

# Board of Governance Meeting Minutes Valley Regional Fire Authority



**Meeting Date:** July 9, 2024  
**Time:** 5:15 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 5:15 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, Member Lynda Osborn (Excused), Member Larry Brown (Excused), Member Bill Thomas, Member Tracy Taylor, and Member Eric Petersen.

Staff members present included Deputy Tim Day, Deputy Chief Rick Olson, 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 IAFF Local #1352.

### D. Correspondence

There was no correspondence.

## III. BOARD COMMITTEE REPORTS

### A. Finance Committee

Member Backus stated that the Finance Committee met this evening and recommended the Board approve Claims and Payroll and Resolution No. 198.

**IV. BOARD MEMBER REPORTS**

Vice Chair Linnell expressed gratitude to the VRFA team for their collaboration with the City of Algona during a recent building inspection. Chair Backus also extended thanks to the VRFA for their expertise and dedicated service leading up to, during, and after the 4th of July. Their professionalism and quick response were deeply appreciated during several aid calls for serious injuries.

**V. STAFF REPORTS**

Chief Thompson provided the Board with the following update:

With temperatures reaching the 90s, our crews are making a few adjustments to stay safe. This includes completing their required training first thing in the morning to avoid the peak heat, staying hydrated, and adhering to work/break requirements.

Regarding staffing, BC Paul Strong will transition into the role of BC of Health, Safety, and EMS on July 16th. His move will create an opening for the BC of Support Services. Once that interview and appointment are made, it will create further vacancies for a BC position and subsequently a Captain position. These interviews and assignments are scheduled for July and August.

This is also the annual period for applying for the Retiree Medical Benefit. Based on current and anticipated openings, we'll have more clarity this week on how many hires will be needed for the Fall academy.

Additionally, the Fire Benefit Charge (FBC) will be on the August ballot. You can expect to see a flyer with information, along with more social media posts about Prop 1 – FBC.

Deputy Chief Olson provided an update on the July 4th statistics. A total of 213 calls were responded to. In the days leading up to the holiday, there were several life-altering injuries requiring individuals to be sent to Harborview. Additionally, there was one residential fire caused by fireworks, along with several brush fires occurring simultaneously. Notably, there was a two-acre brush fire along the Stuck River, which required a technical river response as well as a two-alarm brush fire response.

Deputy Chief Day provided an update on Stations 36 and 38. Station 36 is nearing the completion of the second of three phases, with the project now focusing on the finer details. The next step involves preparing construction-ready documents, which should be ready for bidding by mid-August, marking steady progress.

As for Station 38, updates have been ongoing. The site has been cleared of brush, and additional studies, including geotechnical and traffic studies, are underway. These studies, along with an assessment of the wetlands, will help determine the station's placement on the site.

Preliminary work at Station 31 has begun, such as advanced surveying and geotechnical assessments to determine the necessary footings and infrastructure. There are also plans to upgrade the building behind Station 32 to serve as a temporary workspace, with possible relocations of some daytime staff if the space is updated.

Chief Thompson added that, based on recommendations from the architectural firm and other departments that have undergone similar processes, it is necessary to hire a Project Manager. This position, a contracted role for a set period, will oversee the day-to-day details of the facility builds and is considered a best practice. The compensation for this role will be included in the overall project cost. A resolution regarding this position will be presented to the Board next month.

**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 11, 2024, Regular Meeting were reviewed.

**B. Vouchers**

**1. Claims**

Check numbers 212036 through 212080 in the amount of \$265,113.46 and electronic payments in the amount of \$59,917.84 totaling \$325,031.30 dated July 10, 2024.

**2. Payroll**

Payroll check number 99711 in the amount of \$9,225.00 and electronic deposit transmissions in the amount of \$2,308,197.96 for a grand total of \$2,317,422.96 for the period covering June 1, 2024, to June 30, 2024.

There being no further discussion or questions, Vice Chair Linnell moved, and Member Taylor 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 #ACH17-2502.*

**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. Resolution No. 198**

CFO Horaski stated Resolution No. 198 request that a special election be held on November 5, 2024, to reauthorize, and continue VRFA's FBC for a period of six years. A ten-year reauthorization measure will appear on the August 6th ballot. If this does not succeed, Resolution No. 198 will place a similar ballot measure, with a six-year authorization, on the November 5th ballot.

There being no questions or discussions, Member Linnell moved, and Member Taylor seconded the approval of Resolution No. 198.

**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 5:36 p.m.

Dated this 13<sup>th</sup> day of August 2024

  
Nancy Backus  
Chair

  
Stefanie Harper  
Clerk of the Board