# Board of Governance Meeting Minutes
## Valley Regional Fire Authority

**Meeting Date:** October 13, 2026
**Time:** 5:00 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 5:01 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, Member Vic Kave, Member Kerry Garberding (excused), Member Tim Fairley, Member Bill Thomas, Member Tracy Taylor, Member Eric Petersen, 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**

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

IAFF Local #1352 Member Cory Wallace provided an update on the upcoming Toys for Kids event scheduled for December 19th at Auburn High School. Board members are encouraged to refer interested businesses wishing to donate to Cory and direct families in need of assistance to the Auburn Food Bank for registration. Volunteers will be needed on the day of the event, with a sign-up to be distributed.

### 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

Vice Chair Linnell expressed his sincere appreciation to the crew who visited his home following his release from the hospital after an extensive medical procedure.

## V. STAFF REPORTS

Chief Day opened the meeting by wishing Member Kave a happy birthday and recognizing Member Amer on her 2-year anniversary on the Board.

Captain Alvarado will be promoted to Shift Battalion Chief, bringing 27 years of experience, including service as an instructor with the King County Fire Training Consortium, a FEMA Urban Search and Rescue Task Force 1 member, Technical Rescue Team Specialist, and Medical Program Specialist. His diverse technical expertise and strong communication skills will serve him well in his new role.

Ryan Simpson will be promoted to Captain, bringing 14 years of experience. As a founding member of the ladder truck program, trainer, Medical Program Specialist, and IAFF Local 1352 Executive Board member, he has demonstrated a strong commitment to firefighter health and wellness and will be a valuable addition to the Captain ranks.

Battalion Chief Ryan Connell will assume the role of Battalion Chief of Health, Safety, and EMS, succeeding Battalion Chief Paul Strong upon his retirement.

Station 36 has been in service for one month, and the recent grand opening was well attended. Appreciation was extended to the IT team for their efforts in addressing

the challenges associated with opening a new station. A community open house is scheduled for next week.

Construction of Station 38 in Pacific is underway, with auger cast piling nearly complete and foundation work to follow. The goal is to have the station operational by the end of 2027.

Headquarters renovations are progressing, with occupancy anticipated in the second or third quarter of 2027. Final design work for Station 31 is ongoing.

The new tender and three pumpers are expected to be placed into service in November, pending delays with equipment vendors.

The wildfire season has been exceptionally busy, with VRFA personnel deployed to 53 fires this year compared to 31 last year. These deployments support communities throughout the region while providing valuable experience and training as wildfire risks continue to grow locally. Deployment costs are reimbursed, and staffing levels are maintained to ensure the VRFA's service area remains fully supported during deployments.

The reaccreditation process continues to progress positively, with a site visit conducted November 1st through 5th that included interviews with program managers. If approved, the VRFA will receive reaccreditation at a conference in Florida in April. The Strategic Plan is an important component of the process, and progress continues on completing its objectives.

The VRFA received a $1.5 million grant to fund two peer navigators focused on opioid use. Public Health shared that, during a one-year period, the VRFA's program was the only one among 14 grant recipients nationwide to receive recognition from the CDC for achieving one of the program's two primary goals.

## 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 September 8, 2026, Regular Meeting were reviewed.

### B. Vouchers

#### 1. Claims

Check numbers 214038 through 214125 in the amount of $716,615.04 and electronic payments in the amount of $1,231,242.21 totaling $1,947,857.25 dated October 14, 2026.

2. **Payroll**
   Payroll electronic deposit transmissions in the amount of $3,121,666.19 for the period covering September 1, 2026, to September 30, 2026.

There being no further discussion or questions, Vice Chair Linnell 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 # DFT0017509***

**MOTION CARRIED UNANIMOUSLY 8 - 0**

## VII. UNFINISHED BUSINESS

There was no unfinished business.

## VIII. NEW BUSINESS

There was no new business.

## IX. RESOLUTIONS & MOTIONS

A. **Resolution No. 221**: DC Herman stated the proposed revision to Policy 6501, Disposition of Tangible Property, establishes a tiered approval process based on property value. Under the current policy, all surplus property requires Board approval before disposition. The proposed revision would authorize the Fire Chief or designee to declare property valued below $10,000 as surplus, with an annual report provided to the Board. Individual items or substantially related lots valued at $10,000 or more would continue to require Board approval by resolution. Property may not be divided into smaller lots to avoid the approval threshold.

The revision supports Strategic Plan Objective 1.1 by improving the efficiency and responsiveness of internal business services while maintaining Board oversight of higher value property. It also clarifies requirements for valuation, disposition methods, documentation, data removal, life safety equipment, accounting, and records retention.

Discussion ensued.

There being no further discussion or questions, Vice Chair Linnell moved, and Member Kave seconded the approval of Resolution No. 221; revised Policy 6501 Disposition of Tangible Property.

**MOTION CARRIED UNANIMOUSLY 8 – 0**

**B. Supernumerary Positions:** CFO Horaski stated staff was seeking approval to temporarily use authorized and available supernumerary full-time equivalent (FTE) positions to support internal assignments and promotional processes for periods not exceeding 45 days.

Each year, the VRFA budget authorizes supernumerary positions, allowing staffing levels to temporarily exceed approved levels. These positions are typically used to hire new firefighters ahead of anticipated retirements. The approved 2026 budget includes six supernumerary positions.

The proposed authorization would allow these existing positions to support short-term internal assignments and promotional transitions when needed. Staff anticipate this use would be infrequent.

There being no further discussion or questions, Member Kave moved, and Vice Chair Linnell seconded to authorize the Fire Chief to use approved and available supernumerary positions to facilitate internal assignment and promotional processes for periods not to exceed 45 days.

**MOTION CARRIED UNANIMOUSLY 8 – 0**

**C. 2027 Budget Meeting Calendar:** CFO Horaski presented the proposed 2027 budget meetings, with a Special BoG meeting taking place November 3, 2026.

There being no further discussion or questions, Vice Chair Linnell moved, and Member Thomas seconded to approve the 2027 Budget Meeting Calendar.

**MOTION CARRIED UNANIMOUSLY 8 – 0**

## XI. INFORMATION/DISCUSSION

There was no information or discussion.

## XII. EXECUTIVE OR CLOSED SESSION

Chief Day requested an executive session to include all members of the board and senior staff under RCW 42.30.110 (1)(i) to consult with legal counsel regarding potential legal risks of proposed agency action. Anticipated the session will last fifteen minutes (15) and there may be action at the conclusion.

Chair Backus convened the executive session at 5:34 p.m. The session concluded at 5:49 p.m.

Member Kave moved, and Vice Chair Linnell seconded, to authorize Chief Day to sign covenants on the current and proposed Station 31 properties.

**MOTION CARRIED UNANIMOUSLY 8 – 0**

## XIII. ADJOURNMENT

There being no further business for the Committee, the meeting was adjourned at 5:50 p.m.

Dated this 10th day of November 2026

Nancy Backus
Chair

S. Harper
Stefanie Harper
Clerk of the Board