



**VALLEY REGIONAL FIRE AUTHORITY
FINANCE COMMITTEE
1101 D Street NE
Auburn, Washington
November 10, 2020**

GOVERNANCE BOARD MEETING MINUTES

I. CALL TO ORDER

Chair Leanne Guier called the Valley Regional Fire Authority (VRFA) Board of Governance Regular Meeting to order at 5:45 p.m.

A. Flag Salute

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

B. Roll Call

Chair Leanne Guier, Vice-Chair Dave Hill, Member Nancy Backus, Member Claude DaCorsi, Member Kerry Garberding, Member Troy Linnell, Member Lynda Osborn, Member David Storaasli, and Member Larry Brown.

Staff members present included Fire Chief Brent Swearingen, Deputy Chief Dave Larberg, Deputy Chief Brad Thompson, Chief Financial Officer Mark Horaski, and Clerk of the Committee Stefanie Harper.

C. Announcements, Proclamations, and Presentations

There were no announcements, proclamations or presentations.

D. Appointments

There were no appointments.

E. Agenda Modifications

There were no agenda modifications.

II. PUBLIC HEARINGS, CITIZEN INPUT, AND CORRESPONDENCE

A. Public Hearings

Pursuant to Proclamation 20-28 Open Public Meetings Act, there was no public hearing.

B. Audience Participation

Pursuant to Proclamation 20-28 Open Public Meetings Act, there was no audience participation. All correspondence was submitted prior to the meeting and provided to the Board

There was no correspondence submitted to the Board.

C. Correspondence

There was no correspondence for the Board's consideration.

III. BOARD COMMITTEE REPORTS

A. Finance Committee

Chair Osborn stated that the Finance Committee met this evening and Recommends Claims and Payroll, KCFD #31 ILA, PSRFA Fire Investigation Services ILA, 2021 VRFA Fee Schedule, and Resolution(s) 165 through Resolution 168 for approval by the Board.

IV. BOARD MEMBER REPORTS

There were no Board Member reports.

V. STAFF REPORTS

A. Administration

Chief Swearingen provided an update to the Board on the Capital Facilities Plan and states he anticipates the first draft will be presented to the Board by February 2021.

Chief Swearingen updated the Board that a ladder truck committee was established and a needs analysis is almost complete.

Chief Swearingen provide an update on the 2021 Recruit Academy hiring process and indicated we have made conditional offers to five candidates.

Chief Swearingen updated the Board on the resignation of Captain Norm Golden. He praised Captain Golden on his years of service and congratulated him on his Deputy Chief position he has taken with another agency.

Chief Swearingen stated Fire Marshal Stewart will be retiring in 2021 and Dave Casselman will be promoted, through the internal promotional testing process, as the next Fire Marshal when the position becomes open.

VI. CONSENT ITMES

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 October 13, 2020 Meeting were reviewed.
2. Minutes of the October 27, 2020 Special Meeting were reviewed.

B. Vouchers

1. Claims

Check numbers 209069 through 209126 in the amount of \$269,743.93, and electronic payments in the amount of \$9,832.67, totaling \$279,576.60, dated November 12, 2020. (Check numbers 209012 through 209068 were voided due to a printing error.)

2. Payroll

Payroll check numbers 99639 through 99641 in the amount of \$15,790.19, and electronic deposit transmissions in the amount of \$1,988,337.21 for a grand total of \$2,004,127.40 for the period covering October 1, 2020 to October 31, 2020.

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

MOTION CARRIED UNANIMOUSLY 8-0

V. UNFINISHED BUSINESS

There was no unfinished business.

VI. NEW BUSINESS

There was no new business.

VII. RESOLUTIONS & MOTIONS

A. King County Fire District #31 Interlocal Agreement

Chief Swearingen stated this a continuation of the agreement with KCFD #31 to continue to provide services to that area. The exception is the addition of an evergreen clause – to automatically renew the existing agreement.

There being no further discussion or questions, Vice Chair Hill moved and Member Backus seconded to approve King County Fire District #31 Interlocal Agreement.

MOTION CARRIED UNANIMOUSLY 8-0

B. PSRFA Fire Investigation Services Interlocal Agreement

Deputy Chief Larberg stated this was a short-term agreement to provide investigation services to PSRFA on weekends only and wages will be paid by PSRFA.

There being no further discussion or questions, Member Brown moved and Member Backus seconded to approve PSRFA Fire Investigation Services Interlocal Agreement.

MOTION CARRIED UNANIMOUSLY 8-0

C. 2021 VRFA Fee Schedule

Fire Marshal Stewart stated this year's fee schedule has a 1% CPI. FM Stewart stated the Fireworks Sales Permit was redefined and brought into compliance with RCW 70 77.55.

There being no further discussion or questions, Vice Chair Hill moved and Member Backus seconded to approve 2021 VRFA Fee Schedule.

MOTION CARRIED UNANIMOUSLY 8-0

D. Resolution No. 165

CFO Horaski stated Resolution 165 is a resolution of the Governing Board of the Valley Regional Fire Authority adopting the Valley Regional Fire Authority budgets for the year 2021.

There being no further discussion or questions, Member Garberding moved and Member Backus seconded to approve Resolution No. 165.

MOTION CARRIED UNANIMOUSLY 8-0

E. Resolution No. 166

CFO Horaski stated Resolution 166 is a Resolution of the Governing Board of the Valley Regional Fire Authority certifying the levy of regular and voter approved excess property taxes by the Valley Regional Fire Authority for collection in 2021.

CFO Horaski stated there was a change to the draft Resolution that was provided in the original agenda packet – the latest version of AVs were submitted by the County which resulted in a \$14,000 adjustment to the property taxes being received. The final Resolution will read: a regular levy of \$14,887,937.

There being no further discussion or questions, Member Backus moved and Member Storaasli seconded to approve Resolution No. 166.

MOTION CARRIED UNANIMOUSLY 8-0

F. Resolution No. 167

CFO Horaski stated Resolution 167 is a Resolution of the Governing Board of the Valley Regional Fire Authority establishing and imposing a fire benefit service charge by the Valley Regional Fire Authority for collection in 2021.

There being no further discussion or questions, Member Backus moved and Member Brown seconded to approve Resolution No. 167.

MOTION CARRIED UNANIMOUSLY 8-0

G. Resolution No. 168

Fire Marshal Stewart stated Resolution 168 was a Resolution to waive the competitive bidding process under single source exemption and allow purchase of Knox products.

FM Stewart stated the legacy Auburn and Pacific Fire Departments have used Knox Products since 1986. Waiving the competitive bidding process according to VRFA policy modernizes the existing system in use, creates better security for our customers, provides for consistency in installed infrastructure, and provides efficiency to our Knox program.

There being no further discussion or questions, Member DaCorsi moved and Member Backus seconded to approve Resolution No. 168.

MOTION CARRIED UNANIMOUSLY 8-0

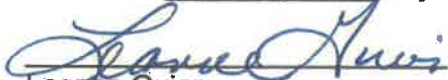
VI. INFORMATION/DISCUSSION

There was no information/discussion.

VII. ADJOURNMENT

There being no further business for the Committee, the meeting was adjourned at 6:08 p.m.

Dated this 8 day of December, 2020


Leanne Guier
Chair


Stefanie Harper
Clerk of the Board