



Renton Regional Fire Authority
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MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, November 28, 2016

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

CALL TO ORDER AND FLAG SALUTE

Governance Board Chair Prince called the Regular Meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

ROLL CALL

Governance Board Members Present:

Ed Prince, Chair (City of Renton)
Kerry Abercrombie (Fire District 25)
Ray Barilleaux (Fire District 25)
Don Persson (City of Renton)
Myron Meikle (Fire District 25)
Armondo Pavone (City of Renton)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Administrative Staff Present:

Attorney Brian Snure, Chief Rick Marshall, Deputy Chiefs Roy Gunsolus and Chad Michael, RFA Human Resources Manager Samantha Babich, Battalion Chiefs Kevin Anderson and Craig Soucy, Captains Chuck DeSmith and Will Aho, Firefighters Greg LeBlanc and Nate Risen, Fire Marshal Anjela St. John, Fire Inspector Eric Donnerstag, City of Renton Fiscal Services Director Jamie Thomas, RFA Board Secretary Rhonda Heyden.

AGENDA MODIFICATIONS

- Executive Session will take place at the end of the meeting.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Approval of Minutes and Approval of Vouchers:

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Pavone to approve the consent agenda which included the following:

- Approval of Minutes from the November 14, 2016 Regular Meeting
- Approval of Vouchers: AP Check Register 11/1 – 11/15/16, Payroll 10/16 – 10/31/16

MOTION CARRIED (6-0)

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SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for November 28, 2016.

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

BOARD MEMBER REPORTS

There were no Board Member reports.

CHIEF'S REPORT

Chief Marshall's report included discussions on the following:

- CPR/DUI Drill Update: Monthly CPR classes are offered. So far in 2016, 89 people have been trained at Fire Station #16 and 46 people have been trained at Fire Station #13. The DUI drill is scheduled for Liberty High School on April 18, 2017, with an option to also conduct a DUI drill at Lindbergh High School.
- 2017 Budget: With the adoption of the budget, staff continues to develop the budget process including building out the budget request procedures utilizing SharePoint.
- New Firefighters: Conditional offers have been made to six applicants and they will begin December 28, 2016.
- Fire Benefit Charge: Sample notification and appeal forms were given to the Board. A Review Board will need to be formed for a two-week period. Appeal meeting dates were discussed and further discussion will continue during the RFA meeting on December 12, 2016.
- KCFD 40 Contract: KCFD 40 approved a budget consistent with a plan to reduce staffing effective July 1, 2017. The trial contract for administrative services between the RRFA and KCFD 40 will end effective December 23, 2016. There was never any financial consideration for the services performed, so this will not have any impact on the RRFA budget.
- Finance/HR System Project Status Report: The deadline for the Request for Proposals has been extended to December 9, 2016.
- Hiring of Finance Analyst: Job announcement was posted on Monday, November 21, 2016.
- Fire Station 15: Captain Aho and Deputy Chief Gunsolus attended the recent Kennydale Neighborhood Association meeting to discuss the fire station/water reservoir project. The top three architectural firms were selected and the final selection will take place on November 29, 2016.
- Community Events: Chief Marshall and a few other members of the RRFA attended the Disaster Preparedness Seminar at Renton Voc Tech, assisted with the Senior Center Thanksgiving lunch, and attended the tree lighting ceremony at the Piazza.
- Response Operations Monthly Statistics: October 2016 statistics were revised to include turnout times and statistics broken down by fire station.

DEPARTMENT REPORTS

There were no Department reports.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

2017 Budget:

There was a discussion regarding the IT/Database Technician and Public Relations positions. These are not positions that the RFA would hire now, but may in the future. These positions will not be filled without first receiving the Board's approval.

NEW BUSINESS

Reorganization Proposal:

The Plan approved by voters on July 1, 2016 contained a proposed organizational structure based on other organizations and a best estimate of the positions needed to deliver the level of service promised. The proposed re-organization is recommended to meet the current administrative needs of the organization.

Discussion: The reorganization was explained as follows:

- The Administrative Assistant and Administrative Secretary positions would move from their current respective divisions to the Director of Administration. The Administrative Secretaries will report to the Administrative Assistant under the Director of Administration.
- The current Administrative Secretary assigned to Community Risk Reduction will be reclassified as a Permit Tech and will report to the Fire Marshal.
- An HR Analyst position will be created to handle the day-to-day operations of HR.
- The HR Manager position will become the Director of Administration.
- The Finance Analyst position will handle the day-to-day operations of Finance, with a possibility of bringing in a Finance Manager in the future.

There was concern with listing the Finance Manager position on the organization chart since the position would not be filled at this time. Additionally, the Public Relations position and IT/Database Technician position will not be filled until the RFA determines the need and receives permission from the Board to hire for them. The Board recommended that these three positions be noted on the organization chart with a gray color, so that they are not misrepresented as current employees. The positions will be viewed as "placeholders" for now.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Pavone to adopt the proposed re-organization and allow the Fire Chief to fill or change positions as required to meet the re-organization and to amend the organizational chart listed in the Plan document. **MOTION CARRIED (6-0).**

Resolution 2016-18, Cancellation of the RFA meeting on 12/26/16:

The Governing Board is currently scheduled to hold a Board meeting on December 26th, which is a recognized federal holiday. The Board intends to cancel this meeting.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to adopt Resolution No. 2016-18 canceling the December 26, 2016 RFA Governing Board Regular meeting. **MOTION CARRIED (6-0).**

Resolution 2016-19, Adopting Core Values and Guiding Principles:

The City of Renton Fire & Emergency Services and its members recognized the need for shared guiding principles and core values and its members participated in an eighteen month process known as the "Values Initiative" to develop shared guiding principles and core values. Since Renton Fire & Emergency Services became Renton Regional Fire Authority on July 1, 2016, the Renton RFA recognizes and supports the efforts to establish these guiding principles and core values and the ongoing efforts of the Values Initiative.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to adopt Resolution No. 2016-19 and the guiding principles and core values. **MOTION CARRIED (6-0).**

Resolution 2016-20, Approving Contract with MSRC:

Pursuant to RCW 39.04.155 and RFA Policy 106 - Procurement; the Renton RFA is to maintain a small works roster for the purpose of awarding contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. A commonly used method of maintaining these rosters and legal requirement is through contract with Municipal Research and Services Center of Washington (MRSC). MRSC provides a service of hosting a database of approved contractors and consultants, provides the required annual public notice, and can assist with the bidding process for any project up to \$300,000.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Barilleaux to approve Resolution No. 2016-20, MRSC Roster, Small Public Works and Consultant and the Fire Chief to sign the MRSC Washington Public Agency Contract. **MOTION CARRIED (6-0).**

GOOD OF THE ORDER

There were not any "Good of the Order" items.

EXECUTIVE SESSION

The meeting recessed at 11:23 a.m. into executive session for 15 minutes pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and to discuss personal service contracts, in a forum that maintains the attorney client privilege, the legal risks of proposed actions that will likely result in adverse legal or financial consequences if the discussion is held in public.

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At 11:34 a.m., another 5 minutes was requested.

At 11:39 a.m., another 5 minutes was requested.

The Board Members reconvened at 11:44 a.m. at which point the Board meeting continued.

FUTURE MEETINGS

The next meeting is scheduled for Monday, December 12, 2016, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton).

ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

A handwritten signature in black ink, appearing to be 'Ed Prince', written over a horizontal line.

Ed Prince, Board Chair

Recorded by: Rhonda Heyden, RFA Board Secretary