



**VALLEY REGIONAL FIRE AUTHORITY  
FINANCE COMMITTEE  
1101 D Street NE  
Auburn, Washington  
May 14, 2019**

---

**MINUTES**

**I. CALL TO ORDER**

Chair Lynda Osborn called the VRFA Finance Committee Regular Meeting to order at 5:00 p.m.

Members present included: Chair Lynda Osborn, Vice-Chair Nancy Backus and Member David Storaasli.

Staff members present included: Fire Chief/Administrator Brent Swearingen, Deputy Chief Kevin Olson, Battalion Chief Brad Thompson, Chief Financial Officer Mark Horaski, Clerk of the Board Louise Bartol and Eric Quinn, Legal Counsel.

**II. AGENDA MODIFICATIONS**

There were no agenda modifications.

**III. APPROVAL OF MINUTES**

**A. Minutes**

1. Minutes of the April 9, 2019 Regular Meeting were reviewed.

There being no discussion or questions Vice-Chair Backus moved and Member Storaasli seconded to approve the Minutes of the April 9, 2019 Regular meeting.

**MOTION CARRIED UNANIMOUSLY 3-0**

**IV. CONSENT ITEMS**

**A. Vouchers**

1. **Claims**

Check numbers 207733 through 207814 in the amount of \$295,604.81, and electronic payments in the amount of \$13,931.63, totaling \$309,536.44, dated May 15, 2019 were reviewed.

CFO Horaski stated the following revisions have been made to Claims submitted for the Committees reviewed:

Page 4, Fire Protection, Inc totaling \$1,054.29, check number 207755 was voided. These charges will be paid by the City of Pacific who will then bill the VRFA for our portion of the costs.

Page 5, Government Computer Sales in the amount of \$16,000.00, check number 207759 was voided. The actual transaction was in the amount of \$1,600.00 therefore check number 207815 totaling \$1,600.00 was issued to replace it.

The new grand total of Claims is \$294,082.15.

**2. Payroll**

Payroll check numbers 99583 through 99586 in the amount of \$16,433.95, and electronic deposit transmissions in the amount of \$1,760,275.82 for a grand total of \$1,776,709.77 for the period covering April 1, 2019 to April 30, 2019 were reviewed.

There being no further discussion or questions Claims or Payroll, Vice-Chair Backus moved and Member Storaasli seconded to approve the Claims and Payroll as revised.

**MOTION CARRIED UNANIMOUSLY 3-0**

**V. RESOLUTIONS & MOTIONS**

**A. First Aid/CPR Consortium Agreement**

Chief Swearingen stated that this Interlocal Agreement with Renton RFA and Puget Sound RFA is an agreement to hold joint First Aid/CPR classes. Historically each department held individual classes which often times did not meet minimum enrollment and were cancelled. Renton RFA will be handling the billing. Chief Swearingen is seeking authorization to enter into this Agreement.

There being no questions or discussion Vice-Chair Backus moved and Member Storaasli seconded the recommendation to the Board of Governance to approve the First Aid/CPR Consortium Agreement.

**MOTION CARRIED UNANIMOUSLY 3-0**

**VI. INFORMATION/DISCUSSION**

**A. 1st Quarter Budget Update**

CFO Horaski provided an overview of the 1<sup>st</sup> quarter financial handout provided to the Committee. Highlights included:

- Revenue is tracking slightly ahead of last year.
- Expenses last year were tracking at 28% of our expenditure budget; this year we are tracking at 23.5% due partly by the timing of payment for certain expenditures.
- Training Division Wages ~ an extra employee was assigned on a temporary basis however the employee's wages had been budgeted within the Operations Division.
- Benefits and Services are tracking over due to fronting of certain annual expenditures.

Discussion ensued.

**VII. ADJOURNMENT**

There being no further business for the Committee, the meeting was adjourned at 5:07 p.m.

Dated this 11<sup>th</sup> day of June, 2019.



Lynda Osborn  
Chair



Louise Bartol  
Clerk of the Board