

# Finance Committee Meeting Minutes

## Valley Regional Fire Authority



**Meeting Date:** June 10, 2025  
**Time:** 5:00 p.m.  
**Location:** 1101 D St NE, Auburn, WA 98002

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### **I. CALL TO ORDER, 5:00 P.M., Hybrid @ VRFA Station 31 and Zoom:**

Chair Osborn called the VRFA Finance Committee Regular Meeting to order at 5:01 p.m.

Members present included Member Backus and Member Garberding.

Staff members present included Chief Brad Thompson, Deputy Chief Tim Day, Deputy Chief Rick Olson, CFO Mark Horaski, and Clerk of the Committee Stefanie Harper.

### **II. AGENDA MODIFICATIONS**

There were no agenda modifications.

### **III. APPROVAL OF MINUTES**

#### **A. Minutes**

The minutes of May 13, 2025, Regular Meeting were reviewed.

There being no questions or discussion, Member Garberding moved, and Member Backus seconded to approve the Minutes of the May 13, 2025, meeting.

**MOTION CARRIED UNANIMOUSLY 2 - 0**

### **IV. CONSENT ITEMS**

#### **A. Vouchers**

##### **1. Claims**

Check numbers 212786 through 212854 in the amount of \$627,769.84 and electronic payments in the amount of \$1,304,171.68 totaling \$1,931,941.52 dated June 11, 2025.

##### **2. Payroll**

Payroll electronic deposit transmissions in the amount of \$2,463,612.99 for the period covering May 1, 2025, to May 31, 2025.

There being no further discussion or questions regarding Claims or Payroll, Member Garberding moved, and Member Backus seconded to approve and move to the full Board, the Claims and Payroll.

**MOTION CARRIED UNANIMOUSLY 2 - 0**

### **V. RESOLUTIONS & MOTIONS**

#### **A. Policy 2200 Financial Management**

CFO Horaski stated that VRFA Policy No. 2200 has been updated as part of a routine housekeeping review to align with current practices and recommendations. The update includes the addition of a new section on Electronic Fund Transfers which formalizes procedures already in use for EFT payments.

No other changes were made. This update ensures continued alignment with best practices, WA State Auditor recommendations, and VRFA's financial procedures.

There being no questions or discussion, Member Garberding moved, and Member Backus seconded to approve and move to the full Board, VRFA Policy No. 2200.

**MOTION CARRIED UNANIMOUSLY 2 – 0**

**VI. INFORMATION/DISCUSSION**

CFO Horaski provided a review of the 2024 Annual Financial Report.

**VII. ADJOURNMENT**

There being no further business for the Committee, the meeting was adjourned at 5:12 p.m.

Dated this 5<sup>th</sup> day of July 2025.

Nancy Backus  
for Lynda Osborn  
Chair

Stefanie Harper  
Stefanie Harper  
Clerk of the Board