

Board of Governance Meeting Minutes Valley Regional Fire Authority



Meeting Date: September 12, 2023
Time: 5:15 p.m.
Location: 1101 D St NE, Auburn, WA 98002

I. CALL TO ORDER

Chair Linnell called the Valley Regional Fire Authority (VRFA) Board of Governance Regular Meeting to order at 5:17 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 (remote attendee), 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

There was no update from IAFF Local #1352.

D. Correspondence

There was no correspondence.

III. BOARD COMMITTEE REPORTS**A. Finance Committee**

Chair Osborn stated that the Finance Committee met this evening and recommended the Board approve Claims and Payroll.

IV. BOARD MEMBER REPORTS

Member Thomas expressed his gratitude for the response efforts from VRFA to a house fire in the city of Algona. Chair Linnell concurred.

V. STAFF REPORTS

Chief Thompson provided the following update to the Board:

We are currently experiencing a high level of activity in our HR department, with multiple civil service processes in progress. This includes the Battalion Chief in-house exam, which encompasses a take-home written test, presentation evaluation, and an upcoming in-person tactical evaluation scheduled for next week.

Additionally, we are preparing for an in-house captain's exam, and we have several specialist positions that need to be filled. In-house testing for these positions will be conducted soon, and the results will give us an updated Civil Service list for future job openings.

Our Public Information Officers have been busy conducting fire extinguisher training for 125 security staff at Muckleshoot, with plans to train 120 kitchen staff in the near future.

I'm pleased to announce that we have successfully closed the property acquisition in Pacific on Ellingson. I'd like to extend thanks to the City of Pacific Code Enforcement, Pacific PD, and our Fire Marshal's Office for their collaboration in ensuring the property's security moving forward.

I'm happy to report that our financial audits for 2021 and 2022 have returned clean, marking 16 consecutive years of clean audits. I want to express my appreciation to CFO Horaski for his ongoing dedication and hard work in this regard.

To prepare for the upcoming Prop 1 campaign, we have compiled a set of FAQs to assist in addressing questions from the public and employees. We have been working behind the scenes, getting ready for the rollout of a Prop 1 website, mailers, and three informational sessions that will be held at our stations.

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 August 8, 2023, Regular Meeting were reviewed.

B. Vouchers**1. Claims**

Check numbers 211386 through 211456 in the amount of \$710,614.32 and electronic payments in the amount of \$919,063.15 totaling \$1,629,677.47, dated September 13, 2023.

2. Payroll

Payroll check number 99700 in the amount of \$9,000.00 and electronic deposit transmissions in the amount of \$2,093,200.00 for a grand total of \$2,102,200.00 for the period covering August 1, 2023, to August 31, 2023.

There being no further discussion or questions, Vice Chair Backus moved, and Member Guier seconded the approval of the Consent Items.

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. 2023 Special Board Meeting Schedule

CFO Horaski presented the Board with a proposed schedule for the 2023 Special Board Meetings that will be held in October & November 2023.

There being no further questions or discussions, Vice Chair Backus moved, and Member Guier seconded the 2023 Special Board Meeting Schedule.

MOTION CARRIED UNANIMOUSLY 9 - 0

X. INFORMATION/DISCUSSION

A. Strategic Plan Update

DC Day offered an update on the progress of the five major initiatives outlined in the 2020-2025 Strategic Plan.

- Accreditation: This initiative has been successfully completed, reaching 100%.
- Capital Facilities Plan: Similarly, the Capital Facilities Plan has also been achieved at 100% completion.
- Staffing: The staffing initiative is currently at 95% completion.
- Mentorship: Progress has been made in the mentorship initiative, reaching 70% completion.
- Communication: The communication initiative has made significant strides and is now at 90% completion.

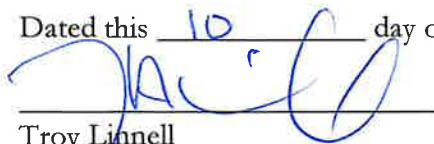
XI. EXECUTIVE OR CLOSED SESSION

There was no executive or closed session.

XII. ADJOURNMENT

There being no further business for the Committee, the meeting was adjourned at 5:38 p.m.

Dated this 10 day of October 2023


Troy Linnell
Chair


Stefanie Harper
Clerk of the Board