



---

**Date:** Wednesday, September 16, 2020

**Time:** 5:30 p.m.

**Location:** **Held remotely via conference call due to COVID-19 Governor Mandate**

**To:** Margaret Harto, RFA Board Chairperson (Fire District 37) (21)  
Toni Troutner, RFA Board Vice Chairperson (City of Kent)  
Allan Barrie, RFA Board Member (Fire District 37) (23)  
Harry George, RFA Board Member (Fire District 37) (25)  
Bill Boyce, RFA Board Member (City of Kent)  
Les Thomas, RFA Board Member (City of Kent)  
Erin Sitterley, RFA Advisory Member (City of SeaTac)  
Sean Smith, RFA Advisory Member (City of Covington)  
Ben Hayman, RFA Advisory Member (King County Fire District #43)

**From:** Matthew Morris, Fire Chief

**Date of Notice:** Friday, September 11, 2020

**cc:** Brian Carson, Assistant Chief  
Aaron Tyerman, Deputy Chief  
Mark Jones, Deputy Chief  
Jon Napier, Division Chief  
Jeff DiDonato, Division Chief  
Pat Pawlak, Division Chief  
Larry Rabel, Division Chief  
Greg Markley, Division Chief  
PJ Knowles, Engineer, Local 1747 President  
Don Gentry, IT Manager  
Lindsey Arsanto, Human Resource Manager  
Brian Snure, RFA Attorney  
Jessica Steward, Board Secretary  
Derek Matheson, Chief Administrative Officer, City of Kent  
All Fire Department Personnel

**RFA MISSION STATEMENT**

To provide effective and sustainable services that meet the needs of a changing community with the resources entrusted to us.





---

## **Puget Sound Regional Fire Authority Governance Board Meeting AGENDA**

---

- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Agenda Modifications**
- 4. Announcements, Proclamations, and Presentations**  
Commendation Award Presentation to Chief DiDonato from City of Kent Police Chief Padilla
- 5. Public Comment**  
Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of these Bylaws. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board as requested by the Chair.
- 6. Consent Agenda**
  - Approval of Minutes from the August 19, 2020 RFA Board Meeting (Attachment 1)
  - Approval of Blanket Vouchers (Attachment 2)
- 7. Committee Reports**
  - Citizens Advisory Planning Committee (Board Vice Chair Troutner)
- 8. Board Member Reports**
  - City of Covington (Board Advisory Member Smith)
  - City of Kent (Board Member Boyce)
  - City of SeaTac (Board Advisory Member Sitterley)
  - King County Fire District #43 (Board Advisory Member Hayman)
  - King County Fire District #37 (Board Member Barrie)
- 9. Chief's Report**
- 10. Department/Division Reports**
  - Finance Update (Deputy Chief Jones)
  - Human Resources Update (Human Resource Manager Arsanto)
  - Information Technology Update (IT Manager Gentry)
- 11. Attorney Report**
- 12. Correspondence**
- 13. Unfinished Business**





**14. New Business**

- Approval of FEMA Fire Prevention & Safety (FP&S) Grant – Action Item (Division Chief Markley) (Attachment 3)
- Resolution No. 167 Changing Regular Meeting Time – Action Item (Board Secretary Steward) (Attachment 4)
- Resolution Setting Hearing Date on Revenue Sources, Including Benefit Charge for Year 2021 - Action Item (Deputy Chief Jones) (Attachment 5)
- Presentation of 2021 Preliminary Budget – Action Item (Deputy Chief Jones)

**15. Executive Sessions**

- RCW 42.30.110 (1) (b) – Property Acquisition
- RCW 42.30.110 (1) (g) – To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee
- RCW 42.30.110 (1) (i) – To discuss with legal counsel representing the agency matters relating to agency 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.
- RCW 42.30.110 (1) (f) – To receive and evaluate complaints or charges brought against a public officer or employee.
- RCW 42.30.140 (2) – That portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group
- RCW 42.30.140 (4) – Labor Negotiations

**16. Good of the Order**

**17. Future Meetings**

**18. Adjournment**

**CALENDAR OF EVENTS**

|   |            |                            |
|---|------------|----------------------------|
| <b>October 21, 2020</b><br>RFA Governance Board Meeting<br>Fire Benefit Charge Public Hearing | 1730 Hours | <i>Location/Format TBD</i> |
| <b>November 18, 2020</b><br>RFA Governance Board Meeting                                      | 1730 Hours | <i>Location/Format TBD</i> |
| <b>December 16, 2020</b><br>RFA Governance Board Meeting                                      | 1730 Hours | <i>Location/Format TBD</i> |





## FUTURE AGENDA ITEMS

- 1.
- 2.

### 2020 Board Meetings

October 21, 2020 (Benefit Charge Public Hearing)  
November 18, 2020  
December 16, 2020

2020 Local 1747 Shift Schedule

| A       |    |    |    |    |    |    | B        |    |    |    |    |    |    | C         |    |    |    |    |    |    | D  |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|----|----|----|----|----|----|----|
| January |    |    |    |    |    |    | February |    |    |    |    |    |    | March     |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  |
|         |    |    | 1  | 2  | 3  | 4  |          |    |    |    |    |    | 1  | 1         | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 | 2        | 3  | 4  | 5  | 6  | 7  | 8  | 8         | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 15        | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 22        | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |
| 26      | 27 | 28 | 29 | 30 | 31 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 | 29        | 30 | 31 |    |    |    |    |    |    |    |    |    |    |    |
| April   |    |    |    |    |    |    | May      |    |    |    |    |    |    | June      |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  |
|         |    |    | 1  | 2  | 3  | 4  |          |    |    |    |    |    | 1  | 2         | 1  | 2  | 3  | 4  | 5  | 6  |    |    |    |    |    |    |    |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 | 3        | 4  | 5  | 6  | 7  | 8  | 9  | 7         | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 14        | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 | 17       | 18 | 19 | 20 | 21 | 22 | 23 | 21        | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |
| 26      | 27 | 28 | 29 | 30 |    |    | 24       | 25 | 26 | 27 | 28 | 29 | 30 | 28        | 29 | 30 |    |    |    |    |    |    |    |    |    |    |    |
|         |    |    |    |    |    |    | 31       |    |    |    |    |    |    |           |    |    |    |    |    |    |    |    |    |    |    |    |    |
| July    |    |    |    |    |    |    | August   |    |    |    |    |    |    | September |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  |
|         |    |    | 1  | 2  | 3  | 4  |          |    |    |    |    |    | 1  |           |    | 1  | 2  | 3  | 4  | 5  |    |    |    |    |    |    |    |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 | 2        | 3  | 4  | 5  | 6  | 7  | 8  | 6         | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 13        | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 20        | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |
| 26      | 27 | 28 | 29 | 30 | 31 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 | 27        | 28 | 29 | 30 |    |    |    |    |    |    |    |    |    |    |
|         |    |    |    |    |    |    | 30       | 31 |    |    |    |    |    |           |    |    |    |    |    |    |    |    |    |    |    |    |    |
| October |    |    |    |    |    |    | November |    |    |    |    |    |    | December  |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  |
|         |    |    |    | 1  | 2  | 3  | 1        | 2  | 3  | 4  | 5  | 6  | 7  |           |    | 1  | 2  | 3  | 4  | 5  |    |    |    |    |    |    |    |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 | 8        | 9  | 10 | 11 | 12 | 13 | 14 | 6         | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 | 15       | 16 | 17 | 18 | 19 | 20 | 21 | 13        | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 | 22       | 23 | 24 | 25 | 26 | 27 | 28 | 20        | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 | 29       | 30 |    |    |    |    |    | 27        | 28 | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

