

Board of Governance Meeting Minutes Valley Regional Fire Authority



Meeting Date: December 10, 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, Member Vic Kave, Member Kerry Garberding, Member Lynda Osborn (Excused), Member Larry Brown (Excused), Member Bill Thomas, Member Tracy Taylor, Member Eric Petersen, and Alternate Hanan Amer.

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

CFO Horaski stated one agenda modification to page 8 of the Voucher list. Check 212442 was voided and replaced with check 212450. This was due to the transaction being applied to the incorrect vendor.

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

Firefighter Cory Wallace addressed the Board with an update on the upcoming Toys for Kids drive scheduled for December. He noted a decline in donations compared to previous years, despite an increased number of families in need. He encouraged Board members to help spread the word to local businesses and community organizations that might be able to contribute.

D. Correspondence

There was no correspondence.

II. BOARD COMMITTEE REPORTS**A. Finance Committee**

Member Backus stated that the Finance Committee met this evening and recommended the Board approve Claims and Payroll, Policy 2200, and Resolution No. 204.

IV. BOARD MEMBER REPORTS

There were no Board Member reports.

V. STAFF REPORTS

Chief Thompson provided the Board with the following update:

Today, we received some sad news. John “Jock” Dodd, who began his career with the Auburn Fire Department in 1964 and retired in the early 2000s, has passed away. Jock served as both a firefighter and a fire mechanic, the role most of us remember him for best. He was a hardworking, individual who had a significant influence on everyone fortunate enough to work alongside him. We remember Jock fondly, along with his contributions and straight forward communication.

Firefighter Terry Robinson is retiring after 25 years of dedicated service. We thank him for his commitment and wish him the best in the next chapter of his life.

We are pleased to share that the first of two bond sales was held last week. It was an overwhelming success, with over \$232 million in orders for just \$50.6 million of available bonds—an incredible 4.6 times oversubscribed! Every maturity was fully sold, with the 16-year bonds oversubscribed 7.1 times and the 18-year bonds 7.0 times.

This high level of interest has reduced the VRFA’s costs below the original projections. This outcome is a testament to our organization as a whole, and we should all be proud of what we—all of us—have accomplished together.

Our 2020-2025 strategic plan provided a clear and comprehensive roadmap to guide us, especially through challenging and uncertain times. In 2025, we will begin the process of creating a new strategic plan, and I look forward to sharing our progress with you. I will keep you updated as we work toward developing the next roadmap and refreshing our strategic vision.

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 November 12, 2024, Regular Meeting and November 13, 2024, Special Meeting were reviewed.

B. Vouchers**1. Claims**

Check numbers 212372 through 212449 in the amount of \$904,277.56 and electronic payments in the amount of \$1,499,843.60 totaling \$2,404,121.16 dated December 11, 2024.

2. Payroll

Check numbers 212372 through 212449 in the amount of \$904,277.56 and electronic payments in the amount of \$1,499,843.60 totaling \$2,404,121.16 dated December 11, 2024.

There being no further discussion or questions, Vice Chair Linnell moved, and Member Taylor seconded the approval of the Consent Items, as amended.

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 # DFT0011196

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. Policy 2200

CFO Horaski explained that VRFA Policy No. 2200, which outlines the authority's major financial policies, has been updated to align with current practices and procedures. This housekeeping update ensures the Financial Management policy reflects best practices, recommendations from the Washington State Auditor, and VRFA's actual procedures. Key updates include streamlining the budget process by eliminating one meeting, clarifying that year-end reserves must cover at least four months of the next year's expenditures, and incorporating updated practices for purchase card issuance and oversight, including the establishment of an overall credit limit.

There being no questions or discussions, Vice Chair Linnell moved, and Member Garberding seconded the approval of updated Policy 2200.

MOTION CARRIED UNANIMOUSLY 8 – 0

B. Resolution No. 204

CFO Horaski stated this resolution amends the 2024 general and capital project fund budgets for unbudgeted apparatus and fleet acquisitions, interfund loan activity, and expenditures related to reimbursable services.

There being no further discussion or questions regarding Resolution 204, Vice Chair Linnell moved, and Member Garberding seconded the approval of Resolution No. 204.

MOTION CARRIED UNANIMOUSLY 8 – 0

C. 2025-2027 Battalion Chief/Fire Marshal CBA

Deputy Chief Olson reported that negotiations between Local IAFF #1352 and the VRFA have successfully concluded, resulting in the finalization and mutual acceptance of the 2025-2027 BC/FM Collective Bargaining Agreement.

There being no further discussion or questions regarding the BC/FM CBA, Vice Chair Linnell moved, and Member Taylor seconded the approval of the 2025-2027 Battalion Chief/Fire Marshal CBA.

MOTION CARRIED 7 – 1, with a 'no' vote from Member Vic Kave

D. Organizational Chart Update

Chief Thompson stated that this updated org chart included new positions that were approved by the BoG in 2024 along with updates to job titles that better align with job functions.

There being no further discussion or questions regarding Resolution 204, Vice Chair Linnell moved, and Member Garberding seconded the approval of Resolution No. 204.

MOTION CARRIED UNANIMOUSLY 8 – 0

X. INFORMATION/DISCUSSION

There was no information or discussion

XI. EXECUTIVE OR CLOSED SESSION

Deputy Chief Day requested an executive session to include himself, Deputy Chief Olson, CFO Horaski, Chief Thompson, Legal Council Brian Snure, and Board members, to discuss property/land acquisitions as authorized by RCW 42.30.110(1)(b). Anticipated the session will last then (10) minutes and there may be action at the conclusion.

Chair Backus convened the executive session at 5:40 pm with Board members and VRFA members. The session concluded at 5:50 pm and the Board returned to their regular meeting.

Vice Chair Linnell moved that the Board of Governance authorize Chief Thompson to enter negotiations for the acquisition of real property within the City of Auburn as part of VRFA's capital facilities projects. Member Amer seconded.

MOTION CARRIED UNANIMOUSLY 8 – 0

CFO Horaski requested an executive session in include himself and Board members to review the performance of a public employee as authorized by RCW 42.10.110(g). Anticipated the session will last fifteen (15) minutes and there may be action at the conclusion.

Chair Backus convened the executive session at 5:52 pm with Board members and CFO Horaski. The executive session was extended by twenty-five (25) minutes and concluded at 6:33 pm. The Board returned to their regular meeting.

Vice Chair Linnell moved to amend the compensation of Chief Thompson, effective January 1, 2025, to include a cost-of-living adjustment of 6% based on the 2024 base salary. Member Amer seconded.

MOTION CARRIED 7-1, with a 'no' vote from Member Vic Kave

XII. ADJOURNMENT

There being no further business for the Committee, the meeting was adjourned at 6:35 p.m.

Dated this 14th day of January 2025

Nancy Backus
Nancy Backus
Chair

S. Harper
Stefanie Harper
Clerk of the Board