

# *Riverside Fire Authority*

## **Governance Board Meeting January 13, 2016 Minutes**

In attendance:

*Board Members* –Harlan Thompson, Tom Davidson, Mike Tomasheck and Bonnie Canaday

*Administration* – Chief Kytta, Chief Mack, and Stephanie Slorey

*Visitors* – Diane Kytta and members of the Blum family

Chair Thompson called the meeting to order at 5:00 p.m. and Commissioner Tomasheck led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

- a. **None**

### ***New Business***

- a. **Officer's Oath – Jon Paul Blum**  
Chief Kytta issued the Oath of Office and Jon Paul Blum was sworn into office as a Volunteer Lieutenant.
- b. **Chehalis Fire Marshal Contract Extension**  
Chief Kytta submitted a request from the City of Chehalis to extend the Inter-Local Agreement between the City of Chehalis and Riverside Fire Authority for Fire Marshal services for 2016. Motion was made by Commissioner Tomasheck to accept the request and seconded by Commissioner Canaday. Motion passed 4-0.
- c. **Lexipol Risk Management Program**  
Chief Kytta briefed the board that the Lexipol Risk Management Program has been offered to the RFA through our insurance carrier. This program provides policies and risk management training. Chief Kytta advised the board that he would prefer to continue to create and update our own policies.

### **Executive Meeting**

An Executive Session opened at 5:17 p.m. for approximately thirty (30) minutes per RCW 42.30.140(b) to review Collective Bargaining Agreement. After thirty (30) minutes, the meeting was extended for an addition five (5) minutes.

The regular meeting reconvened 5:52 p.m. with no action taken.

*Riverside Fire Authority*

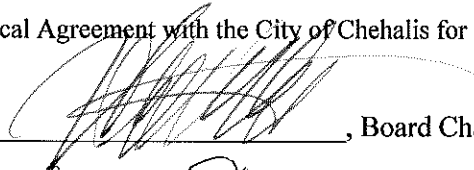
**Governance Board Meeting  
January 13, 2016  
Minutes**

Adjourned at 6:00 pm

*Governance Board Action Motions Passed*

1. Motion to extend Inter-Local Agreement with the City of Chehalis for Fire Marshal services

Minutes submitted by \_\_\_\_\_, Board Chair

  
Stephanie Storey Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting January 27, 2016 Minutes**

In attendance:

*Board Members* –Harlan Thompson, Tom Davidson, and Bonnie Canaday

*Administration* – Chief Kytta and Stephanie Slorey

*Visitors* – Diane Kytta and Rick LeBoeuf

Vice-Chair Thompson called the meeting to order at 5:00 p.m. and Commissioner Davidson led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

#### **a. Audit Review**

Chief Kytta and Stephanie briefed the board regarding the upcoming Audit Exit Interview to be held on Wednesday, February 3, 2016.

### **Executive Meeting**

An Executive Session opened at 5:14 p.m. for approximately ten (10) minutes per RCW 42.30.140(4)(b) to review Collective Bargaining Agreement to resume with a decision expected. At the conclusion of the executive session, the regular meeting was called to order and resumed at 5:24 p.m.

### ***New Business***

#### **a. Collective Bargaining Agreement**

After resuming the regular scheduled board meeting, there was a motion<sup>1</sup> made by Commissioner Canaday to accept the Collective Bargaining Agreement between Riverside Fire Authority and IAFF Local #451. Commissioner Davidson seconded. The motion passed 3-0.

Adjourned at 5:27 pm

*Riverside Fire Authority*

**Governance Board Meeting  
January 27, 2016  
Minutes**

*Governance Board Action Motions Passed*

1. Motion to accept the Collective Bargaining Agreement between Riverside Fire Authority and IAFF Local #451.

Minutes submitted by  , Board Chair

 , Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting February 10, 2016 Minutes**

In attendance:

*Board Members* –Harlan Thompson, Jay Johnson, Bonnie Canaday and Tom Davidson

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Diane Kytta and Jesse Berry

Chair Johnson called the meeting to order at 5:10 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of 6 c, Annual Report, under new business.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

**a. Lewis County Dispatch Update**

Chief Kytta gave an update to the board regarding the on-going issues with dispatch. There will be another meeting scheduled for Thursday, February 11 to discuss the on-going issues with hopes of finding a solution. He will update the board at the next governance board meeting.

**b. 2016 Budget Update**

Chief Kytta updated the board on issues with the assessor's office not producing information to the RFA in a timely manner. There also seems to be an error on the assessor's part regarding the RFA certified levy rates. Chief Kytta will be meeting with Dianne Dorey to hopefully resolve these issues. He will update the board at the next governance board meeting.

**c. Audit Review**

Chief Kytta and Stephanie reported to the board on the Audit Exit Interview that was held on Wednesday, February 3, 2016 for 2012-2014. The auditor's office had 5 minor recommendations that will be addressed immediately. Overall, the auditor's office was pleased with the way the RFA is conducting their day to day business. The next audit is scheduled for some time in 2018.

### ***New Business***

**a. Adoption of the Hazard Mitigation Plan – Resolution #16-01**

Chief Kytta briefed the board on the proposed resolution. Every 5 years, the plan is renewed with Lewis County and the City of Centralia. Without the approved plan in force, the RFA will not be eligible for Federal and State mitigation grants to address issues contained within the plan. Chair Johnson read aloud Resolution #16-01.

# Riverside Fire Authority

## Governance Board Meeting

February 10, 2016

### Minutes

Commissioner Thompson made a motion<sup>1</sup> to approve the resolution to adopt the Lewis County Multi-Jurisdictional Hazard Mitigation Plan. Commissioner Canaday seconded. Motion passed 4-0.

b. **Manners Hill Radio Site Easement Modification w/DNR**

Chief Kytta briefed the board on US Cellular requesting access to the easement owned by the RFA on Manners Hill. They would like to install a cellular tower on the DNR property that surrounds the RFA easement and would need to bury their cable in the easement. DNR is asking we amend our easement agreement so that US Cellular could bury their cable. The RFA is asking that PUD place PUD cable for US Cellular and therefore PUD would be liable for any damage to said cable. The RFA has also requested that DNR trim some timber so that our radio frequency does not get obstructed. Chief Kytta will update the board at their next governance board meeting.

c. **Annual Report**

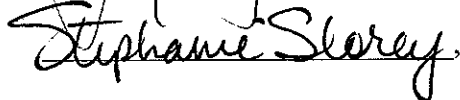
Chief Kytta and Chief Mack reported on their 2015 Annual Reports.

Adjourned at 6:27 pm

#### *Governance Board Action Motions Passed*

1. Motion to approve Resolution #16-01 to adopt the Lewis County Multi-Jurisdictional Hazard Mitigation Plan.

Minutes submitted by  Board Chair

 Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting February 24, 2016 Minutes**

In attendance:

*Board Members* –Harlan Thompson, Jay Johnson, Mike Tomasheck, Bonnie Canaday and Tom Davidson

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Rick LeBoeuf

Chair Johnson called the meeting to order at 5:04 p.m. Mike Tomasheck led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

#### **a. 2016 Budget/LC Assessor Update**

Chief Kytta gave an update to the board regarding the levy rates that were approved by the County Assessor. Chief Kytta has been in contact with Attorney Joe Quinn regarding the discrepancy of the levy rate that was left on the table due to miscommunication between the County Assessor and the RFA. Chief Kytta asked the Board for their approval allowing Joe Quinn to draft a letter to the County Assessor in regards to RCW 84.52.085 to recoup the funds in the 2017 budget. Discussion followed.

Motion<sup>1</sup> made by Commissioner Tomasheck authorizing the Fire Chief to instruct Joe Quinn to draft a letter to the County Assessor. Commissioner Thompson seconded. Motion passed 5-0.

#### **b. Manners Hill Radio Site Update**

Chief Kytta briefed the Board regarding the agreement that is pending between US Cellular and the RFA.

Commissioner Tomasheck made a motion<sup>2</sup> authorizing the Fire Chief to represent the Board of Fire Commissioners by signing legal documents including letters of intent and other instruments to amend the easement at Manners Hill. Motion seconded by Commissioner Canaday. Motion passed 5-0.

#### **c. DNR Forest Land Fire Agreement**

Chief Kytta discussed the agreement that is pending with approval from the Governance Board.

Motion<sup>3</sup> made by Commissioner Davidson to approve the Forest Land Fire Response Agreement with the WAST Department of Natural Resources. Seconded by Commissioner Tomasheck. Motion passed 5-0.

# *Riverside Fire Authority*

## **Governance Board Meeting February 24, 2016 Minutes**

### *New Business*

a. **March 9<sup>th</sup> Member Recognition**

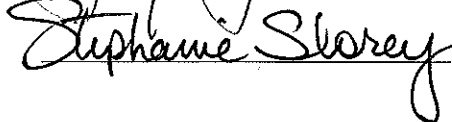
Chief Kytta informed the Board that after the next Board Meeting, scheduled for March 9, we will have a badge pinning ceremony for one full-time employee and member recognition for 9 volunteer members.

Adjourned at 5:58 pm

### *Governance Board Action Motions Passed*

1. Motion authorizing the Fire Chief to instruct Joe Quinn to draft a letter to the County Assessor.
2. Motion authorizing the Fire Chief to represent the Board of Fire Commissioners by signing legal documents including letters of intent and other instruments to amend the easement at Manners Hill.
3. Motion to approve the Forest Land Fire Response Agreement with the WAST Department of Natural Resources.

Minutes submitted by  \_\_\_\_\_, Board Chair

 \_\_\_\_\_, Secretary



# *Riverside Fire Authority*

## **Governance Board Meeting March 9, 2016 Minutes**

In attendance:

*Board Members* –Harlan Thompson, Jay Johnson, Mike Tomasheck, Bonnie Canaday and Tom Davidson

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Diane Kytta

Chair Johnson called the meeting to order at 5:03 p.m. and led the flag salute.

*A moment of silence was observed in honor of the victims of the Ham Hill Rd fire.*

Motion was made, seconded and passed to approve the agenda.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

a. **Chehalis Consolidation Update**

Chief Kytta discussed with the board to not extend the agreement that has expired on December 31, 2015 with the City of Chehalis. He stated that Chief Cardinale of the Chehalis Fire Department was in agreement and would be discussing the issue with the Chehalis City Manager. The board agreed that at the next RFAPC meeting, which will be held on March 23 after the regular scheduled Governance Board meeting, the issue should be the topic of discussion.

b. **Manners Hill Radio Site Update**

Chief Kytta updated the board on the progress with PUD and DNR and stated he would be making a site visit on March 10 to inspect the work. He would give the board an update at the next meeting.

c. **2016 Levies Update**

Chief Kytta discussed with the board the letter that our legal counsel, Joe Quinn, developed and sent to the Lewis County Assessor. To date, there has been no response from the assessor's office. Chief Kytta will keep the board updated.

*Riverside Fire Authority*

**Governance Board Meeting  
March 9, 2016  
Minutes**

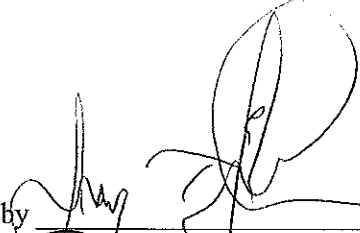
*New Business*

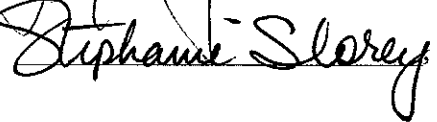
a. None

Adjourned at 5:25 pm

*Governance Board Action Motions Passed*

None

Minutes submitted by  Board Chair

 Secretary

*Riverside Fire Authority*

**Governance Board Meeting  
April 27, 2016  
Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Bonnie Canaday, Mike Tomasheck and Tom Davidson

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Diane Kytta, Karl VonBargen

Chair Johnson called the meeting to order at 5:03 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of #7, Good of the Order.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

***Old Business***

**a. Manner's Hill Easement Update**

Chief Kytta updated the Board on the progress being made at the site.

**b. Central Dispatch**

Chief Kytta updated the Board on discussions with Central Dispatch staff. Discussion followed.

***New Business***

**a. Labor and Industries Policies**

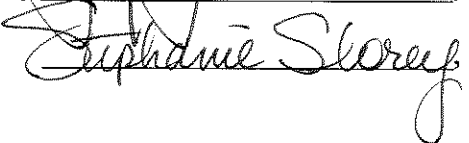
Chief Kytta briefed the Board on 64 L & I policies that he is working to adopt for the RFA.

Adjourned at 5:30 pm

*Governance Board Action Motions Passed*

None

Minutes submitted by  \_\_\_\_\_, Board Chair

 \_\_\_\_\_ Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting May 11, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Bonnie Canaday, Mike Tomasheck and Tom Davidson

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Diane Kytta

Chair Johnson called the meeting to order at 5:03 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

### **American Red Cross Presentation**

Andy McKellar with the American Red Cross gave a presentation to the Board on partnering up for smoke alarm installation. His goal is to target high risk residence such as manufactured homes. The American Red Cross has received a grant for smoke alarms which allows up to 3 alarms to be placed in a single residence. Their goal is to have their program work hand in hand with the RFA's program. Mr. McKellar and Chief Mack will work together on this program.

### ***Old Business***

#### **a. Department of Retirement Audit**

Chief Kytta discussed with the Board the Dept. of Retirement's suggestion that Fire Commissioner's need to be added to the retirement system. The Chief has made contact with Joe Quinn, RFA Council, and Mr. Quinn believes commissioners are not employees but rather elected officials. Mr. Quinn has sent a letter to DRS and we are awaiting a response.

### ***New Business***

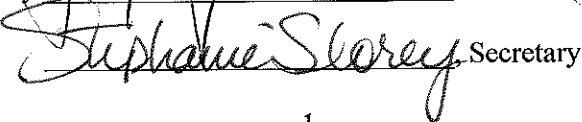
#### **a. Annual Report**

Stephanie reported that she and Judith have finished compiling the 2015 annual report for the State Auditor's office and it was submitted on May 5.

Adjourned at 5:55 pm

*Governance Board Action Motions Passed: N/A*

Minutes submitted by \_\_\_\_\_, Board Chair

 Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting May 25, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Bonnie Canaday and Tom Davidson

*Administration* – Chief Kytta and Stephanie Slorey

*Visitors* – Diane Kytta and Linda Davidson

Chair Johnson called the meeting to order at 5:03 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

**a. Department of Retirement Audit**

Chief Kytta updated the Board on correspondence between Joe Quinn and the Department of Retirement regarding any action on Commissioner Canaday and Commissioner Coumbs. At this time we are still waiting to hear back from DRS.

**b. Dispatch Update**

Chief Kytta updated the Board on dialogue at the Lewis County Fire Commissioners meeting held on May 16<sup>th</sup> in Salkum. The three County Commissioners were in attendance at that meeting and a lengthy discussion occurred at said meeting regarding dispatch issues.

Commissioner Canaday made a motion<sup>1</sup> to authorize Chief Kytta and Chair Johnson to prepare and send a letter to the Lewis County Fire Commissioners Association requesting a special meeting to discuss dispatch. Commissioner Thompson seconded. Motion passed 4-0.

**c. Disability Employees**

Chief Kytta gave an update on Jennifer Ternan and Jade Gross and their respective disabilities. At this time, there are not projected return dates.

### ***New Business***

**a. Burn Restrictions**

Chief Kytta briefed the board on a possibility of another year of fire restrictions. He assured the Board that we would not issue another burn ban to our citizens unless necessary.

Adjourned at 5:35 pm

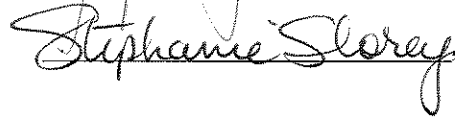
*Riverside Fire Authority*

**Governance Board Meeting  
May 25, 2016  
Minutes**

*Governance Board Action Motions Passed:*

1. Motion to authorize Chief Kytta and Chair Johnson to prepare and send a letter to the Lewis County Fire Commissioners Association requesting a special meeting to discuss dispatch.

Minutes submitted by  \_\_\_\_\_, Board Chair

 Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting June 8, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Bonnie Canaday and Tom Davidson

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Diane Kytta and Lee Coumbs

Chair Johnson called the meeting to order at 5:10 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – Lee Coumbs addressed the Board regarding having a Halloween Haunted House at the fairgrounds. He expressed his frustration to the Board since the code requires that the building contain a fire sprinkler system.

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

- a. **Department of Retirement Systems Update**  
None at this time.
- b. **Dispatch Update**  
Chief Kytta and several other Police and Fire Chiefs will have a meeting with Steve Walton of the Dispatch Center. There will not be any elected officials at this meeting. They will be discussing four topics. Discussion followed.
- c. **Disability Employee Update**  
Chief Kytta updated the Board on the two employees that are still out on disability.

### ***New Business***

- a. **Policy #204: Drivers' License and Criminal History Check**  
Chief Kytta presented said policy for approval.  
  
Commissioner Canaday made a motion<sup>1</sup> to approve Policy #204. Commissioner Davidson seconded. Motion passed 4-0.
- b. **Policy #208: Shift Staffing**  
Chief Kytta presented a revised policy to reflect the current Collective Bargaining Agreement.  
  
Commissioner Davidson made a motion<sup>2</sup> to approve the amended Policy #208. Commissioner Canaday seconded. Motion passed 4-0.

# *Riverside Fire Authority*

## **Governance Board Meeting June 8, 2016 Minutes**

c. **City of Chehalis Hold Harmless Agreement**

Chief Kytta presented an agreement to hold harmless City of Chehalis if we choose to utilize their fire training center.

Commissioner Davidson made a motion<sup>3</sup> to approve the agreement. Commissioner Canaday seconded. Motion passed 4-0.

d. **Fireworks Ordinance**

Discussion took place on a proposed ordinance by the City of Centralia regarding banning fireworks, during a drought season, 45 days prior to the first sell date of June 28<sup>th</sup>. Discussion followed.

d. **Defensive Space Meeting**

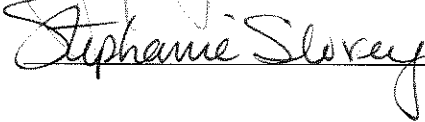
Commissioner Johnson and Chief Kytta gave an update on the meeting regarding “defensive space” which was held at the Lincoln Creek Grange on June 2, 2016. There will be two more meetings at the Bafaw Grange and Silver Creek Grange. The Fire Chiefs’ Association sponsored the events.

Adjourned at 6:00 pm

*Governance Board Action Motions Passed:*

1. Motion to approve Policy #204: Drivers’ License and Criminal History Check.
2. Motion to approve Policy #208: Shift Staffing.
3. Motion to approve City of Chehalis Hold Harmless Agreement.

Minutes submitted by  \_\_\_\_\_, Board Chair

 \_\_\_\_\_, Secretary



# *Riverside Fire Authority*

## **Governance Board Meeting June 22, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Mike Tomasheck and Tom Davidson

*Administration* – Chief Kytta, Chief Mack, Stephanie Slorey and Misty Henning

*Visitors* – Diane Kytta and Linda Tomasheck

Chair Johnson called the meeting to order at 5:02 p.m. and led the flag salute.

Chief Kytta made an addition to the agenda regarding an existing contract with EF Recovery.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – none

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

**a. EF Recovery Contract**

Chief Kytta explained the existing contract with EF Recovery and introduced the Board to Mike Peters and Doug Wright representing EF Recovery. Mike Peters addressed the Board with the option of an updated contract and what it would entail. Discussion followed.

**b. Lieutenant Examination Results and Eligibility List**

Chief Kytta presented results from the June 6<sup>th</sup> Lieutenant examinations. He asked that the board approve the results and eligibility list recommending the promotion of Rick LeBoeuf, Chris Layton and Mark Stahl to Lieutenant. Promotions to be effective July 1, 2016 and Badge Pinning to follow at a July Board Meeting.

Commissioner Tomasheck made a motion<sup>1</sup> to approve the Lieutenant examination results and eligibility list. Commissioner Thompson seconded. Motion passed 4-0.

**c. DRS Update**

Chief Kytta presented the Board with a letter from Jay Johnson's attorney, Joe Quinn, to the Department of Retirement Systems. They are still waiting to hear back from DRS.

**d. Disability Employee Update**

Stephanie Slorey updated the Board on the two employees still out on disability and their status.

**e. Central Dispatch**

Chief Kytta notified the board that there would be a combined meeting between the Chiefs and Dispatch on June 29<sup>th</sup> and requested that one Commissioner attend as well.

# *Riverside Fire Authority*

## **Governance Board Meeting June 22, 2016 Minutes**

Chief Kytta discussed what he hopes to accomplish at the meeting in preparation for the July 18<sup>th</sup> Fire Chiefs' meeting. Further discussion followed.

### *New Business*

a. **2016 Budget Amendment #1**

Chief Kytta asked the Board to consider a budget amendment. The amendment provides for unforeseen expenditures associated with the Communications system at the RFA's Mine radio site and the replacement of seven AED's. He reviewed the options considered to resolve both problems and gave his recommendation in the attached decision packet. Chief Kytta requested that the Board approve the 2016 Budget amendment #1.

Commissioner Tomasheck made a motion<sup>2</sup> to approve 2016 Budget Amendment #1. Commissioner Thompson seconded. Motion passed 4-0.

b. **Resolution #16-02: Surplus Property**

Chief Kytta presented a list of items in need of surplus and its attached resolution. Chair Johnson read resolution 16-02 aloud and Board members signed, declaring the items specified as surplus.

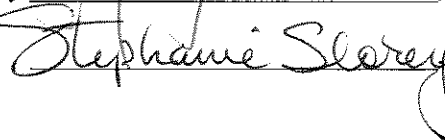
Commissioner Tomasheck made a motion<sup>3</sup> to approve Resolution #16-02. Commissioner Davidson seconded. Motion passed 4-0.

Adjourned at 6:00 pm

### *Governance Board Action Motions Passed:*

1. Motion to approve the Lieutenant examination results and eligibility list and make promotions effective July 1, 2016.
2. Motion to approve 2016 Budget Amendment #1.
3. Motion to approve Resolution #16-02, Surplus Property.

Minutes submitted by  \_\_\_\_\_, Board Chair

 Administrative Assistant

# *Riverside Fire Authority*

## **Governance Board Meeting July 13, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Mike Tomasheck and Bonnie Canaday

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Diane Kytta and Charolette Thompson

Chair Johnson called the meeting to order at 5:07 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – none

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

- a. **Engine 5 Update**  
Chief Kytta gave a status update on the repairs of Engine 5.
- b. **DRS Update**  
Commissioner Johnson reported that an agreement had been reached between DRS and himself. Commissioner Johnson will reimburse the RFA for Commissioner and Volunteer Firefighter pay from July 2013 to current. He has resigned from the volunteer program and will waive any stipend for further Commissioner pay.
- c. **Disability Employee Update**  
Chief Kytta reported that Jade Gross has completed his return to work reorientation and has started back to work as of June 24, 2016.

Chief Kytta updated the Board on Jennifer Ternan's work status. Discussion followed.

### ***New Business***

- a. **Firework-Related Call Volume**  
Chief Mack reported that we did not have a firework related call.
- b. **FMLA - Policy #209**  
Chief Kytta distributed a draft policy for the Family Medical Leave Act.

Commissioner Tomasheck made a motion<sup>1</sup> to approve FMLA Policy #209.  
Commissioner Canaday seconded. Motion passed 4-0.

Adjourned at 5:53 pm

# *Riverside Fire Authority*

## **Governance Board Meeting July 13, 2016 Minutes**

### *Governance Board Action Motions Passed:*

1. Motion to approve FMLA Policy #209.

BOVFF called to order at 5:53 pm.

### *New Business*

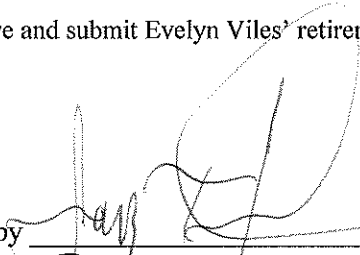
- a. **Retirement Pension for Evelyn Viles**  
Retired Volunteer Firefighter Evelyn Viles submitted retirement pension paperwork for approval.

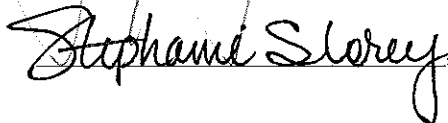
Commissioner Tomasheck made a motion<sup>1</sup> to approve and submit retirement pension paperwork. Commissioner Thompson seconded. Motion passed 4-0.

Adjourned at 5:55 pm

### *BOVFF Action Motions Passed:*

2. Motion to approve and submit Evelyn Viles' retirement pension paperwork.

Minutes submitted by  \_\_\_\_\_, Board Chair

 \_\_\_\_\_, Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting July 27, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Bonnie Canaday and Tom Davidson

*Administration* – Chief Kytta, Chief Mack, Stephanie Slorey and Misty Henning

*Visitors* – Diane Kytta, Linda Davidson, Jesse Berry, Eric Olson, Rick LeBoeuf, Mark Stahl and wife, Chris Layton and family, Suzanne Northcutt and son.

Chair Johnson called the meeting to order at 5:05 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – none

Motion was made, seconded and passed to approve the consent agenda.

### ***Badge Pinning Ceremony***

*Chief Kytta offered his congratulations and a welcome speech to the RFA's new Lieutenants: Chris Layton, Rick LeBoeuf and Mark Stahl. Assistant Chief Mack led each Lieutenant in the Oath of Office and they were then pinned with their Lieutenant badge by a family member or Chief Kytta. After applause and congratulations from the Governance Board and family members, the Lieutenants and attendees were released from the meeting.*

### ***Old Business***

#### **a. Central Dispatch**

Chief Kytta gave a recap to the Governance Board on his meetings with the Lewis County Fire Commissioners' Association and Central Dispatch. Discussion followed.

#### **b. L&I Policy Development Update**

Chief Kytta presented the Board with the completed policy binder for L&I safety standards and asked that the Board approve.

Commissioner Davidson made a motion<sup>1</sup> to adopt the L&I Policy Binder. Commissioner Johnson seconded. Motion passed 3-0.

#### **c. Personnel Update**

Chief Kytta updated the Board on Jade Gross' status since his return to work. He also gave a brief update on Jennifer Ternan who's return to work status is still undetermined.

#### **d. EF Recovery**

Chief Kytta informed the Board that he and the Board Secretary have continued meeting with EF Recovery. They are still considering the program and have no recommendation as of yet.

# *Riverside Fire Authority*

## **Governance Board Meeting July 27, 2016 Minutes**

### *New Business*

**a. Resolution 16-03: Surplus Property**

Chief Kytta presented a surplus list of old hose and its attached resolution. Chair Johnson read resolution 16-03 aloud and Board members signed, declaring the hose as surplus.


Commissioner Canaday made a motion<sup>2</sup> to approve Resolution #16-03. Commissioner Davidson seconded. Motion passed 3-0.

Adjourned at 5:50 pm

### *Governance Board Action Motions Passed:*

1. Motion to adopt the L&I Policy Binder.
2. Motion to approve Resolution #16-03.

Minutes submitted by  \_\_\_\_\_, Board Chair

 \_\_\_\_\_, Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting September 14, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Bonnie Canaday, Harlan Thompson and Tom Davidson

*Administration* – Chief Mack, Stephanie Slorey

*Visitors* – Charlotte Thompson & Linda Davidson

Commissioner Johnson called the meeting to order at 5:35 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – none

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

- a. **Payroll Audit Exit Interview**  
Board Secretary, Stephanie Slorey discussed the Exit Interview letter that was received from the Department of Retirement and their findings/recommendations. Discussion followed.
- b. **Personnel Update**  
Board Secretary, Stephanie Slorey, gave an updated on Jade Gross' medical condition/procedure and his projected leave of absence. Discussion followed.
- c. **Fair Update**  
Chief Mack gave a report on RFA calls/incidents that occurred during the fair.

### ***New Business***

- a. **Risk Management Meeting**  
Board Secretary, Stephanie Slorey reminded the board that there will be a Risk Management meeting on Thursday, September 22 held at Riverside Fire Authority Headquarters.
- b. **Lewis County Fire Commissioner Meeting**  
Board Secretary, Stephanie Slorey informed the Board that the next Lewis County Fire Commissioner meeting will be Monday, September 19 at Lewis County Fire District 6 at 6:30 p.m.

# *Riverside Fire Authority*

## **Governance Board Meeting September 14, 2016 Minutes**

The meeting was recessed at 5:52.

### **LOCAL BOARD OF VOLUNTEER FIREFIGHTER MEETING**

Chair Johnson called the meeting to order at 5:52. Retirement paperwork for Brian Thompson was submitted to the board for their approval. Commissioner Canaday made a motion<sup>1</sup> to approve the retirement paper work for Brian Thompson. Motion was seconded and passed.

Local Board of Volunteer Firefighter meeting was adjourned at 5:54.

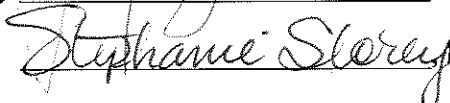
The regular scheduled business meeting reconvened and an Executive Session was called to order at 5:54 for approximately 30 minutes per RCW 42.30.110 (1) (i) to review possible litigation. After the 30 minutes had expired, an additional 10 minutes were requested.

The business meeting reconvened at 6:34 p.m. and was adjourned.

#### *BOVFF Action Motions Passed:*

1. Motion to approve and submit Brian Thompson retirement pension paperwork.

Minutes submitted by  \_\_\_\_\_, Board Chair

 Board Secretary



# *Riverside Fire Authority*

## **Governance Board Meeting September 28, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Bonnie Canaday and Tom Davidson

*Administration* – Chief Kytta, Chief Mack, Stephanie Slorey

*Visitors* – Lee Coumbs & Linda Davidson

Commissioner Johnson called the meeting to order at 5:03 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – Lee Coumbs thanked the RFA career and volunteer staff for their help during the SWW Fair, in particular the horse incident.

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

**a. Personnel Update**

Chief Kytta updated the Board on the two employees, Jade Gross and Jennifer Ternan, who are currently still out on leave.

### ***New Business***

**a. 2017 Budget**

Chief Kytta stated that the 2017 budget process has started. Worksheets for each cost center will be distributed at the next regularly scheduled board meeting.

**b. Olde Town Fire House**

Chief Mack gave a power point presentation on the repair work that is currently being done on the Olde Town Fire House at the SWW Fairgrounds. In conjunction with Lowe's Distribution Center who has graciously donated a large amount of the materials and volunteers to perform the repairs, the Olde Town Fire House will no longer be the recipient of rain water flowing through the building during the rainy season.

The meeting was recessed at 5:55.

*Riverside Fire Authority*

**Governance Board Meeting  
September 28, 2016  
Minutes**

**LOCAL BOARD OF VOLUNTEER FIREFIGHTER MEETING**

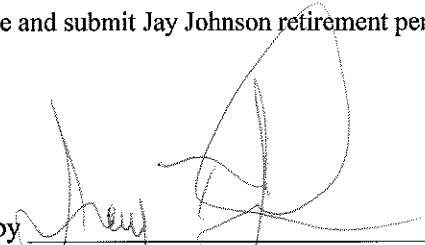
Chair Johnson called the meeting to order at 5:55. Retirement paperwork for volunteer Jay Johnson was submitted to the board for their approval. Commissioner Canaday made a motion<sup>1</sup> to approve the retirement paper work for Jay Johnson. Motion was seconded and passed.

Local Board of Volunteer Firefighter meeting was adjourned at 5:55.

The business meeting reconvened at 5:55 p.m. and was adjourned.

*BOVFF Action Motions Passed:*

1. Motion to approve and submit Jay Johnson retirement pension paperwork.

Minutes submitted by  , Board Chair

 Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting October 12, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Mike Tomasheck and Tom Davidson

*Administration* – Chief Kytta and Stephanie Slorey

*Visitors* – Diane Kytta and Linda Davidson

Commissioner Johnson called the meeting to order at 5:03 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

a. **Personnel Update**

Chief Kytta updated the Board on the two employees, Jade Gross and Jennifer Ternan, who are currently still out on leave

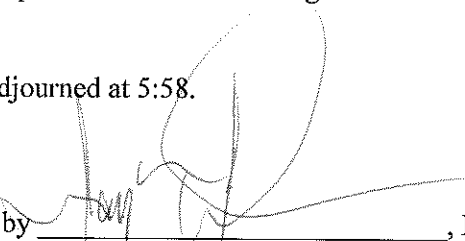
### ***New Business***

a. **2017 Budget**

Chief Kytta passed out the 2017 Budget Worksheets. Review and discussion followed

The meeting was adjourned at 5:58.

Minutes submitted by \_\_\_\_\_, Board Chair

  
Stephanie Slorey Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting November 9, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Bonnie Canaday and Tom Davidson

*Administration* – Chief Kytta and Stephanie Slorey

*Visitors* – Linda Davidson

Commissioner Johnson called the meeting to order at 5:00 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of 6a; next scheduled board meeting and 6b; Legal Counsel Contract.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda.

The regular scheduled business meeting was recessed and an Executive Session was called to order at 5:10 not to exceed 30 minutes per RCW 42.30.110(1)(ii) to Review possible litigation. After the 30 minutes expired, the Executive Session was adjourned at 5:40. The regular business meeting was reconvened.

### ***Old Business***

- a. **Personnel Update**  
Chief Kytta updated the Board on the two employees, Jade Gross and Jennifer Ternan, who are now back to work from their leave.
- b. **Budget Update**  
Chief Kytta discussed a preliminary 2017 budget with the Board. Commissioner Davidson made a motion<sup>1</sup> for the administrative staff to receive a 4% wage adjustment. Commissioner Thompson seconded the motion. Motion passed 4-0.
- c. **Fire Prevention Week Overview**  
An overview prepared by Chief Mack of activities that were completed during Fire Prevention week was distributed to the board.

### ***New Business***

- a. **Board Meeting**  
The next regular scheduled board meeting of Wednesday, November 23 has been cancelled and rescheduled for Tuesday, November 29.

# *Riverside Fire Authority*

## **Governance Board Meeting November 9, 2016 Minutes**

b. **Legal Counsel Contract**

Chief Kytta discussed Joe Quinn's legal counsel contract. The Chief has proposed to increase the number of hours contracted for 2017. Commissioner Davidson made a motion<sup>2</sup> to approve the contract. Commissioner Canaday seconded the motion. Motion passed 4-0.

There was a retirement presentation made to Brian Thompson and Jay Johnson who have retired from the Volunteer program. Chief Kytta thanked both men for all their dedication and years of services to Lewis County District 12 / Riverside Fire Authority.

The meeting was adjourned at 6:05.

*Governance Board Action Motions Passed:*

1. Motion to approve 4% wage adjustment for administrative staff.
2. Motion to approve proposed legal counsel contract.

Minutes submitted by  \_\_\_\_\_, Board Chair

 \_\_\_\_\_, Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting November 29, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Bonnie Canaday, Mike Tomasheck and Tom Davidson

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Linda Davidson, Diane Kytta and Lee Coumbs

Commissioner Johnson called the meeting to order at 5:00 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda.

*Public Input* – Lee Coumbs thanked the RFA for participating with the arrival of Santa for the annual tree lighting ceremony at Washington Park.

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

N/A

### ***New Business***

#### **a. 2017 Budget Approval**

Chief Kytta distributed the proposed 2017 budget to the board. Discussion followed.

Chair Johnson read aloud Resolution #16-04, Establishing a substantial need to increase the General Fund budget for 2017 greater than 1%. Commissioner Thompson made a motion<sup>1</sup> to approve Resolution #16-04. Commissioner Tomasheck seconded the motion. Motion passed 5-0.

Chair Johnson read aloud Resolution #16-05, Establishing a substantial need to increase the EMS Fund budget for 2017 greater than 1%. Commissioner Thompson made a motion<sup>2</sup> to approve Resolution #16-05. Commissioner Tomasheck seconded the motion. Motion passed 5-0.

Chair Johnson opened the Public Hearing meeting for comments regarding the 2017 budget for Riverside Fire Authority. There was no public input. The Public Hearing was closed.

Chair Johnson read aloud Resolution #16-08, Approval of the 2017 Riverside Fire Authority Budget. Commissioner Thompson made a motion<sup>3</sup> to approve the 2017 budget as presented. Commissioner Tomasheck seconded the motion. Motion passed 5-0.

# *Riverside Fire Authority*

## **Governance Board Meeting November 29, 2016 Minutes**

Commissioner Canday made a motion<sup>4</sup> to approve Resolution #16-06, Authorization to collect an increase in levy funds for the general fund for the 2017 budget. Commissioner Tomasheck seconded the motion. Motion passed 5-0.

Commissioner Thompson made a motion<sup>5</sup> to approve Resolution #16-07, Authorization to collect an increase in levy funds for the EMS 2017 budget. Commissioner Tomasheck seconded the motion. Motion passed 5-0.

Commissioner Tomasheck made a motion<sup>6</sup> to approve the General Fund and EMS levy certifications. Commissioner Thompson seconded the motion. Motion passed 5-0.

Commissioner Davidson made a motion<sup>7</sup> to approve and collect Administrative Refunds for the general for the 2017 budget in the amount of \$17,362.36. Commissioner Tomasheck seconded the motion. Motion passed 5-0.

Commissioner Thompson made a motion<sup>8</sup> to approve and collect Administrative Refunds for EMS for the 2017 budget in the amount of \$5,256.31. Commissioner Canaday seconded the motion. Motion passed 5-0.

The meeting was adjourned at 5:55.

### *Governance Board Action Motions Passed:*

1. Motion to approve Resolution #16-04
2. Motion to approve Resolution #16-05
3. Motion to approve Resolution #16-08
4. Motion to approve Resolution #16-06
5. Motion to approve Resolution #16-07
6. Motion to approve General Fund and EMS Levy Certifications
7. Motion to approve and collect Administrative Refunds for General Fund
8. Motion to approve and collect Administrative Refunds for EMS

Minutes submitted by  \_\_\_\_\_, Board Chair

 \_\_\_\_\_, Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting December 14, 2016 Minutes**

In attendance:

*Board Members* – Jay Johnson, Harlan Thompson, Bonnie Canaday, Mike Tomasheck and Tom Davidson

*Administration* – Chief Kytta, Chief Mack and Stephanie Slorey

*Visitors* – Linda Davidson

Commissioner Johnson called the meeting to order at 5:00 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with the deletion of Recognition of Shay Goff's probation completion presentation.

*Public Input* – N/A

Motion was made, seconded and passed to approve the consent agenda.

### ***Old Business***

**a. Underfunded Levies Update**

Chief Kytta updated the Board on the progress of trying to collect levy money from the underfunded levies in 2016. Discussion followed.

**b. 2017 Budget Update**

Chief Kytta updated the Board on the finalized budget for 2017 that was submitted to the County. Discussion followed.

**c. AMR Contract Update**

Chief Kytta briefed the Board that 2017 will be a contract renewal year with AMR. He also stated that there may be a possibility of a competing ambulance company coming to the area. Discussion followed.

### ***New Business***

**a. Chair and Vice-Chair Election**

Elections for 2017 Chair and Vice-Chair took place and the results are as follows:

Commissioner Canaday made a motion<sup>1</sup> to elect Harlan Thompson as Chair and Commissioner Tomasheck seconded. Motion passed 5-0.

Commissioner Thompson made a motion<sup>2</sup> to elect Mike Tomasheck as Vice-Chair. Commissioner Canaday seconded. Motion passed 5-0.



# *Riverside Fire Authority*

## **Governance Board Meeting December 14, 2016 Minutes**

**b. Leave Bank Approval**

Stephanie submitted a proposal to the Board that Misty Henning, who will become fulltime status on January 1, 2017, begin her leave banks (sick/vacation) with 80 hours each. Discussion followed. Commissioner Thompson made a motion<sup>3</sup> to approve the leave bank request for Misty Henning. Commissioner Canaday seconded. Motion passed 5-0.

**Executive Session**

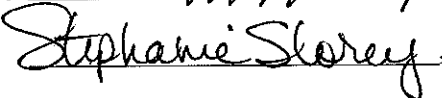
The regular scheduled business meeting was recessed at 5:23 p.m. and an Executive Session was called to order not to exceed 10 minutes per RCW 42.30.110(1) (ii) to Review possible litigation. After the 10 minutes expired, the Executive Session was adjourned at 5:33. The regular business meeting was reconvened.

The meeting was adjourned at 5:55.

*Governance Board Action Motions Passed:*

1. Motion to elect Harlan Thompson as Chair for 2017
2. Motion to elect Mike Tomasheck as Vice-Chair for 2017
3. Motion to approve requested leave bank for Misty Henning

Minutes submitted by  Board Chair

 Board Secretary