

# Board of Governance Meeting Minutes Valley Regional Fire Authority



**Meeting Date:** March 12, 2024  
**Time:** 5:15 p.m.  
**Location:** 1101 D St NE, Auburn, WA 98002

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## I. CALL TO ORDER

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

### A. Flag Salute

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

### B. Roll Call

Chair Nancy Backus(excused), Vice Chair Troy Linnell, Member Vic Kave, Member Kerry Garberding, Member Lynda Osborn, Member Larry Brown(excused), Member Bill Thomas, Member Tracy Taylor(excused), and Member Jack Stutler(excused).

Staff members present included Chief Brad Thompson, Deputy Tim Day, Deputy Chief Rick Olson, CFO Mark Horaski, HR Director Sarah Borden, Legal Council 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 the JA Biz Town Agreement, Resolutions No. 193, 194, and 195, and Claims and Payroll.

**IV. BOARD MEMBER REPORTS**

Member Kave shared insights from the KC EMS Levy BLS subcommittee meeting where he represented Cities under 50k. One request made was to obtain VRFA BLS costs, including training, equipment, and annual apparatus maintenance expenses. He expressed concerns that the portion of BLS funding received through the KC EMS Levy might be diverted to other programs within the levy, impacting overall BLS funding despite an increase in BLS funds received. Member Kave emphasized the importance of accurately funding EMS budgetary requirements such as supplies, training, and personnel from Levy provided BLS funds. He proposed advocating for increased BLS funding from the Medic One levy during the ongoing EMS levy planning process. Member Kave sought Board support to have VRFA staff provide information on the extent to which fire funding subsidizes BLS response. The Board approved the request and asked VRFA staff to furnish the information at their earliest convenience.

Vice Chair Linnell shared an encounter with a citizen while wearing his VRFA shirt. The citizen expressed heartfelt gratitude for the exceptional service provided by VRFA staff and crews, emphasizing how much it meant to her and her family.

**V. STAFF REPORTS**

Chief Thompson provided an update to the Board on various topics:

Accreditation Update: A dedicated workgroup has been formed to focus on the community risk assessment, which will help VRFA in assessing emergency response distribution. This initiative allows us to monitor our response to risk effectively, identifying and addressing all potential risks while considering community acceptability. Led by DC Day and DC Olson, along with other members of VRFA, the team will ensure our standards of cover are regularly updated. This underlines the significance of our current staffing levels.

Capital Facilities Update: Progress on station design as the committee works with TCA. It's great to witness the conceptual ideas taking shape as drafts of each station are developed. The quality of work produced is commendable, and you'll be proud of the outcomes. Additionally, collaboration with Auburn and Pacific on pre-auths are underway moving us closer to the builds.

Staffing & Mentorship Update: In April, we are conducting our Oral Board, and our committee has been diligently refining and perfecting its processes. We're incredibly proud of the dedication and effort of this team. We're thrilled to announce the addition of an HR Specialist who will be joining us in April. Her diverse work experience brings a unique skill set that fills some gaps within our team.

Communication Update: A SharePoint site, accessible to all staff, has been established for station builds, ensuring that our entire organization stays well-informed and up-to-date on developments. Additionally, we've submitted a grant application seeking funding for two full-time CARES positions dedicated to collaborating with HealthPoint on addressing the opioid epidemic within our community.

Lastly, 23 of our VRFA firefighters took part in the Stair Climb at the Columbia Tower for Leukemia Society, with 8 new climbers joining our team. Notably, BC Barker completed his 23rd year of climbing. The team's efforts earned them an impressive 13th place out of 180 departments, raising over \$25,000 this year and securing the 11th place in total fundraising among all teams. A special shout-out goes to Ryan Simpson, who has been leading this team for the past decade – we extend a heartfelt thank you to him for his unwavering dedication and exceptional leadership.

## 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 February 13, 2024, Regular Meeting were reviewed.

### B. Vouchers

#### 1. Claims

Check numbers 211774 through 211836 in the amount of \$451,472.61 and electronic payments in the amount of \$87,333.52 totaling \$538,806.13 dated March 13, 2024.

#### 2. Payroll

Payroll check numbers 99706 through 99707 in the amount of \$10,186.89 and electronic deposit transmissions in the amount of \$2,174,355.68 for a grand total of \$2,184,542.57 for the period covering February 1, 2024, to February 29, 2024.

There being no further discussion or questions, Member Garberding moved, and Member Kave seconded the approval of the Consent Items.

*Board member Vic Kave stated for the record at the February 13, 2024, Board meeting that his vote on consent agendas excludes any vote on the payment of his post-retirement medical benefit from which he abstains, so Board member Kave has abstained from Voucher #ACH17-2420.*

## MOTION CARRIED UNANIMOUSLY 5 - 0

## VII. UNFINISHED BUSINESS

There was no unfinished business.

## VIII. NEW BUSINESS

There was no new business.

## IX. RESOLUTIONS & MOTIONS

### A. JA Biz Town Agreement

Chief Thompson stated the VRFA has an opportunity to partner with the Junior Achievement BizTown. Biz Town is an educational program through Junior Achievement, where elementary students put their classroom knowledge into practice in a simulated real-world setting. Chief Thompson was seeking authorization to sign a three-year agreement with Junior Achievement of Washington for the BizTown Storefront Sponsorship.

There being no questions or discussions, Member Kave moved, and Member Garberding seconded the approval of the agreement with Junior Achievement of Washington.

**MOTION CARRIED UNANIMOUSLY 5 – 0**

**B. Resolution No. 193 - Surplus Items**

Deputy Chief Day stated the VRFA disposes of public property in a process outlined in policy 6532 and RCW 39.33.010 and was seeking approval of Resolution 193 allowing VRFA to dispose of the public property as presented.

There being no questions or discussions, Member Kave moved, and Member Garberding seconded to the approval of Resolution 193.

**MOTION CARRIED UNANIMOUSLY 5 – 0**

**C. Resolution No. 194 – Sole Source Purchase**

Deputy Chief Day stated the Board of Governance approved the purchase of a replacement basket for the VRFA’s reserve ladder truck, AF68, at the February 13, 2024, meeting. To complete this process, Resolution 194 was required to authorize a sole source purchase. Deputy Chief Day was seeking the approval of Resolution 194, Waiver of Competitive Bidding, for the sole source purchase of a replacement basket for AF68.

There being no questions or discussions, Member Kave moved, and Member Thomas seconded the approval of Resolution 194, authorizing a sole source purchase of the replacement basket for AF68.

**MOTION CARRIED UNANIMOUSLY 5 – 0**

**D. Resolution No. 195 – Interfund Loan**

CFO Horaski stated that in November 2023, voters approved issuing up to \$96.5 million in UTGO bonds for VRFA projects. Before bond issuance in late summer or early autumn 2024, VRFA needs funds for pre-construction costs. The Capital Projects Fund lacks sufficient balance. To cover interim expenses, this resolution permits borrowing up to \$2.0 million from the General Fund. The General Fund will be repaid with interest, as required by the WA State Auditor after the bond issue has closed. CFO Horaski was seeking approval of Resolution 195 allowing the Capital Projects Fund to borrow funds from the General Fund, on a short-term basis, to address a temporary cash flow timing issue.

There being no questions or discussions, Member Kave moved, and Member Garberding seconded the approval of Resolution 195, allowing the Capital Projects Fund to borrow funds from the General Fund.

**MOTION CARRIED UNANIMOUSLY 5 – 0**

**X. INFORMATION/DISCUSSION**

There was no information or discussion.

**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 5:42 p.m.

Dated this 9<sup>th</sup> day of April 2024

Nancy Backus  
Nancy Backus  
Chair

S. Harper  
Stefanie Harper  
Clerk of the Board