



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, March 10, 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
 - Presentation of Medal of Commendation
- Public Comment

Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person pursuant to the rules established under Section 8 of the bylaws.
- Consent Agenda
 - Approval of [Minutes from February 10, 2025](#), Regular Meeting
 - Approval of [Minutes from February 24, 2025](#), Special Meeting
 - Approval of [Vouchers](#): AP Check Register 1/16/2025 – 2/15/2025
Payroll Checklist 1/1/2025 – 1/31/2025
- Signing of Vouchers
- Board Committee Reports
 - Budget & Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
 - Administration (CAO Babich)
 - EMS/Health & Safety (Deputy Chief Alexander)

GOVERNANCE BOARD REGULAR MEETING AGENDA

March 10, 2025

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- Office of the Fire Marshal (Fire Marshal Barton)
 - [OFM Monthly Report](#)
- Support Services (Deputy Chiefs Seaver and Alexander)
- Response Operations (Deputy Chief Seaver)
 - Significant Events
 - 2/1/25 1128 S 27th Pl Shooting Incident
 - 2/4/25 NB I-405/Maple Valley Hwy Commercial Veh Fire
 - 2/8/25 SE Carr Rd/108th Ave SE MVA w/Pedestrian
 - 2/13/25 2900 NE 5th Pl Natural Gas Leak
 - 2/18/25 NB SR167 to NB I-405 MVA w/Fatality
 - 2/25/25 219 Burnett Ave S Shooting Incident
 - Training
 - Multi-Company Operations – Scenes of Violence
 - Aerial Dynamics
 - Rescue Swimmer Training
 - Public Outreach
 - North Seattle Community College Ride-Alongs
 - Merrill Gardens Visit
 - Meadow Crest Early Learning Center Visit
 - [February Response Reports](#)
- Correspondence
 - RFA Stations received thank you cards from children of the Adopt-a-Family event
- Unfinished Business
- New Business
 - [Black Diamond RFP](#): For discussion, no action required.
- Good of the Order
- Executive Session
- Future Meetings:
 - Monday, March 24, 2025, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
 - Monday, March 24, 2025, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
 - Monday, April 14, 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, February 10, 2025

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

CALL TO ORDER

Governance Board Chair Alberson called the regular meeting to order at 10:01 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie (Fire District 25)
James Alberson, Chair (City of Renton)
Sean Cook, Vice Chair (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)

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, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief Dan Alexander, Site Reliability Engineers Wyatt Humphreys and Javier Esparza, Board Secretary Linda Mann, and RFA Attorney Brian Snure.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member McIrvine to excuse the absent Board Member from this meeting. **MOTION CARRIED (5-0)**

CAO Babich noted that Board Member Morrell has joined the meeting online.

AGENDA MODIFICATIONS

Chief Heitman requested to hold an Executive Session and Board Chair Alberson acknowledged.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

The Healthy Heart Proclamation was presented by Board Chair Alberson, with the members of the board.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member McIrvine to proclaim February 2025 to be Heart Health Month. **MOTION CARRIED (6-0)**

FIRE BENEFIT CHARGE (FBC) PETITION HEARING

Board Chair Alberson convened the Hearing Board. There were no petitions to review for adjustment. The petition process was presented by Board Chair Alberson, who then asked about any new petitions

GOVERNANCE BOARD REGULAR MEETING MINUTES

February 10, 2025

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online or in-person; Board Secretary Mann confirmed none. Board Chair Alberson recessed the FBC Petitions Review Board until 10:00am on February 24, 2025, and resumed the regular meeting. {See notes below Consent Agenda for additional details.}

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Approval of minutes from the January 13, 2025, regular meeting and the approval of vouchers.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member McIrvine to approve the consent agenda for February 10, 2025. **MOTION CARRIED (6-0)**

{Board Secretary Mann requested for Board Chair Alberson to read the official Benefit Charge Petitions Review Board process. Board Chair Alberson explained the petition process and read the staff report statistics after the motion was made to approve the consent agenda.}

SIGNING OF VOUCHERS

The Governance Board Members signed the Voucher Approval letter for February 10, 2025.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Heitman presented his report.

Board Member Abercrombie inquired about the fire academy candidate participation; Chief Heitman responded, stating we won't need to hire again until next year.

Regarding the translation assistance one of our fire fighters provided, Board Chair Alberson asked about the language skills among our members. Both Chief Heitman and DC Seaver responded, noting we have several members fluent in Spanish, Romanian, Russian and Ukrainian who communicate with our community members.

DIVISION REPORTS

Each of the division managers presented an overview of their respective reports. For Support Services, both DC Seaver and DC Alexander are currently overseeing this division.

At the conclusion of the Office of the Fire Marshal report, Chief Heitman shared with the board that he and Fire Marshal Barton met with the City of Renton to discuss accessory dwelling units (ADUs) coming to Renton and the potential impact to Renton RFA, especially accessing the property and concerns with radiant heat and the importance of greater fire protection systems. Fire Marshal Barton added the coding and requirements involved as well as impact fees. There was continued group discussion on the topic.

CORRESPONDENCE

There was no correspondence.

GOVERNANCE BOARD REGULAR MEETING MINUTES

February 10, 2025

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UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

GOOD OF THE ORDER

There was a reminder that this month's committee meetings are cancelled in order to hold a special governance board meeting for the 2nd FBC hearing.

EXECUTIVE SESSION

Executive Session pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Executive session was called at 10:31 a.m. for 5 minutes then extended for an additional 5 minutes. The regular meeting was reconvened at 10:41 a.m.

FUTURE MEETINGS

- Monday, February 24, 2025, 10:00 a.m., Governance Board Special Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Monday, March 10, 2025, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference

ADJOURNMENT

Board Chair Alberson adjourned the meeting at 10:42 a.m.

James Alberson, Board Chair

Samantha Vergara, Board Secretary



Renton Regional Fire Authority

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

RFA Governance Board Special Meeting

10:00 A.M. – Monday, February 24, 2025

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

CALL TO ORDER

Governance Board Chair Alberson called the special meeting to order at 10:01 a.m.

FLAG SALUTE

ROLL CALL

Governance Board Members Present:

James Alberson, Chair (City of Renton)

Kerry Abercrombie (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)

Governance Board Members Not Present:

Sean Cook, Vice Chair (Fire District 25) Joined meeting at 10:02

Administrative Staff Present:

Fire Chief Steve Heitman, Chief Administration Officer Samantha Babich, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief Dan Alexander, Administrative Services Manager Christine Noddings, Business Intelligence Analyst Kelvin Li, Site Reliability Engineers Wyatt Humphreys and Javier Esparza, Board Secretary Samantha Vergara, and RFA Attorney Brian Snure.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member McIrvine to excuse the absent board member from this meeting. **MOTION CARRIED (5-0)**

Board Secretary Vergara noted that Vice Chair Cook had joined the meeting online, just after roll call.

FIRE BENEFIT CHARGE (FBC) PETITION HEARING

Board Chair Alberson reconvened the Hearing Board and presented the updated staff report on the petition process.

Board Chair Alberson inquired about any property owners submitting an adjustment request. There were no new petitions brought forward to the board for review.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member Morrell to approve all administrative actions (error corrections and discounts) as presented by staff. **MOTION CARRIED (6-0)**

GOVERNANCE BOARD SPECIAL MEETING MINUTES

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Board Chair Alberson declared the 2025 Benefit Charge Petition Review Board closed and the board returned to the Renton RFA governing board special meeting.

NEW BUSINESS

Resolution 2025-01: Order Establishing Renton RFA Will Not Maintain a Public Record Index

RFA Attorney Snure and CAO Babich presented the resolution, explaining in detail the analysis worksheet with Exhibit A.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member McIrvine to approve Resolution 2025-01 as presented by staff. **MOTION CARRIED (6-0)**

FUTURE MEETINGS

- Monday, March 10, 2025, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Monday, March 24, 2025, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Monday, March 24, 2025, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference

ADJOURNMENT

Board Chair Alberson adjourned the meeting at 10:10 a.m.

James Alberson, Board Chair

Samantha Vergara, Board Secretary

VOUCHER APPROVAL FOR MARCH 10, 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 \$2,735,333.39, payroll vouchers and direct deposits totaling \$1,614,912.82.

A/P VOUCHERS	Payment Date	Numbers	Amount
Virtual Pay	01/16/2025 - 02/15/2025	APA003883-APA003970	\$1,075,471.96
Checks	01/16/2025 - 02/15/2025	-	\$2,718.82
EFTs	01/16/2025 - 02/15/2025	-	\$379,485.58
Bank Drafts	01/16/2025 - 02/15/2025	-	\$1,277,657.03
AR Refund Checks	01/16/2025 - 02/15/2025	-	\$0.00
TOTAL A/P			\$2,735,333.39
PAYROLL VOUCHERS		No. of Vouchers	Amount
Direct Deposits	1/24/2025	183	\$782,551.78
Payroll Checks	1/24/2025	1	\$0.00
Direct Deposits	2/10/2025	188	\$832,361.04
Payroll Checks	2/10/2025	0	\$0.00
TOTAL PAYROLL		372	\$1,614,912.82
TOTAL CLAIMS			\$4,350,246.21

Renton Regional Fire Authority Governance Board:

James Alberson, Board Chair

Sean Cook, Board Member

Marcus Morrell, Board Member

Ryan McIrvine, Board Member

Kerry Abercrombie, Board Member

Ed Prince, Board Member



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: March 10, 2025

TO: Kerry Abercrombie (Fire District 25)
James Alberson, Jr. (City of Renton)
Sean Cook (Fire District 25)
Ryan McIrvin (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. Members of the Year

A call for votes went out for annual recognition, and the following members were selected for this great honor. This is the first year we are recognizing *Engineer of the Year*. Please join me in congratulating these members on their accomplishments.

- Officer of the Year – Captain Josh Brown
- Engineer of the Year – Engineer Dan Johnston
- Firefighter of the Year – Firefighter Brandon Ross
- EMT of the Year – Firefighter Emilie Garza
- Civilian of the Year – Site Reliability Engineer Javier Esparza

2. Medal of Commendation

Engine 313 responded to a domestic violence incident at Stonebrook Apartments, where Engineer Dan Johnston and Firefighter Jessica Clearman went above and beyond to ensure the safety of a three-year-old child and her mother. Firefighter Clearman provided Spanish translation for Renton PD while simultaneously delivering patient care. Engineer Johnston displayed leadership by advocating for entry into the apartment to confirm the child's safety, ultimately gaining access and securing the premises. Their professionalism, determination, and compassion resulted in the safe reunification of the child with her mother and the arrest of the assailant. For their exemplary service, Engineer Johnston and Firefighter Clearman were nominated to receive medals of commendation. These will be presented at an upcoming Governance Board meeting.

3. Member Retirement

Deputy Fire Marshal Cory Cappelletti will be retiring, with his last official day in office scheduled for mid-March. Cory has dedicated 18 years to serving the Renton community as part of Renton Fire's Office of the Fire Marshal, making a lasting impact through his commitment to fire prevention and public safety. Please join us in thanking Cory for his years of service and wishing him the best in his well-earned retirement.

4. Member Resignation

On March 3rd, 2025, I received a letter of resignation from one of our probationary firefighters that noted the stress associated with the role causes them to "freeze" in high-pressure situations. We wish the individual well in their future endeavors.

5. Hiring Updates

Our new HR generalist and payroll specialist have both completed the final stages of the hiring process. The HR generalist is scheduled to start on Monday, March 17th, and the payroll specialist on Tuesday, April 1st.

6. Northwest Leadership Seminar

CAO Babich, along with Jonathan Sarreal, Kayla West, Joe Munden, Chris Ellis, Brandon Myking and Claire O'Brien, attended the Northwest Leadership Seminar from March 5-7 in Portland, Oregon. This annual event brings together leaders from fire, law enforcement, and emergency services to explore strategies for effective leadership and operational excellence. The team returned with valuable takeaways to enhance leadership development and operational effectiveness within our organization.

7. KCFD #40 Proposition 1 on the April 2025 Ballot

King County Fire District #40 is officially on the April 2025 ballot for Proposition 1, which proposes annexation into the Renton Regional Fire Authority. As part of our outreach efforts, our team is actively connecting with Fairwood community groups to offer a visit by one of our chiefs to attend their next meeting and answer any questions about the ballot measure.

8. Fire Safe Business Award

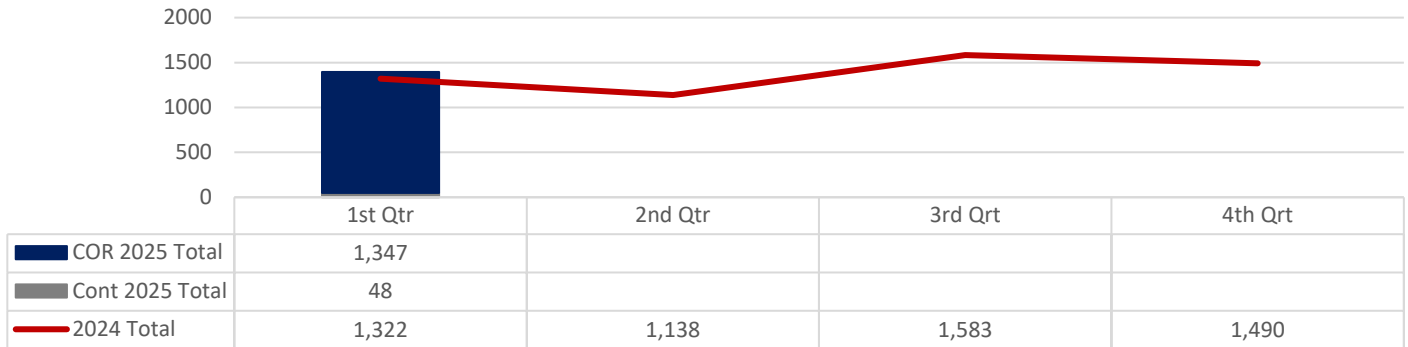
The Office of the Fire Marshal has partnered with the Renton Chamber of Commerce (RCoC) to present a monthly "Fire Safe Business" award. On February 24th, Fire Marshal Barton, the CEO of RCoC and I presented the first award to Paula Buxman, the owner of Arise N Shine pre-school. This award is presented to businesses that consistently demonstrate a fire safe environment for their customers and employees. We will present an award each month going forward.

Office of the Fire Marshal March Monthly Report

Inspections

Staff have completed 1,347 inspections (business, multi-family, IFC permit, special, complaint & re-inspections) year to date.

Inspections Completed by Quarter - Comparative to 2024



Fire Safe Business of the Month

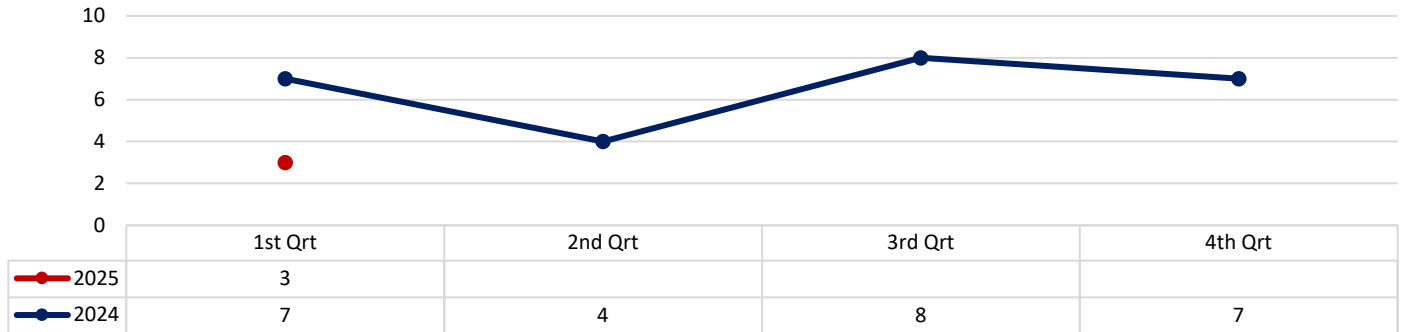
We've started an exciting new program in partnership with the Renton Chamber of Commerce that will recognize a **Fire Safe Business** each month. Our first awardee was Arise N Shine Preschool – who was selected as January's Fire Safe Business.



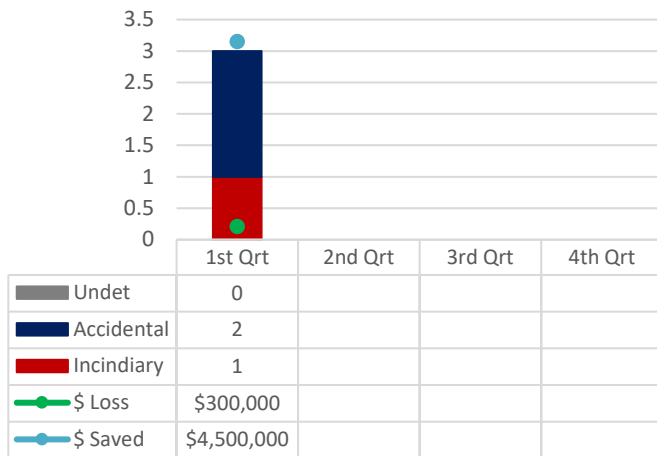
Fire Investigations

There were no fires in February that required a fire investigator response. Total dollar loss for the year is estimated at \$300,000, and an estimated \$4.5 million in saved property.

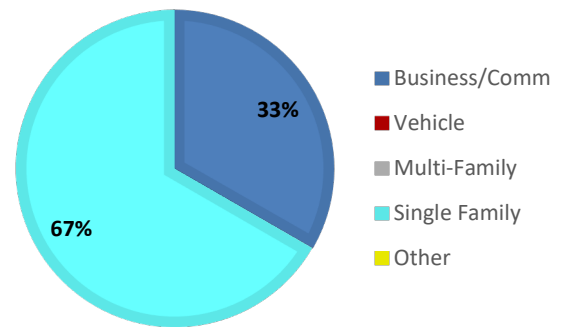
Fire Investigations by Quarter - Comparative to 2024



FIRE CAUSE AND LOSS ESTIMATE



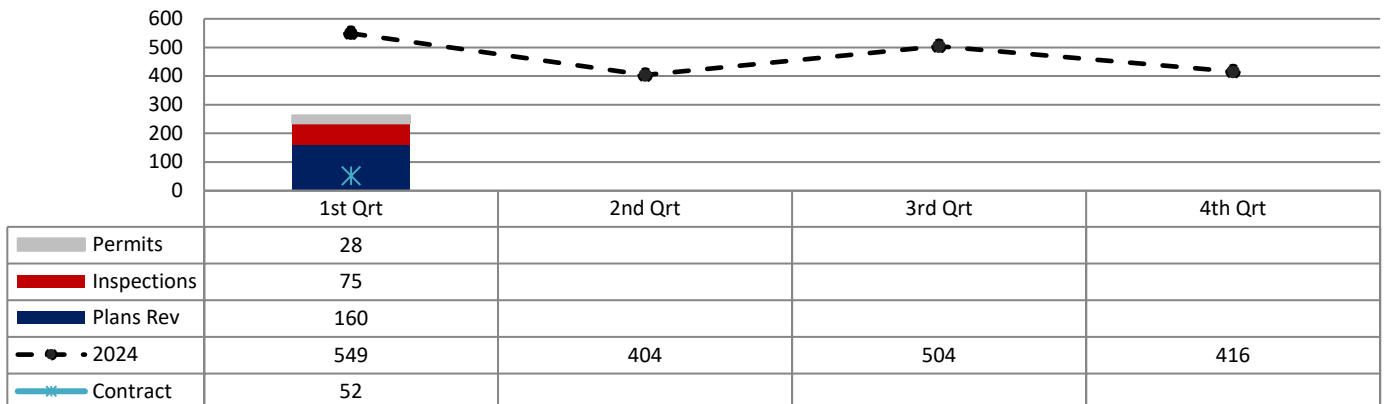
PROPERTY TYPE OF INVESTIGATED FIRES



Plans Review, Construction Inspections & Permits

Staff have completed 202 plans reviews, 59 construction inspections, and issued 31 fire systems and/or fire construction permits year to date.

Plans Review, Construction Inspections & Permits by Quarter - Comparative to 2024

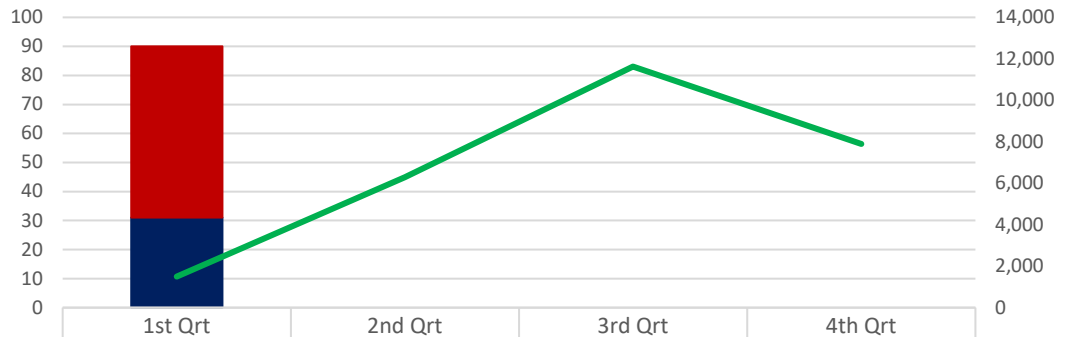


Public Education / Community Outreach Highlights

The Department has participated in 31 educational events, reaching 428 attendees and an additional 59 community events, reaching 877 attendees' year to date.



PUBLIC EDUCATION & COMMUNITY OUTREACH



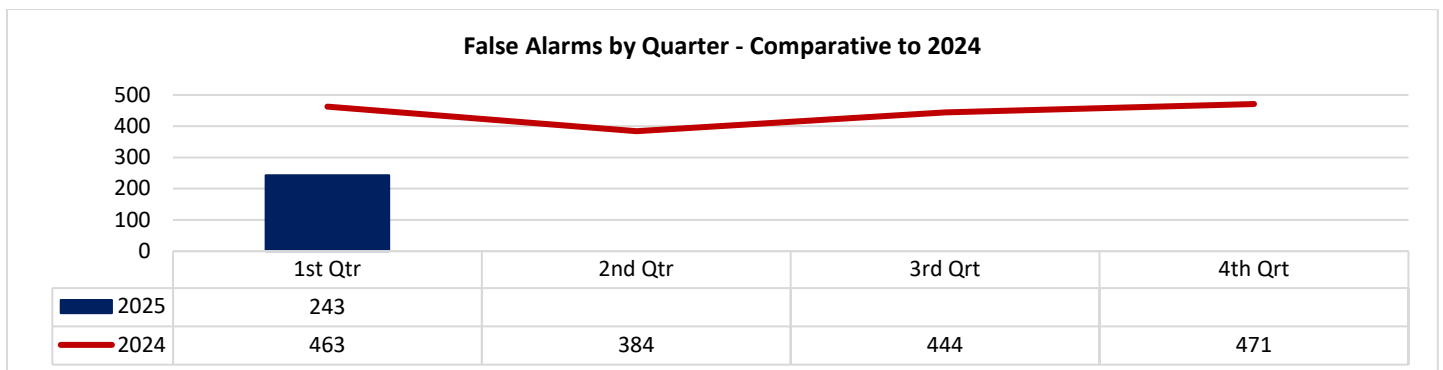
■ Community Events	59			
■ Educational Events	31			
— Participants (Educational)	428			
— Participants (Community)	877			
— Total Community Interaction	1,305			
— 2024 Community Interactions	1,498	6,291	11,628	7,899

Highlights:

- Our public educator provided Kindergarten Fire Safety education at Apollo Elementary, attended by 16 students.

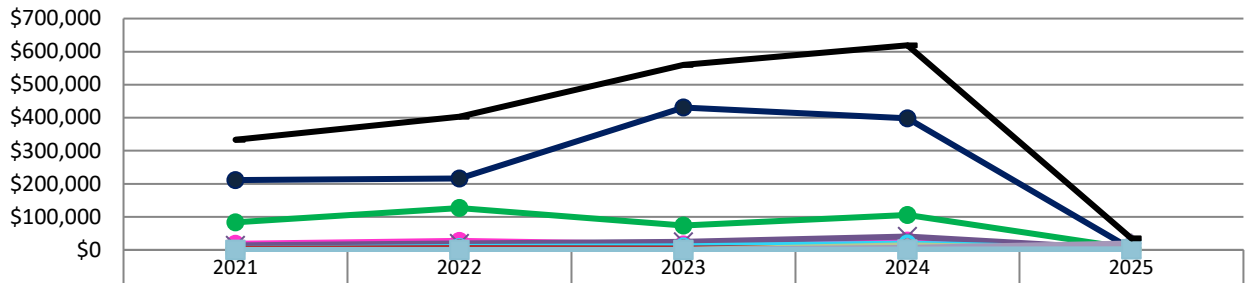
False Alarms

The Department has responded to 243 false alarms within our response area.



OFM Revenue. OFM revenues year to date totaled \$34,404.

OFM Revenue by Year (2021-Present)



	2021	2022	2023	2024	2025
IFC Permits	\$211,220	\$216,131	\$430,819	\$397,693	\$2,835
FP System PR	\$83,283	\$126,580	\$73,358	\$106,047	\$4,424
Fire / Const Permits	\$18,721	\$27,590	\$17,030	\$27,958	\$1,385
Re-Inspections	\$13,850	\$19,185	\$24,050	\$40,482	\$1,818
False Alarms	\$3,000	\$8,850	\$10,950	\$19,371	\$1,500
Tech Fee	\$3,060	\$4,628	\$3,970	\$6,637	\$275
Mountain View Cont	\$0	\$0	\$0	\$13,822	\$1,233
TCE Revenue	\$0	\$0	\$0	\$5,862	\$19,429
KC Cont	\$0	\$0	\$0	\$1,233	\$1,764
Total Rev	\$333,134	\$402,964	\$560,177	\$619,105	\$34,663

Monthly Overview

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

RRFA Station Area	First Due Incident Counts	Incidents in RRFA Area	Station Reliability
▲			
11	324	342	94.74%
12	245	258	94.96%
13	314	350	89.71%
14	96	122	78.69%
15	65	76	85.53%
16	104	113	92.04%
17	199	206	96.60%
Total	1347	1467	91.82%

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

Incident Type Group	11	12	13	14	15	16	17	Total
▲								
100 - Fire	8	6	4	3	3	1	4	19
300 - Rescue & EMS	307	222	315	88	66	102	203	1242
400 - Hazardous Condition	9	4	4	5		3	1	19
500 - Service Call	11	7	8	3	4	4	3	39
600 - Good Intent Call	23	12	23	11	7	4	12	86
700 - False Alarm	22	24	29	24	6	7	13	118
800 - Severe Weather & Natural Disaster	1				1			2
Total	381	275	382	134	87	121	236	1524

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

Unit/Station	Response Counts
▲	
☐ 11	445
A311	243
E311	149
L311	53
☐ 12	314
A312	175
B312	19
CAR312	15
E312	105
☐ 13	435
A313	257
B313	27
E313	151
☐ 14	140
E314	136
HM314	4
☐ 15	88
E315	88
☐ 16	122
E316	122
☐ 17	253
A317	174
E317	79
Total	1797

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	00:01:31	00:03:39	00:05:10	00:02:26	00:05:44	00:08:10
Aid Unit	00:01:34	00:03:25	00:05:00	00:02:34	00:05:44	00:08:18
Engine	00:01:31	00:03:49	00:05:20	00:02:13	00:05:22	00:07:36
Ladder Truck	00:01:12	00:04:27	00:05:40	00:02:03	00:10:03	00:12:06
12	00:01:32	00:03:38	00:05:10	00:02:28	00:06:08	00:08:37
Aid Unit	00:01:30	00:03:21	00:04:51	00:02:27	00:05:26	00:07:53
Engine	00:01:36	00:04:26	00:06:03	00:02:32	00:07:37	00:10:10
13	00:01:36	00:04:23	00:05:59	00:02:44	00:06:33	00:09:18
Aid Unit	00:01:42	00:04:22	00:06:05	00:02:54	00:07:01	00:09:55
Engine	00:01:23	00:04:24	00:05:48	00:02:18	00:05:48	00:08:06
14	00:01:42	00:03:25	00:05:07	00:02:48	00:06:13	00:09:01
Engine	00:01:42	00:03:25	00:05:07	00:02:48	00:06:13	00:09:01
15	00:01:30	00:04:11	00:05:42	00:02:32	00:06:00	00:08:32
Engine	00:01:30	00:04:11	00:05:42	00:02:32	00:06:00	00:08:32
16	00:01:42	00:03:41	00:05:24	00:02:44	00:05:43	00:08:28
Engine	00:01:42	00:03:41	00:05:24	00:02:44	00:05:43	00:08:28
17	00:01:29	00:04:10	00:05:40	00:02:16	00:06:08	00:08:24
Aid Unit	00:01:26	00:03:39	00:05:06	00:02:12	00:05:24	00:07:37
Engine	00:01:37	00:05:25	00:07:03	00:02:24	00:06:15	00:08:39
Total	00:01:33	00:03:54	00:05:27	00:02:34	00:06:04	00:08:38

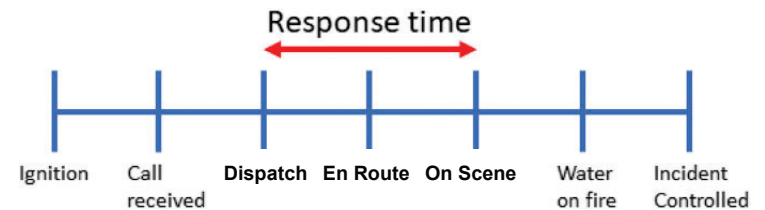
Definition:

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	Total
11	405	342	747
12	315	258	573
13	418	350	768
14	142	122	264
15	95	76	171
16	152	113	265
17	169	206	375
Total	1696	1467	3163

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

Incident Type Group	January	February	Total
100 - Fire	34	19	53
300 - Rescue & EMS	1398	1242	2640
400 - Hazardous Condition	37	19	56
500 - Service Call	63	46	109
600 - Good Intent Call	145	92	237
700 - False Alarm	134	118	252
800 - Severe Weather & Natural Disaster		2	2
900 - Special Incident	1		1
Total	1812	1537	3349

Responses Breakdown by Apparatus

Apparatus Station	January	February	Total
11	575	445	1020
A311	266	243	509
E311	224	149	373
L311	85	53	138
12	424	314	738
A312	220	175	395
B312	36	19	55
CAR312	21	15	36
E312	145	105	250
WR312	2		2
13	517	435	952
A313	299	257	556
B313	46	27	73
E313	172	151	323
14	173	140	313
E314	163	136	299
HM314	10	4	14
15	108	88	196
E315	108	88	196
16	164	122	286
E316	164	122	286
17	226	253	479
A317	142	174	316
E317	84	79	163
Total	2187	1797	3984

**CITY OF BLACK DIAMOND
REQUEST FOR PROPOSALS
FOR
FIRE AND EMERGENCY MEDICAL SERVICES**

Purpose of Request

The City of Black Diamond (City) is seeking proposals from Mountain View Fire & Rescue, Puget Sound Regional Fire Authority, Renton Regional Fire Authority, and Valley Regional Fire Authority to provide fire and emergency services to the City. The City is requesting proposals because its current contract with Mountain View Fire & Rescue will terminate on December 31, 2027.

General Expectations for Responsive Proposals

The information included in this RFP is intended to guide development of responsive proposals with the understanding that final terms of service may be negotiated once the preferred provider is selected by the Black Diamond City Council. The City’s essential needs are:

- A long-term solution (minimum of 10 years), including fire protection, fire prevention, fire marshal, and emergency medical services
- A fiscally responsible solution for Black Diamond residents and taxpayers
- Commencement of services no later than January 1, 2028

The City is open to proposals based on a variety of fire service models, including by annexation, by long-term contract (10+ years), or by short-term contract leading to annexation. This RFP is intended to be flexible to allow respondents to design and propose a service delivery model that is efficient and effective, and that best meets the needs of the responding agency and the City.

Because annexation requires voter approval, responses that include an annexation component should include a plan for continuity of service delivery (including projected costs) in the event that an annexation vote fails. Responses that propose a long-term contractual relationship should include cost projections for at least 10 years.

Schedule

The City expects to follow the following schedule for this RFP, but reserves the right to alter the selection process or schedule for any reason (e.g., additional time or information may be required to properly consider the proposals; availability of key personnel):

Issue RFP	February 21, 2025
Deadline for Submitting Proposals	March 21, 2025
Evaluation Committee Reviews Proposals (with possible in-person presentations by responding agencies)	March 24-28, 2025

City Council Discussion & Presentations by Finalists	April 3, 2025 (or a specially scheduled meeting in April)
City Council Selection of Preferred Provider	April 17, 2025
Additional Steps	TBD

Scope of Services and Related Considerations

All proposals should describe the responding agency’s approach to providing the services described below and meeting the requested level of service; however, the final terms of any arrangement are subject to negotiation once the Council has selected its preferred provider:

1. Fire and Emergency Medical Services
 - a. All services related to fire suppression, emergency medical response, hazardous materials response, technical rescue, and other emergency response within the jurisdictional boundaries of the City
 - b. Full-service fire marshal duties, including plan reviews for development proposals, annual hazard inspections, fire flow testing and other fire protection system tests, fire investigations, and support for City code compliance efforts as needed
 - c. Professional quality of emergency response personnel that meets or exceeds regional standards for training and educational requirements

2. Level of Service
 - a. 24-hour staffing for fire suppression and emergency medical response, with service and staffing levels that meet or exceed those currently provided by Mountain View Fire & Rescue, with a preference for staffing levels that meet regional standards
 - i. Respondents should feel free to propose any service model that they believe will best serve the City.
 - ii. Proposals may include multiple service options at various staffing levels and costs, so that the City may consider the costs and benefits of various service options. For example, options presented may include 24-hour staffing of Station 98 with two or three career firefighters at various levels of seniority (battalion chief, lieutenant, firefighter)
 - iii. Proposals should identify anticipated response times to various parts of the City
 - b. If the provider’s service level or governance structure is expected to change over the course of a 10+ year relationship, the proposal should describe the nature and timing of those expected changes
 - c. Indicate intended uses, if any, of the new Station 99 (currently under construction)
 - d. Indicate availability of ladder trucks and any other specialty fire or life-saving equipment or apparatus that would provide significant benefits to Black Diamond residents and businesses

- e. Indicate approach to ambulance/hospital transport services, staffing levels, and whether backup coverage is available when EMS crews are busy on other calls
3. Other Considerations. Responsive proposals should address:
- a. Whether and to what extent the City's existing buildings (Fire Station 98 and new Fire Station 99, which is under construction) would be integrated into the responding agency's service delivery model. This includes whether the City's fire stations would be sold or leased to the responding agency or whether the City would retain ownership
 - b. Whether the responding agency would recommend or plan for closing/selling the existing Station 98 and/or new Station 99 and constructing a new primary fire station in a more central location to reduce response times throughout the City. Alternatively, the City would be open to considering other proposals to optimize coverage and reduce response times in the community
 - c. Whether and to what extent the City's other existing capital assets (apparatus and other vehicles and equipment) would be integrated into the responding agency's service delivery model and who would have ownership of the assets
 - d. Capital asset replacement schedules, costs associated with repair and replacement of capital assets, and who is responsible for such costs
 - e. How consumable supplies and materials would be purchased, maintained, or replaced as needed, and the City's expected financial contribution for such supplies and materials
 - f. The responding agency's approach to facility maintenance, management, and repairs
 - g. The responding agency's approach to fleet maintenance
 - h. The responding agency's approach to Information Technology services
 - i. Insurance costs for any City facilities used by the responding agency in providing services to the City
 - j. Collaboration with the City with respect to revising and implementing the City's Comprehensive Emergency Management Program
 - k. The responding agency's administrative structure as it would relate to the City
 - l. Opportunities for the City to participate or have input in the selected agency's governance or decision-making regarding operations and services provided to the City
 - m. The responding agency's approach to public communications and community education, engagement, and outreach
 - n. Any other specialty services not listed above that would be provided to the City as part of the parties' relationship. For example, water safety is an important issue for Black Diamond because of the significant number of residents and recreational users at Lake Sawyer
4. Cost of Service. Responsive proposals shall include:
- a. Annual costs of service over the term of the proposed relationship (whether estimated or proposed as fixed amounts)

- b. How appurtenant funding mechanisms will be handled, including but not limited to the King County EMS Levy and any state or federal program funds
- c. An anticipated payment schedule. Proposals that include an annexation component should identify the expected timing of any revenues that the responding agency would begin receiving from property taxes collected from City residents via annexation (assuming a successful vote) and a contingency plan in the event that annexation is rejected by voters.
- d. Any costs that cannot yet be determined, but that will be part of the agency's service delivery model, should be identified in the proposal.

Evaluation Criteria

In evaluating proposals, the City may consider the following non-exclusive criteria:

- The proposer's experience in providing fire services to the City or other communities in the region
- The costs of service, including immediate and long-term impacts to the City's budget and fiscal sustainability
- The potential for improving upon current levels of service in a cost-effective manner
- The City's ability to ensure satisfaction and accountability in how services are delivered to its residents over the course of the relationship

Instructions for Submitting Proposals

Proposals shall be submitted by email in PDF format by 5:00 p.m. Friday, March 21, 2025.

Proposals shall be emailed to the City Clerk, Brenda Martinez, as follows:

To: BMartinez@blackdiamdondwa.gov

Subject: Fire Services RFP

Proposals should be prepared simply and economically, providing straightforward and concise descriptions of the responding agency's capabilities to satisfy the requirements of this RFP and its approach to satisfying the City's requirements as set forth above. Emphasis should be placed on completeness, clarity, and specificity of content. Respondents are encouraged to identify any issues that will need to be addressed in negotiations if their proposal is selected.

The City reserves the right to reject any proposal received after the deadline stated above.

Other Terms and Conditions

The City reserves the right to select any proposal or to negotiate with any of the responding agencies. The City retains sole discretion to select a preferred provider of fire and emergency medical services in the public interest of the citizens and taxpayers of Black Diamond.

The City reserves the right to reject any and all proposals and to waive any irregularities in any proposal. The City is not obligated to accept any proposal or to negotiate with any of the responding agencies.

The City reserves the right to request clarification or additional information from any or all of the responding agencies.

The City shall not be responsible for reimbursing costs incurred by any agency in preparing a responsive proposal or for participating in this RFP process.

If the selected proposal includes an annexation component, the provider will be expected to negotiate an agreement covering pre-annexation terms and conditions, and providing for continuity of service during and after the annexation vote, whether or not the vote is successful.

Contacts

All questions and other communications regarding this RFP should be directed in writing to:

Carol Benson, Mayor

Email: CBenson@blackdiamondwa.gov

With a copy to: Brenda Martinez, City Clerk, BMartinez@blackdiamondwa.gov

Any oral communication will be considered unofficial and non-binding and shall not be relied upon.