



GOVERNANCE BOARD MEETING MINUTES

March 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, and Bill Boyce, and Board Advisory Members Craig Hooper, Sean Smith, and Erin Sitterley.

The following department personnel were in attendance: Fire Chief Matt Morris, Assistant Chief Brian Carson, Deputy Chief Aaron Tyerman, 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 Mike Davis, KCFD #43 Commissioners John Herbert and Ben Hayman, and newly appointed District #37 Commissioner James (Jim) Scott were also in attendance.

Flag Salute

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

Agenda Modifications

- The presentation for Dylan Breidenbach was rescheduled for a future meeting.

Announcements, Proclamations, and Presentations

- There were no announcements, proclamations, or presentations.

Public Comment

- There was no public comment.

Consent Agenda

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

Committee Reports

- ***Citizens Advisory Planning Committee***
 - A presentation was given by Eric Heintzinger, Fleet Manager for the Fire Garage Consortium, at the last meeting.

Board Member Reports

- ***City of Covington***
 - Police department held an all-department training.
 - Beginning Spring park and street maintenance throughout the city.
 - Received December sales tax numbers.
 - Covington Connector and town center demo projects continue to move forward.
 - A broken water main in the Timberlane neighborhood was repaired and will continue to be assessed.
 - Wal-Mart was closed due to a COVID outbreak.
 - Discussed the opening of parks for summer events.

- **City of Kent**
 - The police department held a session to educate the public on enforcement tactics.
 - Standing up a stimulus package committee to determine how the funds are spent.
 - Working on having the city of Auburn annex the Bridges community.

- **City of SeaTac**
 - The city is beginning to open their parks and increase attendance at community classes and events.
 - A Spring recycle event for King County will be held on Saturday.
 - A drive through Easter egg hunt is scheduled.
 - Housing action plan continues to move forward. A housing forum was held last week.

- **King County Fire Protection District #37**
 - Four applicants were interviewed for the Commissioner Position #2 vacancy position, and newly appointed District #37 Commissioner James (Jim) Scott was introduced to the Board.

- **King County Fire Protection District #43**
 - No Report. Next meeting is tomorrow.

Chief's Report

- Chief Tyerman shared an updated on the COVID vaccination mobile team and static site in Auburn. The Auburn site will be relocating to a vacant space within the Auburn Outlet Collection. The mobile team has completed all adult family homes and senior community centers and is now moving on to homebound individuals and their caretakers. The RFA has not had any recent personnel COVID exposures.
- The virtual 2020 Annual Awards Ceremony will be held on Friday, March 26th at 2:00 p.m.
- A Finance committee was established with RFA staff members and Commissioner Boyce to create consistency and transparency in the budget and financial planning processes.
- The service level agreement with Valley Comm and all Zone 3 agencies has been completed.

Department Reports

- **Finance**
 - The first YTD Available Budget Report as of February 2021 from Tyler Munis was reviewed.

- **Human Resources**
 - There are now six agencies in the new joint testing and hiring process. Over 200+ applicants have taken the new test, and applicants who had already paid for the Public Safety Testing were given a promo code to waive our testing fee.
 - Currently onboarding two CARES nurses.

- **IT**
 - No Report.

- **Operations**
 - Discussed the increase of fires in the South King County region in the last week.
 - There were no COVID positive EMS calls last week.
 - A new software, First Arriving, will be purchased for each fire station. This software broadcasts important information to the on-duty crews as well as gives incident information and a countdown timer for incident response.

Attorney Report

- No Report.

Correspondence

- There was no correspondence.

Unfinished Business

- There was no unfinished business.

New Business

- **Adoption of New Administrative Policy #120 Contract Review Process**

The Puget Sound Regional Fire Authority (RFA) understands the importance of having a streamlined contract review process to fully review and execute contracts and agreements in an accurate and timely manner. RFA staff has created an efficient process for all necessary parties to review and approve contracts/agreements, as outlined in this new proposed policy.

A MOTION was made by Board Member Harto and SECONDED by Board Member Thomas to adopt new Administrative Policy #120 Contract Review Process. (MOTION CARRIED 6-0)

Executive Session

There was no Executive Session.

Good of the Order

- There was nothing for the good of the order.

Future Meetings

- Discussed future meetings. The second meeting in April will not be held unless urgent business should occur.

Signing of Vouchers

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

Meeting Adjourned

- Meeting was adjourned at 6:26 p.m.