

Board of Governance Meeting Minutes Valley Regional Fire Authority



Meeting Date: July 8, 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 5:17 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 (excused), Member Bill Thomas, Member Tracy Taylor, Member Eric Petersen, and Member Hanan Amer.

Staff members present included Chief Brad Thompson, Deputy Tim Day, Deputy Chief Steve Zehnder, 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 Local #1352.

D. Correspondence

There was no correspondence.

II. BOARD COMMITTEE REPORTS

A. Finance Committee

Member Backus reported that the Finance Committee met this evening and recommended Board approval of Claims and Payroll, Impact Fees, the 2026 Fee Schedule, Resolution No.

206, and Resolution No. 207. The Finance Committee tabled the City of Auburn ILA – GIS Services contract; however, it will remain for consideration by the Board of Governance.

IV. BOARD MEMBER REPORTS

Member Backus thanked the staff and crews for their service on the 4th of July and the weeks leading up to.

V. STAFF REPORTS

Chief Thompson provided the following update:

4th of July recap - recognition to all staff members who dedicated significant time to preparing for the event. Crews had an incident action plan in place to address the anticipated increase in call volume. The overall goal was to ensure the safety of VRFA firefighters and community members. There were 85 incidents, including 20 brush and vegetation fires, 3 structure fires, and 1 injury, which occurred on July 3rd. Special thanks to partner agencies for their assistance in responding to incidents within our service area.

Six candidates are currently undergoing background checks for the Fall academy, one more than originally planned due to a current member resigning to move out of state.

The draft strategic plan has been received and there is satisfaction with the content. The next steps include making refinements, finalizing formatting, and presenting the final plan to the Board in August or September.

The King County Council voted unanimously to place the KC EMS levy on the November ballot.

We are preparing for a busy weekend for public events, with Pacific Days featuring the debut of the refurbished Persh and Airport Days in Auburn, where an engine and crew members will be present.

Member Hanan Amer was recognized and celebrated for her birthday.

DC Zehnder introduced himself to Board members he had not met previously and provided a brief history of his career with the VRFA and the Legacy City of Auburn Fire Department. He expressed excitement for his new role and looks forward to working with the Board of Governance.

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 June 10, 2025 Regular Meeting were reviewed.

B. Vouchers

1. Claims

Check numbers 77001 and 212856 through 212918 in the amount of \$407,996.38 and electronic payments in the amount of \$74,169.46 totaling \$482,165.84 dated July 9, 2025.

2. Payroll

Payroll electronic deposit transmissions in the amount of \$2,472,549.67 for the period covering June 1, 2025, to June 30, 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 # DFT0012531.

MOTION CARRIED UNANIMOUSLY 7 - 0

VII. UNFINISHED BUSINESS

There was no unfinished business.

VIII. NEW BUSINESS

There was no new business.

IX. RESOLUTIONS & MOTIONS

A. Impact Fees

DC Day stated that staff are seeking Board approval to amend VRFA's impact fee rate schedule for submission to the City of Auburn. VRFA recently completed an impact fee study with the firm FCS Group, and staff are requesting authorization from the Board to approve and update the VRFA fee schedule. FCS Group was introduced to the Board and provided a presentation outlining the key characteristics of impact fees, applicable laws, the methodology used to calculate VRFA's fees, and a comparison of impact fees with other agencies. A copy of the presentation slide deck is included in the meeting minutes.

Discussion ensued with questions from Member Kave.

There being no further questions or discussions, Member Kave moved, and Member Garberding seconded to approve the Impact Fees.

MOTION CARRIED UNANIMOUSLY 7 – 0

B. 2026 Fee Schedule

DC Day stated the VRFA Fee Schedule is updated annually to account for increased costs for providing services. The 2026 VRFA Fee Schedule is proposed at a 3.5% increase for VRFA professional services. An additional amendment to this schedule may be proposed later this year once 2026 BLS transport fees are finalized.

There being no questions or discussions, Member Kave moved, and Member Amer seconded to approve the 2026 Fee Schedule.

MOTION CARRIED UNANIMOUSLY 7 – 0

C. City of Auburn ILA – GIS Services

DC Day stated VRFA's previous ILA for GIS services with the City of Auburn has expired. The City of Auburn has drafted a new ILA for GIS services provided to the VRFA. The ILA required Chief Thompson to sign, staff is seeking the Boards approval authorizing Chief Thompson to sign this Interlocal Agreement.

Chair Backus stated Board Members from the City of Auburn **will** abstain from this vote, but there was still a quorum for voting.

There being no questions or discussions, Member Garberding moved, and Member Thomas seconded to approve the City of Auburn ILA for GIS Services.

MOTION PASSED: 4 in favor, 0 opposed, 3 abstentions (Chair Backus, Member Amer & Member Taylor)

D. Resolution No. 206: Signature Authority

DC Day stated staff is seeking Board approval to authorize Chief Thompson, or his designee, to sign change orders up to \$100,000 for the Station 36 construction project, funded by VRFA's 2023 Proposition 1 ballot measure. The VRFA is utilizing a standardized American Institute of Architecture contract for the Station 36 project and will use the same template for future projects. A portion of the template outlines each party's responsibilities regarding change orders, which are amendments to the contract that modify the scope of work, as well as the approval process. The process requires agreement from the project architects, the general contractor, and VRFA. While the contract includes timelines for review, it is likely that timely approval will be necessary to keep the project on schedule and avoid downstream delays.

Member Kave provided a statement explaining his reasoning for not supporting an increase in signature authority for change orders on construction projects. Member Petersen expressed similar opposition to the resolution.

Member Amer provided a statement in support of the resolution for the Station 36 project. Chair Backus also voiced support, noting the request applied to one specific project only, and emphasizing the difficulty that would result if the Board were required to hold a special meeting for any change order over \$50,000. She stated this could cause unnecessary delays and potentially halt construction.

Discussion ensued.

There being no further questions or discussion, Member Amer moved, and Member Thomas seconded, to approve Resolution No. 206.

MOTION PASSES 5 – 2 (No votes: Member Kave and Member Petersen).

E. Resolution No. 207: Records Request Fees

DC Day stated RCW 42.56.120(1)(b) permits the Authority to use statutory copying fees for public records requests if it has rules stating why calculating actual costs would be unduly burdensome. Policy 2602 previously established that the Authority would not calculate actual costs. This resolution formalizes that decision and declares the reasons why calculating actual costs would be unduly burdensome.

There being no questions or discussions, Member Kave moved, and Member Garberding seconded to approve Resolution No. 207.

MOTION CARRIED UNANIMOUSLY 7 – 0

F. Resolution No. 208: Index of Records

DC Day stated RCW 42.56.070(3) requires the VRFA to maintain an Index of Records or adopt a resolution that the creation or maintenance of such an index would be unduly

burdensome. It was previously determined by Policy 2602, Public Records Requests, that the creation of such an index would be unduly burdensome. This resolution is to formalize the policy decision, after staff analysis, with specific reasons why and the extent to which compliance with the Index of Records would be unduly burdensome.

There being no questions or discussions, Member Kave moved, and Member Petersen seconded to approve Resolution No. 208.

MOTION CARRIED UNANIMOUSLY 7 – 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 6:06 p.m.

Dated this 12th day of August 2025

Nancy Backus
Nancy Backus
Chair

Stefanie Harper
Stefanie Harper
Clerk of the Board