



GOVERNANCE BOARD MEETING MINUTES February 17, 2021

Call Meeting to Order

The Puget Sound Regional Fire Authority Governance Board Meeting was called to order by Board Chairperson Toni Troutner at 5:30 p.m. In attendance were Board Vice Chairperson Allan Barrie, Board Members Margaret Harto, Les Thomas, Bill Boyce, and Sean Smith, and Board Advisory Members Chris Bodlovic (serving as proxy for Craig Hooper) and Erin Sitterley.

The following department personnel were in attendance: Fire Chief Matt Morris, Assistant Chief Brian Carson, Deputy Chief Aaron Tyerman, Deputy Chief Mark Jones, Division Chief Pat Pawlak, Division Chief Larry Rabel, Division Chief Sean Penwell, Budget & Accounting Manager Lavina Brennecke, HR Manager Lindsey Arsanto, Local 1747 Union President PJ Knowles, IT Manager Don Gentry, Attorney Brian Snure, and Board Secretary Jessica Steward.

CAPC member Sam Sullivan, KCFD #43 Commissioners John Herbert and Camille Walls, and Jonathan Ingram were also in attendance.

Flag Salute

- Due to the teleconference format of the meeting, the Pledge of Allegiance was not recited.

Agenda Modifications

- There were no agenda modifications.

Announcements, Proclamations, and Presentations

- There were no announcements, proclamations, or presentations.

Public Comment

- There was no public comment.

Benefit Charge Review Board

The Benefit Charge Review Board reconvened at 5:33 p.m.

- There were no petitions to be reviewed by the Board, and no individuals with Petitions for Adjustment were in attendance. Per PSRFA Policy #114 Benefit Charge Review Board, there was no need for Executive Session.
- Division Chief Sean Penwell recommended that the Board approve all petition adjustments and denials. A MOTION was made by Commissioner Boyce and SECONDED by Commissioner Thomas to approve all 2021 petition adjustments and denials. (MOTION CARRIED 5-0)
- There are no petitions requiring legal staff to prepare a proposed order of resolution to be considered March 17, 2021.

The 2021 Benefit Charge Review Board closed at 5:35 p.m.

Consent Agenda

- A MOTION was made by Board Member Boyce and SECONDED by Board Member Barrie to approve the Consent Agenda. (MOTION CARRIED 5-0)

Committee Reports

- ***Citizens Advisory Planning Committee***
 - Met on February 10th. Commissioner Barrie learned more about the current representatives and looks forward to filling the vacancies.

Board Member Reports

- ***City of Covington***
 - Received a grant from King County for amateur sports scholarships.
 - November sales and use tax is up from the prior year.
 - Commissioner Smith expressed his gratitude for the mobile COVID vaccine teams, in partnership with the RFA and King County EMS.
 - Covington Connector continues to move forward.
 - An update was given on the old Covington Elementary site.
- ***City of Kent***
 - Four new members to the Parks and Rec committee were approved at last night's council meeting.
 - Shared about the mayor shoveling snow from a residential street during the snowstorm this weekend.
 - Discussed the community vaccination site at the ShoWare Center.
- ***City of SeaTac***
 - Shared details of the snowstorm.
 - Federal Way light rail is 25% complete.
 - Discussed the large commercial fire that occurred in SeaTac yesterday.
 - A new community engagement police officer was hired.
- ***King County Fire Protection District #37***
 - Discussed details of the commissioner vacancy process and timeline.
- ***King County Fire Protection District #43***
 - The Board is looking forward to the metrics that will be produced by the new Health of the Organization dashboard.
 - Commissioner Bodlovic accepted a role with the WFCA as Legislative Representative for Region 6.

Chief's Report

- Graduated four new firefighters that are now on shift. 12 new hires in the current academy.
- Capital funds will be used for new fleet vehicles for Prevention, to replace the current aging ones.
- There has not been any official communication for a contract for services with Tukwila.

Department Reports

- ***Finance***
 - No Report.
- ***Human Resources***
 - No Report.
- ***IT***
 - No Report.
- ***Operations***

- Discussed the two-alarm fire that occurred in SeaTac yesterday, and last weekend's snowstorm.
- Chief Carson thanked the first responders and Logistics staff for their work during the pandemic to keep the community safe and maintain our PPE supply.
- Chief Jones gave an update on the possibly counterfeit 3M masks. Discussion ensued.

Attorney Report

- No Report.

Correspondence

- There was no correspondence.

Unfinished Business

- There was no unfinished business.

New Business

- **Adoption of Updated Administrative Policy #106 Procurement**
The revision of Policy #106 Procurement involved some cleanup of references, and additional definitions. The real purpose of the revision was to incorporate new bid law requirements into our policy, as well as revising the Purchasing authority limits. Language changes were made throughout the policy to give authority to the approver and his/her designee. This language (his/her designee) makes this policy more consistent with other PSRFA policies.

A MOTION was made by Commissioner Boyce and SECONDED by Board Chair Troutner to adopt the updated Administrative Policy #106 Procurement. (MOTION CARRIED 5-0)

Executive Session

- A 5-minute Executive Session was called at 6:15 p.m. per RCW 42.30.110 (1) (f) – To receive and evaluate complaints or charges brought against a public officer or employee. The meeting was called back to order at 6:20 p.m.

Good of the Order

- Commissioner Thomas thanked the department for their role in community vaccines.
- Commissioner Harto encouraged the Board to direct interested candidates for the District 37 vacancy to Board Secretary Steward for an application form.

Future Meetings

- Discussed future meetings.

Signing of Vouchers

- The vouchers presented in the February 17th Board agenda packet will be signed electronically.

Meeting Adjourned

- Meeting was adjourned at 6:22 p.m.