



Renton Regional Fire Authority
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Renton, WA 98055
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MINUTES

RFA Governance Board Regular Meeting

10:00 A.M. – Monday, December 12, 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)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Member Absent:

Armondo Pavone (City of Renton)

Administrative Staff Present:

Attorney Brian Snure, Chief Rick Marshall, Deputy Chiefs Roy Gunsolus and Chad Michael, Director of Administration Samantha Babich, Battalion Chief Mike Proulx, Captains Will Aho, Larry Welch and Jeff Vollandt, Lieutenant Mike Bain, Fire Marshal Anjela St. John, Fire Inspector Cory Cappelletti, District Liaison Julie Bray, RFA Board Secretary Rhonda Heyden.

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Citizen Commendation: A Citizen Commendation award was presented to Oscar Estaris for his heroic efforts during a basketball game at St. Anthony's Church on October 5, 2016. Mr. Estaris was one of two men who started CPR and used a public access defibrillator on a basketball player who had suffered a cardiac arrest. The patient was conscious by the time the Fire Department arrived. Mr. Estaris was commended for saving someone's life.

Promotions: Chief Marshall introduced the following Officers:

- Michael Bain received a Lieutenant promotion and will be assigned to Station 11 in 2017.
- Jeff Vollandt received a Captain promotion and will continue to serve in the Planning Division, assisting with the Standards of Cover and Strategic Plan.

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PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Approval of Minutes

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Abercrombie to approve the Minutes from the November 28, 2016 Regular Meeting. **MOTION CARRIED (5-0)**

Approval of Vouchers:

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Abercrombie to approve the Vouchers: AP Check Register 11/16 – 11/30/16, Payroll 11/1 – 11/15/16. **MOTION CARRIED (5-0)**

SIGNING OF VOUCHERS

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

- New Firefighters: Four candidates accepted job offers and will start on December 28, 2016.
- Finance Analyst: Final interviews will be conducted with two candidates on December 12, 2016.
- Benefit Charge: Progress is on target.
- KCFD 40 Contract: KCFD 40 held a special meeting and is working to come up with a short term solution for administrative services.
- Fire Station 15: The architect (Scriber, Starling, Whitehead) has been selected.
- Fire Marshal's November Statistics
- Response Operations November Statistics

DEPARTMENT REPORTS

There were no Department reports.

CORRESPONDENCE

Copies of letters from Tom Rea, Medical Program Director of Seattle & King County Public Health, to Renton RFA first responders who successfully resuscitated cardiac arrest patients.

UNFINISHED BUSINESS

There was no unfinished business.

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NEW BUSINESS

Reorganization Contracts:

Fire Marshal Contract: Approval of the re-organization proposal included the adjustment of salary and benefits of the Fire Marshal to more closely align with the other director level staff.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Abercrombie to approve the contract of Anjela St. John as Fire Marshal and authorize the Fire Chief to sign on behalf of the Board. **MOTION CARRIED (5-0).**

Director of Administration Contract: Approval of the re-organization proposal included the reclassification of Samantha Babich from HR Manager to Director of Administration. As such, a contract reflective of the approved salary and benefit package is necessary.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Meikle to approve the contract of Samantha Babich as Director of Administration and authorize the Fire Chief to sign on behalf of the Board. **MOTION CARRIED (5-0).**

Fire Chief/Deputy Chief Contracts: When the benefits for Fire Chief and Deputy Chief were entered into their respective contracts, a conversion from shift to day assignment did not occur for sick leave hour accrual. This action will reduce sick leave accrual for the Fire Chief and Deputy Chief. The accrual rate should have been 10 hours per month, not 24 hours per month.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Abercrombie to approve the revised contracts of Rick Marshall and Roy Gunsolus and authorize the Fire Chief to sign on behalf of the Board for the Deputy Chief and authorize the Board Chair to sign on behalf of the Board for the Fire Chief. **MOTION CARRIED (5-0).**

Long Term Disability Gross Up Change for 2170 & Non-represented Staff:

The Standard Insurance Policy has a long term disability provision that provides a benefit to the employee should they no longer be able to work by covering 60% of their current monthly salary. Currently, the RFA is paying for the full benefit. By doing this, the disability payment is subject to normal income tax deductions. By modifying this plan to an employee paid benefit, the disability payments are then considered tax-free. The RFA still desires to provide this benefit to RFA Local 2170 and non-rep employees at a zero impact to the employee by amending the Standard Insurance Policy and adjusting the employee monthly salaries accordingly to cover the monthly LTD premium.

A **MOTION** was made by Board Member Persson and **SECONDED** by Board Member Abercrombie to accept the Standard Insurance gross up provision for the AFSCME Local 2170 and non-represented RRFA employees and allow the Fire Chief to sign in any contract modifications related to this provision. **MOTION CARRIED (5-0).**

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Benefit Charge Hearing Dates:

Fire Authorities are required by state law to hold an appeal hearing for property owners who feel that their Benefit Charge has been inaccurately calculated. The hearing process must take place over a two-week period.

After consulting with Puget Sound Regional Fire Authority and legal council and after conferring with the Governing Board, staff is recommending the following dates and times for the Benefit Charge appeal process:

Deadline for Appeals: February 8, 2017 at 4:30 p.m.

Appeal Hearing Begins: February 27, 2017 at 10:00 a.m.

Appeal Hearing: March 8, 2017 at 5:00 p.m.

Final Ruling: March 13, 2017 at 10:00 a.m.

All appeals will be heard at Fire Station 13, 18002 108th Ave. S.E.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Abercrombie to adopt the 2017 RRFA Appeals Schedule as presented. **MOTION CARRIED (5-0).**

Fire District 25 Website (Added to the "New Business" Agenda Items):

Board Member Abercrombie requested that Fire District 25's website be updated.

GOOD OF THE ORDER

External Meeting:

Chief Marshall announced that he and three Board Members (two of which are Fire District 25 Commissioners) would be attending a Municipal Roundtable meeting in Lakewood, WA on Friday, December 16, 2016. Fire District 25 business will not be discussed.

Oakland, CA Fire:

With news of the recent warehouse fire that killed 36 people in Oakland California, Fire Marshal St. John highlighted Renton RFA's proactive scheduled inspection cycles:

- Annual inspections: businesses and multi-family housing that are not protected with both a fire sprinkler system and an alarm system.
- Bi-Annual inspections: businesses and multi-family housing that are fully protected (fire sprinkler system and fire alarm).
- Tri-Annual inspections: Licensed care facilities (nursing homes, hospitals, assisted living facilities). These are also inspected by the state annually.

Fire Marshal St. John further stated that every complaint results in an inspection within one work day, all vacant buildings are inspected per the schedule based on the level of fire protection, and aggressive code enforcement occurs when life safety conditions exist.

EXECUTIVE SESSION

There was no Executive Session.

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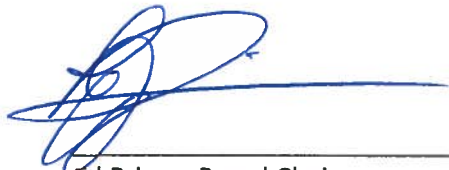
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FUTURE MEETINGS

The next meeting is scheduled for Monday, January 9, 2017, 10:00 a.m. at Fire Station #13 (18002 108th Ave. S.E., Renton).

ADJOURNMENT

The meeting was adjourned at 10:33 a.m.



Ed Prince, Board Chair

Recorded by: Rhonda Heyden, RFA Board Secretary