

# Board of Governance Meeting Minutes Valley Regional Fire Authority



Meeting Date: April 8, 2025  
Time: 5:15 p.m.  
Location: 1101 D St NE, Auburn, WA 98002

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## 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, Vice Chair Troy Linnell (excused), Member Vic Kave, Member Kerry Garberding, Member Lynda Osborn, Member Bill Thomas, Member Tracy Taylor, Member Eric Petersen, and Member Hanan Amer.

Staff members present included Deputy Tim Day, Deputy Chief Rick Olson, Legal Council Brian Snure, and Clerk of the Board ProTem Kaitlin Scott.

### 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 to award the Station 36 contract to the lowest bidder and authorize Fire Chief Thompson to execute the contract.

**IV. BOARD MEMBER REPORTS**

There were no Board Member reports.

**V. STAFF REPORTS**

Chief Thompson provided the following update:

Following an executive meeting with Local 1352 and the strategic planning committee, the next step is to invite community stakeholders into the process.

Staffing updates: DC of Operations position has been posted (closing April 21), with an internal recruitment for DC Olson's replacement. There are two open CARES positions, with the recent start of a new Clinical Care Coordinator.

The week of April 21<sup>st</sup> we will hold entry-level oral board interviews with five hires planned for the fall academy.

Nine eligible candidates will take the BC exam in May.

May 1<sup>st</sup> will be the groundbreaking for Station 36, and an awards ceremony the same day at Station 31 to recognize 2024 FF/FO of the Year, Promotions, and Retirements.

Station 38 design is progressing, and the feasibility study for the Cascade building is complete, with closing scheduled for May 6.

Member Taylor asked how CARES position postings could be shared in hopes they could be shared via social media to enhance recruitment.

**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 March 11, 2025 Regular Meeting were reviewed.

**B. Vouchers**

**1. Claims**

Check numbers 212639 through 212705 in the amount of \$842,837.70 and electronic payments in the amount of \$128,805.03 totaling \$971,642.73 dated April 9, 2025.

**2. Payroll**

Payroll electronic deposit transmissions in the amount of \$2,414,874.19 for the period covering March 1, 2025, to March 31, 2025.

There being no further discussion or questions, Member Kave moved, and Member Thomas 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 # DFT0011985*

**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. Station 36 Bid Award & Contract**

DC Day stated the bid process for Station 36 followed all applicable public works laws and was managed by VRFA staff, legal counsel, and its architectural firm, TCA. Bid documents were released on February 18, 2025, with bids opened on March 25 after pre-bid meetings and four issued addenda. Nine bids were received, and the two lowest bidders submitted required supplemental materials within 48 hours for evaluation. After a thorough review, Swinerton Builders was determined to be the lowest responsible bidder for the project.

Member Kave inquired whether the more extensive foundation work was included in Swinerton's bid, and DC Day confirmed it was, noting the use of auger cast piles. Kave also asked if Swinerton Builders had previous experience with fire stations; Day confirmed they had, though not in Washington—primarily in other PNW states and on the East Coast.

Member Peterson asked if there were any concerning exclusions in the bid, and Day responded that it was a very clean submission, with both the architects and Project Manager Carly Palmer expressing confidence in it.

There being no questions or discussions, Member Kave moved, and Member Peterson seconded to approve the St. 36 contract be awarded to the lowest bidder, Swinerton Builders, and authorized Chief Thompson to execute the contract.

**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 5:30 p.m.

Dated this 13<sup>th</sup> day of May 2025

*For*  
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Nancy Backus  
Chair

\_\_\_\_\_  
Stefanie Harper  
Clerk of the Board