

**Kent Fire Department Regional Fire Authority
Governance Board Meeting Minutes
December 1, 2010 – 1730 Hours
Fire Station 78**

Call Meeting to Order

The Kent Fire Department RFA Governance Board was called to order by Board Vice Chair Allan Barrie at 1735 hours. Those in attendance were Board Members - Pat Riordan, Les Thomas, Margaret Harto, and Jamie Perry. Also in attendance were Fire Chief Jim Schneider, Attorney Brian Snure, Deputy Chief Ken Weatherill, Division Chief Pat Pawlak, Division Chief Jon Napier, Battalion Chief Greg Markley, Captain Larry Rabel, Finance Manager Margaret Martin, Human Resource Manager Deanna Gratzner, Attorney Pat Fitzpatrick, OEM Program Manager Brian Felczak, Alice Ostdiek from Foster Pepper, and Board Secretary Jane Ogren. Board Chairperson Debbie Raplee and Board Member Mike Denbo had excused absences.

Flag Salute

The Pledge of Allegiance was given.

Agenda Modifications

There was one agenda modification - Resolution 18 was added as an action item. Resolution 18 authorizes the establishment of a system of registering the ownership of bonds and obligations of the Kent Fire Department Regional Fire Authority.

Announcements, Proclamations, and Presentations

There were no announcements, proclamations, or presentations.

Public Comment

There were no public comments.

Consent Calendar

Approval of Minutes

A MOTION was made by Board Member Perry and SECONDED by Board Member Riordan to approve the Consent Calendar items of the November 17, 2010 Board Meeting of the RFA Governance Board. MOTION CARRIED (4-0)

Committee Reports

- *Citizens Advisory Committee* -
 - The first meeting will be held January 10 at 6:00 p.m. at the Kent Fire Department RFA Training Center.
 - There are 10 citizens interested in being on the committee, and several have fire-related backgrounds.
 - The meeting will be held once a month to start out, and will then move to once a quarter.
 - All RFA Board Members were invited to attend the meeting on January 10. Attorney Snure noted that if the RFA Board Members attend this meeting there should be a Notice of Special Meeting done.

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Board Member Reports

- *City of Covington* -
 - The third annual Hollydaze festival will begin this weekend with a holiday bazaar, Christmas tree lighting ceremony, a visit from Santa, a fruitcake toss, and the finale event on Sunday with a concert at Kentwood High school performed by the NW Winds Quartet.
 - The 2011 Covington budget has been approved.
 - The Public Works crews did an outstanding job of keeping the road cleared during the recent snowfall.
- *City of Kent* -
 - There has been a consensus on the budget.
 - Santa will be coming to Kent this weekend, in addition to having a Santa Dog Walk.
- *RFA Exploratory Process Update* -
 - There has been a change of venue for the SeaTac Exploratory Committee meetings.
 - All meetings will be held at SeaTac Fire Station 46.

Chief's Report

- **Interlocal Agreement Update** - The language will be sent to the City of Kent for approval. At this time, we might hold off on submitting changes to the Civil Service language since this may now be done at the RFA by Human Resource Manager Deanna Gratzer.
- **Consolidation Update** - The City of SeaTac and Kent Fire Department RFA Interlocal Agreement is on the agenda under New Business, and is an action item.
- **Hydrant Update** - Division Chief Napier and an engine crew met with Covington Water District for a demonstration of their proposed hydrant security devices. A recommendation by the Kent Fire Department RFA was made on one of the security devices. At this time Covington Water is still evaluating the hydrant security devices. A change in legislature is being pursued to give a higher-level threshold for these types of devices. More information will be forthcoming.
- **Speed Bump Update** - This item will be removed from the agenda.
- **Station 77 Certificate of Occupancy** - We have discovered that we have not received a Certificate of Occupancy for Fire Station 77. At this time, we cannot receive the Certificate due to the sidewalk cracking and breaking up on the east side of the property. We are working on having the sidewalk repaired. Captain Phil Herrera will be the lead on this project. Anticipated completion date is the end of January, with an estimated cost under \$20,000.
- **Station 72 Remodel** - There was no update on this item.

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- **King County Fire Prevention Considerations** - King County is looking at decentralizing Fire Prevention services due to economic issues facing King County. The decentralizing of King County Fire Prevention services will be a phased-in approach. Annual inspections will be performed by fire districts, and will not be a huge impact for the Kent Fire Department RFA. The land use development portion of King County's Fire Prevention services will be phased-in later in 2011 and could be an issue with some fire districts since they don't have the personnel to perform these types of services.
- **RFA Exploratory Process - Tukwila** - On Monday, December 6, a staff report will be presented to the Tukwila City Council to see if they want to enter into an RFA Exploratory Process with the Kent Fire Department RFA.
- **Policy Manual** - The Kent Fire Department RFA would like the RFA Board to approve and sign all Administrative policies and have the Fire Chief sign and approve all Operational policies. A revision to Administrative Policy 101 on the Policy Manual process will be brought to the January 5, 2011 RFA Board Meeting for approval. Also included, for review, will be the Policy Manual index. Beginning at the January 19, 2011 meeting, and ongoing, Administrative Policies, for review and approval will be brought before the RFA Board.
- **SkyBooms** - When the SkyBooms were ordered, one was ordered through the City of Kent, and one was ordered through Fire District 37. At that time, one SkyBoom was going to be housed at Fire Station 78 and one at Fire Station 73. Now that we are a Regional Fire Authority, operationally it makes more sense to house the SkyBoom at Fire Station 75 rather than Fire Station 78. The other SkyBoom will remain to be housed at Fire Station 73.
- **Comp Plan Update** - The Comp Plan for the City of Kent is in the process of being updated. Fire Chief Schneider would like to have a workshop at the January 19, 2011 RFA Board Meeting to discuss the Comp Plan update.

Department Reports

- **Finance** - Finance Manager Martin had Alice Ost diek, from Foster Pepper attend the meeting to give an informational presentation on Resolution 17 and Resolution 18.
 - Staff presentation's were then made by Finance Manager Margaret Martin requesting the adoption of Resolution Number Seventeen (17), which would authorize the issuance of a Not to Exceed \$8,000,000 Tax and Revenue Anticipation Note for the purpose of paying Authority expenses pending the receipt of the revenues from its 2011 regular property tax levy and fire benefit service charges; and approving the sale and providing for the delivery of the Note to Bank of American, N.A.

A MOTION was made by Board Member Perry and SECONDED by Board Member Thomas to adopt Resolution Number Seventeen (17) authorizing the issuance of

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a Not to Exceed \$8,000,000 Tax and Revenue Anticipation Note for the purpose of paying Authority expenses pending the receipt of the revenues from its 2011 regular property tax levy and fire benefit service charges; and approving the sale and providing for the delivery of the Note to Bank of American, N.A. (MOTION CARRIED 4-0)

- Staff presentation made by Finance Manager Margaret Martin requesting the adoption of Resolution Number Eighteen (18), which would authorize the establishment of a system of registering the ownership of bonds and obligations of the Kent Fire Department Regional Fire Authority.

A MOTION was made by Board Member Thomas and SECONDED by Board Member Riordan to adopt Resolution Number Eighteen (18) authorizing the establishment of a system of registering the ownership of bonds and obligations of the Kent Fire Department Regional Fire Authority. (MOTION CARRIED 4-0)

- **Human Resources** - Human Resource Manager Deanna Gratzer reminded the RFA Board Members that per RCW 52.14.010, board members shall receive \$104 per day or portion thereof, not to exceed \$9,984 annually, for time spent in actual attendance at official meetings of the board, or in performance of other services or duties on behalf of the department. This would include RFA Advisory meetings, Exploratory meetings, and each day in attendance at conferences. After attending a meeting on behalf of the department, notification needs to be sent to Fire Chief Schneider and Human Resource Manager Gratzer requesting compensation. Also, per RCW 52.14.010, board members may waive all or any portion of compensation by a written waiver. The waiver must be specific as to the date the compensation is being waived.

Entry Level Firefighter interviews, of 15 candidates, will be December 2 and 3, 2010 at Fire Station 78. The interview will include an oral interview and manipulative skills test.

Public Education Specialist applications were accepted through November 23, 2010. Interviews of 10 candidates will be December 16 and 17, 2010 at Fire Station 74. The interview will include an oral interview and a presentation evaluation.

- **Division or Unit Update** - Deputy Chief Ken Weatherill gave an update of the Operations Division.
 - The new HazMat unit went into service December 1, 2010 at 0800 hours. This unit is the most capable unit in the area, and houses an office, lab, and HazMat equipment storage areas. A comprehensive training program was developed for this unit and has taken five months to accomplish.
 - A comprehensive training program is in the process of being developed for the two new SkyBooms and will begin after the first of the year.
 - The Blue Card Program, to certify Officers in Incident Command, has begun. We are currently developing a training plan to also certify acting Captains. Training for acting Captains should begin in the first quarter of 2011.

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- The CARES Program has assisted 196 individuals so far. Battalion Chief Mitch Snyder has sponsor pledges of approximately \$42,500. Thank you cards were handed out to the RFA Board for their signatures. The thank you cards will be sent to sponsors that have donated to the CARES Program.
- There are currently seven people out with On The Job injuries.
- One person has been temporarily reassigned to the Toys For Joy Program.
- There are currently seven people being trained on Water Rescue operations.
- Several individuals have just completed a 40-hour HazMat Technician class.
- The Renton Fire Department is relocating their ladder truck to their downtown Fire Station. There will be a meeting with the Renton Operations Chief to discuss ladder truck coverage for both Kent and Renton.

Attorney Report

- Attorney Snure reminded the RFA Board to look at Section 15 in the Bylaws to review the rules for board compensation.

Correspondence

- Correspondence from the King County Investment Pool was included in the RFA Board agenda packets.

Unfinished Business

- Captain Larry Rabel discussed monthly mitigation fees, and handed out a report on those fees. Captain Rabel also discussed the updating of the Comp Plan for both the City of Kent and the City of Covington.
- Battalion Chief Greg Markley discussed legislative items that will be taken to the next legislative session. Those items are the fire insurance premium tax and municipalities annexing into current RFA's.

New Business

- Staff presentation made by Fire Chief Jim Schneider asking for approval of the Interlocal agreement between the Kent Fire Department RFA and the City of SeaTac.

A MOTION was made by Board Member Thomas and SECONDED by Board Member Perry to approve the Interlocal Agreement between the Kent Fire Department RFA and the City of SeaTac. (MOTION CARRIED 4-0)

Good of the Order

- Board Member Les Thomas thanked the Kent Fire Department RFA for transporting him to Valley Medical Center after his car accident during the snowfall.

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Executive Session

A 30 minute Executive Session was called from 1850 hours to 1920 hours for the following subjects, RCW 42.30.110 (1) (g)- Review the performance of a Public Employee, and RCW 42.30.140 (4) - Labor Negotiations. The open public meeting was called back to order at 1920 hours.

A MOTION was made by Board Member Perry and SECONDED by Board Member Thomas to adopt the Kent Firefighters Local 1747 Collective Bargaining Agreement. (MOTION CARRIED 4-0)

Fire Chief Schneider asked if the RFA Board would like to cancel the board meeting scheduled for December 15. The RFA Board agreed to cancel the meeting. A notice will be posted to show the cancellation of the board meeting.

Adjournment

The meeting was adjourned by Board Vice Chair Barrie at 1925 hours.

Future Meeting Dates

January 5, 2011	RFA Board Meeting	1730 Hours	Fire Station 78
January 10, 2011 Special Meeting	Citizens Advisory Committee Meeting	1800 Hours	Fire/Police Training Center
January 13, 2011	SeaTac Exploratory Committee Meeting	1730 Hours	Fire Station 46 3521 South 170 th Street SeaTac
January 15, 2011 Special Meeting	Worksite Tour	1000 Hours	Fire Administration/ Station 74
January 19, 2011	RFA Board Meeting	1730 Hours	Fire Station 78