



**VALLEY REGIONAL FIRE AUTHORITY
GOVERNANCE BOARD
1101 D Street NE
Auburn, Washington
June 13, 2023**

GOVERNANCE BOARD MEETING MINUTES

I. CALL TO ORDER

Chair Linnell called the Valley Regional Fire Authority (VRFA) Board of Governance Regular Meeting to order at 5:15 p.m.

A. Flag Salute

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

B. Roll Call

Chair Troy Linnell, Vice Chair Nancy Backus, Member Leanne Guier, Member Vic Kave, Member Kerry Garberding, Member Lynda Osborn, Member Robyn Mulenga, Member Larry Brown, and Member Bill Thomas.

Staff members present included Chief Brad Thompson, Deputy Tim Day, Deputy Chief Rick Olson, CFO Mark Horaski, Legal Counsel Brian Snure, and Clerk of the Board 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

There were no public hearings.

B. Audience Participation

There was no audience participation.

C. Update from IAFF Local #1352

Vice President Gustafson addressed the Board and expressed gratitude for the approval of acquiring new rigs and expanding staffing. These resources would enable crews to deliver exceptional service to the communities they serve. VP Gustafson emphasized the importance of obtaining approval for the construction of new stations that can accommodate the increasing

number of personnel on duty, along with necessary facilities. Local IAFF#1532 is eager to collaborate with the Board moving forward.

D. Correspondence

There was no correspondence.

III. BOARD COMMITTEE REPORTS

A. Finance Committee

Chair Osborn stated that the Finance Committee met this evening and recommends the Board approve Claims and Payroll, and the Fee Schedule.

IV. BOARD MEMBER REPORTS

There were no Board Member reports.

V. STAFF REPORTS

Chief Thompson, provided the following update to the Board:

The annual compliance report has undergone a thorough review and has been approved in relation to the strategic plan.

The annual report has been published, but we discovered an error in the printed copies. Member Storaasli was mistakenly listed as City of Algona council member instead of a City of Pacific council member.

Fire Marshal Dave Casselman will be retiring at the end of June. Effective July 1, Assistant Fire Marshal Bergford will assume the position of Fire Marshal, and Deputy Fire Marshal Mike Homan will be appointed as Assistant Fire Marshal. FM Casselman's contributions have greatly benefited the FMO office, and his absence will be felt within the organization.

On June 30th, Administrative Assistant Julie Slevin, who worked in CRR, will also be retiring. Having served the VRFA for 16 years, she has provided invaluable support to the entire organization. We have conducted interviews to find her replacement, and the selected candidate is currently undergoing the background process.

Six recruits are nearing the completion of their EMT school and will graduate on June 26th. We have recently concluded interviews for the August academy, with seven candidates currently progressing through the background process. Upon their graduation in January, these seven new hires will fulfill our staffing needs.

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

The minutes of the May 9, 2023, Regular Meeting were reviewed.

B. Vouchers

1. Claims

Check numbers 211189 through 211255 in the amount of \$748,390.51 and electronic payments in the amount of \$150,450.00 totaling \$898,840.51, dated June 14, 2023.

2. Payroll

Payroll check numbers 99697 and 201262 in the amount of \$12,533.05 and electronic deposit transmissions in the amount of \$2,076,172.92 for a grand total of \$2,088,705.97 for the period covering May 1, 2023, to May 31, 2023.

Vice Chair Backus made a motion to approve the Consent Items as presented above, and Member Kave seconded the motion. There was no further discussion or questions, and the motion was carried.

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. Fee Schedule

DC Day stated that the VRFA Fee Schedule is annually updated to account for the semi-annual Seattle/Tacoma/Bellevue CPI-W experienced by the region. Currently, the VRFA Fee Schedule is proposed at a 5% increase for VRFA professional services. Transport fees are harmonized with our third-party ambulance provider, so additional amendments to the schedule will be proposed once 2024 transport fees are finalized.

There being no further discussion or questions, Vice Chair Backus moved, and Member Garberding seconded the approval of the Fee Schedule.

MOTION CARRIED UNANIMOUSLY 9 - 0

X. INFORMATION/DISCUSSION

A. TCA Presentation

For the past several months, Forest and Brian from TCA have been working with VRFA to assess, evaluate, and estimate the costs of our capital facilities plan. Their work represents a crucial phase in achieving the goals outlined in our strategic plan, capital facilities plan, and accreditation. Tonight, they will be presenting a draft report, highlighting the methodologies, and teams involved, and providing a cost summary.

TCA delivered a comprehensive report on the Capital Facilities Improvements, encompassing cost development, cost summary and sequencing, prioritization, and bond sizing, as well as outlining the next steps. Electronic copies of the presentation have been shared with the Board following the meeting.

The Board engaged in a discussion with TCA architects regarding the report.

As a result, the Board has authorized the drafting of a resolution to be presented at the next meeting, seeking approval to proceed with the ballot initiative in November.

XI. EXECUTIVE OR CLOSED SESSION

There was no executive or closed session.

XII. ADJOURNMENT

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

Dated this 11th day of July 2023



Troy Linnell
Chair



Stefanie Harper
Clerk of the Board