



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, September 8, 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
 - Proclamation: [2025 Fire Prevention Week](#)
- Public Comment

Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person pursuant to the rules established under Section 8 of the bylaws.
- Consent Agenda
 - Approval of [Minutes from August 11, 2025](#), Regular Meeting
 - Approval of [Vouchers](#): AP Check Register 7/16/2025 – 8/15/2025
Payroll Checklist 7/1/2025 – 7/31/2025
- 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)
 - Office of the Fire Marshal (Fire Marshal Barton)

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- [OFM Monthly Report](#)
- Support Services (Deputy Chief Simonds)
 - Station 16 Update
- Response Operations (Deputy Chief Seaver)
 - Significant Events
 - 8/2/25 495 Renton Center Way SW Building Fire
 - 8/3/25 62 Rainier Ave S Shooting Incident
 - 8/3/25 1201 Lake Washington Blvd N Water Vehicle Fire
 - 8/7/25 485 Renton Center Way SW Commercial Fire
 - 8/8/25 1055 Grady Way Shooting Incident
 - 8/11/25 1201 Lake Washington Blvd N Drowning Incident
 - 8/14/25 500 Block of Naches Ave SW Brush Fire
 - 8/17/25 11000 Block of SE 201st St, Kent Shooting Incident
 - 8/19/25 NE 10th St / Duvall Ave NE MVA w/Injuries
 - 8/20/25 17700 Block of 163rd Pl SE Tree Rescue
 - 8/26/25 1500 Block of N Brooks St MVA Train w/Injuries
 - 8/30/25 1201 Lake Washington Blvd N Drowning Incident
 - 8/31/25 214 Williams Ave S Stabbing Incident
 - Training
 - Aerial Dynamics
 - PSE Natural Gas & Electricity Emergencies
 - Aircraft Emergency Drill at Boeing Field
 - Passenger Vehicle Rescue
 - Public Outreach
 - Ride-Alongs
 - Engine Visits
 - “Right at School” Summer Camp
 - Family First Community Center
 - Rolling Hills Community Picnic
 - Liberty Park
 - Fairwood Marital Arts
 - Fairwood Firs HOA
 - Station Visits: ST 12, ST 17
 - National Night Out, multiple neighborhoods
 - [August Response Reports](#)
- Correspondence
- Unfinished Business
- New Business
 - [Governance Board Bylaws](#)

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- Good of the Order
- Executive Session
- Future Meetings:
 - Monday, September 22, 2025, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
 - Monday, September 22, 2025, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
 - Monday, October 13, 2025, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave SE, Renton) / Video Conference
- Adjournment



Renton Regional Fire Authority

2025 PROCLAMATION

WHEREAS, Renton Regional Fire Authority is committed to ensuring the safety and security of all those living in, working in, and visiting our response area; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certifications, or exposing batteries to damage can result in fire or explosion; and

WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

WHEREAS, Renton Regional Fire Authority first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS, the 2025 Fire Prevention Week theme, “Charge into Fire Safety: Lithium-Ion Batteries in Your Home,” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

THEREFORE, the Renton Regional Fire Authority Governance Board does hereby proclaim **October 5-11, 2025**, to be:

Fire Prevention Week

In witness whereof, we have caused the seal of the Renton Regional Fire Authority to be affixed this September 8, 2025.

James Alberson, Board Chair

Sean Cook, Board Vice Chair

Ryan McIrvin, Board Member

Marcus Morrell, Board Member

Ed Prince, Board Member

Linda Sartnurak, Board Member

Andrew Schneider, Board Member



Renton Regional Fire Authority

18002 108th Ave SE

Renton, WA 98055

Office: (425) 276-9500

Fax: (425) 276-9592

MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, August 11, 2025

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

CALL TO ORDER

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

ROLL CALL

Governance Board Members Present:

James Alberson, Chair (City of Renton)

Sean Cook, Vice Chair (Fire District 25)

Ryan McIrvin (City of Renton)

Ed Prince (City of Renton)

Linda Sartnurak (Fire District 40)

Andrew Schneider (Fire District 40)

Governance Board Members Not Present:

Marcus Morrell (Fire District 25)

Administrative Staff Present:

Fire Chief Steve Heitman, Chief Administration Officer Samantha Babich, Fire Marshal Anjela Barton, Deputy Chief Mark Seaver, Deputy Chief Dan Alexander, Deputy Chief Ryan Simonds, Communications Manager Katie Lewis, Administrative Services Manager Christine Noddings, Site Reliability Engineers Wyatt Humphreys and Javier Esparza and Board Secretary Samantha Vergara

Public Present In-Person:

Rufina, Matthew and Madeleine Kononenko

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member McIrvin to excuse the absent board member from this meeting. **MOTION CARRIED (6-0)**

AGENDA MODIFICATIONS

Chief Heitman requested to move the promotional ceremony after the presentation of the Capital Facilities Plan and Rate Study by CAO Babich; Board Chair Alberson approved.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Presentation

CAO Babich presented the Capital Facilities Plan and Rate Study. After the presentation, Board Chair Alberson inquired about the rate increase and CAO Babich responded.

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CAO Babich requested to delay the promotional ceremony; Board Chair Alberson approved.
{Promotional ceremony conducted after the Chief's report}

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member McIrvine to approve the consent agenda for July 14, 2025. **MOTION CARRIED (6-0)**

SIGNING OF VOUCHERS

The governance board members signed the voucher approval letter for July 14, 2025.

BOARD COMMITTEE REPORTS

There were no board committee reports.

CHIEF'S REPORT

Chief Heitman presented his report. At the conclusion, Board Member Prince inquired about the report on the fire districts and Chief Heitman shared more information on the 14 potential projects.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Presentation

Chief Heitman presented the promotion of Deputy Fire Marshal II to Vlad Kononenko.

DIVISION REPORTS

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

At the conclusion of Fire Marshal Barton presenting on the Office of the Fire Marshal report, Board Chair Alberson inquired about the TCE company then about the most common cause of fires for single and multi-family residences. FM Barton explained TCE's role in test reporting and noted the majority of residential fires are kitchen fire incidents.

For Support Services, DC Simonds updated the board on the date of reviewing the bids for the Station 16 build being pushed back one day to August 14th.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Establish Public Hearing Date for Property Tax Levy and Fire Benefit Charge

Proposed action items in order to meet the required deadlines for filing property tax levy and fire benefit charge information with King County, including holding a special meeting in lieu of the committee meetings on 10/27/2025 to hold a public hearing on the proposed levy and FBC.

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A **MOTION** was made by Board Member McIrvn and **SECONDED** by Board Member Prince to establish the proposed public hearing date for property tax levy and FBC. **MOTION CARRIED (6-0)**

Resolution 2025-04 Adopting Capital Facilities Plan and Rate Study

Renton RFA is required by the ILA agreement with the City of Renton to have a Capital Facilities Plan for the purpose of imposing impact fees on development within the city limits. In conjunction with this, a rate study was conducted to more accurately align the rates for impact fees.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member McIrvn to adopt Resolution 2025-04 as presented. **MOTION CARRIED (6-0)**

Adoption of Proposed 2026 OFM Fee Schedule

Office of the Fire Marshal fees are first reviewed and approved by the RRFA Governance Board, then adopted by the Renton City Council to be included in the City of Renton fee schedule. Proposed changes to our fee schedule are due to the City of Renton for inclusion in the City fee schedule by the end of August each year.

A **MOTION** was made by Board Member Prince and **SECONDED** by Board Member McIrvn to adopt the proposed 2026 OFM Fee Schedule as presented. **MOTION CARRIED (6-0)**

Committee Meeting Assignment

Board Secretary Vergara presented the options to the board to address the assignment of governance board members to the committee meetings. The board agreed that Board Chair Alberson shall recuse himself from the Operations/Capital committee meeting, leaving three committee members, which keeps from having a quorum for an open public meeting.

GOOD OF THE ORDER

There was nothing for the good of the order.

EXECUTIVE SESSION

There was no Executive Session.

FUTURE MEETINGS

- Monday, August 25, 2025, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
- Monday, August 25, 2025, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Monday, September 8, 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 10:33 a.m.

James Alberson, Board Chair

Samantha Vergara, Board Secretary

Professionalism • Integrity • Leadership • Loyalty • Accountability • Respect

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VOUCHER APPROVAL FOR SEPTEMBER 08, 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 \$4,400,279.88, payroll vouchers and direct deposits totaling \$1,511,275.50.

A/P VOUCHERS	Payment Date	Numbers	Amount
Virtual Pay	07/16/2025 - 08/15/2025	APA004483-APA004599	\$2,943,337.03
Checks	07/16/2025 - 08/15/2025	13805-13812	\$610.00
EFTs	07/16/2025 - 08/15/2025	-	\$347,669.24
Bank Drafts	07/16/2025 - 08/15/2025	-	\$1,108,663.61
AR Refund Checks	07/16/2025 - 08/15/2025	0-0	\$0.00
TOTAL A/P			\$4,400,279.88
PAYROLL VOUCHERS	Payment Date	No. of Vouchers	Amount
Direct Deposit	7/25/2025	183	\$772,969.70
Check	7/25/2025	0	\$0.00
Direct Deposit	8/8/2025	188	\$738,305.80
Check	8/8/2025	0	\$0.00
TOTAL PAYROLL		371	\$1,511,275.50
TOTAL CLAIMS			\$5,911,555.38

Renton Regional Fire Authority Governance Board:

Marcus Morrell, Board Member

James Alberson, Board Chair

Ed Prince, Board Member

Sean Cook, Board Member

Linda Sartnurak, Board Member

Ryan McIrvine, Board Member

Andrew Schneider, Board Member

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RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: September 8, 2025

TO: 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)
Linda Sartnurak (Fire District 40)
Andrew Schneider (Fire District 40)

FROM: Steve Heitman, Fire Chief

SUBJECT: **Renton Regional Fire Authority Chief's Report**

1. Welcome New Members

Please join me in welcoming our new members to the team.

HR Generalist Kirsten Anderson

My name is Kirsten Anderson. I am originally from Minnesota, where I developed a lifelong love for the Vikings (Skol!!). In November 2024, I moved to Renton with my husband and dog, Goose. I'm a former elementary music teacher turned HR generalist. I'm drawn to public service roles where I can support the people making a difference in our community. That's one of the many reasons why I'm so excited to join Renton RFA. In my free time, I enjoy making music, attending trivia nights, and collecting houseplants. I also love exploring the area and getting outdoors—if you have any recommendations, I'd love to hear them!



Deputy Fire Marshal Dylan Gill

Hi, my name is Dylan Gill, I'm 27 years old, married, and my wife and I are excited to welcome our first child soon. I grew up in the South Sound area and have lived here my whole life. I went to college at Eastern Washington University (Go Eagles). At home, I have two dogs, a chiweenie named Buddy and a golden retriever named Burt Reynolds.



Deputy Fire Marshal Dylan Heitman

I graduated from the University of Washington Tacoma with a bachelor's degree in technical Writing Studies, minoring in History and Innovation & Design. For the last three years, I have worked as a Technical Writer and Quality Reviewer for Systems Service Enterprises, contracting with Boeing as part a team that edited and revised the flight manuals for a military transport aircraft. I am very excited to be joining the RRFA as a Deputy Fire Marshal, not only because I'll be following in my father's footsteps by entering the fire service but also because I will be able to use my skills and expertise as a technical communicator to contribute to the success of the organization and its mission.



2. IT Internship

From September through December, our IT team will host an IT intern working up to 16 hours per week, with scheduling flexibility to accommodate academic commitments. The intern will play an active role in Renton RFA's technology refresh and maintenance initiatives while gaining hands-on experience with desktop imaging, hardware management, inventory, help desk support, and general IT operations. This position offers valuable exposure to working within a local government environment while contributing to meaningful projects that directly support emergency services. The individual will begin their internship on September 11th.

3. Journeyman Status Completions

I'm pleased to share that FF Gerit DeBerry has successfully completed his probationary period and achieved journeyman status with Renton Regional Fire Authority. This milestone is achieved by completing JATC training and three years with Renton RFA, and reflects a member's dedication, hard work, and commitment to serving our community at the highest standard. Please join me in congratulating FF DeBerry on this important professional achievement.

4. Letter of Commendation

Captain Blakeslee was recently recognized by a fellow officer for going above and beyond to support a former patient who had expressed a heartfelt birthday wish. The young woman, who has a disability and now works at a local Safeway, had written a letter to Station 16 requesting a chance to recreate a special photo with the fire department on her 18th birthday. Her wish included visiting Safeway to legally purchase a lottery ticket—a milestone moment for her. Although an offer was made by on-duty personnel to fulfill the request, Captain Blakeslee personally contacted her mother, coordinated the surprise, and chose to take time on his day off to drive an hour each way to make it happen. He picked her up from home in the Antique Union Pumper, brought her to Safeway, and made sure

she got her photo with Engine 316. His selfless commitment reflects the heart of our organization and left a lasting impression on the family and community.

5. 2025 Station Open Houses

Our annual open houses are scheduled for the following dates/times for each fire station. These events offer civilians the chance to meet local firefighters and learn about fire safety and emergency preparedness. It's a great opportunity for families to engage with the heroes who protect the Renton and surrounding communities and get a behind-the-scenes look at their daily operations. We are securing the permit for the traffic revisions at Station 17 and have secured the flagging company. The Zone 3 Fire Cadets have also been secured for this event.

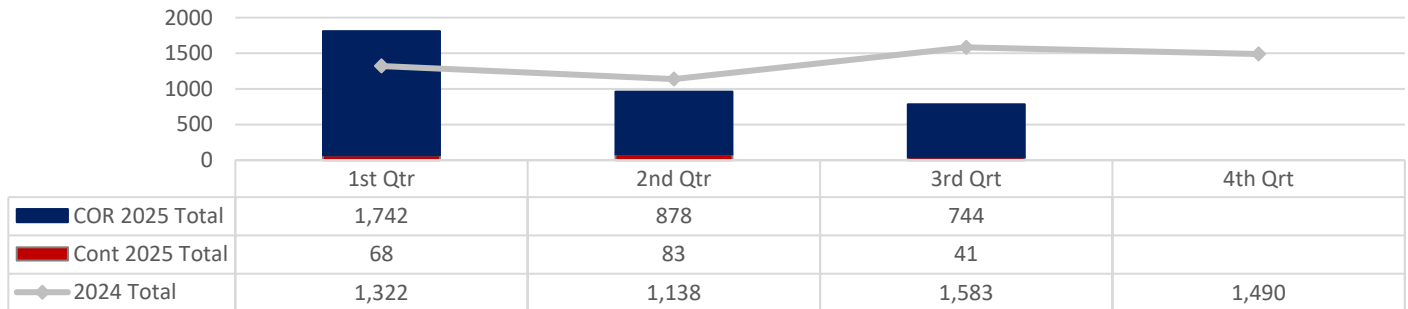
- | | | |
|--------------|--------------------------|------------------|
| • Station 11 | October 11 th | 9:00am – 11:00am |
| • Station 12 | October 11 th | 1:00pm – 3:00pm |
| • Station 13 | October 18 th | 9:00am – 11:00am |
| • Station 15 | October 18 th | 1:00pm – 3:00pm |
| • Station 16 | October 25 th | 9:00am – 11:00am |
| • Station 17 | October 25 th | 1:00pm – 3:00pm |

Office of the Fire Marshal September 2025 Monthly Report

Inspections

Staff have completed 3,556 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

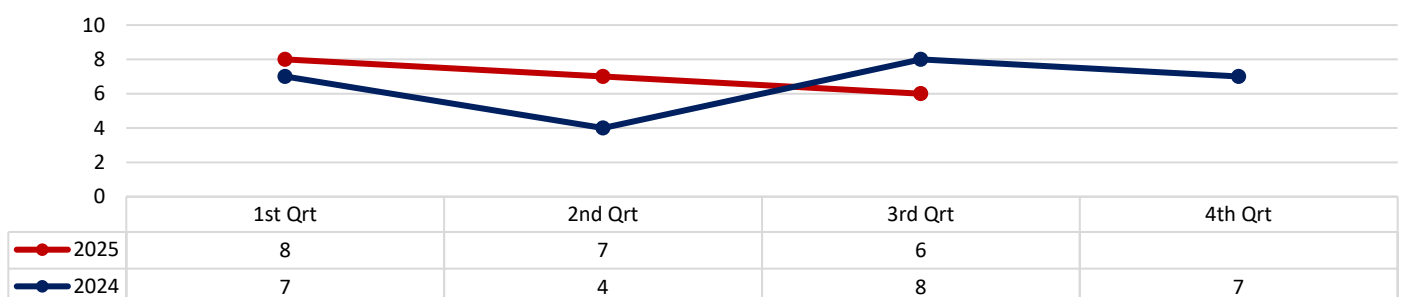
King's Transmission, a 25 year Renton business, was selected as the Fire Safe Business of the month.



Fire Investigations

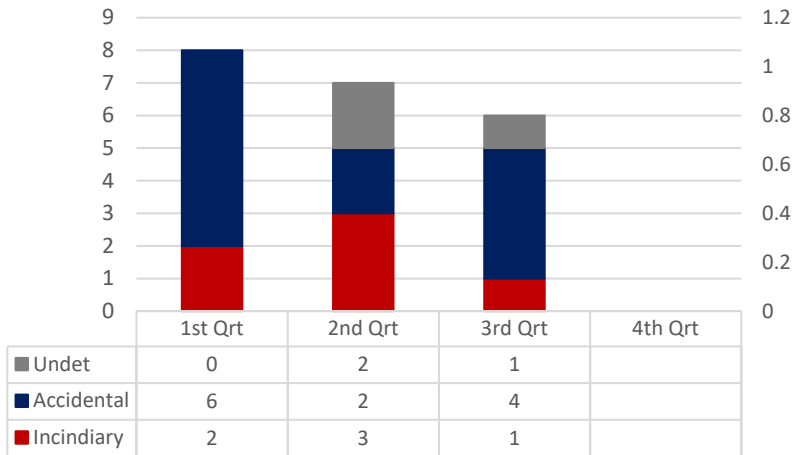
There were 3 fires in August that required a fire investigator response. Total dollar loss for the year is estimated at \$2.9 million and an estimated \$54 million in saved property.

Fire Investigations by Quarter - Comparative to 2024

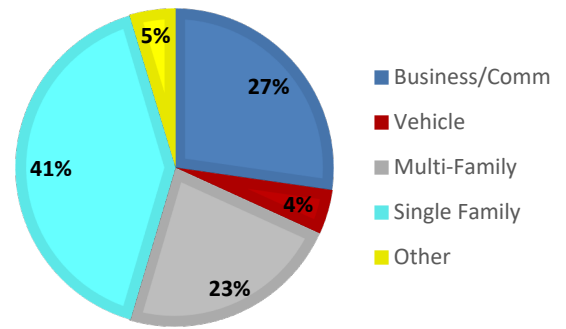


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FIRE CAUSE DETERMINATION



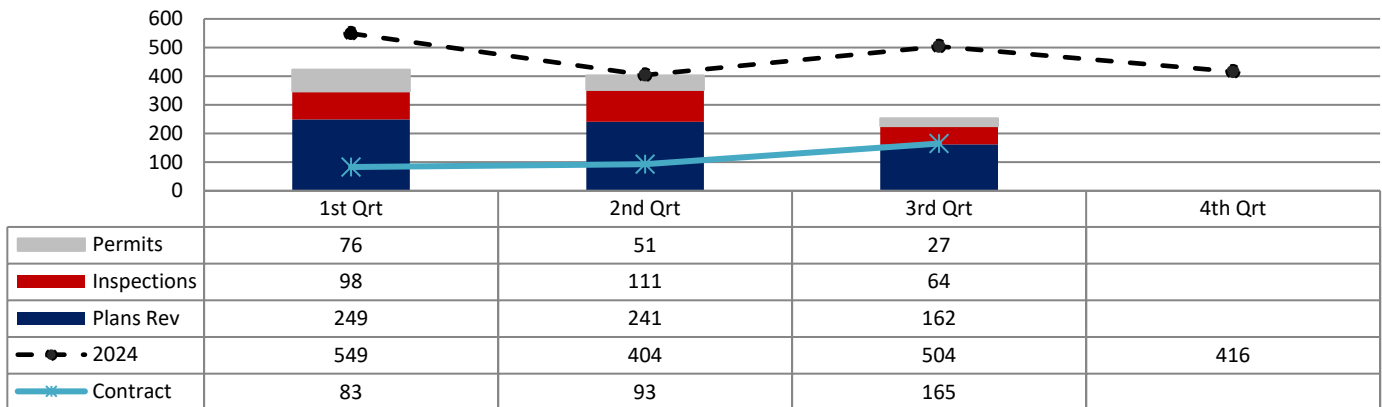
PROPERTY TYPE OF INVESTIGATED FIRES



Plans Review, Construction Inspections & Permits

Staff have completed 945 plans reviews, 287 construction inspections, and issued 188 fire systems and/or fire construction permits year to date.

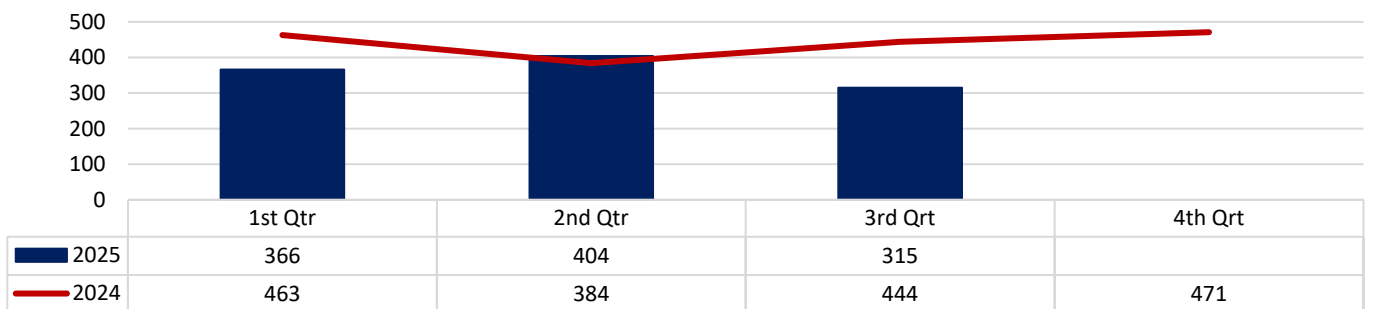
Plans Review, Construction Inspections & Permits by Quarter - Comparative to 2024



False Alarms

The Department has responded to 1,085 false alarms within our response area.

False Alarms by Quarter - Comparative to 2024

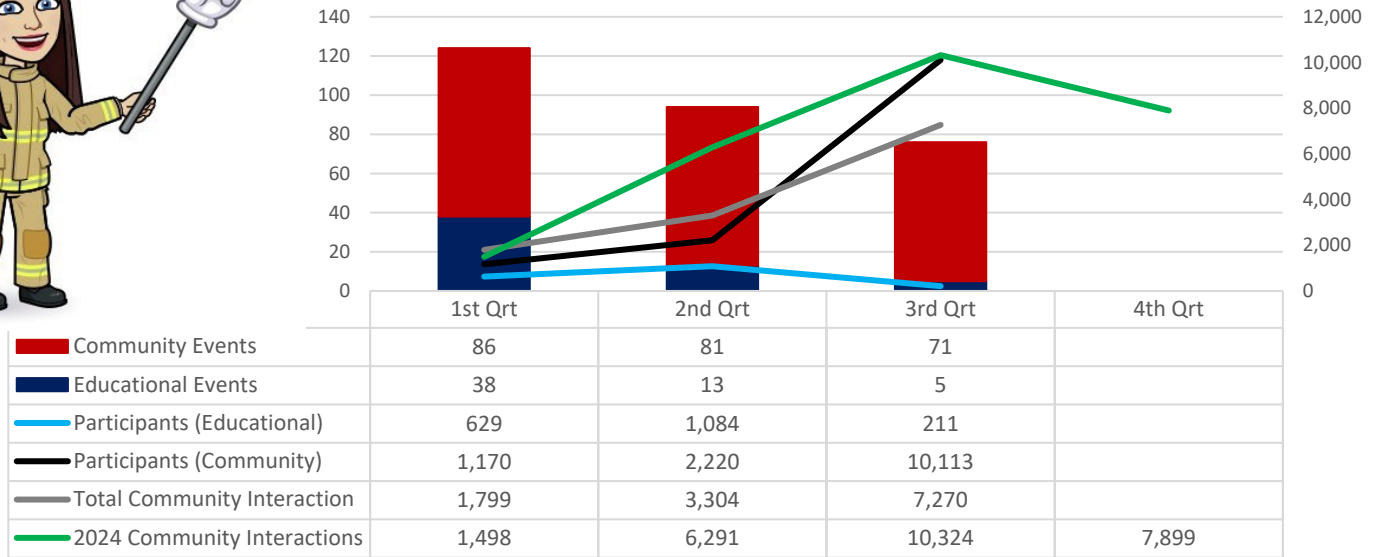


Public Education / Community Outreach Highlights

The Department has participated in 56 educational events, reaching 1,924 attendees and an additional 236 community events, reaching 9,483 attendees' year to date.



PUBLIC EDUCATION & COMMUNITY OUTREACH

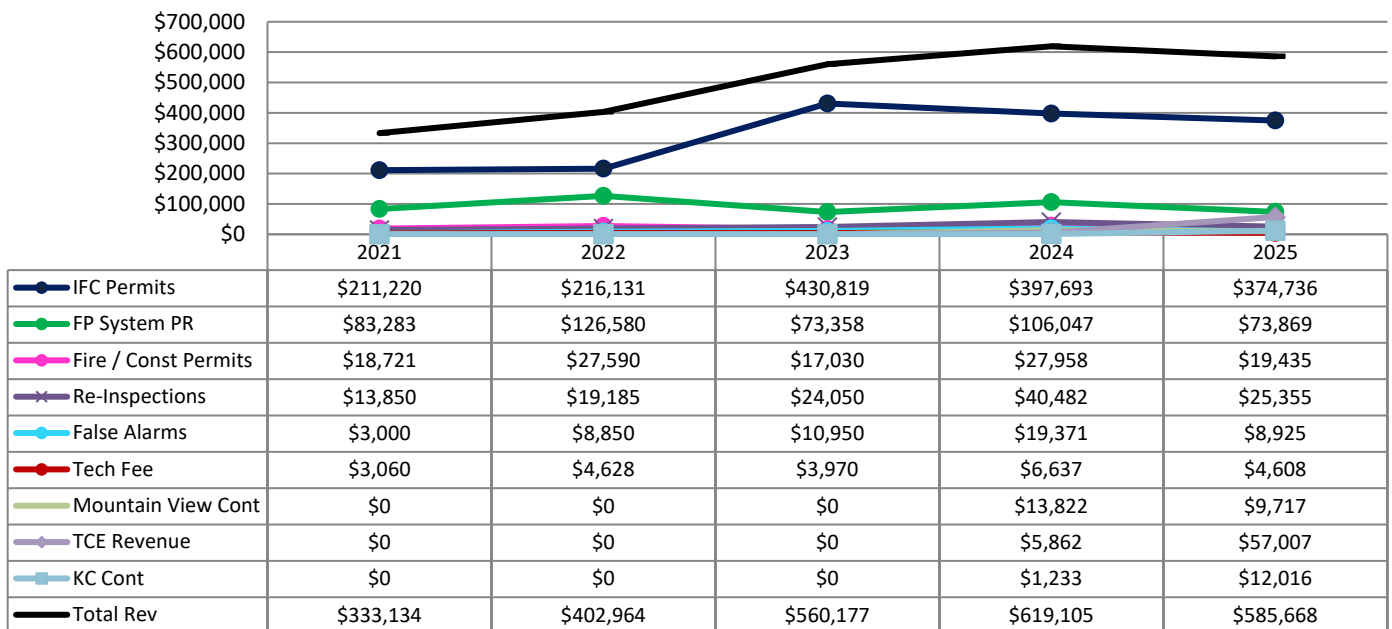


Highlights:

- Engine crews attended the Family First Community Center's annual back to school celebration – attended by an estimated 1,200 community members and the Communities in Schools Back-to-School Block Party, attended by 500 community members
- Deputy Fire Marshal Ashlinn Phipps provided water safety training at the Right at School summer camp and home fire safety training at the Fairwood Martial Arts summer camp.

OFM Revenue. OFM revenues year to date totaled \$585,668.

OFM Revenue by Year (2021-Present)



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Monthly Overview

Station Reliability (Not include Out of Jurisdiction Incidents)

RRFA Station Area	First Due Incident Counts	Incidents in RRFA Area	Station Reliability
▲			
11	341	372	91.67%
12	279	307	90.88%
13	369	413	89.35%
14	161	188	85.64%
15	96	110	87.27%
16	103	119	86.55%
17	206	215	95.81%
Total	1555	1724	90.20%

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

Incident Type Group	11	12	13	14	15	16	17	Total
▲								
100 - Fire	21	9	25	17	8	6	7	54
200 - Overpressure Rupture, Explosion, Overheat		1						1
300 - Rescue & EMS	320	260	354	120	85	97	205	1349
400 - Hazardous Condition	9	5	7	7	2	2	2	23
500 - Service Call	23	22	16	4	7	4	8	69
600 - Good Intent Call	26	20	44	30	14	6	11	133
700 - False Alarm	36	35	27	44	12	11	11	163
Total	435	352	473	222	128	126	244	1792

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

Unit/Station	Response Counts
▲	
▣ 11	532
A311	252
E311	200
L311	80
▣ 12	409
A312	207
A412	2
B312	40
CAR312	20
E312	130
E412	1
WR312	9
▣ 13	525
A313	277
B313	57
E313	187
E413	4
▣ 14	226
E314	215
HM314	11
▣ 15	134
E315	134
▣ 16	131
BR316	1
E316	130
▣ 17	272
A317	174
BR317	2
E317	96
Total	2229

1 Incident can have multiple responses.

- Ex. A car crash (1 incident) might requires 3 Fire Units responding (3 responses)

Out of Jurisdiction incidents =
Incidents that didn't happen in RRFA Jurisdiction

Station Reliability:

Availability of our closest Station's Units when the incidents were reported

*The incident total from *Station Reliability Table* is different compare to *Incident Counts by Incident Type* and they are both correct.

- Total Under *Station Reliability Table* shows the number of incidents which have occurred within RRFA jurisdiction
- Total under *Incident Counts by Incident Type* shows the total incidents that RRFA Units have responded to

Good Intent Calls include
Cancelled enroute, Wrong Location, Controlled Burning, Steam

Last Month Response Time Breakdown

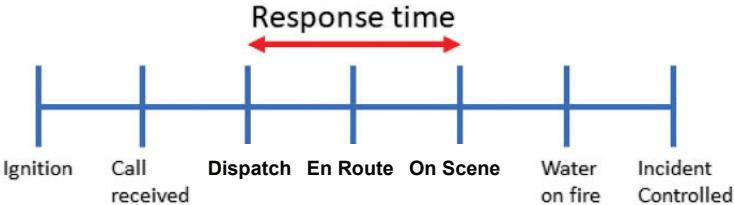
Station / Unit	Avg Turnout Time	Avg Travel Time	Avg Response Time	90th Percentile Turnout Time	90th Percentile Travel Time	90th Percentile Response Time
11	00:01:34	00:03:16	00:04:51	00:02:26	00:05:31	00:07:57
Aid Unit	00:01:33	00:03:20	00:04:54	00:02:21	00:05:30	00:07:51
Engine	00:01:33	00:03:01	00:04:35	00:02:31	00:05:05	00:07:36
Ladder Truck	00:01:40	00:03:31	00:05:11	00:02:51	00:06:42	00:09:33
12	00:01:29	00:03:34	00:05:03	00:02:28	00:05:57	00:08:25
Aid Unit	00:01:31	00:03:40	00:05:11	00:02:37	00:06:05	00:08:42
Engine	00:01:20	00:03:17	00:04:38	00:01:56	00:04:50	00:06:46
13	00:01:22	00:04:20	00:05:42	00:02:23	00:06:32	00:08:55
Aid Unit	00:01:24	00:04:19	00:05:44	00:02:25	00:06:30	00:08:55
Engine	00:01:16	00:04:21	00:05:37	00:02:20	00:06:39	00:09:00
14	00:01:42	00:03:39	00:05:21	00:02:33	00:06:11	00:08:44
Engine	00:01:42	00:03:39	00:05:21	00:02:33	00:06:11	00:08:44
15	00:01:39	00:04:56	00:06:36	00:02:18	00:08:19	00:10:37
Engine	00:01:39	00:04:56	00:06:36	00:02:18	00:08:19	00:10:37
16	00:01:39	00:03:58	00:05:37	00:02:13	00:06:19	00:08:33
Engine	00:01:39	00:03:58	00:05:37	00:02:13	00:06:19	00:08:33
17	00:01:33	00:03:38	00:05:12	00:02:29	00:05:12	00:07:41
Aid Unit	00:01:32	00:03:43	00:05:16	00:02:24	00:04:50	00:07:14
Engine	00:01:38	00:03:24	00:05:02	00:02:29	00:05:14	00:07:43
Total	00:01:31	00:03:47	00:05:18	00:02:28	00:06:07	00:08:35

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	Total
11	405	342	390	348	393	360	376	372	2986
12	315	258	319	316	281	329	317	307	2442
13	418	350	413	416	380	439	405	413	3234
14	142	122	142	134	143	152	182	188	1205
15	95	76	91	92	96	94	95	110	749
16	152	113	136	127	119	143	157	119	1066
17	169	206	181	191	180	204	231	215	1577
Total	1696	1467	1672	1624	1592	1721	1763	1724	13259

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

Incident Type Group	January	February	March	April	May	June	July	August	Total
100 - Fire	34	19	22	33	36	65	136	54	399
200 - Overpressure Rupture, Explosion, Overheat			1		3	5	2	1	12
300 - Rescue & EMS	1398	1265	1423	1348	1352	1397	1336	1349	10868
400 - Hazardous Condition	37	19	16	33	13	29	27	23	197
500 - Service Call	63	47	53	46	35	41	48	70	403
600 - Good Intent Call	145	93	102	114	118	145	153	137	1007
700 - False Alarm	134	122	132	135	118	160	164	163	1128
800 - Severe Weather & Natural Disaster		2		2					4
900 - Special Incident	1								1
Total	1812	1566	1749	1711	1675	1842	1866	1797	14018

Responses Breakdown by Apparatus

Apparatus Station	January	February	March	April	May	June	July	August	Total
▣ 11	575	445	502	485	538	508	523	532	4108
A311	266	243	262	265	282	254	235	252	2059
E311	224	149	166	148	189	180	195	200	1451
L311	85	53	74	72	67	74	93	80	598
▣ 12	424	314	415	383	382	385	440	409	3152
A312	220	175	209	198	215	197	214	207	1635
A412							2	2	4
B312	36	19	34	27	42	32	46	40	276
CAR312	21	15	32	17	18	9	29	20	161
E312	145	105	137	139	104	142	138	130	1040
E412							6	1	7
WR312	2		3	2	3	5	5	9	29
▣ 13	517	435	483	512	450	529	491	525	3942
A313	299	257	289	264	268	288	259	277	2201
B313	46	27	35	42	35	46	45	57	333
E313	172	151	159	186	147	195	174	187	1371
E413				20			13	4	37
▣ 14	173	140	181	174	176	195	221	226	1486
E314	163	136	179	160	168	180	211	215	1412
HM314	10	4	2	14	8	15	10	11	74
▣ 15	108	88	124	107	115	133	140	134	949
E315	108	88	124	107	115	133	140	134	949
▣ 16	164	122	134	139	124	155	171	131	1140
BR316						1	7	1	9
E316	164	122	134	139	124	154	164	130	1131
▣ 17	226	253	226	243	217	258	281	272	1976
A317	142	174	137	158	150	167	162	174	1264
BR317					1	4	6	2	13
E317	84	79	89	85	66	87	113	96	699
Total	2187	1797	2065	2043	2002	2163	2267	2229	16753



Governing Board Agenda Item

SUBJECT/TITLE: Proposed Changes to the Governance Board Bylaws

STAFF CONTACT: Chief Heitman

SUMMARY STATEMENT:

In lieu of the annexation of King County Fire District No. 40 into Renton Regional Fire Authority effective July 1, 2025, staff is making recommended changes to accommodate the new structure of the board and committees.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☐ No ☐ N/A ☒

SUMMARY OF ACTION:

RFA staff is making the following recommendations:

Section 1.0 – Added KCFD #40 as a member district and effective date.

Section 2.0 – Updated board structure to seven members with weighted voting, quorum definition, and rules for absences/removal.

Section 3.0 – Delegated authority to the Chair for meeting cancellations.

Section 4.0 – Updated agenda deadline and resolution procedures.

Section 5.0 – New Chair/Vice Chair rotation.

Section 8.0 – Updated public comment expectations.

Section 12.0 – New Budget/Finance and Operations/Capital committee structure.

Reviewed by Legal Yes ☐ No ☐ N/A ☐

EXHIBITS:

Renton RFA Governance Board Bylaws_DRAFT (w/ tracked changes)

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the recommended changes to the Governance Board bylaws.

**RENTON REGIONAL FIRE AUTHORITY
BYLAWS AND GOVERNING RULES
(Revised ~~March 9, 2021~~ September 8, 2025)
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SECTION - 1. AUTHORITY

- 1.1. **Creation.** The Renton Regional Fire Authority (“Renton RFA” or “RFA”) was created by the voters of the City of Renton and King County Fire Protection District No. 25 pursuant to Chapter 52.26 RCW, effective July 1, 2016, ~~and by the Governance Board and the voters of King County Fire Protection District No. 40, effective July 1, 2025.~~
- 1.2. **Governance Board.** The Renton RFA Plan authorized a governing board with the authority set forth in the RFA Plan under Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 1.3. **Purpose.** The Renton RFA Governance Board (“Governance Board”) hereby establishes the following governance policies and rules for the conduct of Board meetings, proceedings and business. These rules shall be in effect upon adoption by Resolution of the Governance Board and until such time as they are amended, or new rules are adopted in the manner provided by these rules.

SECTION - 2. BOARD MEMBERSHIP/QUORUM/VOTING/VACANCIES

- 2.1. Board Membership.** Pursuant to the Renton RFA Plan, the Governance Board consists of ~~six-seven~~ voting members: ~~three-two~~ current seated elected members of the Board of Commissioners of King County Fire Protection District No. 25 (KCFD #25), two current seated elected members of the Board of Commissioners of King County Fire Protection District No. 40 (KCFD #40), and three current seated City of Renton Councilmembers appointed by the Renton City Council ~~and one nonvoting advisory positions from each of the contracting agencies consisting of an elected official appointed by that agency's elected body.~~ Each City of Renton Councilmember shall have the equivalent of 4 votes, for a total of 12, and each commissioner from both KCFD #25 and KCFD #40 shall have the equivalent of 3 votes, for a total of 12 votes.
- 2.2. City Positions.** The Renton City Council shall appoint their respective Governance Board Members for ~~three~~at least one year terms, that shall be staggered, with such terms beginning in January. In the event of a vacancy in a City position, the City Council shall immediately fill the vacancy.
- 2.3. District Positions.** The District positions shall be determined by the election laws governing fire protection districts. In the event of a vacancy, the Board of Commissioners of the respective District shall fill the vacancy in the manner provided by statute.
- 2.4. Quorum.** A quorum shall consist of at least four Governance Board Members, including at least one representative from each of the three member entities (City of Renton, KCFD #25, and KCFD #40)~~constitute a minimum of two Renton City position board members and two District position board members.~~
- 2.5. Voting.** The Governance Board shall act by majority vote consistent with the weighted voting system contained in the RFA Plan except where statutory requirements require a super-majority or unanimous vote, in which case the statutory requirement shall control. Each City of Renton Councilmember~~Board Member~~ shall have the equivalent of 4 votes, for a totaling of 12 votes for the City, and each commissioner from both KCFD #25 and KCFD #40~~District Board Member~~ shall have the equivalent of 3 votes, for a totaling of 12 votes for the Districts. Voting shall occur as follows:
- (a) **Voice Vote.** A generalized verbal indication by the Governance Board as a whole of "yea or nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Governance Board. Silence from a Governance Board Member ("Board Member") during a voice vote shall be recorded as a vote with the prevailing side, except where such a Board Member abstains because of a stated conflict of interest or appearance of fairness.
 - (b) **Roll Call Vote.** A roll call vote may be requested by the Board Chair or by any Board Member.

(c) **Abstentions.** It is the responsibility of each Board Member to vote when requested on a matter before the full Governance Board. However, a Board Member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.

(d) **Votes by Board Chair.** The Board Chair may vote on the same basis as any other Board Member.

2.6. **Remote Attendance.** Board Members may attend meetings remotely provided that such arrangements are made in advance with the Board Secretary and provided that technology permits the remote Board Member to hear and be heard by the other Board Members and any public and staff attending the meeting.

2.7. **Absences.** Board Members will inform the Board Chair or Board Secretary if they are unable to attend any Governance Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Board Member as having an excused absence unless the Governance Board approves a motion declaring the absence to be unexcused. In the event a Board Member fails to notify the Board Chair or Board Secretary of an absence the absence will be unexcused unless the Governance Board approves a motion declaring the absence to be excused.

2.8. **Removal of a Governance Board Member.** If a Board Member has three unexcused absences from three consecutive regularly scheduled meetings of the Governance Board, the Board Member shall be removed from the Board and that member's position shall be considered as a vacancy to be filled in accordance with paragraphs 2.2 and 2.3. The Board Secretary shall notify the Board Member by mail after two consecutive unexcused absences that the position will be declared vacant if the Board Member is absent without being excused from the next regularly scheduled meeting of the Governance Board. Removal of a Fire District Commissioner under this provision shall also result in a vacancy on the Fire District Board of Commissioners pursuant to RCW 52.14.050, provided a majority of the Fire District Commissioners for that fire district vote in favor of removal. Removal of a City Council Board member under this provision shall not affect the City Council member's status as a City Council member.

2.9. **Changes in Governance Board Membership.** Section 5 of the RFA Plan permits the Governance Board to modify the membership of the governance board by majority vote of the Governance Board. If a Board Member wishes to propose a modification of the membership on the Governance Board, such member shall propose the modification in writing. The Governance Board shall consider the proposal within a 90-day period unless such period is extended by a majority vote of the Governance Board. Changes to the Governance Board must comply with RCW 52.26.080.

SECTION - 3. BOARD MEETINGS

- 3.1. Open Public Meetings.** All meetings of the Governance Board shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30. The Board Secretary shall be responsible for preparing agendas for all Governance Board meetings. The Board Secretary shall cause to be prepared minutes of all of the Governance Board meetings, which minutes shall contain an account of all official actions of the Governance Board. The open public portions of the Governance Board meetings shall be electronically recorded and retained for the period of time as provided by State law.
- 3.2. Recording of Meetings.** Unless waived by the Governance Board, all Governance Board meetings shall be recorded, and such recordings shall be retained pursuant to the applicable record retention requirements. In no event shall executive sessions or closed meetings be recorded.
- 3.3. Regular Meetings.** The date, time and location of the regular meetings of the Governance Board shall be established by Resolution of the Governance Board.
- 3.4. Special Meetings.** Special Meetings may be called by the Board Chair or by any four members of the Governance Board by written notice delivered to each member of the Governance Board in the manner required by RCW 42.30.080.
- 3.5. Emergency Meetings.** Emergency meetings may be called by the Board Chair, in accordance with RCW 42.30.070.
- 3.6. Executive and Closed Sessions.** The Governance Board may hold executive sessions pursuant to a purpose authorized under RCW 42.30.110 and may hold closed meetings pursuant to RCW 42.30.140. Attendance in executive sessions or closed meetings shall be limited to the Board Members, including ex-officio members, and such other staff members and consultants authorized by the Board Chair or a majority of the Board Members. The public is restricted from attendance. Executive and closed sessions shall not be electronically recorded.
- 3.7. Cancellation of Meetings.** Meetings may be canceled by the Board eChair when no business is required, or by a majority vote of the Governance Board and proper notice given by the Board Secretary.

SECTION - 4. ORDER OF BUSINESS/REGULAR BOARD MEETING AGENDA

- 4.1. Agenda Preparation.** All items to be included on the Governance Board's agenda for consideration should be submitted to the Board Secretary in a timely manner so as to accommodate the preparation of the proposed agenda for approval by the Board Chair or designee. A final agenda will then be prepared by the Board Secretary and distributed to Board Members the ~~Friday-Thursday~~ prior to the meeting as the official agenda for the

meeting. The Board Secretary shall also cause the agenda to be posted on the RFA's website at least 24 hours in advance of each regular meeting. The agenda format of the Regular Governance Board meeting shall be determined by the Board Chair but shall be generally structured as follows:

- (a) **Call to Order.** The Board Chair shall call the meeting to order.
- (b) **Flag Salute.** The Board Chair, Board Members and, at times, invited guests will lead the flag salute.
- (c) **Roll Call.** The Board Chair will call the roll. Board Members may request to be excused from a meeting by requesting the same of the Board Chair in advance of the meeting.
- (d) **Agenda Modifications.** Changes to the Governance Board's published agenda may be requested and announced by the Board Chair at this time or the agenda may be modified by a majority vote of the governing board.
- (e) **Announcements, Proclamations and Presentations.** A proclamation is defined as an official announcement made by the Board Chair or the Governance Board regarding a non-controversial event, activity or special interest group which has a major authority-wide impact.
- (f) **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, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of these Bylaws. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Governance Board as requested by the Board Chair.
- (g) **Consent Agenda.** Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include but are not limited to the following. Any Board Member may remove any item from the Consent Agenda for separate discussion and action.
 - (i) Approval of minutes.
 - (ii) Fixing dates for public hearings and appeals.
 - (iii) Approval of claims and vouchers, bid awards and contracts.
 - (iv) Approval of surplus property.
 - (v) Other items designated by the Governance Board.

- (h) **Voucher Signing.**
- (i) **Board Committee Reports.** Board Committee Chairs report on action and activities of their respective Board Committees.
- (j) **Chief's Report.** The Chief, or Chief's designee, shall provide a report informing the Governance Board of the operations of the RFA.
- (k) **Division Reports.** When requested by the Governance Board, the Board Chair or the Chief, division heads shall provide reports to the Governance Board on issues of general interest and importance to the Governance Board.
- (l) **Correspondence.** The Board Secretary or Chief shall report to the Governance Board regarding correspondence received that is relevant to the Governance Board's proceedings. The content of the correspondence shall be summarized but shall not, unless requested by a Board Member, be read into the record.
- (m) **Unfinished Business.** Unfinished business of a general nature.
- (n) **New Business.** Business that has not been previously before the Governance Board.
- (o) **Good of the Order.**
- (p) **Executive Sessions.** When executive sessions are required, the Board Chair shall announce the time of the executive session and the purpose of the executive session with specific reference to the statutory authority for the executive session. The Board Chair may, but is not required to, announce whether action is anticipated to follow the executive session. Executive sessions may be extended as necessary by announcing the time extensions.
- (q) **Future Meetings.**
- (r) **Adjournment.**

4.2. **Recess.** The foregoing agenda may be interrupted for a stated time as called by the Board Chair to recess for any reason.

4.3. **Resolutions.** The Governance Board may take action by motion or by Resolution. When action is taken by Resolution the following requirements and procedures shall apply:

- (a) All resolutions shall be in writing, and the titles thereof ~~shall~~ may be read aloud by the RFA Attorney or Board Chair prior to a vote being called on their passage, provided that any Board Member may upon request, have a full reading of the text of a proposed resolution prior to the vote on its passage. It shall not require a second to the request for a full reading of a resolution. It is further provided,

however, ~~that the requirement for a reading of the title of the proposed resolution, or~~ a full reading of the text of the proposed resolution may be waived upon a motion duly made, seconded and approved by a majority of the Board Members in attendance at the Governance Board meeting.

- (b) Discussion and debate by the Governance Board on resolutions will be held prior to the vote on a resolution. Board Members shall decide whether or not to amend the resolution, or direct staff to further review the proposed resolution. ~~A resolution shall be passed by a majority vote of a quorum of the Governance Board.~~

Commented [BS1]: The voting requirement is addressed in Section 2.5

SECTION - 5. BOARD CHAIR SELECTION/DUTIES/BOARD SECRETARY.

5.1. Selection of Board Chair. Annually at the first meeting in January of each year, or if required at other times by changes in the Board Membership, the members thereof, by majority vote, shall designate one Board Member to serve as Board Chair and one Board Member to serve as Board Vice Chair for the ensuing year. To ensure equitable representation, the Board Chair and Vice Chair positions shall rotate among the three entity groups—City of Renton, King County Fire Protection District No. 25, and King County Fire Protection District No. 40—in a repeating cycle. Each year, the Board Chair position shall rotate to a member from the next entity group in the rotation. The Board Vice Chair shall be selected from a different entity group than the Board Chair and should be next in line for the Board Chair role in the subsequent year.

The rotation order shall be maintained by the Board Secretary and confirmed annually by the Governance Board at the time of selection. If the designated group cannot provide a willing or eligible representative, the next group in the cycle shall assume the Board Chair position, and the rotation shall adjust accordingly in the following year.

~~If the Chair is a City Board member the Vice Chair shall be a District Board Member. If the Chair is a District Board member the Vice Chair shall be a City Board Member.~~ Nominations will be called for and closed by the Governance Board before the vote. The Board Vice Chair shall serve in the absence or temporary disability of the Board Chair.

5.1.5.2. Conduct of Meetings. The Board Chair shall preside at all meetings of the Governance Board and, in the absence of the Board Chair, the Board Vice Chair will act in that capacity. If both the Board Chair and Vice Chair are absent and a quorum is present, the Governance Board shall elect one of its members to serve as Board Chair until the return of the Board Chair or Vice Chair.

5.2.5.3. Duties of the Board Chair:

- (a) Shall preserve order and decorum at all meetings of the Governance Board and cause the removal of any person from any meeting for disorderly conduct.
- (b) Shall observe and enforce all rules adopted by the Governance Board.

- (c) Shall decide all questions on order, in accordance with these rules, subject to appeal by any Board Member.
- (d) Shall recognize Board Members in the order in which they request the floor, giving every Board Member who wishes an opportunity to speak, provided that the mover of a motion shall be permitted to debate it first, and provided that the Board Chair may also allow discussion of an issue prior to the stating of a motion when such discussion would facilitate wording of a motion.
- (e) May affix approximate time limit for each agenda item.
- (f) When matters on the agenda are placed, or are able to be placed under more than one classification or category, as defined by the Order of Business, and the matters involve or are closely related to other subject matter, then the Board Chair may, in the Board Chair's discretion, present such matters before the Governance Board, for discussion, consider and vote, at a different place in the agenda without the necessity of any vote thereon, notwithstanding their initial different placement on the written agenda.

5.3.5.4. Appointment of Board Secretary. The Governance Board shall, by motion and vote at an open public meeting, appoint a Board Secretary to perform the duties set forth in these Bylaws and other such duties as assigned by the Governance Board.

SECTION - 6. BOARD MEMBER REMARKS

- 6.1. Remarks.** Board Members desiring to speak shall address the presiding officer, and when recognized, shall confine him/herself to the question under debate.
- 6.2. Questioning.** Any member of the Governance Board, including the Board Chair, shall have the right to question any individual, including members of the staff, on matters germane to the issue properly before the Governance Board for discussion. Under no circumstances shall such questioning be conducted in a manner to the extent that such would constitute a cross-examination of or an attempt to ridicule or degrade the individual being questioned.

SECTION - 7. CONDUCT AT MEETINGS/DEBATES/RULES OF PROCEDURE

- 7.1. Speaking to the Motion.** No member of the Governance Board, including the Board Chair, shall speak more than twice on the same motion except by consent of the majority of the Board Members present at the time the motion is before the Governance Board.
- 7.2. Interruption.** No member of the Governance Board, including the Board Chair, shall interrupt or argue with any other member while such member has the floor, other than the Board Chair's duty to preserve order during meetings.

- 7.3. Courtesy.** All speakers, including members of the Governance Board, which includes the Board Chair, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Board Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Governance Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.
- 7.4. Transgression.** If a member of the Governance Board shall transgress these rules on debates, the Board Chair shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the Board Chair shall transgress these rules on debate or fail to call such member to order, any other member of the Governance Board may, under a point of order, call the Board Chair or such other member to order, in which case the Board Chair or such member, as the case may be, shall be silent except to explain or continue in order.
- 7.5. Challenge to Ruling.** - Any member of the Governance Board, including the Board Chair, shall have the right to challenge any action or ruling of the Board Chair, or member, as the case may be, in which case the decision of the majority of the members of the Governance Board present, including the Board Chair, shall govern.
- 7.6. Rules of Order.** These Bylaws establish the governing rules of order for the Governance Board. In the event a situation arises in which these Bylaws do not adequately address or resolve a procedural issue, then, except where such rules conflict with these rules or state law, the rules of procedure for small boards established in the latest edition of *Roberts Rules Of Order, Newly Revised* shall control.
- (a) If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege; therefore, a second is not needed for those matters.
 - (b) A motion that receives a tie vote is deemed to have failed.
 - (c) When making motions, Board Members shall be clear and concise and not include arguments for the motion within the motion.
 - (d) After a motion has been made and seconded, the Board Members may discuss their opinions on the issue prior to the vote.
 - (e) If any Board Member wishes to abstain from a vote, that Board Member shall advise the Governance Board, and shall remove and absent himself/herself from the deliberations and considerations of the motion and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Board Member

perceives a need to abstain, provided that, prior to the time that a Board Member gives advice of an intent to abstain from an issue, the Board Member shall confer with the RFA Attorney to determine if the basis for the Board Member's intended abstention is appropriate. If the intended abstention can be anticipated in advance, the conference with the RFA Attorney should occur prior to the meeting at which the subject matter would be coming before the Governance Board. If that cannot be done, the Board Member should advise the Governance Board that he/she has an "abstention question" that he/she would want to review with the RFA Attorney, in which case, a brief recess would be afforded the Board Member for that purpose.

- (f) A motion may be withdrawn by the maker of the motion at any time without the consent of the Governance Board.
- (g) A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Board Members' consideration of the matter then before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a majority vote.
- (h) A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Governance Board meeting.
- (i) A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- (j) A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a majority vote; debate is reopened if the motion fails.
- (k) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (l) Motions that cannot be amended include motion to adjourn, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (m) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

- (n) Debate of a motion only occurs after the motion has been moved and seconded.
- (o) The Board Chair, RFA Attorney or Board Secretary should repeat the motion prior to voting.
- (p) When a question has been decided, any Board Member who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Governance Board meeting.
- (q) The RFA Attorney shall act as the Governance Board's parliamentarian and shall decide all questions of interpretations of these rules which may arise at a Governance Board meeting.
- (r) These rules may be amended, or new rules adopted, by a majority vote of the full Governance Board.

SECTION - 8. PUBLIC COMMENTS

8.1. Persons addressing the Governance Board, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and place of residence for the record, and limit their remarks to three (3) minutes, in addition to filling out the speaker sign-in sheet available at the Board Secretary's desk. All remarks will be addressed to the Governance Board as a whole. The Board Secretary shall serve as timekeeper. The Board Chair may make exceptions to the time restrictions of persons addressing the Governance Board when warranted, in the discretion of the Board Chair.

8.2. All comments must be limited to items on the agenda. Speakers are asked to identify the specific agenda items they wish to address.

8.3. All speakers during Public Comment shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any member of the Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant, as determined by the Board Chair, to the question or matter under discussion. All remarks will be addressed to the Board as a whole.

~~**8.2.** Any person making personal, impertinent or slanderous remarks while addressing the Governance Board shall be barred from further audience participation by the Board Chair, unless permission to continue is granted by a majority vote of the Governance Board.~~

SECTION - 9. PUBLIC HEARINGS AND APPEALS

9.1. Quasi-Judicial Hearings. Quasi-Judicial hearings require a decision be made by the Governance Board using a certain process, which may include a record of evidence considered and specific findings made. The following procedure shall apply:

- (a) The Fire Chief or designee will present the RFA's position and findings. Staff will be available to respond to Governance Board questions.
- (b) The proponent spokesperson shall speak first and be allowed (10) minutes unless extended by the Board Chair. The Governance Board may ask questions.
- (c) Each side shall then be allowed five (5) minutes, unless extended by the Board Chair, for rebuttal, with the proponent spokesperson speaking first, followed by the opponent spokesperson.
- (d) The Board Secretary shall serve as timekeeper during these hearings.
- (e) After each proponent and opponent spokesperson have used their speaking time, Governance Board may ask further questions of the speakers, who shall be entitled to respond but limit their response to the question asked.

9.2. Public Hearings. Public hearings where a general audience is in attendance to present arguments for or against a public issue:

- (a) The Fire Chief or designee shall present the issue to the Governance Board and respond to questions.
- (b) A person may speak for three (3) minutes. The Board Chair may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Board Chair.
- (c) The Board Secretary shall serve as timekeeper during these hearings.
- (d) After the speaker has used the speaker's allotted time, the Governance Board may ask questions of the speaker and the speaker may respond but may not engage in further debate.
- (e) The hearing will then be closed to public participation and open for discussion among Board Members.

9.3. The Board Chair may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Governance Board.

SECTION - 10. BOARD MEETING STAFFING

10.1. Fire Chief. The Fire Chief or designee shall attend all meetings of the Governance Board unless excused.

10.2. RFA Attorney. The RFA Attorney shall attend all meetings of the Governance Board unless excused by the Board Chair and shall, upon request, give an opinion, either written or

oral, on legal questions. The RFA Attorney shall act as the Governance Board's parliamentarian.

- 10.3. Board Secretary.** The Board Secretary shall attend all meetings of the Governance Board unless excused by the Board Chair or the Chief and in such event, an acting Board Secretary shall be designated to attend the meeting by the Board Chair or the Chief.

SECTION - 11. BOARD RELATIONS WITH STAFF

- 11.1. Mutual Respect.** There will be mutual respect from both RFA staff and Board Members of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 11.2. Roles.** RFA staff will acknowledge the Governance Board as policy makers, and the Board Members will acknowledge RFA staff as administering the Governance Board's policies.
- 11.3. Communications.** All written informational material requested of RFA staff by any individual Board Members shall be submitted to (or made available to) all Board Members unless other reasons preclude such distribution, in which case the reasons shall be communicated to the Board Members by the Board Chair or designee.
- (a) Board Members shall not attempt to coerce or influence RFA staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of RFA licenses or permits.
 - (b) Board Members shall not attempt to change or interfere with the operating rules and practices of the RFA.
 - (c) No Board Member shall direct the Board Chair to initiate any action or prepare any report that is significant in nature or initiate any project or study without the consent of a majority of the Governance Board.
 - (d) Individual requests for information can be made directly to the Fire Chief unless otherwise determined by the Board Chair. If the request would create a change in work assignments or RFA staffing levels, the request must be made through the Board Chair.

SECTION - 12. BOARD COMMITTEES ~~AND CIVIL SERVICE COMMISSION~~ TIZEN ADVISORY BOARDS

- 12.1.** The Standing Committees of the Governance Board of the Renton RFA are as follows:
- (a) Budget/Finance—responsible for expense/voucher review and participation in budget creation/management.
 - (b) Operations/Capital—responsible for review of operational performance measures and capital projects and purchases.

- 12.2. Board Committees are purely advisory in nature, shall not have any decision-making authority, and are not authorized to “act on behalf of” the Governance Board as that term has been defined by the *Washington State Supreme Court in Citizens Alliance for Property Rights Legal Fund v. San Juan County*, 184 Wn.2d 428 (2015).
- 12.3. Board Committees shall consist of ~~at least one City of Renton Board Member, and one District 25 Board Member, and one District 40 Board Member.~~ One City of Renton Board Member shall be recused from the committees each year.
- 12.4. Board Committees shall not consist of a quorum of the Governance Board as defined in these rules.
- 12.5. The date, time and location of the Board Committee meetings shall be established by Resolution of the Governance Board. The Committees may meet at additional times and locations as the Committee determines.
- 12.6. Board Committees are not intended to meet the definition of a Public Agency under RCW 42.30.020(1), and such meetings shall not be required to comply with the Open Public Meetings Act.

SECTION - 13. BOARD REPRESENTATION

- 13.1. If a Board Member appears on behalf of the RFA before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Board Member needs to state the majority position of the Governance Board if known, on such issue. Personal opinions and comments which differ from those of the Governance Board majority may be expressed if the Board Member clarifies that these statements do not represent the Governance Board's position. Board Members need to have other Board Member's concurrence before representing another Board Member's view or position with the media, another government agency or community organization.

SECTION - 14. CONFIDENTIALITY

- 14.1. Board Members should keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the RFA's position is not compromised. Confidentiality also includes information provided to Board Members outside of executive sessions when the information is considered exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION - 15. BOARD COMPENSATION

- 15.1. **Governance Board Member Compensation.** The Renton RFA Plan provides that the members of the Governance Board shall receive compensation in the manner provided in RCW 52.14.010. It is the function of the Governance Board to approve the services that any members are authorized to perform for the RFA. Members of the Governance

Board shall be entitled to receive the full amount of compensation authorized by statute for the following activities:

- (a) Actual attendance at all regular and special meetings of the Governance Board.
- (b) Actual attendance at King County Fire Commissioner Association meetings.
- (c) Attendance at other RFA-related activities provided that either the Governance Board, the Board Chair or Vice Chair has approved such attendance in advance.

15.2. Waiver of Governance Board Member Compensation. Any Board Member may waive all or any portion of his or her compensation payable under this section, by a written waiver filed with the Board Secretary prior to the date on which the compensation would otherwise be earned. The waiver shall specify the time period or the specific activities for which the waiver is made.

15.3. Governance Board Member Expense Reimbursement. Board Members shall, on approval by the Board Chair, receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the RFA including the following:

- (a) Mileage reimbursement for use of personal automobiles at the RFA approved rate together with parking fees, ferry fees, etc.
- (b) Registration fees for conferences, seminars and educational classes related to governance of the RFA.
- (c) Actual expenses for overnight accommodations when required by the nature of the activity attended (receipts required) not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website .
- (d) Actual meal expense including gratuity (receipts required) when meals are not provided in the registration fee at an event attended not to exceed per diem rates as posted on the GSA Federal Per Diem Rates website.

SECTION - 16. ACCESS TO RFA RECORDS

16.1. Each Board Member shall have access to RFA records during regular business hours of the RFA; provided that the review or examination of the records shall not interfere with the normal operation of the RFA staff. Board Members shall not remove original RFA records from the RFA stations. The administration shall provide copies of records requested by Board Members subject to the following limitations:

16.2. No copies of confidential records will be provided without prior approval of the Governance Board.

16.3. Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.

16.4. RFA records and information obtained from RFA records may not be used by Board Members for non-RFA business nor disclosed to unauthorized persons.

SECTION - 17. PERSONAL LIABILITY PROTECTION

17.1. Insurance. The Board Members shall be included as named insureds on all applicable RFA insurance policies. In the event a Board Member shall be individually named as a defendant in any litigation arising out of the performance by the Board Member of RFA business and the RFA's insurance carrier shall deny coverage and refuse to provide defense to the action, the RFA shall provide the Board Member with defense coverage and liability protection subject to the following conditions:

(a) The cause of action must have arisen as a result of the action or non-action of the Board Member while acting within the scope and authority of the office of that Board Member.

(b) The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Board Member.

17.2. Liability Protection Procedure. The following procedure shall be used to determine if the RFA shall provide the defense and liability coverage for a Board Member.

(a) The matter shall be referred to the RFA's attorney for investigation and review.

(b) The RFA's attorney or designee shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Board Member.

(c) The RFA's attorney shall report to the Governance Board in writing the results of the investigation and research. A copy of the report shall be furnished to each Board Member under the attorney-client communication privilege.

(d) The Governance Board shall make the final determination based on the report and investigation of the attorney.

SECTION - 18. ETHICS

18.1. Purpose. The RFA and its Board Members find that the proper operation of a regional fire authority, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the Board Members of this RFA.

18.2. Policy. The policy of the RFA is that this Ethics Policy shall be strictly adhered to, and that it shall be interpreted liberally so as to accomplish its purpose. The goal of the RFA is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all RFA employees to emulate. The expectations of the Governance Board and the RFA shall be that the prohibitions contained herein will always be honored and that the recommendations contained herein will be aspired to and achieved whenever feasible.

18.3. Definitions. The following terms or words shall have the following meanings, throughout this ethics policy:

- (a) Major Infraction: A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed herein that involves honesty or integrity.
- (b) Minor Infraction: A minor infraction means any ethics code violation not deemed to be major.
- (c) Misfeasance: Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.
- (d) Malfeasance: Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.
- (e) Violation of oath of office: This term is also defined by statute and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a Board Member, would be an example of a violation of the oath of office.

18.4. Prohibited Conduct. A Board Member shall not:

- (a) Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity or incur an obligation of any nature that is in conflict with the proper discharge of the Board Member's duties.
- (b) Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through or under the supervision of the Board Member, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.

- (c) Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- (d) Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the RFA, for a matter connected with or related to the Board Member's services unless provided for by law.
- (e) Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the Board Member, or be considered as part of a reward for action or inaction.
- (f) Accept employment or engage in business or professional activity that the Board Member might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- (g) Neither disclose confidential information gained by reason of the Board Member's position, nor may the Board Member otherwise use such information for his or her personal gain or benefit.
- (h) Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the RFA, where such Board Member's assistance is, or to a reasonable person would appear to be, enhanced or affected by the Board Member's position.
- (i) Employ or use any RFA employee or other person, RFA funds or money, or RFA property under the Board Member's official control or direction, or in his or her official custody, for the private benefit or gain of the Board Member, an employee of the RFA, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of RFA functions or official duties, or otherwise allowed by law.
- (j) Use the facilities, personnel or resources of the RFA to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17.130.
- (k) Participate, by voting or otherwise, in any issue that comes before the Governance Board when the Board Member has any direct or indirect personal or financial stake in the outcome of the matter.
- (l) Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of Board Member, if concurrently serving as a Board Member.

18.5. Recommended Conduct. At all times, a Board Member shall:

- (a) Uphold the Mission, Vision and Values of the RFA.
- (b) Respect and comply with the law.
- (c) Act at all times in a manner that promotes public confidence in the office of Board Member.
- (d) Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- (e) Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- (f) Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- (g) Have the courage to do what is right and stand up for those without power or authority.
- (h) Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- (i) Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- (j) Lead by example.
- (k) Never forget that public office requires public trust and confidence.

18.6. Exceptions.

- (a) A Board Member is allowed by state statute to be financially involved in a contract with the RFA, so long as payment to the Board Member or his/her business does not exceed \$1,500.00 in any calendar month, provided that such Board Member shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.
- (b) A Board Member may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- (c) A Board Member is not deemed to have an interest in a contract, as those terms are used herein, if the Board Member has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a non-salaried officer of a nonprofit corporation, the interest of a mere

employee of a contracting party, where the compensation of that employee (Board Member) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a Board Member who attempts to influence, or does influence other RFA officers with respect to entering into the contract.

- 18.7. Complaints.** All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant.