



**Date:** Wednesday, September 15, 2021

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

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

**To:** Toni Troutner, RFA Board Chairperson (City of Kent)  
Allan Barrie, RFA Board Vice Chairperson (Fire District 37)  
Margaret Harto, RFA Board Member (Fire District 37)  
Jim Scott, RFA Board Member (Fire District 37)  
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)  
Craig Hooper, RFA Advisory Member (King County Fire District #43)

**From:** Matthew Morris, Fire Chief

**Date of Notice:** Friday, September 10, 2021

**cc:** Brian Carson, Assistant Chief  
Aaron Tyerman, Deputy Chief  
Mark Jones, Deputy Chief  
Greg Markley, Division Chief  
Jeff DiDonato, Division Chief  
Jimmy Webb, Division Chief  
Jon Napier, Division Chief  
Pat Pawlak, Division Chief  
Sean Penwell, Division Chief  
PJ Knowles, Engineer, Local 1747 President  
Lindsey Arsanto, Human Resource Manager  
Lavina Brennecke, Budget & Accounting Manager  
Steve Wysocki, IT 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.





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

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1. **Call Meeting to Order**
2. **Roll Call**
3. **Agenda Modifications**
4. **Announcements, Proclamations, and Presentations**
  - Outstanding Resident Community Service Award Presented to David Pierce
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 July 21, 2021 RFA Board Meeting (Attachment 1)
  - Approval of Blanket Vouchers (Attachment 2)
7. **Committee Reports**
  - Citizens Advisory Planning Committee (Board Vice Chair Barrie)
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 Hooper)
  - King County Fire District #37 (Board Member Harto)
9. **Chief's Report**
10. **Department/Division Reports**
  - Finance Update (Budget & Accounting Manager Brennecke) (Attachment 3)
  - Human Resources Update (Human Resource Manager Arsanto)
  - Information Technology Update (Division Chief Penwell)
  - Operations Update (Assistant Chief Carson)
11. **Attorney Report**





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**12. Correspondence**

**13. Unfinished Business**

**14. New Business**

- Resolution No. 176 Changing Governance Board Regular Meeting Date – Action Item (Board Secretary Steward) (Attachment 4)
- Resolution No. 177 Setting Hearing Date on Revenue Sources, Including Benefit Charge for Year 2022 - Action Item (Deputy Chief Jones) (Attachment 5)
- Review of Draft Capital Improvement Plan and Level of Service Policy – Informational Item (Division Chief Penwell) (Attachment 6)
- Approval of FEMA Assistance to Firefighters Grant EMW-2020-FG-17135 – Action Item (Division Chief Markley) (Attachment 7)
- Training and Travel Approval Forms: 2021 WFCFA Annual Conference **AND** Brian Snure Laws Update Seminar – Action Item (Board Secretary Steward) (Attachment 8)
- Medic One Foundation Grant – Informational Item (Deputy Chief Tyerman)

**15. Executive Session**

- 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 6, 2021</b> RFA Governance Board Meeting	1730 Hours	<b>Location/Format TBD based on COVID meeting restrictions</b>
<b>October 20, 2021 (may change to 10/18 pending Board approval)</b> RFA Governance Board Meeting	1730 Hours	<b>Location/Format TBD based on COVID meeting restrictions</b>
<b>November 3, 2021</b> RFA Governance Board Meeting	1730 Hours	<b>Location/Format TBD based on COVID meeting restrictions</b>

## FUTURE AGENDA ITEMS

1. FBC Public Hearing - October
2.

## 2021 Board Meetings

- October 6, 2021
- October 20, 2021
- November 3, 2021
- November 17, 2021
- December 1, 2021
- December 15, 2021

## 2021 Local 1747 Shift Schedule

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January														February														March													
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Yellow Start of the FLSA period  
White Union Meetings (White)

