



**Renton Regional Fire Authority**  
1055 South Grady Way  
Renton, WA 98055  
Office: (425) 430-7000  
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## **MINUTES**

### **RFA Governance Board Regular Meeting**

**10:00 A.M. – Monday, March 27, 2017**

**Fire Station #13 – 18002 108<sup>th</sup> Ave. S.E., Renton**

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### **CALL TO ORDER AND FLAG SALUTE**

Governance Board Chair Prince called the Regular Meeting to order at 10:03 a.m. and led the Pledge of Allegiance.

### **ROLL CALL**

#### **Governance Board Members Present:**

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

#### **Governance Board Members Absent:**

Don Persson (City of Renton)

**MOVED BY PAVONE, SECONDED BY MEIKLE, BOARD EXCUSED ABSENT BOARD MEMBER PERSSON.**

#### **Administrative Staff Present:**

Attorney Brian Snure, Chief Rick Marshall, Deputy Chiefs Roy Gunsolus and Chad Michael; Fire Marshal Anjela St. John; Battalion Chiefs Robert Homan and Mike Proulx; Captains Chuck DeSmith, Erik Hammes, Jeff Vollandt, and Larry Welch; Lieutenants Dan Powell, Dan Alexander, Gary Harsh, Mark Price, Steve Winter, and Steve Wright; Firefighters Mark Bailey, Nathan Blakeslee, Zach Harter, Mike Ketchum, and Ryan Simonds; Administrative Assistant Sheila Madsen; Administrative Secretaries Tami Dauenhauer and Judy Hayward; and RFA Board Secretary Rhonda Heyden.

### **AGENDA MODIFICATIONS**

- Modification: Announcements/Proclamations/Presentations will take place at the end of the meeting with a reception to follow.
- New Business Item Added: Renton Activities Guide "What's Happening"

### **PUBLIC COMMENT**

There were not any public comments.

### **CONSENT AGENDA**

#### **Approval of Minutes**

A **MOTION** was made by Board Member Barilleaux and **SECONDED** by Board Member Pavone to approve the Minutes from the March 13, 2017 Regular Meeting. **MOTION CARRIED (5-0)**

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### Approval of Vouchers:

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

- AP Check Register 3/1/17 - 3/15/17, Payroll 2/16/17 – 2/28/17. **MOTION CARRIED (5-0)**

### SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for March 13, 2017.

### 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 the following:

- Recruitment and Diversity: Chief Marshall hosted a King County Fire Chief's meeting on March 21<sup>st</sup> to develop action items for increasing inclusion and diversity to the fire service.
- Finance and HR Software Solution Selection: A software solution was chosen and Board approval will be requested later in the meeting.
- Fire Station 15: the kick-off meeting was held on March 20<sup>th</sup>. Representatives from the architect firm for the station, engineers for the water tower, City officials, Captain Aho and Chief Marshall attended. The project is now back on track for completion at the end of 2018 with occupancy to occur January 1, 2019.
- Hiring: Interviews and selection for the Administrative Secretary I is scheduled for the first week in April. Interviews and selection for two Deputy Fire Marshal positions are scheduled for the final week of April
- Northwest Leadership Conference: Ten members of the RFA attended the Northwest Leadership conference in Portland, OR earlier this month—five of which were sponsored by the department and five who attended on their own. The general theme of the conference was "Managing Risk".
- Jim Schneider Retirement: Puget Sound Regional Fire Chief Jim Schneider announced his retirement effective September 4, 2017.
- LEOFF II House Bill: Last week, a bill was introduced in Olympia to remove the State of Washington from contribution obligation to the LEOFF II pension system. This move would shift roughly 60 million dollars onto Cities, and 40 million dollars onto plan members annually. Currently, this bill would only impact cities and not fire districts, and with the Renton Regional Fire Authority being a fire district, the initial thought is that should this bill be adopted, there would be no impact to the RFA. It is unclear whether RFA LEOFF II members would see an increase. Chief Marshall will continue to keep the Board apprised of the situation.

### DEPARTMENT REPORTS

There were not any department reports.

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### CORRESPONDENCE

There was not any correspondence.

### UNFINISHED BUSINESS

There was not any unfinished business.

### NEW BUSINESS

Renton Activities Guide "What's Happening": Board Member Abercrombie asked if the RFA was going to participate in the 2017 Spring Neighbor to Neighbor Forum, which is an educational forum designed to provide neighborhoods an opportunity to network and engage with City of Renton departments and other community organizations that have an impact within the Renton community. Board Member Abercrombie thought it would be beneficial to speak about Station #15 and the roles of the RFA. This event occurs on Saturday, May 13<sup>th</sup>, from 9:00 a.m. – 12:00 p.m. at the Renton Senior Activity Center (211 Burnett Ave. N.). Chief Marshall will follow up with Community Services and Board Chair Prince will follow up with Drey Hicks, Neighborhood Program Coordinator to have the RFA participate in this Forum.

Board Member Abercrombie also suggested adding the CPR class schedule that the RFA offers to next year's summer Renton Activities Guide "What's Happening".

PSRFA Business Associate Agreement: Renton Regional Fire Authority would provide Puget Sound Regional Fire Authority access to health information to enable Puget Sound Regional Fire Authority to perform the services consistent with chapter 70.02 RCW and HIPAA. For purposes of this Agreement, Health Information includes information created or received by the Renton Regional Fire Authority that relates to health care services provided to a Renton Regional Fire Authority patient, including demographic information collected from patients and other individuals that identifies the individual patient.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to approve the Business Associate Agreement between Renton Regional Fire Authority and Puget Sound Regional Fire Authority. **MOTION CARRIED (5-0)**.

PSRFA Collaborative Activities Agreement: This Agreement would provide the day-to-day support for Renton RFA Employees including: providing assistance for the development of an FD CARES plan specific for the Renton RFA, implementing the FD CARES database, providing services to "train the trainer" with the database, and educating members about the FD CARES program. This expense would be funded with the monies received from the Core Services Grant.

A **MOTION** was made by Board Member Barilleaux and **SECONDED** by Board Member Pavone to approve the Collaborative Activities Agreement between Renton Regional Fire Authority and Puget Sound Regional Fire Authority. **MOTION CARRIED (5-0)**.

TriMed Business Agreement: Tri-Med Ambulance, LLC would provide backup Basic Life Support ("BLS") transport services 24 hours per day, 365 days per year within the RFA's Service Area. The BLS transport service shall be provided when requested by the RFA, with the understanding that a Renton Regional Fire Authority Aid Unit is the primary means of patient transport. The Contractor

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recognizes the value of the FDCARES program, supports the FDCARES program and intends to work cooperatively with the RFA to expand and develop the FDCARES program.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to approve the FDCARES, Emergency and Basic Life Support Ambulance Business Associate Agreement between the Renton Regional Fire Authority and Tri-Med Ambulance Inc. **MOTION CARRIED (5-0).**

Tyler Technologies: Under the agreement between the City of Renton and the Renton Regional Fire authority, the City will provide Finance and HR services through 2017. Beginning in 2018, the RFA must provide these services for itself. In order to provide these services, the RFA is required to establish systems to provide Finance and HR services. The implementation of these systems will require several months to set-up, migrate data, and train staff. Establishing a contract for services is required to begin the process, and it is imperative that this process be started as soon as possible to ensure adequate time for transition. The software solution offered by Tyler Technologies has both HR and Finance capability.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to approve the contract for a Finance and HR software system with Tyler Technologies and authorize the Fire Chief to sign the contract on behalf of the Governing Board, subject to approval by legal council. **MOTION CARRIED (5-0).**

### GOOD OF THE ORDER

Board Member Abercrombie expressed his gratitude for the opportunity to participate in Fire Ops 101, which is an annual event held in the Tri-Cities area that gives government leaders an inside look at what firefighting is like. He thanked Firefighters Ryan Simonds and Dominick Shannon and Battalion Chief Craig Soucy, who were his shadows for the day. After 8 hours of wearing bunker gear, going into fire buildings, performing search and rescue operations and extrications, Board Member Abercrombie stated he was informed, educated, and impressed with what firefighters go through.

Chief Marshall stated with the change from "Renton Fire & Emergency Services" to "Renton Regional Fire Authority", the decals on frontline apparatus now reflect the new name.

### EXECUTIVE SESSION

There was not an executive session.

### ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Communities in Schools: Battalion Chief Bob Homan presented the RFA Board with a plaque on behalf of the Renton Firefighters Benevolent Association and Renton Communities in Schools for the Adopt-a-family program. Each year, six underprivileged families are chosen and each fire station provides a family with a Christmas holiday meal and gifts for the children.

Lieutenant Powell Medal of Valor: Chief Marshall awarded Lieutenant Dan Powell with the Medal of Valor for saving a woman from jumping from the Hood Canal Bridge. His self-sacrifice and quick thinking saved her life. Chief Marshall stated he was proud to have Lieutenant Powell represent

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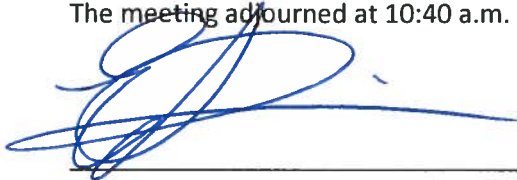
the Renton Regional Fire Authority and indicated that he is an exemplary member of the community. He thanked him for living the department values, both on duty as well as off duty.

**FUTURE MEETINGS**

The next meeting is scheduled for Monday, April 10, 2017, 10:00 a.m. at Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton). Board Chair Prince indicated that he would be absent from this meeting.

**ADJOURNMENT**

The meeting adjourned at 10:40 a.m.



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Ed Prince, Board Chair

Recorded by: Rhonda Heyden, RFA Board Secretary