



Renton Regional Fire Authority

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MINUTES

RFA Governance Board Special Meeting

9:00 A.M. – Friday, July 1, 2016

Fire Station #13 – 18002 108th Ave. S.E., Renton

CALL TO ORDER AND FLAG SALUTE

Governance Board Chairperson Prince called the Special Meeting to order at 9:04 a.m. and led the Pledge of Allegiance.

ROLL CALL

Governance Board Members Present:

Ed Prince, Chairperson (City of Renton)

Kerry Abercrombie (Fire District 25)

Ray Barilleaux (Fire District 25)

Myron Meikle (Fire District 25)

Armondo Pavone (City of Renton)

Don Persson (City of Renton)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Administrative Staff Present:

Fire Chief Mark Peterson, RFA Attorney Brian Snure, Assistant Fire Chief Rick Marshall, Deputy Fire Chief Chad Michael, Deputy Fire Chief Erik Wallgren, Lieutenant Will Aho, Lieutenant Gary Harsh, City of Renton HR&RM Administrator Ellen Bradley-Mak, former City of Renton HR&RM Administrator Nancy Carlson, Board Secretary Rhonda Heyden and many other City of Renton and Renton Regional Fire Authority staff.

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Approval of Minutes:

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Barilleaux to approve the minutes of the June 15, 2016 RFA Planning Committee workshop.

MOTION CARRIED (6-0).

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BOARD COMMITTEE REPORTS

There were no Board Committee reports.

BOARD MEMBER REPORTS

There were no Board Member reports.

CHIEF'S REPORT

Chief Peterson thanked the Governance Board, on behalf of the Planning Committee, for their support during the process to become a Regional Fire Authority.

Chief Peterson reported that conditional job offers have been extended to Samantha Babich (RFA HR Manager) and David Hammond (RFA Finance Manager). Background and reference checks are currently being processed. He further reported that six firefighter positions needed to be filled. Four conditional job offers have been extended from the top candidates of the firefighter interviews. The remaining two positions will likely be filled from the top candidates of the lateral firefighter lists.

DEPARTMENT REPORTS

There were no department reports.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Governing Board Bylaws:

A **MOTION** was requested to approve the Renton Regional Fire Authority Bylaws and Governing Rules.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Pavone to approve the Renton Regional Fire Authority Bylaws and Governing Rules as presented. **MOTION CARRIED (6-0).**

Governing Board Chair and Vice Chair:

A **MOTION** was requested for the Board to elect a Chair and Vice Chair to serve until January 2017, at which time the Board will elect a Chair and Vice Chair for 2017.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Meikle to nominate Board Member Prince to serve as Chair and Board Member Barilleaux to serve as Vice Chair. **MOTION CARRIED (6-0).**

Governing Board Secretary:

A **MOTION** was requested for the Board to appoint a Board Secretary to perform the duties specified in the Bylaws and Governing Rules.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Barilleaux to appoint Rhonda Heyden as the Board Secretary until such time as the Board appoints a successor. **MOTION CARRIED (6-0).**

Finance Committee:

A **MOTION** was requested for the Board to appoint all governing board members to the Finance Committee.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Barilleaux and **SECONDED** by Board Member Pavone to appoint all governing board members to the Finance Committee. **MOTION CARRIED (6-0).**

General Policy Adoption:

A **MOTION** was requested for the Board to adopt City of Renton policies as temporary policies of the RFA where such city policies have not been superseded by specific RFA policies and authorize staff to interpret such policies consistent with RFA statutory requirements.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Pavone to adopt City of Renton policies as temporary policies of the RFA where such city policies have not been superseded by specific RFA policies and authorize staff to interpret such policies consistent with RFA statutory requirements. **MOTION CARRIED (6-0).**

Meeting Schedule, Resolution No. 2016-1:

A **MOTION** was requested for the Board to adopt Resolution No. 2016-1 establishing the Renton Regional Fire Authority's regular meeting schedule.

Discussion: The meetings will be held the 2nd and 4th Mondays of each month at 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton). The 2nd Monday of the month meetings will be constant while the 4th Monday of the month meetings will be on an as needed basis.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Pavone to adopt Resolution No. 2016-1 establishing the Renton Regional Fire Authority's regular meeting schedule. **MOTION CARRIED (6-0).**

Interlocal Agreement, Resolution No. 2016-2:

A **MOTION** was requested for the Board to approve Resolution No. 2016-2, Interlocal Agreement for Cooperation Between the City of Renton and the Renton Regional Fire Authority.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Pavone to approve Resolution No. 2016-2, Interlocal Agreement for Cooperation Between the City of Renton and the Renton Regional Fire Authority. **MOTION CARRIED (6-0).**

Accepting Assets, Resolution No. 2016-3:

A **MOTION** was requested for the Board to approve Resolution No. 2016-3 accepting the transfer of assets from King County Fire Protection District No. 25 and the City of Renton and authorizing the Fire Chief to execute all documents necessary to complete the transfer of the assets.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to approve Resolution No. 2016-3 accepting the transfer of assets from King County Fire Protection District No. 25 and the City of Renton and authorizing the Fire Chief to execute all documents necessary to complete the transfer of the assets. **MOTION CARRIED (6-0).**

Appointing Claims Agent, Resolution No. 2016-4:

A **MOTION** was requested for the Board to approve Resolution No. 2016-4 appointing the Fire Chief as the RFA's Claims Agent.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Barilleaux and **SECONDED** by Board Member Abercrombie to approve Resolution No. 2016-4 appointing the Fire Chief as the RFA's Claims Agent. **MOTION CARRIED (6-0).**

Appointing Auditing Officer, Resolution No. 2016-5:

A **MOTION** was requested for the Board to approve Resolution No. 2016-5 appointing the Renton Regional Fire Authority's auditing officer.

Discussion: The Renton Regional Fire Authority's auditing officer will be the RFA Finance Manager.

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A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Barilleaux to approve Resolution No. 2016-5 appointing the Renton Regional Fire Authority's auditing officer. **MOTION CARRIED (6-0).**

Voucher Preapproval, Resolution No. 2016-6:

A **MOTION** was requested for the Board to approve Resolution No. 2016-6 authorizing a voucher preapproval process in accordance with RCW 42.24.180.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Pavone to approve Resolution No. 2016-6 authorizing a voucher preapproval process in accordance with RCW 42.24.180. **MOTION CARRIED (6-0).**

EXECUTIVE SESSION

The meeting adjourned at 9:25 a.m. for 30 minutes to Executive Session pursuant to RCW 42.30.110(1)(g) to discuss personal service contracts, as well as RCW 42.30.140(4) to discuss collective bargaining agreements. Board Member Persson requested that City of Renton HR&RM Administrator Bradley-Mak and former City of Renton HR&RM Administrator Carlson be present in the Executive Session when contracts are discussed.

At 9:55 a.m., another 30 minutes was requested.

At 10:25 a.m., another 15 minutes was requested.

The Board Members reconvened at 10:49 a.m. at which point the Board Meeting continued.

NEW BUSINESS (CONTINUED)

Board Chairperson Prince announced that Action Item "Approve Fire Chief Contract" will be moved to the next Board Meeting.

Assistant Fire Chief Contract:

A **MOTION** was requested for the Board to approve the Assistant Fire Chief Employment Agreement with Rick Marshall and authorize the Fire Chief to sign the agreement.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to approve the Assistant Fire Chief Employment Agreement with Rick Marshall and authorize the Fire Chief to sign the agreement. **MOTION CARRIED (6-0).**

Finance Manager Contract:

A **MOTION** was requested for the Board to approve the Finance Manager Employment Agreement with David Hammond and authorize the Fire Chief to sign the agreement.

Discussion: There was no discussion.

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A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to approve the Finance Manager Employment Agreement with David Hammond and authorize the Fire Chief to sign the agreement. **MOTION CARRIED (6-0).**

Human Resources Manager Contract:

A **MOTION** was requested for the Board to approve the Human Resources Manager Employment Agreement with Samantha Babich and authorize the Fire Chief to sign the agreement.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Barilleaux to approve the Human Resources Manager Employment Agreement with Samantha Babich and authorize the Fire Chief to sign the agreement. **MOTION CARRIED (6-0).**

IAFF Local 864 MOU:

A **MOTION** was requested for the Board to authorize the Memorandum of Understanding (MOU) between IAFF Local 864 and authorize the Fire Chief to sign the MOU.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Persson to authorize the Memorandum of Understanding (MOU) between IAFF Local 864 and authorize the Fire Chief to sign the MOU. **MOTION CARRIED (6-0).**

AFSCME Local 2170 MOU:

A **MOTION** was requested for the Board to authorize the Memorandum of Understanding (MOU) between AFSCME Local 2170 and authorize the Fire Chief to sign the MOU.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Barilleaux to authorize the Memorandum of Understanding (MOU) between AFSCME Local 2170 and authorize the Fire Chief to sign the MOU. **MOTION CARRIED (6-0).**

PERS Participation, Resolution No. 2016-7:

A **MOTION** was requested for the Board to approve Resolution No. 2016-7 authorizing the RFA to enroll its eligible employees into the Washington State PERS program.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to approve Resolution No. 2016-7 authorizing the RFA to enroll its eligible employees into the Washington State PERS program. **MOTION CARRIED (6-0).**

Establishing Civil Service, Resolution No. 2016-8:

A **MOTION** was requested for the Board to approve Resolution No. 2016-8 establishing a civil service system for the Renton Regional Fire Authority.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to approve Resolution No. 2016-8 establishing a civil service system for the Renton Regional Fire Authority. **MOTION CARRIED (6-0).**

Social Security Participation, Resolution No. 2016-9:

A **MOTION** was requested for the Board to adopt Resolution No. 2016-9 to grant PERS employees' participation into Social Security and authorize the Fire Chief to sign an agreement with the Department of Retirement Systems.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Barilleaux and **SECONDED** by Board Member Meikle to adopt Resolution No. 2016-9 to grant PERS employees' participation into Social Security and authorize the Fire Chief to sign an agreement with the Department of Retirement Systems. **MOTION CARRIED (6-0).**

Contributions to VEBA

A **MOTION** was requested for the Board to approve the detailed VEBA funding plan.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Pavone to approve the detailed VEBA funding plan. **MOTION CARRIED (6-0).**

Healthcare Insurance with Northwest Fire Fighters Benefit Trust

A **MOTION** was requested for the Board to accept the healthcare contract with Northwest Fire Fighters Benefit Trust and FSA agreement with BPAS and allow Chief Peterson to sign the contract to provide healthcare to the Renton Regional Fire Authority.

Discussion: The FSA Application will be administered by BPAS (which is the same company that will manage all of the VEBA contributions).

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to accept the healthcare contract with Northwest Fire Fighters Benefit Trust and FSA agreement with BPAS and allow Chief Peterson to sign the contract to provide healthcare to the Renton Regional Fire Authority. **MOTION CARRIED (6-0).**

Life/AD&D/Disability Insurance

A **MOTION** was requested for the Board to approve Chief Peterson to sign the contract with Standard Insurance to provide life, accidental death & disability, and long term disability insurance coverage for the RFA.

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Discussion: Employee Assistance Program Services are also offered and will require a separate application for Chief Peterson to sign.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to approve Chief Peterson to sign the contract with Standard Insurance to provide life, accidental death & disability, and long term disability insurance coverage for the RFA. **MOTION CARRIED (6-0).**

Property, Liability, and Flood Insurance, Resolution No. 2016-10:

A **MOTION** was requested for the Board to approve Resolution No. 2016-10 and grant Chief Peterson the right to sign a contract with Enduris and Philadelphia/Tokio Marine Insurance to provide flood, liability, property, auto, and crime & fidelity insurance for the RFA.

Discussion: Since the workshop on June 15, a quote from Enduris was received that provided the same level of protection for \$68,000 less. It is staff's recommendation to sign a contract with Enduris.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to approve Resolution No. 2016-10 and grant Chief Peterson the right to sign a contract with Enduris and Philadelphia/Tokio Marine Insurance to provide flood, liability, property, auto, and crime & fidelity insurance for the RFA. **MOTION CARRIED (6-0).**

Procurement Policy Adoption:

A **MOTION** was requested for the Board to adopt interim Policy #106 as the policy governing procurement for the Renton RFA.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to adopt interim Policy #106 as the policy governing procurement for the Renton RFA. **MOTION CARRIED (6-0).**

Civilian Rider Policy Adoption:

A **MOTION** was requested for the Board to adopt interim Policy #103 as the policy governing civilian riders and job shadows.

Discussion: There was no discussion.

A **MOTION** was made by Board Member Barilleaux and **SECONDED** by Board Member Pavone to adopt interim Policy #103 as the policy governing civilian riders and job shadows. **MOTION CARRIED (6-0).**

GOOD OF THE ORDER

Board Member Persson invited the Board Members to his house from 4:00 p.m. to 6:00 p.m. No RFA business will be discussed and it is merely a social gathering.

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Board Member Abercrombie congratulated and thanked the Board, Chief Peterson, and everyone involved in creating the Renton Regional Fire Authority.

Board Member Pavone thanked Board Member Prince for chairing all of the RFA Planning Committee meetings.

SIGNING OF VOUCHERS

There were no vouchers to be signed.

FUTURE MEETINGS


Nonvoting Advisory Member Sartnurak announced that she is unable to attend the meeting on July 11th but would be able to teleconference during the meeting. Lieutenant Harsh confirmed that the room would be teleconference ready.

Board Chairperson Prince announced that he is unable to attend the meeting on July 11th.

The next meeting is scheduled for Monday, July 11, 2016, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton)

ADJOURNMENT

The meeting was adjourned at 11:10 a.m.



Renton Regional Fire Authority Board Chairperson



Renton Regional Fire Authority Board Secretary