

Board of Governance Meeting Minutes Valley Regional Fire Authority



Meeting Date: March 11, 2025
Time: 5:15 p.m.
Location: 1101 D St NE, Auburn, WA 98002

I. CALL TO ORDER

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

A. Flag Salute

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

B. Roll Call

Chair Nancy Backus (virtual), Vice Chair Troy Linnell, Member Vic Kave, Member Kerry Garberding, Member Lynda Osborn, Member Larry Brown (Excused), Member Bill Thomas, Member Tracy Taylor (virtual), Member Eric Petersen, and Alternate Hanan Amer (virtual).

Staff members present included 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.

II. BOARD COMMITTEE REPORTS

A. Finance Committee

Chair Osborn stated that the Finance Committee met this evening and recommended the Board approve Claims and Payroll and authorize the acquisition of property for an administrative building.

IV. BOARD MEMBER REPORTS

There were no Board Member reports.

V. STAFF REPORTS

Chief Thompson provided the following update:

The VRFA has contracted with CPSE to facilitate its next strategic plan, a crucial step for accreditation that involves gathering input from the community, stakeholders, and staff. Community members are invited to participate in a lunch meeting on June 9 to provide feedback on service priorities, expectations, and areas for improvement. Please contact Chief Thompson if you are aware of community members who would be interested in helping with this process.

HR is busy with promotional exams and firefighter recruitment to fill upcoming retirements, with plans to hire 4-5 recruits for the fall academy. Interviews for the clinical care navigator position are underway, and additional CARES social worker positions will be posted soon.

The VRFA successfully completed its annual SAO audit with no findings, reflecting strong financial management by CFO Horaski and his team.

Operations staff are engaged in multicompartment drills, including active shooter training with regional fire, police, and King County Medic One. This training is taking place here in Auburn!

Local 1352 had record participation in the Firefighter Stair Climb fundraiser raising awareness and funds for leukemia and lymphoma research. FF Simpson has been leading this team for many years – we are very proud of all the participants and thank you and those who supported the climbers and cause.

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 11, 2025, Regular Meeting were reviewed.

B. Vouchers**1. Claims**

Check numbers 212569 through 212637 in the amount of \$434,970.21 and electronic payments in the amount of \$68,399.89 totaling \$503,370.10 dated March 12, 2025

2. Payroll

Payroll electronic deposit transmissions in the amount of \$2,510,490.72 for the period covering February 1, 2025, to February 28, 2025.

There being no further discussion or questions, Member Kave moved, and Member Garberding 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 # DFT0011814

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. Property Acquisition

DC Day stated that staff is seeking authorization to acquire the former Cascade Orthopedics Building in downtown Auburn, with closing anticipated between April 30 and May 15, 2025. The purchase allows VRFA to establish a dedicated administrative headquarters, consolidating support staff currently split between Stations 31 and 35. This approach replaces the original plan to combine administrative offices with a new fire station at the Station 31 site, which presented space, cost, and logistical challenges. The revised strategy improves efficiency, enables a standalone fire station at Station 31 without temporary quarters, and preserves space for maintenance, logistics, and training. (Slide show shared is attached)

Member Thomas inquired about the new building's size relative to number of current staffing, and DC Day confirmed it will accommodate current administrative staff from Stations 31 and 35 while allowing for future growth. Member Kave asked about cost savings from not building Station 31 as originally planned, and DC Day explained that while the new building was purchased at \$396 per sq. ft., and not including renovations will result in savings as it's been estimated based on comparable that it is going to cost \$972+ per sq. ft. to build new stations. Regarding expanding Station 31's property, DC Day noted that the bank property has a signed purchase agreement, while discussions with Franciscan are ongoing due to a more complex situation. Both properties could enhance site possibilities.

There being no questions or discussions, Vice Chair Linnell moved, and Member Kave seconded to approve Chief Thompson to complete the acquisition of the former Cascade Orthopedics Building.

MOTION CARRIED UNANIMOUSLY 9 – 0

X. INFORMATION/DISCUSSION

There was no information or discussion

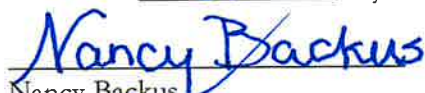
XI. EXECUTIVE OR CLOSED SESSION

There was no executive or closed session.

XII. ADJOURNMENT

There being no further business for the Committee, the meeting was adjourned at 5:41 p.m.

Dated this 8th day of April 2025


Nancy Backus
Chair


Stefanie Harper
Clerk of the Board

Former Cascades Orthopedics Building

Year Built	2006
Total Building Area	18,314 SF
Land Area	63,330 SF
Parking Stalls	94
List Price	\$7.8M
Purchase Price	\$7.25M
Earnest Money	\$250K Note
Closing	April 30 or May 15



Original Strategy

- Build New Administrative Offices & New Fire Station
- 19,878 SF Fire Station + 13,500 SF Admin Offices = 33,378 SF Building
- 92 Parking Spaces
- Constraints
 - Space – limited area for parking and other program needs
 - Cost – experience with 36 suggests possible increased cost with all programs (fire stations, training, maintenance, and logistics)
 - Sequencing – revised design would require temporary station = ~\$1M

Revised Strategy

- Purchase Administrative Headquarters & Build New Station 31
- 18,314 SF & 92 Parking Stalls
- Opportunities
 - Size, location, parking make ideal for administrative headquarters
 - Frees up space at current 31 for other programming
 - Frees up space at current 31 for operations' crews
 - Frees up capital for other programming

Next Steps

- Evaluate inspection report and other due diligence
- Close April 30 or May 15
- Determine Needs and Scope
- Design, Bid, Build
- Relocate Staff