

Finance Committee Meeting Minutes Valley Regional Fire Authority



Meeting Date: July 8, 2025
Time: 5:00 p.m.
Location: 1101 D St NE, Auburn, WA 98002

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

Member Backus 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 Steve Zehnder, 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 June 10, 2025, Regular Meeting were reviewed.

There being no questions or discussion, Member Garberding moved, and Member Backus seconded to approve the Minutes of the June 10, 2025, meeting.

MOTION CARRIED UNANIMOUSLY 2 - 0

IV. CONSENT ITEMS

A. 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 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. Impact Fees

DC Day stated 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 they would be providing a full presentation to the BoG.

There being no questions or discussion, Member Garberding moved, and Member Backus seconded to approve and move to the full Board, VRFA Impact Fee Schedule.

MOTION CARRIED UNANIMOUSLY 2 - 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 Garberding moved, and Member Backus seconded to approve and move to the full Board, VRFA 2026 Fee Schedule.

MOTION CARRIED UNANIMOUSLY 2 – 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 Board's approval authorizing Chief Thompson to sign this Interlocal Agreement.

Discussion was held with Legal Counsel regarding Member Backus' remote interest in the City of Auburn and her requirement to abstain from voting on the motion, pursuant to RCW 42.23.040. Additional discussion followed.

Member Backus moved to table the GIS ILA from a Finance Committee vote to approve and forward to the full Board for consideration. The Board of Governance may still consider and vote on the ILA without a Finance Committee recommendation.

MOTION TO TABLE PASSED 2 – 0

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.

There being no questions or discussions, Member Garberding moved, and Member Backus seconded to approve and move to the full Board Resolution No. 206.

MOTION CARRIED UNANIMOUSLY 2 – 0

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 Garberding moved, and Member Backus seconded to approve and move to the full Board Resolution No. 207.

MOTION CARRIED UNANIMOUSLY 2 – 0

VI. INFORMATION/DISCUSSION

There was no information or discussion.

VII. ADJOURNMENT

There being no further business for the Committee, the meeting was adjourned at 5:15 p.m.

Dated this 9th September
day of ~~August~~ 2025.


Lynda Osborn
Chair


Stefanie Harper
Clerk of the Board