



**REGIONAL FIRE AUTHORITY
PLANNING COMMITTEE
November 20, 2014**

Present:

Jay Covington, Chief Admin Officer	Mark Peterson, Fire Chief
Marcy Palmer, Renton City Council	Chad Michael, Deputy Fire Chief
Ed Prince (Chair), Renton City Council	Kerry Abercrombie, KCFD #25
Mark Chubb, Chief KCFD #20	Julie Bray, KCFD #25 District Liaison
Iwen Wang, FIT Administrator	Lt. Will Aho, Local 864
Armondo Pavone, Renton City Council	Capt. John Hettick, Renton Fire

Approval of Previous Minutes – Councilperson Pavone made a **motion** to approve the minutes as written; **seconded** by Councilperson Palmer. **Motion passed unanimously.**

- 1. RFA Plan Section 7 (Organizational Structure)** – Chief Peterson went through his recommendations for the RFA organizational structure:
 - There are several positions that need to be filled immediately:
 - Human Resources Manager – Hiring, organizational restructure, etc.
 - Finance Manager – Budget set-up, arrange for tax collection, etc.
 - DataBase Technician – With all of the various specialized applications used by the department, a DB Tech would be necessary right away. They would work closely with the City of Renton to maintain access to the City’s servers, mail system, etc.
 - HazMat Inspector – Would be moved to Safety & Support Services and reclassified as an EMS Strategies Lieutenant.
 - Fire Inspectors (CRR) – There are 3 proposed new inspector positions.
 - Some of the other things to consider:
 - Labor Agreements – There are 3 labor groups involved; Local 864 (Firefighter’s), Battalion Chief Local, and Local 2170 (Civilians). Kent did not maintain their civilian labor agreements.
 - Fleet Maintenance – It is recommended that the RFA contract with the City for now.
 - Health Insurance – The RFA could either join a pool plan or buy into the City plan.
 - Payroll and Accounting – The RFA could either contract out (to the City or other company), or keep it in-house.
 - Information Technology (IT) – The RFA will need to tie into the City servers, Permitting, email, etc.
 - Communication – It is recommended that this position stay in house. Having a person in-house would enable the RFA to take advantage of the many social networking sites to disperse information.
 - LEOFF I Retirees – It is recommended that the City maintain the program.
 - Civil Service Board – It is recommended that the City maintain the Board.

2. **RFA Plan Section 6 (Funding & Finance)** - Ms. Wang gave a presentation on the Financing Plan (attachments):
 - Construction and apparatus for Station #15 and the 5.3 million obligation for Fire Station #13 will be handled by the City and is factored into the costs.
 - The City's insurance coverage would not extend to the RFA. The RFA would need to provide coverage for auto, property, liability, etc.
 - The City could realize a cost savings of \$5.5 million.
 - Boeing will not pay the Benefit Service charge since they have a fully accredited fire department of their own. However, they are still subject to the \$1.00/\$1000.00 property tax.
 - The taxpayer benefit is listed at the bottom of the worksheet.
 - Fire Related Facilities – Ms. Wang presented a proposal regarding asset transfer to include stations and equipment. The City proposes to maintain ownership of Stations #11 & #12, while ownership of Stations #13, #14 & #16 would transfer to the RFA.
3. **RFA Plan Section 8 (Operations and Services)** – Chief Peterson gave a brief presentation on the types of services the RFA would maintain:
 - The RFA would be responsible for the following areas:
 - Fire Prevention (including Public Education) – They would like to have a public outreach program, and someone to track trends in fire calls.
 - Fire Investigation – Any criminal activity would need to be followed up by the Police Department and the Prosecutor. The investigators will need to work closely with both departments.
 - Emergency Management - Emergency Management would be retained by the City due to their interaction with other departments.
 - Per Fire District #40's attorney, the current service agreement between the City and the District does not have an assignability clause. The city would need to address this with the District 40 Board of Commissioners prior to assigning the contract to the RFA.
4. **Citizens Advisory Committee** – Chief Michael reported that 5 people have committed to serve as members of the committee and he is waiting for a number of phone calls to be returned from community members that have been contacted. He reviewed the proposed Purpose, Objectives and Time Line statement (attached). The committee will start up in January (after the holidays).
5. **Future Meeting Dates and Times** – The next Committee meeting is scheduled for January 22nd, 2015 at 2:00 pm in the Conferencing Center at City Hall.

Meeting adjourned at 3:35 pm.

Recorded by:
Julie Bray, District #25 Liaison