

# Board of Governance Meeting Minutes Valley Regional Fire Authority



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

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## **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, and Clerk of the Board Stefanie Harper.

### **C. Announcements, Proclamations, and Presentations**

#### **1. Years of Service Awards**

Chief Thompson presented Member Mulenga and Member Guier with awards for their dedicated service as members of the VRFA Board of Governance. Mayor Leanne Guier served the Board for 10 years and member Robyn Mulenga served the Board for two years. We thank you both for your dedicated service and we wish you the very best in your future endeavors.

### **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, Resolution 189, and the Bridges Annexation Agreement.

**IV. BOARD MEMBER REPORTS**

Vice Chair Backus expressed gratitude to City Council Member Robyn Mulenga for her four years of service to Auburn and her willingness and excitement to join the VRFA Board. Vice Chair Backus also thanked Mayor Guier for her commitment to serve, noting the impact of their service on various boards. Member Mulenga expressed thanks to the VRFA Board for their hospitality and acknowledgment at her last meeting.

**V. STAFF REPORTS**

Chief Thompson provided an update to the Board on various aspects of the department's progress in 2023:

**Strategic Plan and Accreditation:**

The first annual compliance report for the Strategic Plan and Accreditation received positive reviews from third-party evaluators.

**Staffing/Onboarding:**

Innovation in staffing and onboarding processes, including revamping IT and Data teams, adding administrative staff, incorporating social work interns for the CARES program, and implementing pre and post-academy training for firefighters.

**Recruitment:**

We continue to be leaders in joint recruitment efforts with WA Fire Careers, which involve various departments and teams to ensure a comprehensive approach.

**Mentorship/Succession Planning:**

Designated program managers for key programs within the organization, utilizing program appraisals for continuity and smooth transitions.

**Looking Ahead to 2024:**

Preparation for the construction of two new fire stations and an in-depth evaluation of the impact fee structure in collaboration with FCS Group. Renewal of the Fire Benefit Charge is on the agenda for 2024.

DC Day shared a CARES program success story highlighting the complexity of community challenges and the dedicated efforts of our social workers. The case involved financial exploitation, leading to police and court involvement, resulting in a protective order and recovery of stolen funds. The CARES team invested over 80 hours, ensuring the client is now connected to resources and has stable and secure finances. This case exemplifies the program's commitment to addressing multi-domain challenges and promoting long-term solutions beyond emergency responses.

**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 November 14, 2023, Regular Meeting, and November 15, 2023, Special Meeting were reviewed.

**B. Vouchers**

**1. Claims**

Check numbers 211598 through 211653 in the amount of \$632,207.28 and electronic payments in the amount of \$1,462,352.00 totaling \$2,094,559.28, dated December 13, 2023.

**2. Payroll**

Payroll check number 99703 in the amount of \$9,450.00 and electronic deposit transmissions in the amount of \$2,042,223.02 for a grand total of \$2,051,673.02 for the period covering November 1, 2023, to November 30, 2023.

There being no further discussion or questions, Member 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. Resolution 192 – 2023 General Fund Budget Amendment**

CFO Horaski stated this resolution amended the 2023 general fund budget to address three items that were not included when the original general fund budget was adopted: Capital Expenditures – Aid Car & Real Estate, totaling \$1,092,000; and Reimbursable Overtime totaling \$224,000.

There being no further questions or discussions, Member Backus moved, and Member Kave seconded the approval of Resolution 192.

**MOTION CARRIED UNANIMOUSLY 9 – 0**

**B. Bridges Annexation**

Chief Thompson provided a brief overview of a neighborhood called Bridges, currently within the City of Kent. He stated that this area is set to be annexed into the City of Auburn on January 1, 2024, and VRFA will begin providing service to this community. Due to limitations, King County cannot modify the property tax and fire benefit charge collection for 2024; thus, the tax revenue from the annexed region will be received by PSRFA and subsequently transferred to VRFA for the tax year 2024. Chief Thompson sought authorization to sign the Annexation Area Revenue Transfer Agreement between VRFA and PSRFA.

Member Backus moved and Member Guier seconded the motion to approve the Annexation Area Revenue Transfer Agreement between VRFA and PSRFA.

Member Kave had a question about rates and billing. Discussion ensued.

**MOTION CARRIED UNANIMOUSLY 9 – 0**

**X. INFORMATION/DISCUSSION**

There was no information or discussion.

**XI. EXECUTIVE OR CLOSED SESSION**

CFO Horaski requested an executive session to include himself and Board members to review the performance of a public employee as authorized by RCW 42.10.110(g). Anticipated the session will last twenty (20) minutes and there may be action at the conclusion.

Chair Linnell convened the executive session at 5:41 pm with Board members and CFO Horaski. The executive session concluded at 6:01 pm and the Board returned to their regular meeting.

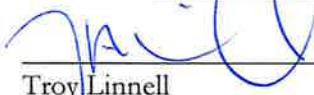
Member Guier moved that the Board of Governance amend the compensation of Chief Thompson, effective January 1, 2024, with a cost-of-living adjustment of 6% of the 2023 base salary. Vice Chair Backus seconded.

**MOTION CARRIED 8-1**

**XII. ADJOURNMENT**

There being no further business for the Committee, the meeting was adjourned at 6:03 p.m.

Dated this 15 day of January, 2024

  
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Troy Linnell  
Chair

  
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Stefanie Harper  
Clerk of the Board