



**VALLEY REGIONAL FIRE AUTHORITY
GOVERNANCE BOARD
1101 D Street NE
Auburn, Washington
November 8, 2022**

GOVERNANCE BOARD MEETING MINUTES

I. CALL TO ORDER

Vice Chair Nancy Backus called the Valley Regional Fire Authority (VRFA) Board of Governance Regular Meeting to order at 5:16 p.m.

A. Flag Salute

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

B. Roll Call

Chair David Hill (Excused), Vice Chair Nancy Backus, Member Leanne Guier (Excused), Member Robyn Mulenga, Member Kerry Garberding, Member Troy Linnell, Member Lynda Osborn (Excused), Member Vic Kave, Member Larry Brown.

Staff members present included Chief Brad Thompson, Deputy Chief Tim Day, Deputy Chief Rick Olson, Legal Counsel Eric Quinn, and Clerk of the Board Stefanie Harper.

C. Announcements, Proclamations, and Presentations

There were no announcement, proclamations, or presentations.

D. Appointments

- i. DC Day introduced Stephanie Lopes to the Board. Stephanie Lopes is the newest CARES Social Worker and comes to us with an extensive background in social work. Stephanie spoke to the Board and shared a little about her background and thanked them all for the opportunity to work for the VRFA.
- ii. CFO Horaski introduced Kaitlin Scott to the Board. Kaitlin Scott is the new Administrative Assistant and joins us from SPEA. CFO provided a short background on Kaitlin and welcomed her to the team. Kaitlin spoke to the board and thanked them for the opportunity.
- iii. Chief Thompson presented five (5) new captains to the Board: Aaron Martin, Jeremy Elliott, Dan Sequist, Daris Conrad and Andy Cook. All five captains spoke to the Board and expressed their gratitude and excitement on their promotions.

E. Agenda Modifications

There were no agenda modifications.

II. PUBLIC HEARINGS, CITIZEN INPUT, AND CORRESPONDENCE

A. Public Hearings

i. 2023 Annual Budgets

There was no public comment(s) submitted prior to the meeting, nor was there anyone from the public in attendance to comment.

ii. Assessed Valuation Levy

There was no public comment(s) submitted prior to the meeting, nor was there anyone from the public in attendance to comment.

iii. Fire Benefit Charge

There was no public comment(s) submitted prior to the meeting, nor was there anyone from the public in attendance to comment.

B. Audience Participation

There was no audience participation.

C. Update from IAFF Local #1352

Vice President Jordan Gustafson addressed the Board and provided an update on the wildland team. He stated we have broken the glass ceiling in the King County Wildland program. We have a VRFA member who is on the air drop team! This takes years of hard work and almost unheard of for a King County department. We have trust from DNR and the County and we are very excited to have made it this far in the Wildland program.

D. Correspondence

There was no correspondence submitted prior to the meeting.

III. BOARD COMMITTEE REPORTS

A. Finance Committee

Member Backus stated that the Finance Committee met this evening and recommends Claims and Payroll.

IV. BOARD MEMBER REPORTS

Member Kave addressed the Board and shared his opinion on how the new stations show in the budget specifically the lack of impact fees.

CFO Horaski provided information on impact fees and a bit of history on how the decision was made.

Discussion ensued.

V. STAFF REPORTS**A. Administration**

Chief Thompson addressed the Board and provided the following update:

Thanked Senior Staff for their support this past year. Also, the employees of VRFA who have maintained our pre-pandemic levels of service.

Recap on the progress we have made as an organization on our Strategic Plan. We have 12 recruits in academy who just started the EMT portion of academy. They will graduate in January and will take place at the Auburn Center for Performing Arts.

Under DC Day, we had our first kickoff meeting for our Station Design Committee. The committee and Architects will be meeting next week for a visioning meeting.

We have a tentative signed labor agreement with Local 1352.

VRFA CARES teams is up and running. It's a referral program only – we've reduced the time they receive a referral and the time they get to a patient by 50%.

The VRFA has made a formal offer to purchase the property for new St. 38 location.

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

- i. **Minutes* of the October 11, 2022, Regular Meeting.**
- ii. **Minutes of the October 25, 2022, Special Meeting.**

B. Vouchers**1. Claims**

Check numbers 210740 through 210805 in the amount of \$300,083.54 and electronic payments in the amount of \$13,289.75 totaling \$313,373.29, dated November 09, 2022.

2. Payroll

Payroll check numbers 99690 and 201223 through 201224 in the amount of \$13,503.66, and electronic deposit transmissions in the amount of \$1,855,778.27 for a grand total of \$1,869,281.93 for the period covering October 1, 2022, to October 31, 2022.

There being no further discussion or questions Member Garberding moved and Member Mulenga seconded the approval of the Minutes, Claims and Payroll as presented above.

MOTION CARRIED UNANIMOUSLY 6-0

V. UNFINISHED BUSINESS

There was no unfinished business.

VI. NEW BUSINESS

There was no new business.

VII. RESOLUTIONS & MOTIONS

A. Resolution 179

CFO Horaski presented the Committee with Resolution 179, 2022 Capital Project Fund Budget. CFO Horaski stated the 2022 budget was not established for the Capital Project Fund because at the time of the budget preparation, it was estimated that there would be no ending fund balance. However, after closing the 2021 fiscal year, it was determined that a 2021 ending fund balance did exist and furthermore, that it may be needed for capital expenditures to be incurred prior to year-end.

There were no further discussion or motions, Member Kava moved, and Member Mulenga seconded the adoption of Resolution 179.

MOTION CARRIED UNANIMOUSLY 6-0

VI. INFORMATION/DISCUSSION

There was no information/discussion.

VII. EXECUTIVE OR CLOSED SESSION

There was no executive or closed session.

VII. ADJOURNMENT

There being no further business for the Board, the meeting was adjourned at 5:53 p.m.

Dated this 13th day of December 2022

Nancy Backus
Nancy Backus
Vice - Chair

Stefanie Harper
Stefanie Harper
Clerk of the Board