

# Finance Committee Meeting Minutes

## Valley Regional Fire Authority



Meeting Date: December 10, 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:

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

Members present included Chair Osborn (excused), 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

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.

### III. APPROVAL OF MINUTES

#### A. Minutes

The minutes of the November 12, 2024, Regular Meeting were reviewed.

There being no questions or discussion, Member Garberding moved, and Member Backus seconded to approve the Minutes of the November 12, 2024, meeting.

**MOTION CARRIED UNANIMOUSLY 2 - 0**

### IV. CONSENT ITEMS

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

**MOTION CARRIED UNANIMOUSLY 2 - 0**

### V. 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 further discussion or questions regarding Policy 2200, Member Garberding moved, and Member Backus seconded to approve and move to the full Board.

**MOTION CARRIED UNANIMOUSLY 2 – 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, Member Garberding moved, and Member Backus seconded to approve and move to the full Board.

**MOTION CARRIED UNANIMOUSLY 2 – 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 5:02 p.m.

Dated this 14<sup>th</sup> day of January 2025.

Nancy Backus  
Lynda Osborn  
Chair

S. Harper  
Stefanie Harper  
Clerk of the Board