

Board of Governance Meeting Minutes Valley Regional Fire Authority



Meeting Date: August 13, 2024
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 5:15 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 (Excused), Member Vic Kave, Member Kerry Garberding, Member Lynda Osborn, Member Larry Brown (Excused), Member Bill Thomas, Member Tracy Taylor (online), 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 (online), 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 Executive Board member Dan Sequist addressed the Board, expressing appreciation and gratitude on behalf of the Local, for the successful passage of Prop 1. He thanked the Board, VRFA Administration, and, most importantly, the communities of Auburn, Algona, and Pacific for their support.

D. Correspondence

There was no correspondence.

III. BOARD COMMITTEE REPORTS

A. Finance Committee

Chair Osborn stated that the Finance Committee met this evening and recommended the Board approve Claims and Payroll, 2025 Fee Schedule, and Project Manager Position.

IV. BOARD MEMBER REPORTS

Member Thomas thanked the members of the VRFA for their support of neighborhoods in Algona at the National Night Out event.

V. STAFF REPORTS

Chief Thompson provided the Board with the following update:

Prop 1 is passing with 77% approval and will be officially confirmed on August 20th. We are grateful for this incredible show of support, which is a testament to the dedication and hard work of every staff member providing exceptional public service day in and day out. A big thank you to the Board for their leadership and support, and to every staff member for their continued commitment to our community.

Noah Chang presented the Annual Compliance report, and we are pleased to announce that the assessor was highly impressed with our performance. He passed us with flying colors and will formally recommend that we continue as an accredited agency.

The Captain Facilities Plan is progressing well. An internal SharePoint site has been shared with staff to track completed work, and a public-facing site will be up soon to keep the community informed about the station builds.

We are currently evaluating resumes for the Project Manager position.

Four new recruits will be joining us on Monday for a week of onboarding before starting at the academy, with graduation set for January. This will bring us to full firefighter staffing!

There have been several internal promotions: BC Strong is transitioning to the BC of Health, Safety, and EMS, Scott Austin has been promoted to Captain, Jim Allenbaugh is now a BC, and BC Zehnder is moving to the BC of Support Services.

We are also recruiting for an Administrative Assistant in CRR and two CARES Navigator positions.

The special meeting calendar for the 2025 budget approvals will be out soon.

The bond issue is on track for early December, and we are analyzing whether to split the issue or handle it all at once. At an upcoming board meeting, Bond Counsel and the underwriter will present their recommendations.

Several firefighters have been deployed this summer to assist with wildfires across our state.

Finally, a special shout-out to Mayor Backus on her birthday!

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 July 9, 2024, Regular Meeting were reviewed.

B. Vouchers

1. Claims

Check numbers 212081 through 212080 in the amount of \$750,053.98 and electronic payments in the amount of \$62,291.28 totaling \$812,345.26 dated August 14, 2024.

2. Payroll

Payroll check number 99713 in the amount of \$9,225.00 and electronic deposit transmissions in the amount of \$2,529,046.67 for a grand total of \$2,538,271.67 for the period covering July 1, 2024, to July 31, 2024.

There being no further discussion or questions, Member Garberding moved, and Member Kave 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 # DFT0010516.

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. 2025 Fee Schedule

DC Day stated the VRFA Fee Schedule is annually updated to account for the semiannual Seattle/Tacoma/Bellevue CPI-W experienced by the region, this year with a proposed 3.5% increase for professional services to account for regional inflation. Transport fees are aligned with third-party ambulance providers, and adjustments may be made once 2025 rates are finalized.

Additionally, the Fire Marshal's Office suggests a new \$20 cost recovery fee for each fire system submittal processed through The Compliance Engine, aimed at covering administrative costs for managing fire system compliance.

There being no questions or discussions, Member Kave moved, and Member Garberding seconded the approval of the 2025 Fee Schedule.

MOTION CARRIED UNANIMOUSLY 7- 0

B. Project Manager Position

DC Day stated staff is requesting board authorization to hire a temporary full-time Project Manager to oversee the design and construction of fire stations and other capital facility projects funded by the capital facilities bond. This position is expected to be needed until late 2027.

There being no questions or discussions, Member Kave moved, and Member Garberding seconded the approval of the Project Manager Position.

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 5:34 p.m.

Dated this 10th day of September 2024

Nancy Backus

Nancy Backus
Chair

S. Harper

Stefanie Harper
Clerk of the Board