



Renton Regional Fire Authority
1055 South Grady Way
Renton, WA 98055
Office: (425) 430-7000
Fax: (425) 430-7044

MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, May 22, 2017

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) – Via Teleconference
Myron Meikle (Fire District 25)
Don Persson (City of Renton)
Armondo Pavone (City of Renton)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Absent:

Ray Barilleaux, Vice Chair (Fire District 25)

MOVED BY PAVONE, SECONDED BY MEIKLE, BOARD EXCUSED ABSENT BOARD MEMBER BARILLEAUX.

Administrative Staff Present:

Attorney Brian Snure, Chief Rick Marshall, Deputy Chief Chad Michael, Fire Marshal Anjela St. John, Captains Will Aho and Chuck DeSmith, Lieutenant Steve Winter, Senior Finance Analyst Jennifer Zhou, Administrative Secretary Linda Mann, 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

There were not any public comments.

CONSENT AGENDA

Approval of Minutes

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Pavone to approve the Minutes from the April 24, 2017 Regular Meeting. **MOTION CARRIED (5-0)**

Approval of Vouchers:

GOVERNANCE BOARD REGULAR MEETING MINUTES

May 22, 2017

Page 2 of 4

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 4/16/17 – 4/30/17, Payroll 4/1/17 – 4/15/17 and
- AP Check Register 5/1/17 - 5/15/17, Payroll 4/16/17 – 4/30/17 **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for May 22, 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 Outreach: Chief Marshall will be a round table speaker at a convention of practitioners of equity, inclusion, and diversity in various regional jurisdictions. The topic is *Equity and Diversity in Workforce and Human Resources*. Given his involvement in this area and as a representative of the King County Fire Chiefs, Chief Marshall has been asked to share what we hope to accomplish and why it is important.
- Finance Report Update: We continue to work with the City of Renton with regard to budgeting and financial reporting. They currently are managing our finances, including the posting of expenditures and revenue. Due to work load issues, they are not able to stay current with booking entries, which leads to irregularities in reporting (which you will see in the financial report). Jennifer and Samantha have been creating a few work arounds that help us to track the status of our budget, but we are confident that with our new system and our own staff managing finances, we will significantly improve our financial reporting.
- Finance and HR Software Update: Jennifer Zhou and Samantha Babich attended Tyler Technologies annual training symposium in Texas. It was very informative and helped build a base for the system we are implementing. We continue to work with the City of Renton to get existing data. Given the workload, our lack of expertise and RRFA IT staff and the compressed timeline, I will be asking the board to approve an additional contract with DunnCo to serve as the project manager for the implementation.
- Hiring: We are beginning the hiring process to bring on 6 additional firefighters by the end of the year. We will be pulling 120 names from Public Safety Testing to invite to interviews that will take place in the middle of June. We expect to have a list certified by Civil Service at their meeting near the end of June.
- Community Engagement: On Thursday, May 18, 2017 we had two significant community engagements. First was our Junior Firefighter challenge at Nelson Middle School from 5-7PM. This event promotes physical fitness for the youth of our community, promotes positive relationships with uniformed personnel, and encourages local youth to consider a career in public service. The second, was a community meeting with the North Renton Neighborhood Association. The primary concern addressed was related to the fireworks ban and how we intend to manage it.

GOVERNANCE BOARD REGULAR MEETING MINUTES

May 22, 2017

Page 3 of 4

Additionally, we will be participating in an event on June 3 sponsored by Renton Police called The Teen Peace Festival. This is a family event centered on building relationships between uniformed public servants.

- **Retirements/Resignations:** On May 12, we received a letter of resignation from firefighter Jake Lazenby. Jake came to us by way of Sea-Tac fire and had 20 years of service. Mike Cabage also announced his retirement at the end of May, completing 31 years with Renton. We wish them both the best of luck as they head off on their new adventures.
- **Station 15 Update:** A document was provided in the report with the status and also the proposed design for the fire station.
- **Sobering Center Update:** A document with the April statistics was provided in the report.

DEPARTMENT REPORTS

2017 Budget Update: Chief Rick Marshall presented the January – April 2017 budget, revenue, and expenses.

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

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

CORRESPONDENCE

There was not any correspondence.

UNFINISHED BUSINESS

There was not any unfinished business.

NEW BUSINESS

Appointment of New Board Secretary: Renton Regional Fire Authority Bylaws And Governing Rules Section 5.4 requires that the Board appoint a new Board Secretary to perform the duties specified in the Bylaws and Governing Rules. The Governing Board Bylaws and Governing Rules establish the position of Board Secretary. The Bylaws and Governing Rules provide that the Board Secretary is responsible for preparing agendas, minutes, meeting notices and other duties specified therein.

Recently, Director of Administration, Samantha Babich and Administrative Assistant Sheila Madsen met to re-evaluate the responsibilities of the Administrative Secretary staff. Based off of that meeting, responsibilities shifted and Linda Mann will become Board Secretary.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to appoint Linda Mann as the new Board Secretary to serve at the pleasure of the Board until such time as the Board appoints a successor. **MOTION CARRIED (5-0).**

Valley Occupational Contract: Each year Renton Regional Fire Authority provides annual physicals for Response Operations and Fire Marshal personnel as required by WAC for any member required to wear respiratory protection. Staff determined the required scope of annual physicals needed and worked with Valley Occupational who has provided physical exams for our members for over 20 years. We have a very good and cooperative relationship with Valley Occupational and

GOVERNANCE BOARD REGULAR MEETING MINUTES

May 22, 2017

Page 4 of 4

are confident with both the quality of service they provide and the efficiency that is afforded by their location within Renton. The contract is for \$85,390.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Pavone to approve the contract between RRFA and Valley Medical and authorize the fire chief to sign the agreement on behalf of the Board. **MOTION CARRIED (5-0).**

DunnCo Contract for Finance/HR Software Implementation: Per the ILA between the City of Renton and RRFA, we are obligated to have a stand alone finance and HR system after December 31, 2017. We have chosen Tyler Technologies as our vendor, but due to the workload and technical aspects of the transition, we required additional contracted assistance to ensure a successful transition. Paul Dunn has demonstrated through previous work that he is the clear and necessary choice to help with this project. Staff continues to meet internally and with stakeholders to determine the most effective way to meet the needs of the organization and the demands of this transition. We have a high level of confidence in Paul Dunn and feel that his expertise will help us successfully transition from the City to the RRFA system.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Persson to approve the contract between DunnCo and RRFA and authorize the Chief to sign the agreement on behalf of the Board. **MOTION CARRIED (5-0).**

GOOD OF THE ORDER

A new format for the agenda and packet was presented to the Board. Chief Marshall asked for feedback from the Board and everyone liked it. Board Member Pavone asked if there was a way to be able to highlight and make comments on the electronic version. Chief Marshall was going to have someone research that and get back to the Board.

EXECUTIVE SESSION

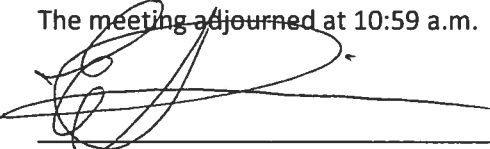
The meeting recessed at 10:47 a.m. into executive session for 15 minutes pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, in a forum that maintains the attorney client privilege, the legal risks of proposed actions that will likely result in adverse legal or financial consequences if the discussion is held in public. No official action took place.

FUTURE MEETINGS

The next meeting is scheduled for Monday, June 12, 2017, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton).

ADJOURNMENT

The meeting adjourned at 10:59 a.m.



Ed Prince, Board Chair

Recorded by: Linda Mann, Administrative Secretary I