



GOVERNANCE BOARD MEETING MINUTES

July 21, 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 Vice Chairperson Allan Barrie, Board Members Margaret Harto, Les Thomas, Jim Scott, and Bill Boyce, and Board Advisory Members Sean Smith and Craig Hooper. Board Advisory Member Erin Sitterley 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 Sean Penwell, Division Chief Pat Pawlak, HR Payroll Compliance Analyst Chivon Jackson, Budget & Accounting Manager Brennecke, Attorney Brian Snure, and Board Secretary Jessica Steward.

KCFD #43 Commissioner John Herbert 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

- There were no announcements, proclamations, or presentations.

Public Comment

- There was no public comment.

Consent Agenda

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

Committee Reports

- ***Citizens Advisory Planning Committee***
 - Last met on July 14th. A presentation by Chaplain Ellis was given, where he shared Chaplain call stats and what the job entails. Discussed peer support. Board Chair Troutner inquired about vacancies on the committee and how they are being advertised.

Board Member Reports

- ***City of Covington***
 - The number of permits issued to date has increased.
 - Population data was released; Covington's growth since 2010 is up by 3,000 people, and 360 since 2020.
 - The Summer Concert Series is ongoing.
 - Construction on the 204th Covington Connector continues.
- ***City of Kent***
 - A Council workshop was held last night. Topics discussed included the Sound Transit rail, opening in 2024, and a public records presentation.

- Chief Padilla gave a public safety and crime report.
- National Night Out is on August 3rd.
- The Commissioners appreciate the crews visiting the various community events around Kent.
- **City of SeaTac**
 - No report.
- **King County Fire Protection District #37**
 - King County Fire Commissioners are meeting tonight virtually and have decided to postpone in person meetings indefinitely.
 - At the last KCFC meeting in June, the Commissioners discussed providing formal orientation for new commissioners as well as mandated training as other states do. Continuing to track election filings, including districts with no candidates. The KCFC website was restructured and is up and running. Agencies are encouraged to send in photos of events to be featured on the website. A fuel survey was conducted in King County in regard to fuel sourcing in the event of a disaster. TriMed has received accreditation – they are one of only two accredited ambulance companies in the state.
- **King County Fire Protection District #43**
 - The Board has extended their application period for the vacant Commissioner Position #2 to August 13th.

Chief's Report

- All fire stations and workplaces are now open to the public, with some employees continuing to telecommute part time.
- The RFA is focusing on reconnecting with our communities and hosting open houses. STA74 will host an open house this Saturday from 10:00a.m. – 1:00p.m. where the new ladder truck will be on display. Station 71 and Station 77 will host open houses on July 31st.
- Election update – Local 1747 has posted signs throughout the community, and the Emergency Responder was sent out.
- COVID numbers remain the same, and we continue to downscale our involvement in testing and vaccine sites.
- Tukwila and Enumclaw conversations are ongoing; no new update.

Department Reports

- **Finance**
 - There was no financial report. The 2nd quarter report will be shared at the next meeting in August.
- **Human Resources**
 - Nine entry level Firefighters will start in the next academy on August 23rd.
 - A GIS analyst has been hired. The Warehouse/LMS coordinator application deadline has been extended.
 - The job description and benchmarking project is almost complete.
- **IT**
 - The Performance Measurement and IT divisions will consolidate to become Business Information & Technology Services.
 - With the new GIS Analyst being hired, our GIS capabilities are now in house.
 - The new IT manager, Steve Wysocki, will start on August 16th.
 - Fleet and Logistics are getting ready to go live in ERP next month.

- Upgrading station desktops and MDCs.
- **Operations**
 - The new ladder truck is in the bay at Station 74. Training has begun with Pierce factory reps and the crew. The old L374 will become a reserve apparatus.
 - House Bill 1310 – the city of Kent and the Sheriff's department have been supportive in navigating this new bill. Conversations will continue. The RFA will continue to adjust and work in partnership with law enforcement. Board Member Harto asked if there are plans for shared community messaging. Mayor Ralph and Chief Padilla have made some informational videos.
 - Details of the Hanover apartment fire were shared.

Attorney Report

- Attorney Snure gave his report during Executive Session.

Correspondence

- There was no correspondence.

Unfinished Business

- There was no unfinished business.

New Business

- **Approval of Puget Sound Fire Branding Manual**

Puget Sound Fire staff have created a new Brand Standards Manual document. The purpose of the manual is to ensure a consistent and positive message for every touch point with external and internal customers, thus building brand recognition and equity.

A MOTION was made by Board Member Harto and SECONDED by Board Member Scott to approve and adopt the Puget Sound Regional Fire Authority Brand Standards Manual.
(MOTION CARRIED 6-0)

Executive Session

- A 10 minute Executive Session was called at 6:23 p.m. per 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.
The meeting was called back to order at 6:33 p.m.

Good of the Order

- Battle of the Badges Round 2 will be held on July 30th at the Grocery Outlet in Kent.

Future Meetings

- Discussed future meetings.

Signing of Vouchers

- The vouchers presented in the July 21st Board agenda packet will be signed electronically.

Meeting Adjourned

- Meeting was adjourned at 6:37 p.m.