

# Finance Committee Meeting Minutes

## Valley Regional Fire Authority



Meeting Date: August 13, 2024  
Time: 5:00 p.m.  
Location: 1101 D St NE, Auburn, WA 98002

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

Chair Osborn called the VRFA Finance Committee Regular Meeting to order at 5:00 p.m.

Members present included Chair Osborn, Member Backus, and Member Garberding.

Staff members present included Deputy Chief Tim Day, Deputy Chief Rick Olson, 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 the July 9, 2024, Regular Meeting were reviewed.

There being no questions or discussion, Member Backus moved, and Member Garberding seconded to approve the Minutes of the July 9, 2024, meeting.

**MOTION CARRIED UNANIMOUSLY 3 - 0**

### IV. CONSENT ITEMS

#### A. 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 regarding Claims or Payroll, Member Backus moved, and Member Garberding seconded to approve and move to the full Board, the Claims and Payroll.

**MOTION CARRIED UNANIMOUSLY 3 - 0**

### V. 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 Backus moved, and Member Garberding seconded to approve and move to the full Board the 2025 Fee Schedule.

**MOTION CARRIED UNANIMOUSLY 3 – 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 Backus moved, and Member Garberding seconded to approve and move to the full Board authorization of the Project Manager Position.

**MOTION CARRIED UNANIMOUSLY 3 – 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 5:05 p.m.

Dated this 10<sup>th</sup> day of September 2024.

  
Lynda Osborn  
Chair

  
Stefanie Harper  
Clerk of the Board