



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, June 12, 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 10:02 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)

Don Persson (City of Renton)

Armondo Pavone (City of Renton)

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40) – Via Teleconference

Administrative Staff Present:

Attorney Brian Snure, Chief Rick Marshall via Teleconference, Deputy Chief Roy Gunsolus, Director of Administration Samantha Babich, Fire Marshal Anjela St. John, Captains Will Aho, Jeff Vollandt and Chuck DeSmith, Lieutenant Steve Winter, Senior Finance Analyst Jennifer Zhou, Administrative Secretary Linda Mann.

Public Present:

Paul Dunn, Marcus Morrell

AGENDA MODIFICATIONS

Board Member Abercrombie requested to add a discussion about the King County Fire Commissioners Association which was added to New Business.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Tyler Technologies Incode 10 Software Presentation:

Patrick Morales, Lead Project Manager from Tyler Technologies, presented via a remote connection an overview of the new Finance/HR software (Incode 10) that will be fully up and running by Jan. 1, 2018. He highlighted a few of the functions that the software will provide.

PUBLIC COMMENT

There were not any public comments.

CONSENT AGENDA

Approval of Minutes

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A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to approve the Minutes from the May 22, 2017 Regular Meeting. **MOTION CARRIED (6-0)**

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 5/16/17 – 5/31/17, Payroll 5/1/17 – 5/15/17

MOTION CARRIED (6-0)

SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for June 12, 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:

- Promotions: Chief Marshall selected Captain Chuck DeSmith to be our new Deputy Chief of Support Services. He will have a contract for the June 12 meeting and will ask that it be approved. As previously established, the contract will start at a "C" step and be limited to 3 years.
Chuck brings over 26 years of service in a variety of areas, including service as a Firefighter and Lieutenant in Logistics, Lieutenant and Captain in EMS, playing a significant role in the process to develop our organizational core values and a variety of community service and involvement including CERT and CPR. Chuck's passion for serving our community and his ability to build effective collaborative relationships is a great fit for this new role. Make sure to congratulate him the next time you see him. With that said, Chief Marshall wants to make very clear how honored he was to have four unbelievably qualified candidates who desired to serve as the new Deputy Chief. Each one has amazing strengths and talents and they made this selection the toughest decision of his career. One of Chief Marshall's responsibilities is to make sure people are where they need to be, both for their success and the success of the organization. Please join him in thanking each one for their dedication and commitment to each of us, and answering the call to fill the position of Deputy Chief of Support Services. In addition, Chief Marshall is proud to announce the promotion of Jim Ochs to Captain effective June 16. Jim's commitment to our organization is unparalleled. He is the epitome of utility player, overcoming any deficiencies with a commitment to excellence and professionalism. Jim is a part of an ever growing pool of amazing leadership we have at Renton Fire. Please join Chief Marshall in congratulating him on this accomplishment. It has not yet been determined where he will be assigned.
- Hiring: We have pulled names from Public Safety and have scheduled oral interviews for later this month. We intend to make six job offers by the end of this month for the August academy. These firefighters will be on shift by the first of January.

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- **Community Engagement:** Several members of Renton Fire attended the Renton Teen Peace Festival at Liberty Park on June 3. The event was designed to promote peace in the community and humanize the badge and uniform. We used the event to partner with King County EMS in outreach and education. Special thanks goes to C Shift Station 17 crews and the Zone 3 Fire Explorers for their help.
- **Capital Facilities Plan Update:** The Capital Facilities Plan project remains on track. There are a few questions that have arisen with regard to using existing or future impact fees to pay for debt on Fire Station 13. We are confident that we will be able to find a workable and legal solution which will meet the needs of both the City of Renton and the RRFA.
- **Capt. Vollandt ESRI Conference Attendance:** Captain Jeff Vollandt of our Planning Section will be attending an ESRI conference in July. This conference will focus on GIS technologies as it relates to the fire service. One of the key reasons we are sending Capt. Vollandt is to explore how to connect GIS technology to pre-incident planning and hazard mapping.
- **Healthy Heart Statistics:** During this year's Healthy Heart Program, we conducted over 3,700 screenings for blood pressure and blood sugar at 25 participating schools across Renton and Kent. We encountered over 260 alerts from blood pressure screenings and four alerts from blood sugar screenings.

The alerts for elevated blood pressure are sometimes due to physical activity before the check or anxiety. Because over 98% of the alerts were for elevated blood pressure, it is necessary to follow up with the school's nurse for recheck. If they are still elevated after the nurse rechecks the pressure, the student's parents are contacted for follow up with their doctor.

Topics for this year's presentations included:

- Get Moving
- Food is Fuel
- It's Fun to be Fit
- Keep Blood Pressure Healthy
- Learn About Blood Sugar and Diabetes
- Learn About Cholesterol
- Don't Smoke or Use Smokeless Tobacco
- How the Heart Works

DEPARTMENT REPORTS

Updated April Financial Report: Director of Administration, Samantha Babich, presented an updated financial report for April. This included the revenue that was recognized year to date.

2016 RFA State Auditor's Office Annual Report: Director of Administration, Samantha Babich, presented the 2016 RFA State Auditor's Office Annual Report to the Board.

CORRESPONDENCE

There was not any correspondence.

UNFINISHED BUSINESS

There was not any unfinished business.

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NEW BUSINESS

King County Fire Commissioners Association: Commissioner Abercrombie spoke about KCFCA meetings and events that are available for all Board Members to attend. He requested that a stipend of \$114 be put in place for Board Members who attend meetings and asked that the Board approve the request. After discussion and feedback from Attorney Brian Snure, it was decided to amend the bylaws versus asking the board for approval each time a Commissioner wants to attend a meeting.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Meikle to amend Section 15.1 of the bylaws to include King County Commissioner Meetings for per diem for RFA Board Members. **MOTION CARRIED (6-0).**

Station 14 Flood Insurance Renewal: Station 14 Flood insurance is due for renewal 07/08/2017. This coverage is supplemental to our general liability insurance and covers flood damage to the two buildings located at 1900 Lind Ave. A request has been made to renew commercial flood insurance policy No. PI00P003235000000-00 with Tokio Marine Specialty for one year, beginning 07/08/2017. This renewal is offered with existing property liability limits; however we have requested a review of the coverage specific to the training tower and may increase that coverage after we receive clarification from Enduris and the Tokio Marine.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Pavone to approve the offer to renew the flood insurance proposal for the property located at 1900 Lind Ave. and authorize the Fire Chief to sign the Request to Bind Coverage with Alliant Insurance Services. **MOTION CARRIED (6-0).**

Employment Agreement for DC Support Services: Charles DeSmith has been selected to fill the role of Deputy Chief, Support Services. DeSmith's Employment Agreement is before the Governing Board for approval. Deputy Chief Chad Michael has resigned from the RRFA effective June 2017. The position was opened to internal applicants meeting the minimum eligibility requirements and four employees applied. Multi-panel interviews were held and Charles DeSmith was selected to fill the vacancy effective 06/16/2017. As an Exempt, Non-Represented, Non-Civil Service classification, this position has been covered by an Employment Agreement. Terms of the agreement are the same as the Employment Agreement for the Deputy Chief, Response Operations with the exception of the position being offered at a C Step and a three year contract term.

A **MOTION** was made by Board Member Pavone and **SECONDED** by Board Member Meikle to approve the Employment Agreement between the Renton Regional Fire Authority and Charles DeSmith effective June 16, 2017 and authorize the Fire Chief to sign said agreement. **MOTION CARRIED (6-0).**

GOOD OF THE ORDER

There were not any good of the order items.

EXECUTIVE SESSION

The meeting recessed at 10:47 a.m. into executive session for 10 minutes pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency

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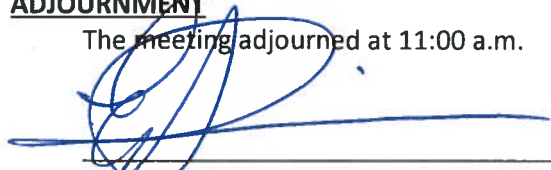
enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. No official action took place.

FUTURE MEETINGS

The next meeting is scheduled for Monday, June 26, 2017, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton).

ADJOURNMENT

The meeting adjourned at 11:00 a.m.

A handwritten signature in blue ink, appearing to be 'Ed Prince', is written over a horizontal line. The signature is somewhat stylized and loops around the line.

Ed Prince, Board Chair

Recorded by: Linda Mann, Administrative Secretary I