Call Meeting to Order
The Puget Sound Regional Fire Authority Governance Board Meeting was called to order by Board Chairperson Allan Barrie at 5:30 p.m. In attendance were Board Vice Chair Les Thomas and Board Members Harry George, Sr., Dennis Higgins, Margaret Harto, and Advisory Board Members Sean Smith and Erin Sitterley. Board Member Bill Boyce had an excused absence.

The following department personnel were in attendance: Fire Chief Jim Schneider, Division Chief Pat Pawlak, Division Chief Larry Rabel, Division Chief John Madson, Division Chief Mitch Snyder, Battalion Chief Greg Markley, Captain Ray Shjerven-Local 1747 President, Government Relations Manager Kimberly Matej, Finance Manager Margaret Martin, Human Resources Manager Deanna Gratzer, IT Manager Don Gentry, Attorney Brian Snure, and Board Secretary Jane Ogren.

Citizen Advisory Committee members Mike Davis and Sam Sullivan were also in attendance. Many members of the department were present for the Oaths of Office portion of the meeting.

Flag Salute
- The Pledge of Allegiance was recited.

Agenda Modifications
- There were no agenda modifications.

Announcements, Proclamations, and Presentations
- The Oath of Office was given to the following personnel:
  - Daniel Cavanagh, Probationary Firefighter
  - Lucian Burns, Probationary Firefighter
  - Anthony Orkiolla, Probationary Firefighter
  - Casey Linhart, Probationary Firefighter
  - Ed Johnson, Battalion Chief
  - Jim Merritt, Battalion Chief
  - Dave Woelber, Battalion Chief
  - Cody Mitchell, Captain
  - Zachary Dean, Captain
  - Robert Mathey, Captain
  - Jason Breidenbach, Captain
  - Rod Carlson, Captain
  - John Wilkins, Captain
  - Tom Johnson, Captain
  - Chris Croft, Captain
  - Paul Zydek, Captain

Public Comment
- There were no comments from the public.

Consent Agenda
- A MOTION was made by Board Vice Chair Thomas and SECONDED by Board Member George to approve the Consent Agenda (MOTION CARRIED 5-0).

Committee Reports
- Citizens Advisory Committee
  - The Citizens Advisory Committee meeting was held Wednesday, January 11, 2017 at the Fire Training Consortium offices. Deputy Chief Tomlinson gave a presentation and tour of the building.
There are two vacancies on the committee for the response areas of Station 77 and Station 78. Board Member Harto asked Board Members if they knew of anyone interested in being on the committee. Any names of interested individuals should be forwarded to Government Relations Manager Matej.

Citizens Advisory Committee meetings will be held quarterly; the next meeting is April 12, 2017.

**Board Member Reports**

- **City of Covington**
  - A strategic planning meeting will be held January 28, 2017. The purpose of the meeting is to discuss goals and work plans for the upcoming year.
  - The bond passed for a new school. City Hall will move to the location of the old elementary school.
  - Working with the Kent School District to bring Green River College classes to the Covington area.
  - There are many construction projects coming into the City for residential and business.

- **City of Kent**
  - A council retreat will be held Saturday, February 4, 2017. Areas of discussion will be marijuana, gaming, quiet train zones, and the Landsburg mine.
  - There are a lot of jobs coming into the Kent area (i.e. Amazon and Blue Origin).
  - Public Works will be replacing the Lake Meridian dock.
  - The 72nd Avenue corridor bridge deck is being poured the week of January 16, 2017.
  - Sidewalks will be put in near Trader Joe’s, from 256th down to Kent Kangley.

- **City of SeaTac**
  - The budget has been completed.
  - The SeaTac library has been remodeled and reopened.
  - The airport has become noisier due to a changed flight pattern affecting Burien. SeaTac will try connecting with Burien to discuss.
  - Last September there was a very successful boat race on Angle Lake, with a great turnout of people. Due to the success of the race, another race will be held in September of 2017.

**Chief's Report**

- The City of Tukwila in in preliminary talks with Puget Sound Fire on fire investigation services.
- A work group has been formed to discuss options on Station 47. A recommendation will go before the SeaTac City Council in June 2017.
- Division Chief Pawlak gave an update on the facilities maintenance transition.
  - The transition has gone well; beginning January 1, 2017 all maintenance responsibilities, for all stations, have been taken over by Puget Sound Fire.
  - Board Chairperson Barrie asked if the parking lot lights were on the list of maintenance items to be fixed.

**Department Reports**

- **Finance**
  - The year-end budget status report was handed out. The budget was tight in 2016 and the department came in under budget.
  - The audit exit interview will be held Monday, January 23, 2017 at Fire Administration beginning at 2:00. Invitations were sent to board members.
• **Human Resources**
  - Seven new recruits started January 3, 2017.
  - There are 34 candidates for the Captain promotional test.
  - There are 13 candidates for the Battalion Chief promotional test.
  - Three applicants have applied for the painter position.
  - The first week of May interviews will be held for entry level firefighters.
  - Working on filling five civilian positions that have been vacant.

• **IT**
  - Entered into an Enterprise agreement with Microsoft. This agreement is necessary for the technology goals of the department. The first step will be changing over to Microsoft Office 365.
  - The “go live” date for ESO has been pushed back two months.
  - Software has been purchased for facilities maintenance requests.

• **Strategic Planning/Benefit Charge**
  - Division Chief Rabel gave an update on the benefit charge and comparable fire agencies in King County.

**Attorney Report**
- No report was given.

**Correspondence**
- Correspondence was discussed.

**Unfinished Business**
- There was no unfinished business.

**New Business**

• **Election of Board Chairperson and Vice Chairperson**
  - Nominations were opened for RFA Board Chairperson. Board Vice Chair Les Thomas was nominated for Chairperson. A MOTION was made by Board Chairperson Barrie and SECONDED by Board Member George to accept the nomination for Chairperson (MOTION CARRIED 5-0).
  - Nominations were opened for RFA Board Vice Chairperson. Board Member Harry George was nominated for Vice Chairperson. A MOTION was made by Board Vice Chair Thomas and SECONDED by Board Chairperson Barrie to accept the nomination for Vice Chairperson (MOTION CARRIED 5-0).

• **Resolution to Update Names on Established Funds**
  - The Puget Sound Regional Fire Authority Governance Board is requesting the Treasurer’s Office of King County update the names on currently established funds to the newly approved name of Puget Sound Regional Fire Authority, as approved by Resolution No. 108.
  - A MOTION was made by Board Vice Chair Thomas and SECONDED by Board Chairperson Barrie (MOTION CARRIED 5-0).

• **Resolution to Appoint Auditing Officer**
  - With the adoption of Resolution #117, by the Puget Sound Regional Fire Authority, changing the name of the existing funds, Resolution #118 appoints the Puget Sound Regional Fire Authority Finance Manager as the auditing Officer for the Puget Sound Regional Fire Authority. In the absence of the Finance Manager, the Fire Chief, or designee shall serve as the Auditing Officer for the Puget Sound Regional Fire Authority.
Authority. Copies of the Resolution and Authorized Signatures for issuance of warrants will be sent to the King County Treasurer.

- A MOTION was made by Board Chairperson Barrie and SECONDED by Board Member George (MOTION CARRIED 5-0).

**Authorization of Emergency Management Performance Grant Memorandum of Understanding**
  - The purpose of this grant is to assist with the enhancement, sustainment, and improvement of state, local, and tribal emergency management programs. Regional fire authority's and fire protection districts are not eligible to receive these grants directly from the Washington Military Department. Accordingly, these grants are awarded directly to the City of Kent and are then passed through to the Regional Fire Authority.
  - The City of Kent is required under federal grant requirements to enter into separate grant agreements with the RFA for each award. The language referencing grants in our RFA plan was not sufficient to cover this relationship.
- A MOTION was made by Board Member George and SECONDED by Board Member Higgins (MOTION CARRIED 5-0)

**Health Care Update**
- Battalion Chief Markley gave an update on the departments' health care plan. The department has moved away from being self-insured which will be more cost effective for the department.
- Chief Schneider thanked Battalion Chief Markley for his skill set in this accomplishment.

**Branding Update**
- Government Relations Manager Matej gave an update on the re-branding process. The three priorities listed below have been completed.
  - All uniform shirts will have the new Puget Sound Fire patch/logo.
  - All business cards, letterhead, memos, recruitment materials, press releases will have the new patch/logo.
  - We will go live with a new website.
- The department is continuing to work on the re-branding process over the next several months.

**Executive Session**
- A five minute Executive Session was called at 7:15 p.m. for RCW 42.30.110 (1) (g) – Review the Performance of a Public Employee.
- The public meeting was called back to order at 7:20 p.m.

**Good of the Order**
- Board Member Harto thanked Chief Schneider for his positive and motivating presentation at the Covington Chamber of Commerce.
- Board Vice Chair Thomas thanked Board Chairperson Barrie for a good year under his leadership as Chairperson.
- Board Chairperson Barrie discussed his 36-hour ride-along with the department.
- Board Advisory Member Sitterley said that she was impressed with the magnitude of the Oaths of Office. This was the first time she had witnessed this type of ceremony.
Future Meetings
  • Future meetings were discussed.

Signing of Vouchers
  • Vouchers were signed.

Meeting Adjourned
  • Meeting was adjourned at 7:50 p.m.