretary

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