



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, January 13, 2025

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
 - Welcome Board Member Ed Prince
- 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 December 9, 2024](#), Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 11/16/2024 – 12/15/2024
Payroll Checklist 11/1/2024 – 11/30/2024
- Signing of Vouchers
- Board Committee Reports
 - Budget & Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
 - Administration (Presented by DC Alexander)
 - [Public Records Request 2024 Annual Report](#)
 - EMS/Health & Safety (Deputy Chief DeSmith)

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- Office of the Fire Marshal (Fire Marshal Barton)
 - [OFM 2024 Annual Report](#)
- Support Services (Deputy Chief Alexander)
- Response Operations (Deputy Chief Seaver)
 - Significant Events
 - 12/7/24 700 Perimeter Rd MVA w/Injuries
 - 12/13/24 207 Sunset Blvd N Commercial Fire
 - 12/13/24 10436 SE Carr Rd Shooting Incident
 - 12/24/24 2417 Dayton Ave NE Residential Fire
 - 12/27/24 17021 159th PI SE Residential Fire
 - Training
 - Multi-Company Night Drills
 - Multi-Company Live Fire
 - Squad Elevator Training
 - Public Outreach
 - Renton Neighborhood Program “Santa Delivery”
 - Ride Alongs
 - Clam Lights
 - Station Tours: 11
 - Engine Visit: Bryn Mawr
 - Battle of the Badges
 - Kennydale Santa Parade
 - Fairwood Greens “Santa Delivery”
 - Hannukah Celebration at the Landing
 - [December Response Reports](#)
- Correspondence
- Unfinished Business
- New Business
 - [Procurement Policy Update](#)
 - Appointment of Governance Board Chair and Vice-Chair for 2025 term.
- Good of the Order
 - Discussion to confirm the meeting times/duration for the 2025 Budget/Finance and Operations/Capital committee meetings and board member assignment for both committees (changes to the meeting schedule will require a resolution).
- Executive Session

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- Future Meetings:
 - Monday, January 27, 2025, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
 - Monday, January 27, 2025, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
 - Monday, February 10, 2025, 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, December 9, 2024

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

CALL TO ORDER

Governance Board Chair Abercrombie called the regular meeting to order at 10:02 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Chair (Fire District 25)
James Alberson, Vice Chair (City of Renton)
Ryan McIrvin (City of Renton)
Marcus Morrell (Fire District 25)
Valerie O'Halloran (City of Renton)
Sean Cook (Fire District 25)

Governance Board Members Not Present:

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

Administrative Staff Present:

Fire Chief Steve Heitman, Chief Administration Officer Samantha Babich, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Deputy Chief Dan Alexander, Deputy Fire Marshal Hugo Sotelo, Communications Manager Katie Lewis, Site Reliability Engineer Wyatt Humphreys, Board Secretary Samantha Vergara and RFA Attorney Brian Snure.

Public Present In-Person:

Michael O'Halloran

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member O'Halloran to excuse the absent board member. **MOTION CARRIED (6-0)**

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Board Member Recognition:

Chief Heitman recognized Board Member O'Halloran, giving thanks for her support and guidance during her three-year term serving on our Renton RFA governance board.

PUBLIC COMMENT

Michael O'Halloran recognized Valerie O'Halloran for her service.

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December 9, 2024

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CONSENT AGENDA

Approval of minutes from the November 12, 2024, regular meeting and the approval of vouchers.

A **MOTION** was made by Vice Chair Alberson and **SECONDED** by Board Member McIrvine to approve the consent agenda for December 9, 2024. **MOTION CARRIED (6-0)**

SIGNING OF VOUCHERS

The governance board members signed the voucher approval letter for December 9, 2024.

BOARD COMMITTEE REPORTS

There were no board committee reports.

CHIEF'S REPORT

Chief Heitman presented his report.

At the conclusion of the Chief's report, Board Member O'Halloran inquired about the function of the ChemPro XCWA detector. Deputy Chief Seaver explained this mobile device detects chemicals in the air and discussion continued with Chief Heitman.

DIVISION REPORTS

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

After DC DeSmith presented his report for EMS/Health & Safety, Vice Chair Alberson and Board Member O'Halloran asked about the bladder scanner process and training/qualifications of the FD CARES nurse. DC DeSmith responded.

Deputy Fire Marshal Hugo Sotelo presented the Office of the Fire Marshal report on behalf of Fire Marshal Barton. After the report was delivered, Vice Chair Alberson asked about the difference in plans review/permits between this year and last year's fourth quarter stats. Deputy FM Sotelo responded.

Board Member O'Halloran inquired about any updates with the Park Avenue buildings and Deputy Fire Marshal Sotelo noted that Fire Marshal Barton will share any information she receives.

After DC Seaver presented his report for Response Operations, Vice Chair Alberson and Board Chair Abercrombie inquired about the mass casualty incident on November 16th. DC Seaver and DC DeSmith both responded.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

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December 9, 2024

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NEW BUSINESS

Benefit Charge Hearing Process Dates

CAO Babich presented, asking the board to approve the proposed dates and times for the Benefit Charge petition process.

A **MOTION** was made by Vice Chair Alberson and **SECONDED** by Board Member Morrell to approve the 2025 Renton RFA Petition Schedule as presented. **MOTION CARRIED (6-0)**

GOOD OF THE ORDER

Discussion of the 2025 roles for board chair and vice-chair positions took place. The chair will be a council member and vice-chair a fire commissioner. The confirmation of newly appointed positions will be finalized in the January 2025 regular governance board meeting.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

Board Chair Abercrombie inquired about any need to hold the committee meetings on December 23rd and all board members agreed to cancel them. Board Secretary Vergara will still prepare the voucher report and send to the board for review prior to the next Governance Board meeting in January.

- ~~Monday, December 23, 2024, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference~~
- ~~Monday, December 23, 2024, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference~~
- Monday, January 13, 2025, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference

ADJOURNMENT

Board Chair Abercrombie adjourned the meeting at 10:30 a.m.

Kerry Abercrombie, Board Chair

Samantha Vergara, Board Secretary

VOUCHER APPROVAL FOR JANUARY 13, 2025 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 \$1,952,577.30, payroll vouchers and direct deposits totaling \$1,535,476.67.

A/P VOUCHERS	Payment Date	Numbers	Amount
Virtual Pay	11/16/2024 - 12/15/2024	APA003675-APA003768	\$810,514.22
Checks	11/16/2024 - 12/15/2024	-	\$2,648.16
EFTs	11/16/2024 - 12/15/2024	-	\$323,033.58
Bank Drafts	11/16/2024 - 12/15/2024	-	\$814,706.34
AR Refund Checks	11/16/2024 - 12/15/2024	13761-13764	\$1,675.00
TOTAL A/P			\$1,952,577.30
PAYROLL VOUCHERS		No. of Vouchers	Amount
Direct Deposits	11/25/2024	186	\$758,313.78
Payroll Checks	11/25/2024	0	\$0.00
Direct Deposits	12/10/2024	185	\$777,162.89
Payroll Checks	12/10/2024	0	\$0.00
TOTAL PAYROLL		371	\$1,535,476.67
TOTAL CLAIMS			\$3,488,053.97

Renton Regional Fire Authority Governance Board:

Kerry Abercrombie, Board Chair

James Alberson, Board Member

Marcus Morrell, Board Member

Ryan McIrvine, Board Member

Sean Cook, Board Member

Ed Prince, Board Member



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: January 13, 2025

TO: Kerry Abercrombie (Fire District 25)
James Alberson, Jr. (City of Renton)
Sean Cook (Fire District 25)
Ryan McIrvine (City of Renton)
Marcus Morrell (Fire District 25)
Ed Prince (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. Unit Citation Award

During the windstorm event in our region on November 19, crews from A311, M5, E311, B312, L311, and MSO responded to an incident where a man was pinned by a large tree that had fallen on a shed he was inside. A311 and M5 are being recognized for their prompt assessment, requesting additional resources, and providing ongoing treatment to the patient while trapped, in addition to removing debris from the crushed shed. E311 is being acknowledged for stabilizing the tree to stop the crush and beginning to safely cut the tree to reduce its weight. L311 is being commended for their efforts in lifting the tree off the patient, enabling his safe extrication. The entire operation, performed in 60+ mph winds and driving rain, was completed in under 27 minutes from the first unit's arrival, with L311 assuming Rescue Group Supervisor within 15 minutes. The crews' actions demonstrated outstanding teamwork and skill, giving the patient the best chance of survival in challenging conditions.

A311

Capt. Josh Brown
FF Patrick Leahy

E311

Eng. Chris Cline
FF Kasey Parker
FF Gage Harty

L311

Lt. Jacob Smith
FF Justin Bodolay
FF Brandon Weeks

2. Retirement

Deputy Chief Chuck DeSmith will be retiring at the end of January. DC DeSmith has served the Renton community for the past 34 years. A gathering will be held for DC DeSmith on a date to be announced for friends and family to come share memories and wish him well.

3. 2024 Adopt-A-Family Update

We are pleased to report that this year's Adopt-A-Family Program, in partnership with IAFF Local 864 Firefighters and Communities in Schools of Renton, was another resounding success. Under the leadership of Firefighter Emilie Garza and the eight team leads, our team brought joy and relief to eight families in need during the holiday season. Because of the



collective effort of the fire stations, day staff, and many dedicated volunteers, the program provided these families with thoughtful holiday gifts and meals. On Monday, December 23rd, Santa and his elves delivered the gifts aboard the Union Pumper, spreading cheer throughout the community. Despite the chilly weather, the event went off without a hitch thanks to careful planning and preparation.

4. 2024 Battle of the Badges Update

Thanks to the creativity, teamwork, and dedication of our staff, the Renton RFA team won the "Festive Innovation" category with our "Elf Spy Academy" theme! Attendees enjoyed the ADA-compliant obstacle course, where they earned their diploma and Elf Spy Academy badge. We also distributed commemorative Renton RFA ornaments, which were well-received by the community. For those who could not attend, I invite you to experience the displays that won each category by watching the following



video: [Elf Spy Academy - Renton RFA Display](#). This event was not only an opportunity to engage with our community but also a wonderful chance to showcase the innovative and inclusive spirit of Renton RFA. Thank you for your continued support of events like these, which allow us to build stronger connections with those we serve.



ANNUAL PUBLIC RECORD REQUEST REPORT

January 1, 2024 – December 31, 2024

5 Open Requests

Total number of open requests at the end of this reporting period.

514 Requests Received

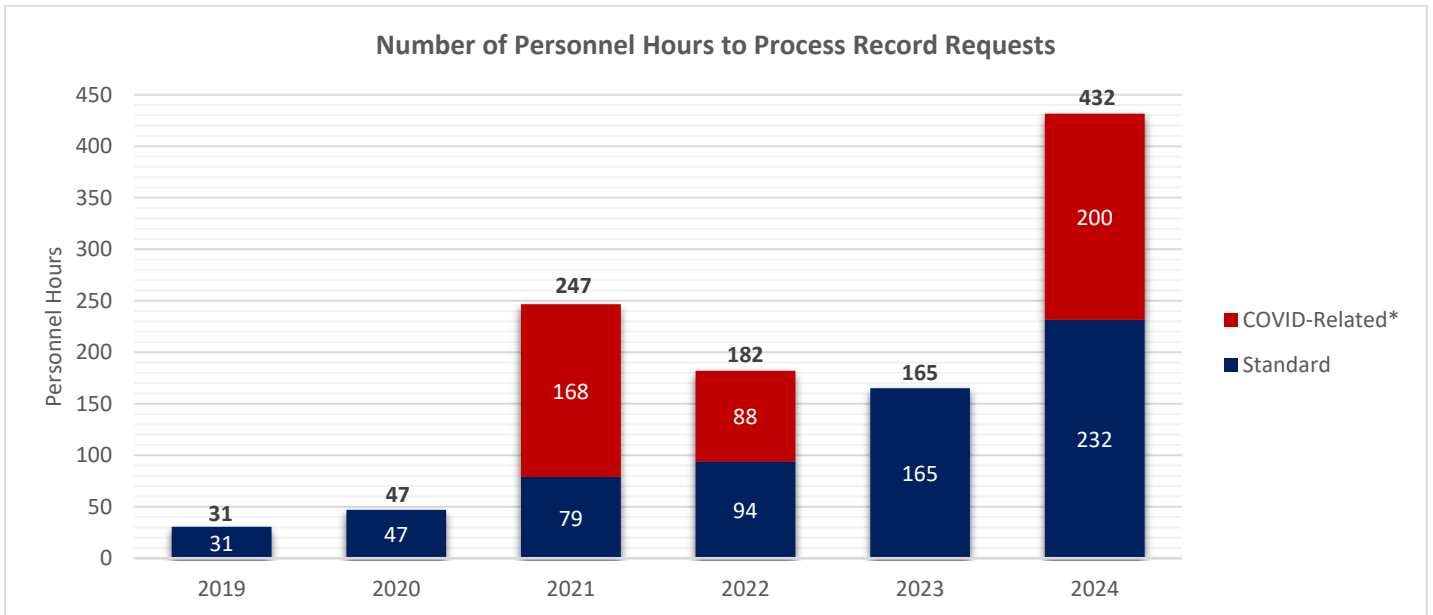
Total number of new requests received during this reporting period.

528 Requests Closed

Total number of closed requests during this reporting period.

431:34

Total time expended (hh:mm) during this reporting period by staff where responding is a primary responsibility.



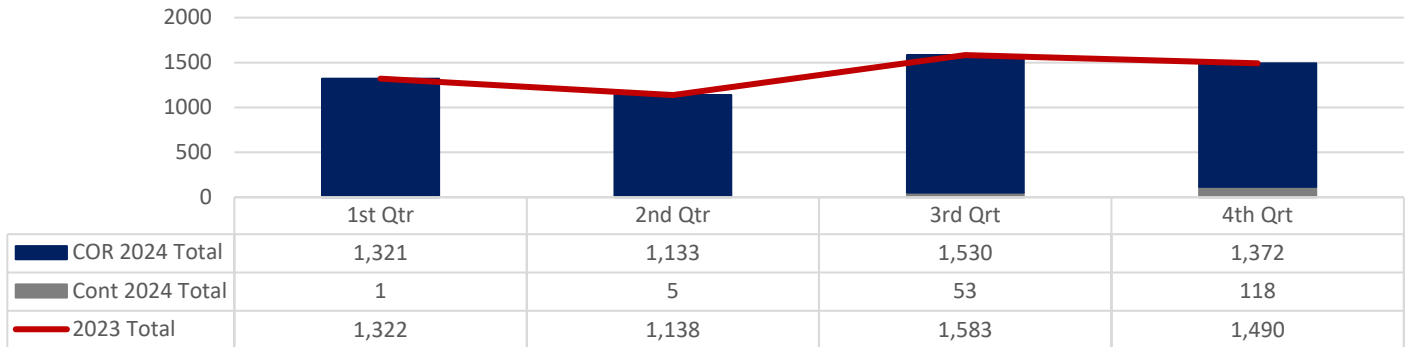
*Hours for processing COVID-related record requests regarding personnel matters related to the 2021 COVID vaccine mandate and a 2024 legal subpoena related to the Red Lion in Renton.

Office of the Fire Marshal 2024 Annual Report

Inspections

Staff have completed 5,533 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) were completed in 2024.

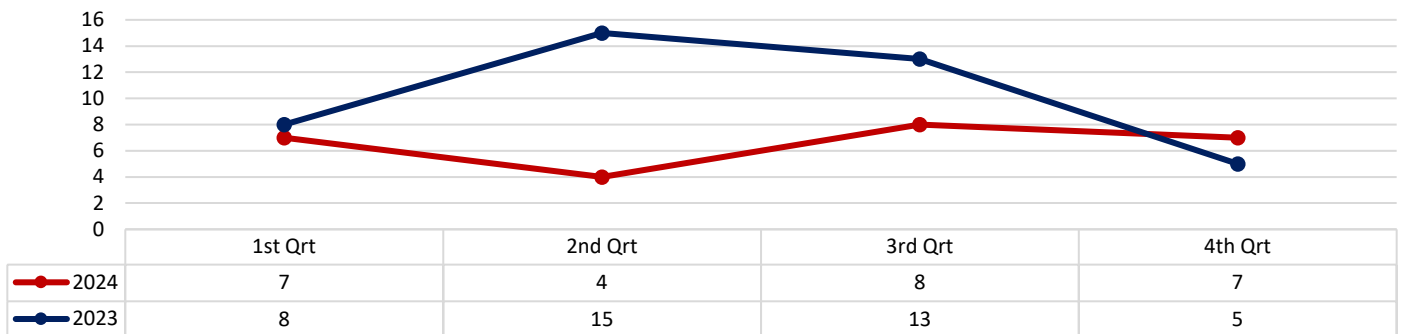
Inspections Completed by Quarter - Comparative to 2023



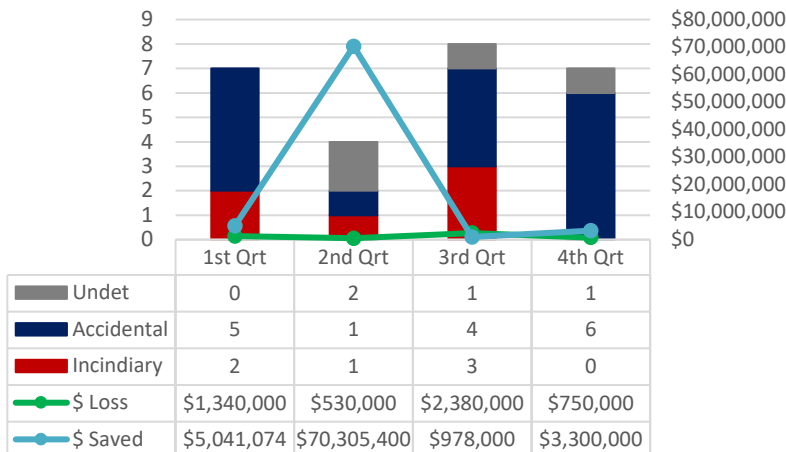
Fire Investigations

Staff investigated 26 fires in 2024. Total dollar loss for the year is estimated at \$5 million, and an estimated \$80 million in saved property.

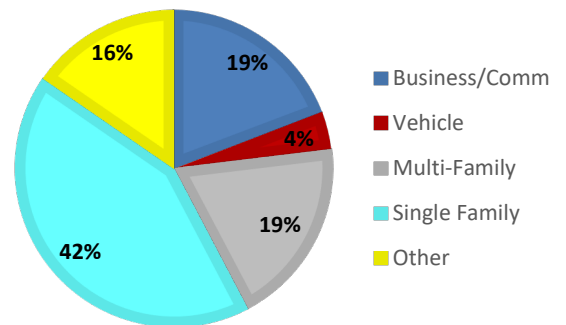
Fire Investigations by Quarter - Comparative to 2023



FIRE CAUSE AND LOSS ESTIMATE



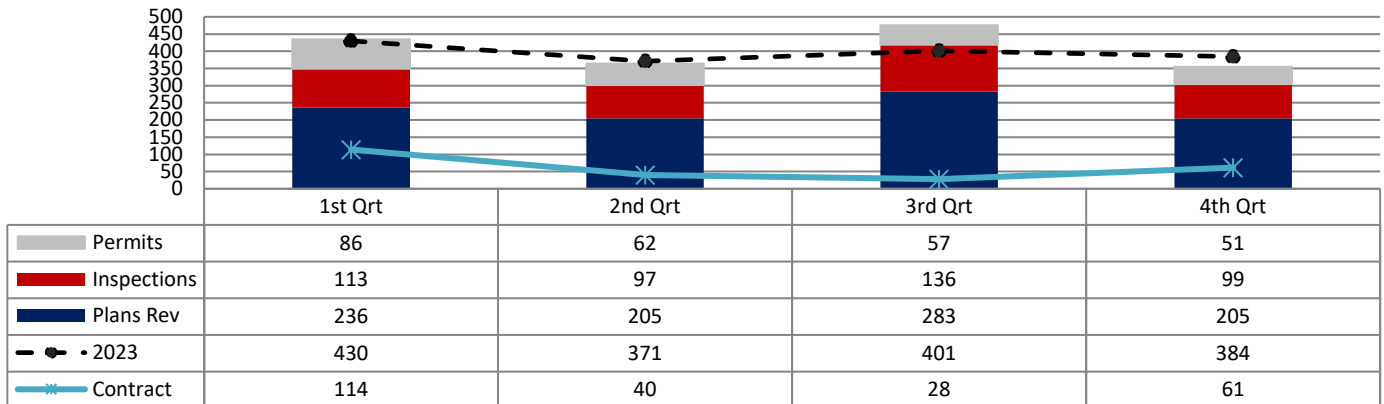
PROPERTY TYPE OF INVESTIGATED FIRES



Plans Review, Construction Inspections & Permits

Staff completed 1,099 plans reviews, 468 construction inspections, and issued 268 fire systems and/or fire construction permits in 2024.

Plans Review, Construction Inspections & Permits by Quarter - Comparative to 2023

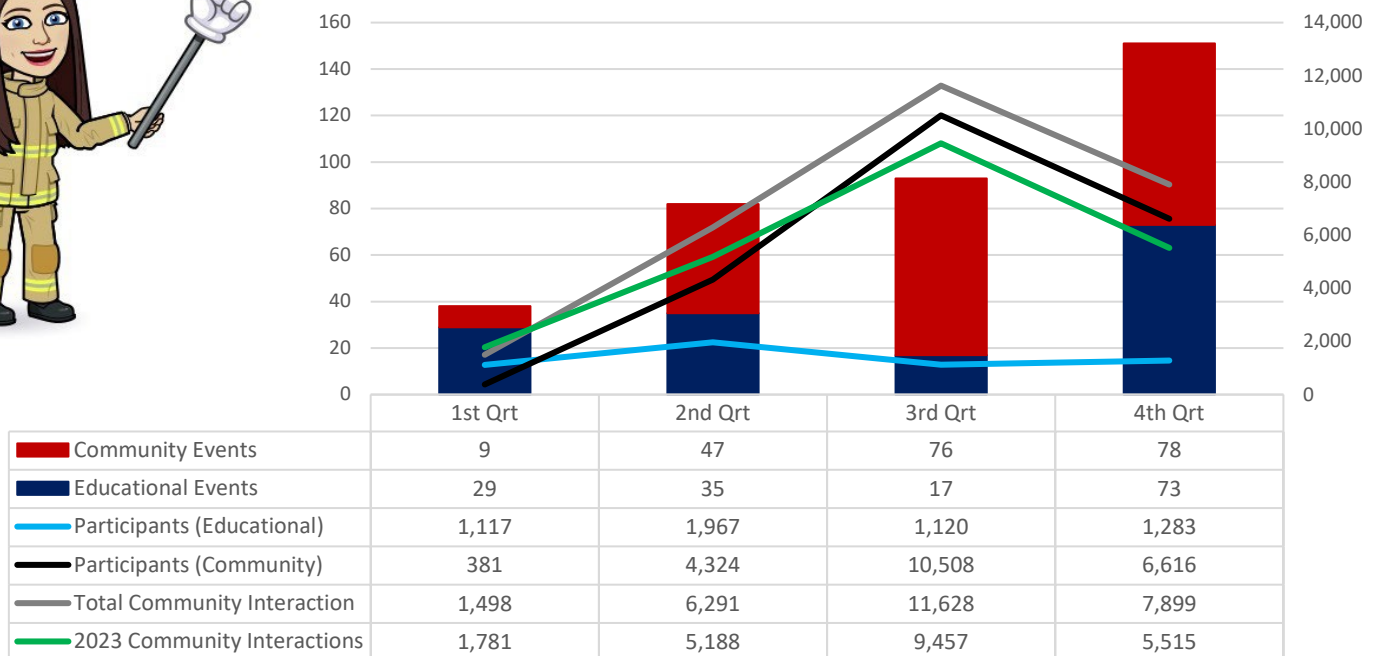


Public Education / Community Outreach Highlights

The Department participated in 154 educational events, reaching 5,487 attendees and an additional 210 community events, reaching 21,829 attendees in 2024.

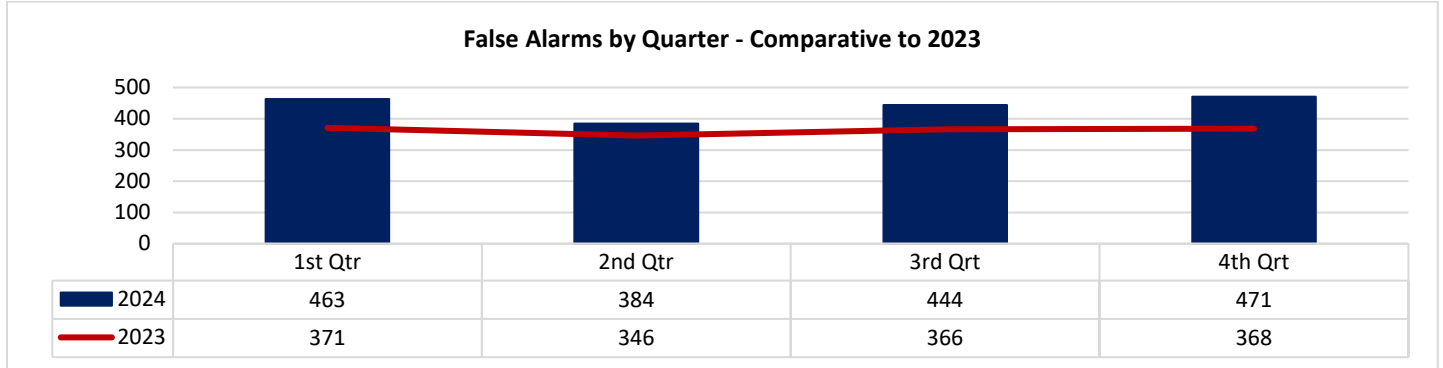


PUBLIC EDUCATION & COMMUNITY OUTREACH



False Alarms

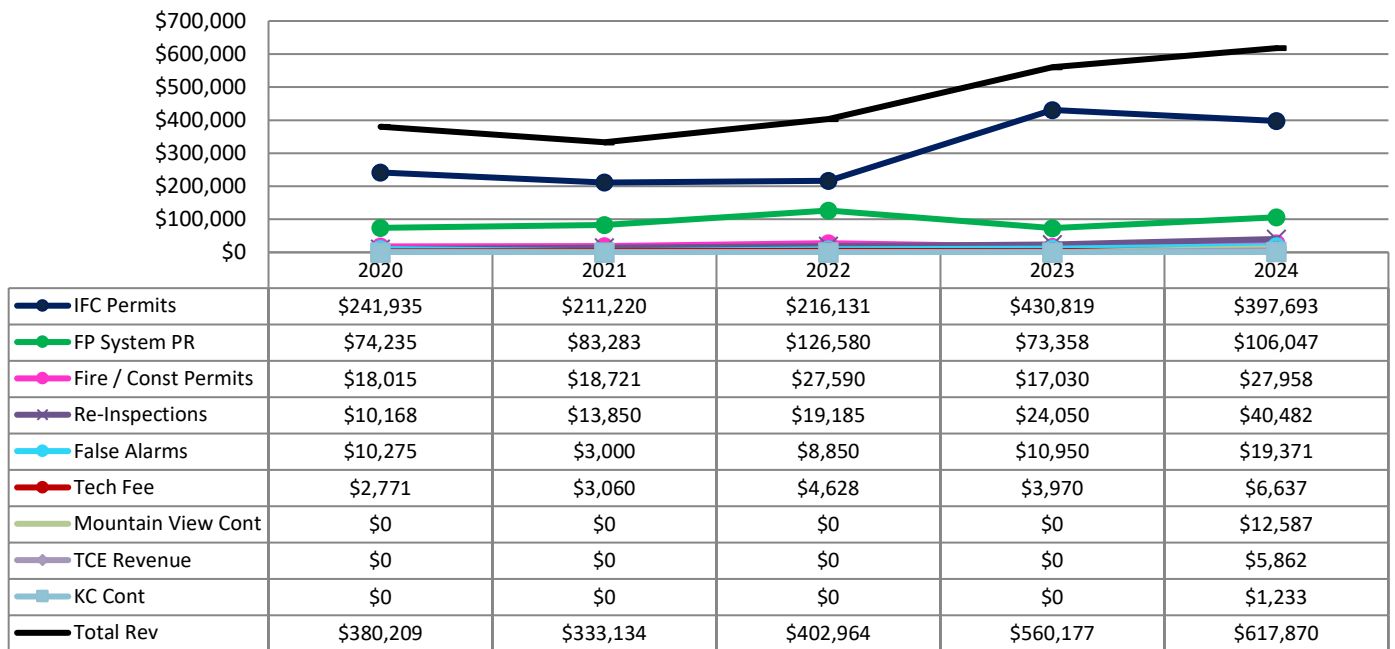
The Department responded to 1,762 false alarms in 2024 within our response area.



** Power outages due to severe weather in November caused significant increase in false alarms due to fire alarm systems relying on battery power*

Revenue \$617,870 in Fire Marshal revenues have been collected year to date.

OFM Revenue by Year (2020-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	316	342	92.40%
12	284	305	93.11%
13	370	409	90.46%
14	121	136	88.97%
15	88	99	88.89%
16	103	111	92.79%
17	213	227	93.83%
Total	1495	1629	91.77%

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

Incident Type Group	11	12	13	14	15	16	17	Total
100 - Fire	14	9	16	1	4	5	6	32
300 - Rescue & EMS	315	265	371	115	93	93	208	1380
400 - Hazardous Condition	12	7	9	5		6	3	31
500 - Service Call	15	8	8	4	1	2	6	40
600 - Good Intent Call	27	22	31	24	4	12	11	121
700 - False Alarm	26	30	32	35	14	10	6	139
800 - Severe Weather & Natural Disaster		1	1			1		3
Total	409	342	468	184	116	129	240	1746

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

Unit/Station	Response Counts
11	469
A311	172
E311	199
L311	98
12	384
A312	200
B312	28
CAR312	14
E312	138
WR312	4
13	529
A313	287
B313	45
E313	197
14	184
E314	175
HM314	9
15	118
E315	118
16	130
E316	130
17	258
A317	150
E317	108
Total	2072

1 Incident can have multiple responses.

- Ex. A car crash (1 incident) might require 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	00:01:34	00:03:18	00:04:53	00:02:31	00:05:17	00:07:49
Aid Unit	00:01:32	00:03:27	00:05:00	00:02:25	00:05:30	00:07:55
Engine	00:01:37	00:03:02	00:04:39	00:02:27	00:05:00	00:07:27
Ladder Truck	00:01:34	00:03:35	00:05:09	00:02:36	00:07:18	00:09:54
12	00:01:35	00:03:47	00:05:23	00:02:30	00:05:45	00:08:15
Aid Unit	00:01:31	00:03:52	00:05:23	00:02:30	00:05:42	00:08:12
Engine	00:01:44	00:03:37	00:05:22	00:02:31	00:05:43	00:08:15
13	00:01:17	00:04:32	00:05:50	00:02:13	00:06:57	00:09:10
Aid Unit	00:01:18	00:04:32	00:05:51	00:02:13	00:06:52	00:09:05
Engine	00:01:15	00:04:32	00:05:48	00:02:13	00:07:01	00:09:14
14	00:02:02	00:03:46	00:05:49	00:03:08	00:05:32	00:08:41
Engine	00:02:02	00:03:46	00:05:49	00:03:08	00:05:32	00:08:41
15	00:01:42	00:04:29	00:06:11	00:02:39	00:06:11	00:08:50
Engine	00:01:42	00:04:29	00:06:11	00:02:39	00:06:11	00:08:50
16	00:01:46	00:03:40	00:05:26	00:02:30	00:05:29	00:07:59
Engine	00:01:46	00:03:40	00:05:26	00:02:30	00:05:29	00:07:59
17	00:01:28	00:04:32	00:06:00	00:02:25	00:06:48	00:09:14
Aid Unit	00:01:32	00:04:43	00:06:16	00:02:28	00:06:41	00:09:09
Engine	00:01:19	00:04:08	00:05:27	00:02:16	00:06:36	00:08:53
Total	00:01:32	00:04:03	00:05:35	00:02:30	00:06:07	00:08:37

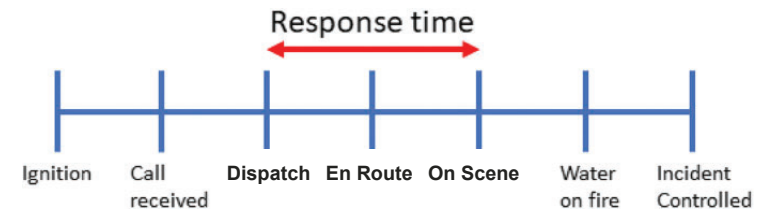
Definition:

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	May	June	July	August	September	October	November	December	Total
11	447	354	412	347	379	373	394	343	352	302	413	342	4458
12	376	283	271	274	281	272	255	277	325	322	334	305	3575
13	434	329	370	352	394	397	454	404	345	386	424	409	4698
14	106	82	91	93	101	142	153	148	126	117	193	136	1488
15	133	111	125	100	103	117	108	119	90	98	90	99	1293
16	155	115	145	114	153	143	158	157	102	124	131	111	1608
17	250	171	200	173	202	227	239	244	183	177	250	227	2543
Total	1901	1445	1614	1453	1613	1671	1760	1692	1523	1526	1835	1629	19662

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

Incident Type Group	January	February	March	April	May	June	July	August	September	October	November	December	Total
100 - Fire	22	23	30	26	41	63	119	72	37	27	24	32	516
200 - Overpressure Rupture, Explosion, Overheat	3	2		1		2	3			2	1		14
300 - Rescue & EMS	1390	1212	1327	1230	1339	1384	1367	1352	1266	1287	1348	1380	15882
400 - Hazardous Condition	26	19	39	17	27	20	28	27	23	28	62	31	347
500 - Service Call	185	49	43	43	59	51	59	66	44	50	111	44	804
600 - Good Intent Call	117	94	135	94	117	115	146	147	99	101	147	128	1440
700 - False Alarm	240	114	129	135	130	142	141	162	154	128	219	139	1833
800 - Severe Weather & Natural Disaster	1	1									51	3	56
900 - Special Incident	1				1	1							3
Total	1985	1514	1703	1546	1714	1778	1863	1826	1623	1623	1963	1757	20895

Responses Breakdown by Apparatus

Apparatus Station	January	February	March	April	May	June	July	August	September	October	November	December	Total
11	588	486	542	453	493	523	549	510	470	423	582	469	6088
A311	170	142	162	153	176	148	171	166	173	155	148	172	1936
E311	283	227	263	214	220	265	257	243	199	183	268	199	2821
L311	135	117	117	86	97	110	121	101	98	85	166	98	1331
12	456	369	357	351	378	377	375	385	404	414	409	384	4659
A312	226	187	171	176	195	184	163	173	211	219	191	200	2296
A412						2	1						3
B312	29	27	34	27	38	35	39	47	30	38	35	28	407
CAR312	22	18	24	20	18	11	28	16	23	14	14	14	222
DIV312		2	3	1	2	9	4						21
E312	179	135	125	127	125	136	137	137	138	142	168	138	1687
E412							3						3
WR312								12	2	1	1	4	20
13	490	411	463	425	488	498	549	533	452	461	531	529	5830
A313	252	216	247	234	260	272	283	283	236	263	267	287	3100
B313	33	42	32	22	34	47	46	49	44	37	47	45	478
E313	204	153	184	165	194	179	216	201	172	159	215	197	2239
E413	1			4			4			2	2		13
14	161	104	146	126	147	189	198	196	175	163	232	184	2021
E314	138	95	129	119	141	182	190	185	167	151	216	175	1888
HM314	23	9	17	7	6	7	8	11	8	12	16	9	133
15	156	124	137	114	127	131	127	139	128	125	127	118	1553
E315	156	124	137	114	127	131	127	139	128	125	127	118	1553
16	197	120	156	133	171	152	166	163	122	134	157	130	1801
BR316	4			3		2	1	2	3				15
E316	178	120	156	130	171	150	165	160	119	134	157	130	1770
E416	15							1					16
17	310	214	229	210	234	277	302	273	213	215	289	258	3024
A317	173	147	143	124	153	168	167	165	121	139	169	150	1819
BR317				1	2		6	4	4				17
E317	137	67	86	85	79	109	129	104	88	76	120	108	1188
Total	2358	1828	2030	1812	2038	2147	2266	2199	1964	1935	2327	2072	24976



Governing Board Agenda Item

SUBJECT/TITLE: Update to Policy #2310: Procurement Policy

STAFF CONTACT: CAO Samantha Babich

SUMMARY STATEMENT:

An updated finance policy is presented for the board's review.

FISCAL IMPACT:

Expenditure N/A Revenue _____

Currently in the Budget Yes No N/A

SUMMARY OF ACTION:

- As part of the policy review process, we are updating the Procurement policy to include the following changes:
- (4.1.1) Specify purchases outside of "overall" budgetary limits "for each fund" are the expenditures that require board approval.
 - (4.1.2) Include requirement that multi-year contracts do not require board approval if the cost for the non-budgeted years in less than \$500K.
 - (4.2) Specified when the Chief's approval is needed. Updated the purchase limit from \$10K to \$50K.
 - (5.0) Specified the criteria for purchases to be entered in SharePoint.
 - (5.2 and 5.3) Update the purchase limits in accordance with the changes in RCW 52.14.110 that was effective 7/1/2024.
 - (5.3.5.1.1) Added Employment Security Department.

Reviewed by Legal Yes No N/A

EXHIBITS:

Policy 2310 Procurement-DRAFT

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to adopt the revised Procurement policy as presented.



Renton RFA
Policy & Guidelines

Table with 2 columns: ADMINISTRATION and Procurement. Rows include Effective Date, Last Revision, and Last Reviewed.

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1.0 Statement of Policy

1.1 Definitions:

- 1.1.1 Budget: The budget formally adopted by the RFA.
1.1.2 Emergency: Unforeseen circumstances beyond the control of the Renton RFA that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken – RCW 39.04.280(3).
1.1.3 Designated Purchasing Cooperatives: Interlocal cooperative purchasing arrangements which are approved by the Fire Chief and listed on SharePoint are authorized for use by the RFA in accordance with the requirements of the sponsoring agencies.

- 1.1.4 Bid Exemptions: RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations:
 - 1.1.4.1 Purchases that are clearly and legitimately limited to a single source of supply;
 - 1.1.4.2 Purchases involving special facilities or market conditions; and
 - 1.1.4.3 Purchases and Public Works in the event of an emergency.
- 1.1.5 Lowest Responsible Bidder: All contracts shall be awarded to the lowest responsible bidder on competitively bid purchases of equipment, material, supplies or a public work. A responsible bidder for public work contracts is defined by RCW 39.04.350(1), which includes the following factors:
 - 1.1.5.1 A registered contractor with the State of Washington;
 - 1.1.5.2 Have a current Washington State unified business identifier (UBI) number;
 - 1.1.5.3 Have valid workers' compensation insurance coverage as evidenced by a valid certificate of registration from the department of Labor and Industry for bidder employees;
 - 1.1.5.4 Have valid Employment Security number for unemployment insurance;
 - 1.1.5.5 Includes an affidavit that the bidder is not disqualified from bidding as provided by statutes governing unregistered and unlicensed contractors and/or failing to prevailing wages; and
 - 1.1.5.6 Holds a state excise tax registration number.
 - 1.1.5.7 The RFA may establish supplemental responsibility criteria for specific projects as provided in RCW 39.04.350(2).
- 1.1.6 Public Work: Means all work, construction, alteration, repair, demolition, or improvement other than ordinary maintenance that is executed by contract, purchase order, or any other legal agreement at the cost of the RFA, or which is by law a lien or charge on any property within the RFA (RCW 39.04.010).
- 1.1.7 Ordinary Maintenance: In the context of Public Works contracts and prevailing wages, ordinary maintenance applies only to work performed by RFA employees.

- 1.1.8 Formal Sealed Bid: A document containing all required State and RFA documents as well as the bidder's proposal of project costs that is delivered to the RFA in a sealed envelope and is only to be opened at the scheduled bid opening time, as advertised.
- 1.1.9 Small Works Roster: RCW 39.04.155 outlines uniform provisions and requirements for establishing a small works roster, for the purpose of awarding public works contracts less than \$350,000, in lieu of formal sealed bid procedures.
- 1.1.10 Bid Bond: For public works contracts greater than \$350,000 bid bonds are recommended to ensure that the bid has been made in good faith and that the bidder will enter into a contract if her or her bid is accepted. The bid must be accompanied by a bid bond in the form of either a cashier's check, postal money order, or surety bond to the RFA for an amount no less than five percent of the bid amount, inclusive of sales tax.
- 1.1.11 Cooperative Purchase: A Cooperative Purchase allows the RFA to comply with the statutory bid requirements by purchasing from a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation or purchasing cooperative that is going to bid or has gone to bid together with documentation that the entity that went out for bids complied with the bid laws applicable to that entity. Cooperative purchases cannot be used for public works projects.

2.0 Affected Members

All members.

3.0 Objectives

- 3.1 It is the purpose of this policy to provide guidelines for the purchase of goods and services by the RRFA in order to maintain an accountable procurement process.
- 3.2 It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost-effective purchases where their strict application would not be in the RFA's best interest.

4.0 Purchasing Authority

4.1 Governance Board

- 4.1.1 The Governance Board shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits.

Expenditures within specified budgetary limits shall not require any further Board approval beyond the approval of the budget. Purchases of goods or services outside of overall budgetary limits for each fund shall require approval by the Governance Board.

~~4.1.14.1.2~~ Multi-year contracts and obligations that extend beyond a single budget cycle do not require board approval provided total anticipated cost of the contract for the non-budgeted years is less than \$500K.

~~4.1.24.1.3~~ Purchases made using a Bid Exemption shall require formal action of the Governance Board in the form of a Resolution approving use of the Bid Exemption.

4.2 Fire Chief

4.2.1 The Fire Chief, or in the Fire Chief's absence the Acting Chief, shall approve be notified of all budgeted purchases of goods or services in excess of ~~\$150,000.00. The Fire Chief shall notify and inform the Board of all purchases or contracts with a value in excess of \$20,000.00.~~

4.2.2 In the event of an emergency, the Fire Chief or in the Fire Chief's absence, the Acting Chief may approve a purchase outside of the budget if it is not feasible to obtain approval of the Governing Board. In the absence of the Fire Chief and Acting Chief, the Chief Administration Officer may make an emergency purchase within budgetary limits but in excess of the \$20,000 limit.

~~4.2.24.2.3~~ All purchases referenced in 5.1 shall be approved by the Fire Chief.

5.0 Procedures

5.1 All purchases that meet any of the following criteria shall be entered in SharePoint with proper documentation as a new procurement request:

5.1.1 Items excluded from the approved budget whose purchase would result in a general ledger account exceeding its allocated budget.

5.1.2 Purchases that are piggybacking on another contract

5.1.3 Sole Source Purchases

5.1.4 Emergency Purchases

~~4.35.2~~ Purchase of Materials, Equipment and Supplies

~~4.3.15.2.1~~ Purchases Under \$4075,000

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~~4.3.1.15.2.1.1~~ No statutory process requirements. Staff shall use commercially reasonable means to make such purchases.

~~4.3.25.2.2~~ Purchases from \$~~7540~~,000 to \$~~15075~~,000

~~4.3.2.15.2.2.1~~ Purchases must be made using either a Designated Purchasing Cooperative, through a Cooperative Purchase or Bid Exemption, or, by obtaining at least three quotes from vendors listed on the MRSC Vendor List.

~~4.3.2.25.2.2.2~~ If the purchase cannot be made through one of these methods, the purchase must be made through competitive bidding procedures as if the purchase price exceeded \$~~75150~~,000.

~~4.3.35.2.3~~ Purchases Over \$~~75150~~,000

~~4.3.3.15.2.3.1~~ Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.

~~4.3.3.1.15.2.3.1.1~~ Formal Sealed Bid Procedure: When a formal sealed bid is required, a call for bids shall be published at least 13 days in advance of the bid submission deadline.

~~4.45.3~~ Public Works

~~4.4.15.3.1~~ Public Works Projects Under \$~~3075~~,000

~~4.4.1.15.3.1.1~~ No statutory bidding procedures required. Staff shall use commercially reasonable means to competitively procure a contract for such Public Works. Using the MRSC's Small Works Roster process is encouraged.

~~4.4.25.3.2~~ Public Works Projects from \$~~3075~~,000 to \$350,000

~~4.4.2.15.3.2.1~~ The RFA uses the Small Works Roster established with MRSC Rosters.

~~4.4.35.3.3~~ Public Works Projects Over \$350,000

~~4.4.3.15.3.3.1~~ Formal sealed bidding shall be used except in the case of an emergency.

~~4.4.3.25.3.3.2~~ ~~Formal Sealed Bid Procedure:~~ When a formal sealed bid is required, a ~~call for bids~~ request for proposals shall be ~~published~~

~~implemented per the Request for Proposal Checklist (see Appendix 7.1), at least 13 days in advance of the bid submission deadline. The advertisement for the call for bid should include the following: title of project, nature and scope of work to be performed and materials and equipment to be furnished, location of plans and specifications may be obtained or reviewed, cost and/or instructions for obtaining a copy of the plans and specifications, deadline for bid submittal, place/date/time set for opening sealed bids, staff contact information, statement of requirement for an accompanying bid bond, and statements that the RFA retains to the right to reject any and all bids and to waive minor irregularities in the bidding process.~~

4.4.45.3.4 Performance and Payment Bonds

~~4.4.4.15.3.4.1~~ A performance and payment bond in the amount of 100% of the contract value is required for public works contracts over \$50,000. On projects less than \$150,000, the performance and payment bond may be waived provided the RFA uses a 10% retainage.

4.4.55.3.5 Retainage

~~4.4.5.15.3.5.1~~ Retainage in the amount of 5% of the project cost, less sales tax, will be withheld from all contractor payments for the purpose of completion of projects and fulfillment of claims and liens. Retainage may be waived by the Fire Chief or designee on contracts under \$50,000.

~~4.4.5.1.15.3.5.1.1~~ Retainage withheld must be released to the contractor after the project is completed, less any claim amounts, 30-60 days after the date of final acceptance, or after the receipt of all necessary releases from the Department of Revenue, ~~and~~ Department of Labor and Industries and Employment Security Department, whichever is later.

4.4.65.3.6 Prevailing Wage

~~4.4.6.15.3.6.1~~ The RFA is required by RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts. A "Statement of Intent to Pay Prevailing Wages", approved by L&I, must be received from a contractor before any payment is made, and an L&I certified "Affidavit of Wages Paid" must be received following final acceptance of the work. Final payment will be withheld on all contracts until the L&I certified Intent and Affidavit

forms are received. If retainage is being withheld, final payment will be the retainage release; if no retainage is being withheld, final payment is the final pay estimate.

[4.4.75.3.7](#) Alternate Prevailing Wage Process

[4.4.7.15.3.7.1](#) An alternate process allows the acceptance of combined Intent and Affidavit short forms for contracts with a value under \$50,000, when no subcontractors are used. This process allows the contractor to submit both the “Statement of Intent to Pay Prevailing Wages” and “Affidavit of Wages Paid” directly to the RFA without prior L&I approval or certification. Within 30 days of receiving the contractor’s Affidavit, the RFA must submit the Affidavit of Wages Paid to L&I for approval.

[4.55.4](#) Professional Architectural and Engineering Services

[4.5.15.4.1](#) The Renton RFA shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

[4.65.5](#) Telecommunications and Data Processing Services

[4.6.15.5.1](#) The Renton RFA shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

[4.75.6](#) Other Services

[4.7.15.6.1](#) No statutory procedures required. Renton RFA staff shall use commercially reasonable means to identify and contract with service providers.

[5-06.0](#) References

[5-16.1](#) [RCW 39.04.280 Competitive Bidding Requirements — Exemptions](#)

[5-26.2](#) [RCW 39.34 Interlocal Cooperation Act](#)

[5-36.3](#) [RCW 39.04.010 Definitions](#)

[5-46.4](#) [RCW 39.80 Contracts for Architectural and Engineering Services](#)

[5-56.5](#) [RCW 39.04.270 Electronic Data Processing and Telecommunications Systems — Municipalities — Acquisition Method — Competitive Negotiation — Findings, Intent](#)

[5-66.6](#) [RCW 52.14.110 Competitive bids required — Exception](#)

[5-76.7 RCW 52.14.120 Competitive bids procedures](#)

6-07.0 Appendix

[7.1 N/A Request for Proposals Checklist](#)

[7.2 Proposal Scoring Matrix](#)

[7.3 Notice of Award Template](#)

[7.4 Notice to Proceed Template](#)

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Appendix 7.1
Request for Proposals Checklist

Preliminary Planning & Preparation

- Submit a procurement request via SharePoint.
- Obtain RRFA Governance Board approval.
- Define the scope of work and timeline for the project.

Request for Proposals Document Development

- Develop the RFP document to include the following:
 - Instructions to Bidders: Include contact information for inquiries, submission requirements, deadlines, vendor qualification criteria, mandatory requirements, evaluation factors such as cost, quality, technical specifications, vendor experience, and timeline adherence.
 - Bid Proposal Form
 - Contract Form: Include terms and conditions, warranties, and performance bonds.
 - Scope of work with specifications and drawings or diagrams.

Public Notice Advertisement for Bids Publication

RCW 52.14.120 states government agencies must publish advertisements for bid at least 13 days in advance of the bid submission deadline. RRFA publishes advertisements for bid at least 20 days in advance to publish the RFP for 3 weeks.

- Email a "Public Notice Advertisement for Bids" (see example below) to Jennifer Tribbett <jennifer.tribbett@soundpublishing.com> with Sound Publishing requesting publication for the following 3 weeks in the Renton Reporter by the deadline prior to the first publication date (confirm the current deadline for publication with Sound Publishing prior to sending).

PUBLIC NOTICE ADVERTISEMENT FOR BIDS
Renton Regional Fire Authority

Sealed bids for the Renton RFA [Project Title] will be received by Renton RFA up to but no later than 9:30 am, September 5th, 2024, and reviewed at 9:45 am. All sealed bids must be delivered to 18002 108th Ave SE, Renton, WA 98055. Interested bidders may obtain bid documents and instructions to bidders online at <https://rentonrfa.com/rfp-bids/>. Renton RFA reserves the right to reject any or all bids, waive minor irregularities in the bidding process, and accept the bid deemed best for the RFA.

- Add a printout of the request email and proof from Sound Publishing to the publication log.
- Post the RFP document on the <https://rentonrfa.com/rfp-bids/> website the morning of the first publication date.
- Add a printout of each of the 3 publications to the publication log (King County Legal Notices website: [https://www.wapublicnotices.com/\(S\(4nd5aiji0mji4runaaxe3f0e\)\)/default.aspx](https://www.wapublicnotices.com/(S(4nd5aiji0mji4runaaxe3f0e))/default.aspx)).

Proposal Submission Period

- Manage Questions and Clarifications: The designated point of contact listed in the RFP document may receive communication from potential contractors.
- Track Submissions: Maintain a log of all proposals received by the deadline, ensuring all meet submission requirements.

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Evaluation Process

- Develop Scoring Matrix: Adjust weights in the scoring matrix below based on the priorities and needs of the project.
- Review Proposals: Evaluate each proposal based on scoring matrix criteria.

Receiving Requests for Bids & Written Protests (RCW 39.04.105)

- (1) Within two business days of the bid opening on a public works project that is the subject of competitive bids, the municipality must provide, if requested by a bidder, copies of the bids the municipality received for the project. The municipality shall then allow at least two full business days after providing bidders with copies of all bids before executing a contract for the project. Intermediate Saturdays, Sundays, and legal holidays are not counted.
- (2) When a municipality receives a written protest from a bidder for a public works project that is the subject of competitive bids, the municipality must not execute a contract for the project with anyone other than the protesting bidder without first providing at least two full business days' written notice of the municipality's intent to execute a contract for the project; provided that the protesting bidder submits notice in writing of its protest no later than:
 - a) Two full business days following bid opening, if no bidder requested copies of the bids received for the project under subsection (1) of this section; or
 - b) Two full business days following when the municipality provided copies of the bids to those bidders requesting bids under subsection (1) of this section. Intermediate Saturdays, Sundays, and legal holidays are not counted.

Select Contractor

- Score Proposals: Use the scoring matrix to score each proposal objectively.
- Conduct Background & Reference Checks: Verify the contractor's qualifications, including checking references and financial stability.
- Select the Top Bidder: Choose the contractor that best meets the project needs based on cost, capability, and compliance with the RFP.

Award the Contract

- Board Notification: Notify the RRFA governance board of the selected contractor.
- Notice of Award: Formally notify the selected firm in writing, including a copy of the contract, and Cc: Admin Support for contract management purposes (see Appendix 7.3 Notice of Award Template).
- Execute Contract: Ensure both parties sign the contract and the contractor submits all required documentation (insurance certificates, bonds, etc.). Send to Administration for RRFA records.
- Issue Public Notice: Announce the awarded contractor on the RRFA's RFP website where the RFP document was posted (RCW 39.04.105).
- Notice to Proceed: Formally notify the firm in writing of the start date and completion date, and Cc: Admin Support for contract management purposes (see Appendix 7.4 Notice to Proceed Template).

Post-Award Process

- Establish Communication Channels: Set up regular communication between the contractor and project management team.
- Monitor Performance: Implement a system to track project progress, ensuring adherence to timelines, quality standards, and budget.
- Upon completion of the project, conduct inspections and obtain approval from the relevant authorities for the completed work, then release final payment.
- Notify Admin Support of official project close-out date for contract termination.

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Appendix 7.2
Proposal Scoring Matrix

Scoring Key:

- 1 = Poor: Does not meet requirements or expectations.
- 2 = Fair: Partially meets requirements or expectations.
- 3 = Good: Meets requirements or expectations.
- 4 = Very Good: Exceeds requirements or expectations in some areas.
- 5 = Excellent: Exceeds requirements or expectations in most/all areas.

Final Calculation:

- Each evaluation criterion is scored on a scale from 1 to 5.
- Multiply the score for each criterion by its weight to calculate the weighted score.
- Sum the weighted scores to get the total score for each proposal.

Total Score = Sum of All Weighted Scores

This scoring matrix allows for a systematic and fair evaluation of proposals by assigning scores based on seven criteria. Adjust the weights based on project priorities and specific needs of the RRFA or the public works contract as necessary.

Example of Completed Scoring Matrix

<u>Evaluation Criteria</u>	<u>Weight (%)</u>	<u>Score (1-5)</u>	<u>Weighted Score</u>
<u>Technical Expertise</u>	<u>25%</u>	<u>4</u>	<u>1.00</u>
<u>Project Approach & Methodology</u>	<u>20%</u>	<u>3</u>	<u>0.60</u>
<u>Schedule & Timeliness</u>	<u>15%</u>	<u>5</u>	<u>0.75</u>
<u>Cost & Value for Money</u>	<u>20%</u>	<u>4</u>	<u>0.80</u>
<u>Past Performance & References</u>	<u>10%</u>	<u>3</u>	<u>0.30</u>
<u>Risk Management</u>	<u>5%</u>	<u>4</u>	<u>0.20</u>
<u>Compliance with RFP Requirements</u>	<u>5%</u>	<u>5</u>	<u>0.25</u>
<u>Total Score</u>	<u>100%</u>		<u>3.90 / 5.00</u>

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Proposal Scoring Matrix

Project Title: _____ | Date of Review: _____

Evaluation Criteria	Weight (%)	Description	Score (1-5)	Weighted Score (Weight x Score)
Technical Expertise	25%	Assesses the contractor's relevant experience, technical knowledge, and ability to deliver the required services. <ul style="list-style-type: none"> - Experience with similar projects. - Demonstrated technical capabilities and knowledge. - Adequacy of proposed team and key personnel. 		
Project Approach & Methodology	20%	Evaluates how well the contractor understands the project scope and their approach to successfully completing the work. <ul style="list-style-type: none"> - Quality and detail of proposed work plan. - Alignment with project goals and objectives. - Use of innovative approaches, if applicable. 		
Schedule & Timeliness	15%	Assesses the contractor's proposed timeline, including their ability to meet deadlines and milestones. <ul style="list-style-type: none"> - Realistic project schedule. - Ability to manage delays and unexpected events. 		
Cost & Value for Money	20%	Evaluates the proposed cost, considering the budget and whether the proposal offers good value for money. <ul style="list-style-type: none"> - Competitiveness of the price. - Clear, detailed breakdown of costs. - Consideration of lifecycle costs (e.g., maintenance, long-term operational savings). 		
Past Performance & References	10%	Considers the contractor's history of successful project completions and feedback from previous clients. <ul style="list-style-type: none"> - Positive references from similar projects. - Past success in delivering projects on time and within budget. 		
Risk Management	5%	Evaluates the contractor's approach to identifying and managing risks associated with the project. <ul style="list-style-type: none"> - Risk identification and mitigation strategies. - Adequacy of insurance and bonding. 		
Compliance with RFP Requirements	5%	Ensures the proposal complies with all submission requirements (format, completeness, mandatory documentation, etc.). <ul style="list-style-type: none"> - Adherence to format and submission guidelines. - Completeness of the proposal (all required documents included). 		
Total Score	100%			/ 5.00

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Appendix 7.3
Notice of Award Template

RENTON REGIONAL FIRE AUTHORITY

WORKING TO MAKE OUR COMMUNITY SAFER, HEALTHIER, AND STRONGER

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[LONG DATE]

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[COMPANY NAME]

Address line 1

Address line 2

City, State Zip Code

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RE: NOTICE OF AWARD – [PROJECT NAME]

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Dear [Contractor's First Name],

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This letter shall serve as the Notice of Award of the construction contract for the [Project Name] to [Company Name], based on the bid received on [Long Date], and approved by the Renton Regional Fire Authority Governance Board as of [Long Date].

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Please note that this award is contingent upon the successful completion of the enclosed contract and insurance verification. RRFA will contact you shortly to finalize the details of the contract and to discuss next steps. We anticipate a project start date of [Start Date], pending the timely completion of these formalities.

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We appreciate your interest in partnering with Renton Regional Fire Authority and look forward to working with you on this important project. Should you have any questions or need further information, please do not hesitate to contact me at [Phone Number] or [Email Address].

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Sincerely,

[First and Last Name]

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Deputy Chief of Support Services

Renton Regional Fire Authority

Cc: RRFA Admin Support Team

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Enclosure: Contract

425-276-9500 (phone)
425-276-9592 (fax)

www.rentonrfa.org
@rentonrfa

18002 108th Ave SE
Renton, WA 98055



Appendix 7.4
Notice to Proceed Template

RENTON REGIONAL FIRE AUTHORITY

WORKING TO MAKE OUR COMMUNITY SAFER, HEALTHIER, AND STRONGER

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[LONG DATE]

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- Formatted: Highlight

[COMPANY NAME]

Address line 1

Address line 2

City, State Zip Code

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RE: NOTICE TO PROCEED – [PROJECT NAME/CONTRACT NUMBER]

Dear [Contractor's First Name],

This letter shall serve as the Notice to Proceed with the [Project Name] project in accordance with the terms and conditions set forth in the contract signed on [Contract Date].

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You are hereby authorized to commence work on the [Project Name] project, effective [Start Date]. In accordance with the contract, the expected completion date for this project is [Completion Date]. All work should be performed in strict compliance with the contract documents, including but not limited to the project specifications, timelines, and any special conditions.

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Please ensure that all necessary permits, insurance, and safety protocols are in place prior to the commencement of work. Additionally, please direct all progress reports and communication regarding the project to [RRFA Project Manager's Name], who will serve as the point of contact for this project. [Project Manager's Name] can be reached at [Phone Number] or [Email Address].

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We look forward to your timely and professional execution of the contract and a successful partnership.

Sincerely,

[First and Last Name]

Deputy Chief of Support Services

Renton Regional Fire Authority

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Cc: RRFA Admin Support Team

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425-276-9500 (phone)
425-276-9592 (fax)

www.rentonrfa.org
@rentonrfa

18002 108th Ave SE
Renton, WA 98055