



GOVERNANCE BOARD MEETING MINUTES January 20, 2021

Call Meeting to Order

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

The following department personnel were in attendance: Fire Chief Matt Morris, Assistant Chief Brian Carson, Deputy Chief Mark Jones, Division Chief Pat Pawlak, Budget & Accounting Manager Lavina Brennecke, Business Analyst Soniya Moon, Project Manager Jon Beveridge, Division Chief Jon Napier, Local 1747 Union President PJ Knowles, IT Manager Don Gentry, Attorney Brian Snure, and Board Secretary Jessica Steward.

CAPC member Mike Davis was 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

- Chairperson Harto requested a moment of silence for former District 37 Commissioner and Kent City Councilmember Bob Kitto, who recently passed away.

Public Comment

- There was no public comment.

Consent Agenda

- A MOTION was made by Board Member Thomas and SECONDED by Board Vice Chair Troutner to approve the Consent Agenda. (MOTION CARRIED 6-0)

Committee Reports

- ***Citizens Advisory Planning Committee***
 - Met in December when Commissioner Barrie was introduced to the CAPC. Met again on January 13th where the current Performance Measurement team was introduced. Currently seven vacancies on the CAPC - Commissioner Barrie looks forward to filling those seats this year.

Board Member Reports

- ***City of Covington***
 - Discussed various maintenance projects within the city, including the removal of storm debris from last week's windstorm.
 - Parking issues in the Timberlane neighborhood will be a main topic at the next Council meeting.
 - Annual summit will be held virtually on January 30th; the event is open to the public.

- **City of Kent**
 - Council meeting was held last night. A proclamation on human trafficking was moved forward.
 - The city is negotiating with King County to host a community vaccination site at the ShoWare Center.
 - Council Retreat will be split into two days, to be held on February 5th and another date in late spring.

- **City of SeaTac**
 - Major construction going on around 208th street for the Federal Way link extension.
 - Council workshop coming up with Anne McFarland from Jurassic Parliament.

*Due to internet issues, Commissioner Sitterley disconnected for the duration of the meeting.

- **King County Fire Protection District #37**
 - Commissioner Barrie attended the EMAC meeting. Kimberly Behymer from our Emergency Management department was elected to the position of Vice Chair for 2021.

- **King County Fire Protection District #43**
 - Next meeting is tomorrow night. Budget process is wrapped up. Working on a capital plan.

Chief's Report

- Assistant Chief Brian Carson and Captain Jessi Nemens were recognized by the King County Fire Chiefs Association as Chief Officer of the Year and Company Officer of the Year, respectively. Deputy Chief Aaron Tyerman received a letter of commendation. Melanie Taylor was recognized by WPFE as the 2020 Public Educator of the Year.
- Chief Morris recognized and thanked the Local for the continued conversations and support of the CARES program. The RFA is currently hiring for two CARES nurses.
- Working closely with Public Health and King County EMS to find a solution on community wide vaccinations. An amendment will be drafted to the existing contract for mobile team vaccinations, to serve long term care facilities. A mobile team will deploy starting tomorrow. Half of the Auburn testing site lanes will be converted to vaccination stations starting February 1st.
- Renton RFA has selected Steve Heitman (Mercer Island Fire) as their new Fire Chief. He will transition into his new role on January 31st.

Department Reports

- **Finance**
 - Budget & Accounting Manager Brennecke shared the preliminary year end position spread sheet. Discussion ensued.
- **Human Resources**
 - No Report.
- **IT**
 - Wrapping up technology needs for the next recruit academy, the first ever of its size, which begins the first week of February.
 - Project Manager Beveridge shared an update on the ERP implementation project. HR and Finance are now fully live. Payroll is also running through Tyler Munis now, on a new biweekly schedule. Moving into Phase 3 to include inventory and assets.

Attorney Report

- Attorney Snure gave praise to the RFA for the leadership in community vaccination.

Correspondence

- A flyer for the Snure Seminar 2021 Winter Webinar Series was reviewed. Commissioners interested in attending the seminars should reach out to Board Secretary Steward.

Unfinished Business

- There was no unfinished business.

New Business

- **Election of Board Chairperson and Vice Chairperson**

Nominations were opened for Board Chairperson. Board Vice Chair Toni Troutner was nominated for Board Chairperson. There were no other nominations. A MOTION was made by Board Member Thomas and SECONDED by Board Chairperson George to elect Board Vice Chairperson Toni Troutner as the 2021 RFA Board Chairperson. (MOTION CARRIED 6-0)

Nominations were opened for Board Vice Chairperson. Board Member Allan Barrie was nominated for Board Vice Chairperson. There were no other nominations. A MOTION was made by Board Member Boyce and SECONDED by Board Member George to elect Board Member Barrie as the 2021 RFA Board Vice Chairperson. (MOTION CARRIED 6-0)

- **Establish CRR Week Proclamation**

The goal of Community Risk Reduction is to reduce the occurrence and impact of emergency events for both community members and emergency responders through deliberate action in the areas of the five E's of Education, Engineering, Enforcement, Emergency response, and Economic incentive. The Puget Sound RFA would like to establish that the week of January 18, 2021 – January 24, 2021 be designated as CRR Week, a grassroots initiative of fire service professionals across the nation to raise awareness of the importance of CRR in the fire service community and an opportunity to make communities safer.

A MOTION was made by Board Member Boyce and SECONDED by Board Member George to approve the Proclamation for CRR Week 2021. (MOTION CARRIED 6-0)

- **Resolution No. 174 Authorizing Purchase of Real Property**

King County owns a 2,000 square foot vacant parcel of real property located adjacent to the RFA's real property. RFA staff has determined that it is in the best interest of the RFA to acquire this 2,000 square foot parcel of real property to minimize the potential for future access and use issues relating to the parcel.

A MOTION was made by Board Member Boyce and SECONDED by Board Member Harto to approve Resolution No. 174 for the purchase King County Tax Title Parcel 242205-9183 from King County and to authorize the Puget Sound Regional Fire Authority's Fire Chief to sign the King County Tax Title Terms of Sale. (MOTION CARRIED 6-0)

- **Health of the Organization Report Overview**

Business Analyst Soniya Moon presented a Health of the Organization Report overview to the Board. This report is in the early stages, but will develop over time into a robust, real time report that can be used to make data driven decisions.

Executive Session

- There was no executive session.

Good of the Order

- The 2020 Awards Ceremony will be held virtually on Friday, March 26th.
- Board Member Harto thanked Chief Morris for stepping forward and taking the position of Vice Chair on the DAWN Executive Board.
- Board Member George shared that this will be his last meeting and he will be resigning from his position as a Commissioner.

Future Meetings

- Discussed future meetings. The next meeting will be held on February 3rd, to include the Benefit Charge appeals hearing.

Signing of Vouchers

- The vouchers presented in the January 20th Board agenda packet will be signed electronically.

Meeting Adjourned

- Meeting was adjourned at 7:10 p.m.