Board of Governance Meeting Minutes
Valley Regional Fire Authority

Meeting Date: **August 11, 2026**
Time: **5:00 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 5:00 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 (excused), Member Tim Fairley, Member Bill Thomas, Member Tracy Taylor, Member Eric Petersen (excused), and Member Hanan Amer.

Staff members present included Chief Tim Day, Deputy Chief Steve Zehnder, Deputy Chief Jason Herman, HR Director Sarah Borden, CFO Mark Horaski, legal counsel Brian Snure, and Clerk of the Board Stefanie Harper.

C. Announcements, Proclamations, and Presentations

Chair Backus provided an update on Vice Chair Linnell's health condition and reason for his absence from this evenings meeting.

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

Ryan Simpson provided an update on members assisting with wildfire responses across Washington, Idaho, Oregon, and Colorado, noting that personnel are currently deployed and additional deployments are anticipated.

Support and well wishes were extended to Mayor Linnell, noting that he is a valued member of the community and offering assistance from the Local if needed.

The Local recently participated in two chili cook-offs, one benefiting the Burn Center, Burn Camp and another supporting the Auburn Food Bank alongside the Auburn Police Department. The Lionhardt Golf Tournament, led by Blake Laidlaw, is coming up.

Approximately 25 to 30 members will travel to Colorado Springs to honor Bill Mack as his name is added to the Fallen Firefighter Memorial.

D. Correspondence

There was no correspondence.

I. BOARD COMMITTEE REPORTS

A. Finance Committee

There is no Finance Committee at this time.

IV. BOARD MEMBER REPORTS

Member Taylor thanked the VRFA firefighters assisting with wildfire response in Spokane and extended well wishes to Mayor Linnell and his family. She also wished Chair Backus a happy birthday.

V. STAFF REPORTS

Chief Day opened the meeting by thanking Member Kave for his four years of service on the Board, beginning in August 2022. He congratulated Member Thomas on his retirement and wished Chair Backus an early happy birthday. Chief Day also extended his condolences to the family of Dave Cook, father of Andy Cook and a former VRFA firefighter, who recently passed away. His memorial service will be held on August 22nd, and service information has been shared.

The following update was provided:

Firefighter Corey Wallace will be promoted to Captain effective September 1st, recognizing his 11 years of service and contributions to the organization and community, including his involvement with the annual Toy Drive.

Three probationary firefighters have been assigned to shift and are now responding to calls. The next group of five recruits will report Monday and begin the academy on August 24th.

It has been a busy wildfire season, VRFA personnel have responded to 21 incidents across the region. Deployments have included water tenders, brush trucks, a structural engine, incident management teams, and a member deployed to Colorado with a Rapid Extrication Modular Support (REMS) unit. Special recognition to members who have backfilled shifts and the Finance Team for managing the administrative work associated with deployments. It's emphasized that each deployment is carefully evaluated based on staffing, apparatus availability, maintenance, weather, and local needs, with maintaining adequate resources at home remaining the first priority. VRFA has declined more requests than it has accepted this year and receives full reimbursement for deployed personnel, backfill, and apparatus.

Major construction at Station 36 is complete, and work to move in is taking place including installing equipment, and preparing the station to become fully operational in September. Details regarding a ribbon cutting and community open house will be shared soon. Station 38 site demolition is underway, along with tenant improvements at Headquarters, including installation of a new roof.

Member Kave recognized the department wide commitment required to support wildfire deployments, specifically acknowledging members who backfill shifts and help maintain staffing at home. He noted that without their support, VRFA would not be able to assist communities in need.

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

1. The minutes of July 14, 2026, Regular Meeting were reviewed.

B. Vouchers

1. Claims

Check numbers 213886 through 213964 in the amount of $661,464.55 and electronic payments in the amount of $1,559,949.18 totaling $2,221,413.73 dated August 12, 2026.

2. Payroll

Payroll electronic deposit transmissions in the amount of $3,120,580.78 for the period covering July 1, 2026, to July 31, 2026.

There being no further discussion or questions, Member Kave moved, and Member Amer seconded the approval of the Consent Items.

Board member Vic Kave stated for the record at the June 9, 2026, 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 # DFT0016046

MOTION CARRIED UNANIMOUSLY 6 - 0

VII. UNFINISHED BUSINESS

There was no unfinished business.

VIII. NEW BUSINESS

There was no new business.

IX. RESOLUTIONS & MOTIONS

A. Resolution #219

Chief Day requested Board authorization to allow himself or his designee signing authority of up to $100,000 for change orders associated with the remaining construction projects funded by the 2023 Proposition 1 ballot measure. He explained that timely approval of change orders may be necessary to keep projects on schedule and prevent delays. This authority exceeds the Fire Chief's standard $50,000 spending authority and is consistent with the authority previously approved by the Board for Station 36.

Discussion ensued.

There being no further discussion or questions, Member Thomas moved, and Member Amer seconded to adopt Resolution 219 authorizing approval authority for change orders up to $100,000.

MOTION CARRIED 5 – 1 (No vote from Member Kave)

B. Resolution #220

DC Herman presented a list of property deemed surplus in accordance with VRFA Policy 6501 and RCW 39.33.010 and requested Board approval for disposal. The surplus property includes two staff vehicles, two engines, one tender, an SCBA compressor, and steel air cylinders that are at end of life.

Discussion ensued.

There being no further discussion or questions, Member Kave moved, and Member Amer seconded to approve Resolution #220, allowing the disposal of the public property as presented.

MOTION CARRIED UNANIMOUSLY 6 – 0

C. Stationwise Staffing Software

DC Herman requested Board approval to enter into a contract with Stationwise for staffing software. He explained that VRFA's current provider is discontinuing support for on premises hosting, prompting staff to evaluate alternative solutions rather than invest in the existing system. A committee representing multiple divisions, including IAFF Local 1352, completed a comprehensive review of available vendors. Stationwise was the only vendor to fully meet the organization's needs and was unanimously recommended based on ease of use, customer service, functionality, and overall value.

Discussion ensued.

There being no further discussion or questions, Member Kave moved, and Member Amer seconded to authorize Chief Day to enter into a staffing software contract with Stationwise.

MOTION CARRIED UNANIMOUSLY 6 – 0

XI. INFORMATION/DISCUSSION

There was no information or discussion.

XII. EXECUTIVE OR CLOSED SESSION

There was no executive or closed session.

XIII. ADJOURNMENT

There being no further business for the Committee, the meeting was adjourned at 5:33 p.m.

Dated this 8th day of September 2026

Nancy Backus
Chair

Stefanie Harper
Clerk of the Board