



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

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

**10:00 A.M. – Monday, April 24, 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 10:00 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)

Don Persson (City of Renton)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40) – arrived after roll call

#### *Administrative Staff Present:*

Attorney Brian Snure, Chief Rick Marshall, Deputy Chiefs Roy Gunsolus and Chad Michael; Fire Marshal Anjela St. John, Administrative Director Samantha Babich; Captains Will Aho, Mark Seaver and Jeff Vollandt, Lieutenant Steve Winter, Firefighter Nick Bushnell, Senior Finance Analyst Jennifer Zhou, Administrative Secretary Dudley Jackson, and RFA Board Secretary Rhonda Heyden.

### **AGENDA MODIFICATIONS**

There were not any agenda modifications.

### **ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

There were not any announcements, proclamations, or presentations.

### **PUBLIC COMMENT**

Mark Thompson, President of the King County Fire Commissioners Association, spoke to the Board regarding upcoming meetings. The King County Fire Commissioners Association represents all fire officials in King County and holds meetings once per month, which are hosted by different districts throughout the region. The next meeting is May 17<sup>th</sup> at Fire District 20. The topic will be "Firefighting Foam and Environmental Issues" and Mr. Thompson encouraged the board members to attend.

### **CONSENT AGENDA**

#### *Approval of Minutes*

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Abercrombie to approve the Minutes from the March 27, 2017 Regular Meeting. **MOTION CARRIED (6-0)**

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### Approval of Vouchers:

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

- AP Check Register 3/16/17 - 3/31/17, Payroll 3/1/17 – 3/15/17 and
- AP Check Register 4/1/17 - 4/15/17, Payroll 3/16/17 – 3/31/17 **MOTION CARRIED (6-0)**

### SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for April 24, 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:** On April 19<sup>th</sup>, Chief Marshall presented to the King County Fire Chiefs on action items they have developed to affect change in workplace diversity. He will work with the association on buildout of its website. Additionally, Chief Marshall is working with the South King County Fire Training Consortium to develop a series of recruitment videos that will help reflect and highlight the importance of diversity to effectively deliver service to the community.
- **Finance and HR Software Solution Selection:** The software kick-off meeting is scheduled for today, April 24<sup>th</sup>.
- **Administrative Secretary Duties Assessment:** Administrative Director Babich and Sheila Madsen conducted an assessment of administrative secretary duties and will be meeting with staff on April 25<sup>th</sup> to go over any changes. As a result of this process, the filling of the vacant Administrative Secretary I position has been suspended.
- **KCFD 40 Contract:** Staffing of Engine 17 will drop from four to three firefighters effective July 1, 2017.
- **Healthy Heart Media Event:** There will be a Healthy Heart Event at McKnight Middle School on Thursday, April 27<sup>th</sup> at 9:00 a.m. Chief Marshall will speak about the mission to create a healthy community. He encouraged board members to attend.
- **Liberty High School DUI/Distracted Driving Presentation:** The DUI and Distracted Driving simulation occurred on Tuesday, April 18<sup>th</sup>. Firefighter Bushnell stated that 485 students watched the simulation. One more drill will occur this year at Hazen High School. Firefighter Bushnell presented the Board with a plaque of appreciation from Liberty High School. Chief Marshall thanked Firefighter Bushnell for the hours spent on coordinating this presentation.
- **Renton Technical College Contract:** RCW permits an exemption of the Fire Benefit Charge for Renton Technical College. The same RCW requires a contract for emergency services. Meetings have been held to discuss the service contract and agree to a per-student fee, consistent with other school districts in the area.
- **Fire Benefit Charge Legislation:** It appears that a bill introduced to reduce a re-authorization vote from a super-majority to simple majority is on its way to the

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Governor. This bill will also include exemptions for Housing Authority properties and Christmas tree farms.

### DEPARTMENT REPORTS

2017 Budget Update: Administrative Director Babich presented the January – March 2017 budget, revenue, and expenses.

Office of the Fire Marshal March 2017 Report: Fire Marshal St. John presented the Monthly Report for March 2017.

Response Operations March 2017 Statistics: March 2017 statistics were presented.

### CORRESPONDENCE

The following correspondence was shared with the Board:

- Letter of resignation from David Fesyuk, Renton Regional Fire Authority Chaplain, who has accepted a new job in New York.
- Letter of appreciation from Ray Austin, Mercer Island Firefighters/Local 1762 for the use of Renton Regional Fire Authority's loaned bunker gear during Fire Ops training.

### UNFINISHED BUSINESS

There was not any unfinished business.

### NEW BUSINESS

Capital Facilities Plan: Revised Code of Washington (RCW) 82.02.050 and Washington Administrative Code (WAC) 365-196-850 authorize counties, cities, and towns planning under the Growth Management ACT (GMA) to impose impact fees for fire protection facilities. Fees collected may only be imposed for "system improvements" that are designed to provide service to the community at large, are reasonably related to the new development, and will benefit the new development.

In order for the City of Renton to collect impact fees on behalf of the Renton Regional Fire Authority, the Capital Facilities Plan (CFP) needs to be updated. The consultant, BERK, will be working collaboratively with CED, the RRFA, and the City of Renton.

A **MOTION** was made by Board Member Abercrombie and **SECONDED** by Board Member Pavone to authorize Chief Marshall to sign a contract with BERK Consulting for development of an updated capital facilities plan (CFP). **MOTION CARRIED (6-0).**

### GOOD OF THE ORDER

There were not any good of the order items.

### EXECUTIVE SESSION

The meeting recessed at 11:05 a.m. into executive session for 10 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, 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. No official action took place.

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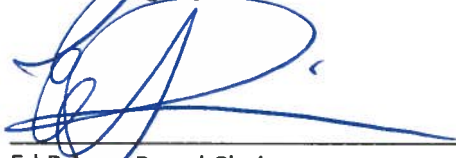
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**FUTURE MEETINGS**

The next meeting is scheduled for Monday, May 8, 2017, 10:00 a.m. at Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton).

**ADJOURNMENT**

The meeting adjourned at 11:18 a.m.



Ed Prince, Board Chair

Recorded by: Rhonda Heyden, RFA Board Secretary