



**VALLEY REGIONAL FIRE AUTHORITY
GOVERNANCE BOARD MEETING
1101 D Street NE
AUBURN, WASHINGTON
January 8, 2019**

MINUTES

I. CALL TO ORDER

Chair Nancy Backus called the Valley Regional Fire Authority (VRFA) Board of Governance Regular Board Meeting to order at 5:45 p.m., at the VRFA Headquarters, located at 1101 D Street NE, Auburn, Washington.

A. Flag Salute

Chair Backus led those in attendance in the Pledge of Allegiance.

B. Roll Call

Members present included: Chair Nancy Backus, Vice-Chair Leanne Guier, Member Claude DaCorsi, Member Kerry Garberding, Member Dave Hill, Member Troy Linnell, Member Lynda Osborn, Member Bill Pelozza and Member Pro-Tem Katie Garberding.

Member David Storaasli excused.

Staff members present included: Fire Chief / Administrator Brent Swearingen, Deputy Chief Kevin Olson, Acting Deputy Chief Dave Larberg, Chief Financial Officer Mark Horaski, Clerk of the Board Louise Bartol and Legal Counsel Joe Quinn.

C. Announcements, Proclamations, and Presentations

1. Presentation of Fire Chief / Administrator Brent D. Swearingen

Chair Backus recognized the appointment of Fire Chief / Administrator Brent D. Swearingen effective January 1, 2019 and stated that the Board of Governance is very excited to have him be the leader of the Valley Regional Fire Authority. The years of experience that he brings to the role and his compassionate and understanding of the fire service will greatly benefit the members of the VRFA as well as our communities.

Chief Swearingen expressed his gratitude for the Board of Governance's confidence in him and stated he will be worthy of their trust.

2. Fire Chief Swearingen presented Member Bill Pelozza with his 5 year VRFA service pin.

D. Appointments
There were no appointments.

E. Agenda Modifications
There were no agenda modifications.

II. PUBLIC HEARINGS, CITIZEN INPUT, AND CORRESPONDENCE

A. Public Hearings
There were no public hearings.

B. Audience Participation
This is the place on the Agenda where the public is invited to speak to the Governance Board on any issue. Those wishing to speak are reminded to sign in on the form provided.

There was no audience participation.

C. Update from IAFF Local #1352
IAFF Local #1352 President Reed Astley provided the following update:

- The annual Toys for Kids drive raised just shy of \$16,000 and was able to hand out gifts to 1,327 children.
- Expressed his thanks to Mayor Guier for attending the Local's Executive Board meeting this evening to discuss matters of concern.

D. Correspondence
Chair Backus provided copies to the Board of Governance of correspondence received from City of Pacific Council Member Vic Kave after the December Board of Governance meeting, and her response to his questions. Copies were also provided to IAFF Local #1352 President Reed Astley, with the originals being sent to Mr. Kave.

III. BOARD COMMITTEE REPORTS

A. Finance Committee
Chair Osborn stated that the Finance Committee met this evening and recommends Claims and Payroll for approval by the Board.

IV. BOARD MEMBER REPORTS

At this time the Chair and Board Members may report on significant activities since the last regular meeting, inquire on matters of general fire authority business, or initiate investigation or action on a matter of concern.

Vice-Chair Guier expressed her appreciation for being able to participate in the Toy for Kids distribution which she enjoys each year and in seeing the members families' children doing the shopping and helping with the distribution. In addition she thanked the IAFF #1352 Executive Board for inviting her to their meeting this evening.

V. STAFF REPORTS

A. Administration

Chief Swearingen provided the following update:

- Operations personnel were busy this past weekend due to wind events, responding to 150 calls in 2 days; typically they respond to approximately 35 per day.
- Personnel moves and new assignments have been made to reflect the changes in Administration.
- Expressed his thanks to the IAFF Executive Board and line personnel as they prepared for the potential AMR strike. Ours was one of few agencies who were prepared with a contingency plan and other departments were looking at us for guidance.
- Offers have been made and accepted by 4 individuals who will join the VRFA on February 1, 2019 as Firefighter/EMT.

VI. CONSENT ITEMS

All matters listed on the Consent Agenda are considered by the Governance Board to be routine and may be approved by one motion.

A. Minutes

1. Minutes of the December 11, 2018 Regular Meeting were reviewed.

B. Vouchers

1. Claims

Check numbers 207435 through 207506 in the amount of \$305,320.52, and electronic payments in the amount of \$8,800.00, totaling \$314,120.52, dated January 9, 2019 were reviewed.

2. Payroll

Payroll check numbers 200929 through 20972 and 99569 through 99571 in the amount of \$160,288.40, and electronic deposit transmissions in the amount of \$1,555,705.64 for a grand total of \$1,715,994.04 for the period covering December 1, 2018 to December 31, 2018 were reviewed.

There being no questions or discussion, Member Hill moved and Vice-Chair Guier seconded the approval of the Minutes, Claims and Payroll as presented above.

MOTION CARRIED UNANIMOUSLY 9-0

VII. UNFINISHED BUSINESS

There was no unfinished business.

VIII. NEW BUSINESS

There was no new business.

IX. RESOLUTIONS & MOTIONS**A. Election of Board of Governance Chair and Vice-Chair**

Fire Chief Swearingen stated that the Bylaws of the VRFA indicate that the terms of the officers for a period of 2 years. In January 2018 the Board approved the continuation of a one year term for a total of 3 years for Chair Backus and Vice-Chair Guier. Action is required to elect officers for a new 2 year term beginning January 2019 through December 2020

Member Linnell moved that we elect Leanne Guier to the position of Chair of the VRFA Board of Governance beginning in 2019. Member Pelosa seconded. There being no questions or discussion:

MOTION CARRIED UNANIMOUSLY 9-0

Member Linnell moved and Vice-Chair Guier seconded to elect Dave Hill to the position of Vice-Chair of the VRFA Board of Governance. There being no questions or discussion:

MOTION CARRIED UNANIMOUSLY 9-0**X. INFORMATION/DISCUSSION****A. Managing Burn Permits**

Fire Marshal Karen Stewart had been asked to provide a presentation on the enforcement of outdoor burning and burn permits. Highlights of the presentation included:

- Who the regulatory agencies are for outdoor burning
- Who initiates burn bans
- Enforcement process

Discussion ensued.

B. Accreditation Process

Deputy Chief Olson provided an overview of the accreditation process, the history of what accreditation is, what it means to the VRFA and what our intent is in going through this process. The Center for Public Safety Excellence provides a template for organizations to learn, self-evaluate and improve, and is completely supported by a data driven process. Currently in Washington State there are only four accredited fire agencies and the two that are local are Bellevue Fire and Puget Sound RFA. The foundational

concept is to make decisions based on data and not on emotion. There are 3 distinct steps through this process.

- Community Risk Analysis and develop your Standard of Cover
- Development of Strategic Plan
- Self-Assessment Manual

The VRFA Accreditation Team consists of the Deputy Chief of Technical Services, Captain Planning & Logistics, Data Analyst, Emergency Management Coordinator, Fire Marshal and administrative support. In addition, involvement by the community is required and we are asking the three mayors to recommend an individual from their business community as well as their residential community to participate in the process, as well as one of our Board members. The entire accreditation process is anticipated to take at least 2 – 3 years to obtain accredited. The accreditation process is an ongoing process of self-improvement.

Discussion ensued.

XI. EXECUTIVE OR CLOSED SESSION

There was no need for an executive or closed session.

XII. ADJOURNMENT

There being no further business by the Board, the meeting was adjourned at 6:33 p.m.

Dated this 12th day of February, 2019.



Nancy Backus
Chair



Louise Bartol
Clerk of the Board