

# *Riverside Fire Authority*

## **Governance Board Meeting January 11, 2017 Minutes**

In attendance:

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

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

*Visitors* – Linda Davidson, Diane Kytta, Lee Coumbs, Shay Goff and family, members of Local #451

Chair Thompson called the meeting to order at 7:32 p.m. and led the flag salute.

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

*Public Input* – Chief Kytta and Lee Coumbs briefed the Board on the success of the Borst Park Christmas Lights. Mr. Coumbs thanked the RFA for their participation and looks forward to next year.

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

There was a presentation by Chief Kytta and Captain McCarthy for Firefighter/Paramedic Shay Goff who was recognized for completing his 1 year probationary period.

### ***Old Business***

None

### ***New Business***

#### **a. Petty Cash Account**

Stephanie explained to the Board that the old Lewis County Fire District 12 Petty Cash account was still active and needed to be closed. In order to close that account and open a new account under Riverside Fire Authority, the bank is requiring a motion from the Board to close the LC Fire District 12 account and authorize a new account be opened under Riverside Fire Authority. Commissioner Canaday made a motion<sup>1</sup> to close the LC Fire District 12 account and open a new petty cash account under Riverside Fire Authority. Commissioner Tomasheck seconded. Motion passed 3-0

#### **b. Surplus Items**

Chief Kytta shared a list of items with the Board that are either outdated or broken that need to be surplused. Commissioner Tomasheck read aloud Resolution #17-01 for surplus equipment. Commissioner Tomasheck made a motion<sup>2</sup> to authorize the Chief to surplus the list of outdated or broken equipment. Commissioner Canaday seconded. Motion passed 3-0

# *Riverside Fire Authority*

## **Governance Board Meeting January 11, 2017 Minutes**

### **Executive Session**

The regular scheduled business meeting was recessed at 7:50 p.m. and an Executive Session was called to order not to exceed 30 minutes per RCW 42.30.110(1) (ii) to review possible litigation. After the 30 minutes expired, a 5 minutes extension was requested. The Executive Session was adjourned at 8:25. The regular business meeting was reconvened.

A motion was made<sup>3</sup> by Commissioner Tomasheck to authorize Chief Kytta on Thursday, January 12, 2017 at 8:00 a.m. to meet with Jennifer Ternan and her union rep, Jesse Berry, to provide Jennifer with a letter titled "Notice of Work Status Modification". Commissioner Canaday seconded. Motion passed 3-0

The meeting was adjourned at 8:29 p.m.

### **BOARD OF VOLUNTEER FIREFIGHTERS**


Meeting was called to order at 8:30 p.m. An invoice was submitted for approval for reimbursement of a medical physical for Spencer Schwiesow. Commissioner Tomasheck made a motion<sup>1</sup> to approve the invoice for reimbursement for a medical physical for Spencer Schwiesow. Commissioner Canaday seconded. Motion passed 3-0

#### *Governance Board Action Motions Passed:*

1. Motion to close LC Dist 12 petty cash account at Security State Bank and open a new account under Riverside Fire Authority
2. Motion to surplus outdated and broken equipment
3. Motion to authorize Chief Kytta to meet with Jennifer Ternan and Jesse Berry

#### *Board of Volunteer Firefighters Action Motions Passed:*

1. Motion to approve invoice for reimbursement of medical physical for Spencer Schwiesow.

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

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

# *Riverside Fire Authority*

## **Governance Board Meeting February 8, 2017 Minutes**

In attendance:

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

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

*Visitors* – Linda Davidson, Diane Kytta, Lee Coumbs, Anna Adolphsen and members of Local 451

Chair Thompson called the meeting to order at 7:30 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.

### **YEARS OF SERVICE PRESENTATION**

Chief Kytta presented Captain Tim Adolphsen with a clock in appreciation of his 30 years of dedication in the fire service.

#### ***Old Business***

##### **a. Governance Board Meeting Time Change**

Commissioner Tomasheck read aloud Resolution #17-03 that amended the start time of the Governance Board meeting time. Commissioner Johnson made a motion <sup>1</sup> to approve Resolution #17-03 which will amend the board meeting time from 5:00 p.m. to 7:30 p.m. Commissioner Canaday seconded. Motion passed 5-0

##### **b. Staff Update**

Chief Kytta gave an update on Jade Gross, who sustained an injury on duty on February 7, 2017 and is currently on disability until further notice. Chief Kytta also informed the board with the vacancy of Jennifer Ternan on “D” Shift; he will be promoting the next in line on the Lieutenant promotional list on February 21, 2017 and will be pursuing filling the vacancy of a firefighter/paramedic using the FF/PM eligibility list once the Lieutenant position is filled. Discussion followed.

#### ***New Business***

##### **a. Staff Vehicle Replacement**

Chief Kytta and Chief Mack reported to the board that Chief Mack has been working with Columbia Ford on the process of replacing the 2000 Mountaineer which is used by the Assistant Chief/Fire Marshal. There is a small fire department in Wahkiakum County who may be interested in purchasing the Mountaineer. Discussion followed.

# *Riverside Fire Authority*

## **Governance Board Meeting February 8, 2017 Minutes**

**b. Assistant Board Secretary**

Stephanie recommended to the board that Misty Henning be sworn in as Assistant Board Secretary. On occasion, the Board Secretary will be absent and this would allow uninterrupted business needed to be done by the Board Secretary. Commissioner Tomasheck read aloud Resolution #17-02. Commissioner Canaday made a motion<sup>2</sup> to approve Resolution #17-02 and have Misty Henning sworn in at the February 22, 2017 board meeting. Commissioner Johnson seconded. Motion passed 5-0

The meeting was adjourned at 7:55 p.m.

*Governance Board Action Motions Passed:*

1. Motion to approve Resolution #17-03; Governance Board Meeting Time Change.
2. Motion to approve Resolution #17-02; Assistant Board Secretary.

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

  
Stephanie Storey, Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting February 22, 2017 Minutes**

In attendance:

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

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

*Visitors* –Diane Kytta and Lee Coumbs. Various RFA members and recruit family members as an audience for the badge pinning of the recruit class graduates.

Chair Thompson called the meeting to order at 7:40 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.

### **Presentation: Recruit Class Graduates**

Chief Kytta introduced Training Captains, Casey McCarthy and Erik Olson who spoke to the audience about the RFA's recruit program. Chief Kytta called up graduates, William Clay, Travis McCarthy, Kaitlyn Whalen, Kyle Wiswell and Jason Krause. Ch. Mack led them in the Firefighter's Oath and family members performed the badge pinning.

Chair Thompson called a brief recess to allow graduates and family to enjoy the reception before reconvening to continue with Governance Board business.

Meeting reconvened at 8:10 p.m.

### ***Old Business***

#### **a. Swearing in of Assistant Board Secretary**

Board Chair Thompson led Misty Henning in the swearing in as Assistant Board Secretary, to act on the behalf of the Board Secretary in case of her absence.

#### **b. Central Dispatch Update**

Chief Kytta updated the Board on the ongoing changes at Central Dispatch. Discussion followed.

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

Chief Kytta updated the Board on the status of Jade Gross' injury and return to work plans. He also updated the Board on the promotion of Jesse Berry to Lieutenant and the new hire, Brandon Wise who will begin March 6, 2017.

***The Governance Board Meeting was adjourned at 8:25 p.m. and a Board of Volunteer Firefighters' meeting was called to order.***

# *Riverside Fire Authority*

## **Governance Board Meeting February 22, 2017 Minutes**

**a. Review of BVFF invoices**

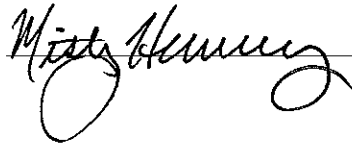
Board members reviewed the Board of Volunteer Firefighters invoices to be paid. Commissioner Johnson made a motion<sup>1</sup> to approve payment of the invoices. Commissioner Canaday Seconded the motion. The motion was passed.

*The Board of Volunteer Firefighters' meeting was adjourned at 8:29 p.m.*

*Governance Board Action Motions Passed:*

1. Motion to approve payment of submitted Board of Volunteer Firefighters invoices.

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

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

# *Riverside Fire Authority*

## **Governance Board Meeting March 8, 2017 Minutes**

In attendance:

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

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

*Visitors* –Diane Kytta and Linda Davison. Family members and fellow union members attended the badge pinning of Lieutenant Jesse Berry.

Chair Thompson called the meeting to order at 7:30 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.

### **Presentation: Badge Pinning of Lieutenant Jesse Berry**

Chief Kytta and Captain Olson spoke regarding Jesse Berry as our promoted Lieutenant as of February 21, 2017. Capt. Olson administered the Oath of Office to Jesse and his wife Megan performed the Badge Pinning.

Chair Thompson called a brief recess to allow Jesse and the audience members to enjoy the reception before reconvening to continue with Governance Board business.

Meeting reconvened at 7:45 p.m.

### ***Old Business***

#### **a. Personnel Update**


Chief Kytta updated the Board on the status of Jade Gross' injury and return to work plans.

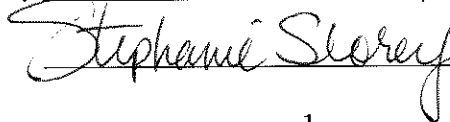
Chief Kytta also informed the Board that Brandon Wise started work with the RFA on March 6, 2017 as a new Firefighter/ Paramedic member. Brandon is working Monday through Friday for the first thirty days. This will allow him to work with each crew and get acclimated to the RFA policy and procedures.

The eligibility list has now been exhausted and we are working on getting a testing process in place. We will be accepting applications March 15, 2017 through April 14, 2017.

***The Governance Board Meeting was adjourned at 7:52 p.m.***

Minutes submitted by

 Board Chair

 Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting March 22, 2017 Minutes**

In attendance:

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

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

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

Chair Thompson called the meeting to order at 7:30 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 status of Jade Gross who has returned to light duty, 4 hours per day, 5 days a week. New hire, Brandon Wise, is progressing well and will be placed on “C” shift in early April.

#### **Executive Session**

The regular scheduled business meeting was recess at 7:32 p.m. and an Executive Session was called to order not to exceed 20 minutes per RCW 42.30.110 (1)(i)(b) to review possible litigation. The regular scheduled business meeting was reconvened at 7:52 p.m.

Commissioner Tomasheck made a motion<sup>1</sup> that the Fire Chief be directed to prepare a letter for signature by the Chair of the Board of Fire Commissioners denying the grievance on behalf of Jennifer Ternan and process same. Commissioner Canaday seconded. Motion passed 4-0.

#### **b. Lewis County Fire Statistics Update**

Chief Mack gave a report to the board on the fires and fire deaths recently in Lewis County. Discussion followed.

### ***New Business***

#### **a. City of Chehalis Inter-local Agreement for Fire Code Services**

Chief Mack presented an updated inter-local agreement between Riverside Fire Authority and the City of Chehalis to provide Fire Code services. The new contract is for 6 months and will be reevaluated when it expires. Commissioner Canaday made a motion<sup>2</sup> to approve the new inter-local agreement with the City of Chehalis. Commissioner Tomasheck seconded. Discussion followed. Motion passed 4-0.



*Riverside Fire Authority*

**Governance Board Meeting**

**March 22, 2017**

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**b. Resolution #17-04, Petty Cash Revolving Fund**

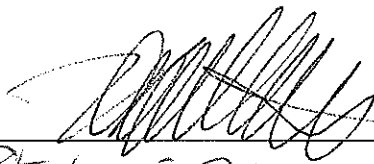
Stephanie presented to the board Resolution #17-04 approving the county to distribute funds for a petty cash revolving fund for Riverside Fire Authority. Chair Thompson read aloud Resolution #17-04. Commissioner Tomasheck made a motion<sup>3</sup> to approve Resolution #17-04. Commissioner Canaday seconded. Motion passed 4-0.

***The Governance Board Meeting was adjourned at 8:32 p.m.***

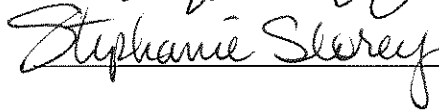
*Governance Board Action Motions Passed:*

1. Motion that the Fire Chief be directed to prepare a letter for signature by the Chair of the Board of Fire Commissioners denying the grievance on behalf of Jennifer Ternan.
2. Motion to enter into an inter-local agreement with City of Chehalis for Fire Code Services.
3. Motion to approve Resolution #17-04.

Minutes submitted by



, Board Chair



, Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting April 12, 2017 Minutes**

In attendance:

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

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

*Visitors* –Diane Kytta and Linda Davison

Chair Thompson called the meeting to order at 5:02 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 amended consent agenda to include item c - Payroll

### ***Old Business***

#### **a. Personnel Update**

Chief Kytta updated the Board on the status of Jade Gross who has returned to light duty. Chief Kytta also updated the board on the progress of accepting applications for Firefighter/Paramedic. Application deadline is April 14. Testing will proceed after the applications have been reviewed. After the testing process, a hiring list will be established.

### ***New Business***

#### **a. Claim for Damages – Policy #119**

Chief Kytta discussed the proposed draft policy submitted to the board for their approval. Commissioner Davidson made a motion<sup>1</sup> to approve the policy. Commissioner Canaday seconded the motion. Motion passed 3-0.

#### **b. Resolution #17-05, Resolution Appointing Agent to Receive Claims against Fire Authority under Chapter 4.96 of the Revised Code of Washington**

Chair Thompson read aloud proposed Resolution #17-05. Commissioner Davidson made a motion<sup>2</sup> to approve Resolution #17-05. Commissioner Canaday seconded the motion. Motion passed 3-0.

#### **c. Annual Response Time Performance Report**

Chief Kytta distributed the Annual Response Time Performance Report to the board for their review. This report is required to be done on an annual basis but is not required to be submitted to any outside agencies. Discussion followed.

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## **Governance Board Meeting April 12, 2017 Minutes**

**d. Acceptance of Volunteer Candidates**

Chief Kytta discussed the new candidates; Brian Meyers, Miguel Ramierz and John Seigler. Background checks have been completed. Commissioner Canaday made a motion<sup>3</sup> to accept the new candidates. Commissioner Davidson seconded the motion. Motion passed 3-0.

*The Governance Board Meeting was adjourned at 5:53 p.m.*

*Governance Board Action Motions Passed:*

1. Motion to approve Policy #119, Claim for Damages.
2. Motion to approve Resolution #17-05.
3. Motion to accept new volunteers.

### **LOCAL BOARD OF VOLUNTEERS MEETING**

Meeting called to order at 5:53 p.m.

Retirement documentation was submitted to the board for approval for Robert Elder. Commissioner Canaday made a motion to approve the submitted paperwork. Commissioner Davidson seconded the motion. Motion passed 3-0.

*The Local Board of Volunteers Meeting was adjourned at 5:55 p.m.*

*Local Board of Volunteers Action Motions Passed:*

1. Motion to approve retirement documentation for Robert Elder.

Minutes submitted by  Board Chair

 Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting April 26, 2017 Minutes**

In attendance:

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

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

*Visitors* –Diane Kytta

Chair Thompson called the meeting to order at 5:02 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 amended consent agenda with item C, Consideration of Commissioner Johnson's Reimbursement, pulled for discussion. ***Commissioner Johnson abstained from the discussion and the vote.***

Chief Kytta briefed the board on why reimbursement was requested. Discussion followed. Commissioner Tomasheck made a motion<sup>1</sup> that the request for reimbursement by Commissioner Jay Johnson be approved by the Board of Fire Commissioners and processed by the business office at the earliest convenient date. Commissioner Canaday seconded the motion. Motion passed 4-0.

### ***Old Business***

a. **Personnel Update: FF/PM Testing**

Chief Kytta gave an update to the Board on the upcoming FF/PM physical agility testing that will be held on Monday, May 1, 2017 at the Headquarters Station. Those that pass the physical agility will be invited to move on to the next round of testing.

b. **Healthcare Insurance Update**

Chief Kytta briefed the Board on the AWC healthcare plan that the RFA participates in which will no longer be offered as an option after December 31, 2017. He stated that research is underway by staff and the labor union to find the best plan for the RFA employees. He will continue to keep the board updated on the progress.

### ***New Business***

a. **Annual Report**

Stephanie distributed a copy of the 2016 Annual Report to the Board. The report was finalized and submitted to the State Auditor's office on April 14, 2017. Stephanie and Misty compiled the required information and worked together to complete the report well before its May 31, 2017 deadline.

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**Governance Board Meeting  
April 26, 2017  
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**Executive Session**

Commissioner Canaday moved to adjourn to Executive Session for 30 minutes as provided for in RCW 42.30.110 (1) (i) (b), to discuss potential litigation with the Fire Authority's attorney. The regular scheduled board meeting was recessed at 7:48 p.m. for 30 minutes for Executive Session. The regular scheduled meeting was reconvened at 8:18 p.m.

***The Governance Board Meeting was adjourned at 8:30 p.m.***

*Governance Board Action Motions Passed:*

1. Motion to approve reimbursement to Commissioner Johnson

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

*Stephanie Storey* Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting May 10, 2017 Minutes**

In attendance:

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

*Administration* – Chief Kytta, and Stephanie Slorey

*Visitors* –Diane Kytta, Lee Coumbs and Shay Goff

Chair Thompson called the meeting to order at 7:30 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of 6d; Room Rental for Lewis County Autism Coalition.

Public Input – Lee Coumbs reported on the Youth Fair held May 5-7, 2017.

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

### ***Old Business***

#### **a. AMR Contract Extension**

Chief Kytta reviewed the proposed contract extension submitted by the ambulance consortium committee. Discussion followed. Commissioner Tomasheck made a motion<sup>1</sup> to extend the Lewis County/Grays Harbor counties ambulance consortium contract for 2 years effective September 1, 2017 and expiring September 1, 2019 and to direct the Fire Chief to execute the require documents. Commissioner Davidson seconded. Motion passed 4-0.

#### **b. Personnel Update**

Chief Kytta updated the board on Jade Gross who has been on light duty disability. He will see his physician on Monday, May 15 to see if he has healed well enough to return to regular duty. Also, on Monday, May15, the firefighter/paramedic testing will continue with 7 candidates.

#### **c. Healthcare Insurance Update**

Chief Kytta briefed the Board on the AWC healthcare plan that the RFA participates in which will no longer be offered as an option after December 31, 2017. He stated that research is underway by staff and the labor union to find the best plan for the RFA employees. He will continue to keep the board updated on the progress. Discussion followed.

### ***New Business***

#### **a. Surplus Declaration – Resolution #17-06**

Chief Kytta discussed the items that are to be surplus. Chair Thompson read aloud Resolution #17-06 for surplus items listed. Commissioner Canaday made a motion<sup>2</sup> to approve Resolution #17-06 declaring surplus items. Commissioner Davidson seconded. Motion passed 4-0.

# Riverside Fire Authority

## Governance Board Meeting May 10, 2017 Minutes

**b. Station 1 Asbestos Abatement**

Chief Kytta briefed the board that staff has received 4 bids for removal of the asbestos tile on the bay floor. Many of the tiles have become damaged due to the weight of the apparatus. The tiles are the original flooring from the 1950's which contain asbestos and need to be removed. The target date to start the project will be late summer to early fall. The chief will keep the board updated on the progress of this project. Discussion followed.

**c. Lewis County Radio Equipment Lease Renewal**

Lewis County Public Works has leased an area at the Cooks Hill fire Station for some of their radio equipment. The last agreement was from June 1, 2013 through May 31, 2017. The county is asking for another 4 year renewal from June 1, 2017 through May 31, 2021. Commissioner Tomasheck made a motion<sup>3</sup> to approve the lease renewal request from Lewis County. Commissioner Davidson seconded. Motion passed 4-0.

**d. Lewis County Autism Coalition – Room Rental Fee**

The Lewis County Autism Coalition has requested to use our meeting room on the last Friday of each month from May – December 2017. Their current meeting location is no longer available. They are also requesting the \$75 room rental fee be waived. ***Commissioner Canaday excused herself from discussion and the vote due to personal conflict.*** Discussion followed. Commissioner Tomasheck made a motion<sup>4</sup> to approve waiving the room rental for the Lewis County Autism Coalition through the end of 2017. Commissioner Davidson seconded. Motion passed 3-0.

**Good of the Order**

***The Governance Board Meeting was adjourned at 8:12 p.m.***

*Governance Board Action Motions Passed:*

1. Motion to extend the Lewis County/Grays Harbor counties ambulance consortium contract
2. Motion to approve Resolution #17-06 for surplus items
3. Motion to approve the lease renewal with Lewis Co Public Works for space at Cooks Hill Fire Station
4. Motion to waive room rental fee for Lewis Co Autism Coalition through the end of 2017

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

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

# *Riverside Fire Authority*

## **Governance Board Meeting May 24, 2017 Minutes**

In attendance:

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

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

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

Chair Thompson called the meeting to order at 7:30 p.m. and led the flag salute.

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

Public Input – none

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

### ***New Business - none***

### ***Old Business***

#### **a. Personnel Update**

Chief Kytta notified the Board that Jade Gross has now returned to full duty. Chief Kytta also brought the Board up-to-date on the current phase of the Firefighter/Paramedic testing process. Two applicants will be invited to attend the Chief's Interview. Date TBD.

#### **b. Dispatch Center Update**

Chief Kytta updated the Board on meetings held with Steve Mansfield and Carl Neilsen and the inter-local agreement that they are working on with the RFA. Discussion followed.

#### **c. Healthcare Insurance Update**

Chief Kytta reported that Local #451 members have voted to leave AWC and are looking at alternative health insurance providers. The Local has submitted a letter to management with this request. The next report will be on June 14<sup>th</sup>.

#### **d. Asbestos Floor Tiles at Station 1**

Chief Kytta reiterated the need for the proposal of new flooring at Station 1. He asked for approval from the Board for Legal Counsel to draft a contract to be entered into with the company awarded the bid. No formal bid process is required.

#### **e. Resigning of Lease Renewal with the County**

Board members signed the lease renewal with dates corrected, as requested at the May 10<sup>th</sup> Governance Board Meeting.

#### **f. Proposed Finance Policy**

Chief Kytta asked if there were any suggested additions/deletions to the policy given for review at the May 10<sup>th</sup> Governance Board Meeting. The policy has also been submitted to



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**Governance Board Meeting  
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Lewis County Treasurer, Arny Davis for his review and will be additionally submitted to Attorney Joe Quinn for legal counsel and approval.

**Good of the Order**

*The Governance Board Meeting was adjourned at 8:00 p.m.*

*Governance Board Action Motions Passed:*

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

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

# *Riverside Fire Authority*

## **Governance Board Meeting June 14, 2017 Minutes**

In attendance:

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

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

*Visitors* –Diane Kytta and Lee Coumbs

Chair Thompson called the meeting to order at 7:30 p.m. and led the flag salute.

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

Public Input – none

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

*New Business - none*

*Old Business*

a. **Dispatch Center Update**

Chief Kytta updated the Board on the latest meeting with Steve Mansfield and Carl Neilsen. Discussion followed.

b. **Healthcare Insurance Update**

A letter was presented for review by the Board and a signature from Chair Thompson, informing the Association of Washington Cities (AWC) that the RFA will be withdrawing from their insurance pool as of December 31, 2017. RFA staff and union members continue research for a plan that will best meet the needs of RFA employees.

Commissioner Mike Tomasheck made a motion<sup>1</sup> that the Board Chair authorize and sign the letter terminating health insurance coverage through AWC. Staff was directed to send the notice to AWC as soon as possible. Commissioner, Jay Johnson seconded the motion. Motion passed 4 - 0.

c. **Station 1 Bay Floor Replacement**

Chief Kytta updated the Board on the progress of floor replacement at Station 1. Two contractors have made appointments to re-visit the station and will then submit their bids. The bids will be reviewed by legal. The project goal is to finish by fall of 2017.

d. **2017 Fairgrounds Service Agreement**

Chief Kytta prefaced the review of the agreement stating that, on occasion, Lewis County (through the fairgrounds Event Manager) hires RFA volunteer personnel to provide fire protection and emergency medical services for events at the fairgrounds. Chief Kytta distributed a copy of the proposed 2017 agreement with Lewis County regarding these occasions. Discussion followed.

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Commissioner Mike Tomasheck made a motion<sup>2</sup> to authorize the Fire Chief to execute the 2017 Fairgrounds Service Agreement with Lewis County. Commissioner Bonnie Canaday seconded. Motion passed 4 - 0.

e. **Proposed Finance Policy**

Chief Kytta distributed the proposed Finance Policy with changes suggested previously. Further changes were discussed including the addition of a Cash Handling policy as suggested by Army Davis, Lewis County Treasurer. Discussion followed.

f. **FF/PM Eligibility List**

Chief Kytta reviewed the FF/PM testing results and informed the Board that two candidates will move on to the final step of the testing process with the Fire Chief's interviews. Candidates 3-7 will not participate in the Fire Chiefs interview but will remain eligible for a future interview as needed. Chief Kytta submitted an eligibility list for Board approval.

Commissioner Bonnie Canaday made a motion<sup>3</sup> to approve the Firefighter/Paramedic employment eligibility list as presented. Commissioner Jay Johnson seconded the motion. Motion passed 4 - 0.

**Good of the Order**

*The Governance Board Meeting was adjourned at 8:06 p.m.*

*Governance Board Action Motions Passed:*

1. Motion to authorize the letter terminating insurance with Association of Washington Cities
2. Motion to approve the 2017 Fairgrounds Service Agreement with Lewis County
3. Motion to approve to approve the Firefighter/ Paramedic employment eligibility list.

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

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

# *Riverside Fire Authority*

## **Governance Board Meeting June 28, 2017 Minutes**

In attendance:

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

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

*Visitors* –Diane Kytta, Lee Coumbs and Chief Nielsen

Chair Thompson called the meeting to order at 7:30 p.m. and led the flag salute.

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

Public Input – Lee Coumbs thanked the RFA for its support and help in Summerfest 2017.

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

### ***New Business***

#### **a. Dispatch Center Update**

Chief Kytta discussed the 911 Dispatch Center Study. He stated that the City of Chehalis and the City of Centralia have approved the Dispatch Center Feasibility Study to look into the benefit of creating a new Twin City 911 Center. Discussion followed.

Commissioner Mike Tomasheck made a motion<sup>1</sup> that the RFA join the Cities of Centralia and Chehalis by contracting with ADCOMM Engineering to complete a Dispatch Center Feasibility Study at a cost not to exceed \$5,000.00. Commissioner Jay Johnson seconded the motion. Motion passed 4 - 0.

#### **b. 2018 Draft Expense Budget**

Chief Kytta informed the Board that Admin will be starting the 2018 budget process using Bias budgeting software. This is the first time we have used this software to develop the budget. Discussion followed.

### ***Old Business***

#### **a. Dispatch Center Update**

Chief Kytta updated the Board regarding his and Chief Nielsen's continuing development with Director Mansfield regarding progress in the Dispatch Center. Discussion followed.

#### **b. Healthcare Insurance Update**

Stephanie updated the Board on the progress of finding new health insurance for Admin and Local #451. Discussion followed.

#### **c. Station 1 Bay Floor Replacement**

Chief Kytta reported that Capt. Ternan has met with the two companies who are vying for the bid on the Station 1 floor replacement. He informed the Board that the Centralia PD parking

# *Riverside Fire Authority*

## **Governance Board Meeting June 28, 2017 Minutes**

lot looks like a possibility for temporary department vehicle parking with the training room at City Hall housing staff while the project is completed. The project is expected to take three days.

d. **Proposed Finance Policy**

Chief Kytta reported that he has received comments back from the Lewis County Treasurer's Office and the policy will be further reviewed by the Auditor's Office for comment. Discussion followed.

**Good of the Order**

*The Governance Board Meeting was adjourned at 7:58 p.m.*

*Governance Board Action Motions Passed:*

1. Motion to join the Cities of Centralia and Chehalis by contracting with ADCOMM Engineering to complete a dispatch center feasibility study at a cost not to exceed \$5,000.00

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

  
Stephanie Storey, Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting July 12, 2017 Minutes**

In attendance:

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

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

*Visitors* –Diane Kytta and Lee Coumbs

Chair Thompson called the meeting to order at 7:30 p.m. and led the flag salute.

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

Public Input – Lee Coumbs again thanked the RFA for its support and help in Summerfest 2017 at Borst Park and the fairgrounds.

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

### *New Business*

a. **2018 Draft Expense Budget**

Chief Kytta updated the Board on the progress of the draft 2018 budget. He also informed the Board that there will be changes as of January 1, 2018 with the way vouchers are paid between the Special Purpose Districts and the County Auditor's office. Details are still in the planning stages and he will update the Board as the deadline gets closer.

### *Old Business*

a. **Dispatch Center Update**

Chief Kytta updated the Board regarding his continuing development with Director Mansfield regarding progress in the Dispatch Center. Discussion followed.

b. **Healthcare Insurance Update**

Nothing at this time.

c. **Station 1 Bay Floor Replacement**

Nothing at this time.

d. **Proposed Finance Policy**

Chief Kytta distributed a draft Cash Handling Policy for the Boards review. He will be bringing the final policy to the Board for approval in the near future. Discussion followed.

# *Riverside Fire Authority*

## **Governance Board Meeting**

**July 12, 2017**

### **Minutes**

e. **Independence Day Report / Outdoor Burning Update**

Chief Kytta and Chief Mack reported on multiple small fires, a structure fire that occurred on Oak Street and incidents caused by fireworks on the 4<sup>th</sup> of July. Chief Kytta also reported on the fire in Oakville that the RFA was mutual aid. Discussion followed.


Chief Kytta also discussed the lack of a burn ban at this time. He stated because of the dry weather, a burn ban should be forthcoming. Discussion followed.

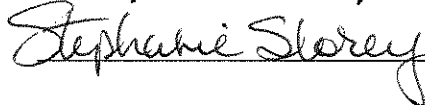
### **Good of the Order**

*The Governance Board Meeting was adjourned at 8:08 p.m.*

*Governance Board Action Motions Passed:*

1. None

Minutes submitted by  Board Chair

 Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting July 26, 2017 Minutes**

In attendance:

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

*Administration* – Chief Kytta and Stephanie Slorey

*Visitors* – Diane Kytta, Lee Coumbs, Amber Ferrano and Louis Stowell

Vice-Chair Tomasheck called the meeting to order at 7:30 p.m. and led the flag salute.

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

Public Input – There was no public input from the audience.

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

### *New Business*

None

### *Old Business*

a. **Dispatch Center Update**

Chief Kytta updated the Board on the continuing discussion with Director Mansfield and the additional meetings with the group.

b. **Station 1 Bay Floor Replacement**

Chief Kytta updated the Board on the negotiations with K D & S Environmental to replace the asbestos floor tiles on the apparatus bay and bedrooms at Station 1. Legal counsel has reviewed the contract.

c. **Outdoor Burn Ban**

Chief Kytta briefed the Board on the county wide burn ban for the unincorporated areas. The ban went into effect on July 18, 2017. Recreation fires are still permitted at this time in approved fire pits.



*Riverside Fire Authority*

**Governance Board Meeting  
July 26, 2017  
Minutes**

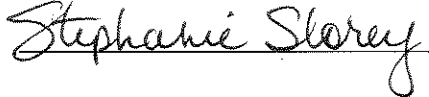
**Good of the Order**

*The Governance Board Meeting was adjourned at 7:42 p.m.*

*Governance Board Action Motions Passed:*

1. None

Minutes submitted by  , Board Vice-Chair

 , Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting August 9, 2017 Minutes**

In attendance:

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

*Administration* – Chief Kytta and Stephanie Slorey

*Visitors* – Diane Kytta, Lee Coumbs, Amber Ferrano

Chair Thompson called the meeting to order at 7:30 p.m. and led the flag salute.

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

Public Input – Amber Ferrano addressed the Board regarding her fire at her home on November 14, 2016.

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

### ***New Business***

a. **10 Year RFA Anniversary**

Chief Kytta reminded the Board that 2018 will be the 10<sup>th</sup> anniversary of the formation of Riverside Fire Authority. He asked the Board to be thinking of ways they would like to commemorate the occasion.

b. **Surplus Property – Resolution #17-07**

Chief Kytta discussed the list of items to be surplus. Commissioner Johnson made a motion<sup>1</sup> to approve the list of surplus items and Resolution #17-07. Commissioner Tomasheck seconded. Motion passed 5-0.

c. **Identification Cards – Policy #230**

Chief Kytta discussed the proposed Identification Policy with the Board. Commissioner Tomasheck made a motion<sup>2</sup> to approve Policy #230. Commissioner Johnson seconded. Motion passed 5-0.

### ***Old Business***

a. **Dispatch Center Update**

Chief Kytta briefed the Board that there has been a temporary setback with discussion between Centralia PD and Lewis County 911 Center. There is hope that discussions can get back on track to continue talks regarding an Inter-local Agreement. Discussion followed.

b. **Station 1 Bay Floor Replacement**

Chief Kytta updated the Board that KD & S has submitted all the required paperwork and will be executing the contract so that the project can move forward.

*Riverside Fire Authority*

**Governance Board Meeting  
August 9, 2017  
Minutes**

c. **Outdoor Burn Ban**

Chief Kytta briefed the Board on the revised Outdoor Burn Ban. It is now a total burn ban which includes recreational fires and some barbeques. The ban will stay in place until such time that the conditions no longer require it. Discussion followed.

d. **Finance Policy #120**

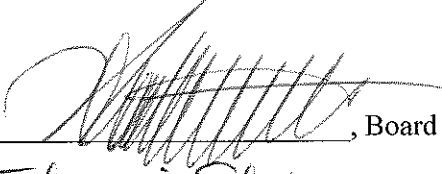
Chief Kytta informed the Board that the policy was not finished and will be submitted for their approval at a later date.

**Good of the Order**

*The Governance Board Meeting was adjourned at 7:53 p.m.*

*Governance Board Action Motions Passed:*

1. Motion to approve Surplus Resolution #17-07
2. Motion to approve Policy #230

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

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

# *Riverside Fire Authority*

## **Governance Board Meeting August 23, 2017 Minutes**

In attendance:

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

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

*Visitors* -- Diane Kytta, Lee Coumbs, Amber Ferrano and Linda Davidson

Chair Thompson called the meeting to order at 7:30 p.m. and led the flag salute.

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

Public Input -- Amber Ferrano addressed the Board regarding fire code inspections on rental properties.

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

### ***New Business***

#### **a. Transportation Co-Op Inter-Local Agreement**

Chief Kytta discussed the inter-local and stipend agreement with the Cent-Cheh Co-Op that is up for renewal. Commissioner Tomasheck made a motion<sup>1</sup> to authorize the Fire Chief to execute the 2017-18 ILA and Stipend Agreement. Commissioner Canaday seconded. Motion passed 4-0.

#### **b. 2017 SWW Fair Review**

Chief Kytta and Chief Mack reviewed RFA activities, preventions and emergency services that were provided during the SWW Fair, August 15-20, 2017.

### ***Old Business***

#### **a. Dispatch Center Update**

Chief Kytta briefed the board on talks with the 9-1-1 director, Steve Mansfield. Discussion followed.

#### **b. Station 1 Bay Floor Replacement**

Chief Kytta updated the board on the progress of the Station 1 Bay Floor removal project. Discussion followed.

#### **c. Station 5 Phone System**

Chief Kytta informed the board that the phone system is failing. It has had a Band-Aid put on it for now but it will not hold. He has looked into moving the Station 2 phone system to station 5 and replace station 2 with an updated phone system. Discussion followed.

### **Good of the Order**

*Riverside Fire Authority*

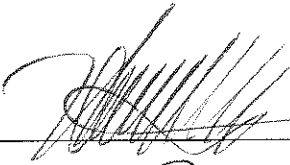
**Governance Board Meeting  
August 23, 2017  
Minutes**

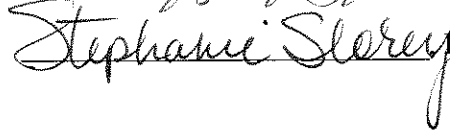
*The Governance Board Meeting was adjourned at 8:16 p.m.*

*Governance Board Action Motions Passed:*

1. Motion to authorize the 2017-28 ILA and Stipend Agreement with Cent-Chch Transportation Co-Op

Minutes submitted by \_\_\_\_\_

 Board Chair

 Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting September 13, 2017 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, Lee Coumbs, Jesse Berry & Shay Goff  
Mark Stahl, Rob Smith, Brandon Wise and family were in attendance until recess and refreshments were finished.

Chair Thompson called the meeting to order at 7:30 p.m. and Jay Johnson led the flag salute.

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

Public Input – None

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

### *New Business*

a. **Introduction: PM Brandon Wise & Family**

Chief Kytta introduced the RFA's newest paramedic Brandon wise and his wife and daughters to the Governance Board. He briefed board members that Brandon started with the RFA in March and is currently working to complete his probation period.

Meeting broke for small recess with refreshments. 7:35 – 7:44

b. **Administrative Section Wages**

Chief Kytta presented the Governance Board with a decision packet containing a proposal for wage adjustments for RFA administrative staff in 2018.

Commissioner Tomasheck made a motion that the non-represented employees' wage sheet be adopted for the 2018 budget. Commissioner Johnson seconded. Motion passed 4 – 0.

### *Old Business*

a. **Dispatch Center Update**

Chief Kytta updated the Board on ongoing discussions with Law Enforcement and Emergency Management and efforts to create a mutually beneficial interlocal agreement for dispatch services. He also briefed the Board on the operational status of the Dispatch Center. Discussion Followed.

b. **Station 1 Bay Floor Replacement**

Chief Kytta updated the board on the results of the floor removal at Station 1 and further flooring possibilities being considered for that location. Discussion followed.

# Riverside Fire Authority

## Governance Board Meeting

September 13, 2017

### Minutes

c. **Station 5 Phone System**

Chief Kytta briefed the Board on a new option he is looking into for the phone system replacement at Station 5 with possible cost savings.

d. **AMR Contract**

Chief Kytta updated the Board on the status of the supplemental ambulance contract and items being considered.

e. **Budget**

Chief Kytta informed the Board that Administrative staff met last week and began the first draft of the 2018 budget. The draft should be ready to present at the next Governance Board Meeting.

f. **Health Insurance**

Chief Kytta updated the Board on the progress with health insurance selection and a tentative agreement reached between Labor and Management.

Union President, Jesse Berry, also briefed the Board on the selection process and progress made by union members and confirmed that the Union voted in support of the plan agreed upon at the labor – management meeting.

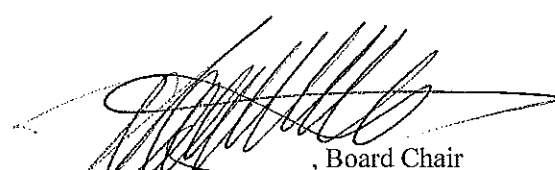
### **Good of the Order**

*The Governance Board Meeting was adjourned at 8:22pm*

*Governance Board Action Motions Passed:*

1. Motion that the non-represented employees' wage sheet be adopted for the 2018 budget.

Minutes submitted by \_\_\_\_\_

 Board Chair

 Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting September 27, 2017 Minutes**

In attendance:

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

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

*Visitors* – Lee Coumbs

Chair Thompson called the meeting to order at 7:30 p.m. and Commissioner Davidson led the flag salute.

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

Public Input – Lee Coumbs announced that there would be a Borst Park Christmas Lighting meeting on Thursday, September 28 if the RFA would like to send a representative.

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

### ***New Business***

#### **a. Pro-rationing Resolution**

Chief Kytta discussed the resolution that is being drawn up by our legal counsel regarding pro-rationing to protect the first 25¢ of our levy. Chief Kytta will bring it before the board for their approval once it has been received from legal.

#### **b. Health Insurance M.O.U.**

Chief Kytta informed the Board that a 1 year M.O.U. agreement had been reached between the RFA and Local #451 regarding 2018 health insurance. Insurance provided will be Northwest Firefighter's Trust. The health insurance will be part of the negotiations next year for the 2019-2021 contract. Commissioner Tomasheck made a motion<sup>1</sup> that the M.O.U. with Local #451 be approved and that the fire chief be authorized to sign on behalf of the RFA. Commissioner Johnson seconded. Motion passed 5-0.

#### **c. Surplus Property Resolution #17-08**

Chief Kytta discussed the list of items to be surplus. Commissioner Johnson made a motion<sup>2</sup> to approve the list of surplus items and Resolution #17-08. Commissioner Tomasheck seconded. Chair Thompson read aloud Resolution #17-08. Motion passed 5-0.

### ***Old Business***

#### **a. Dispatch Center Update**

Chief Kytta updated the Board on ongoing discussions with Law Enforcement and Emergency Management and efforts to create a mutually beneficial interlocal agreement for dispatch services. Discussion Followed.

#### **b. Station 1 Bay Floor Replacement**

Chief Kytta discussed flooring options for the Station 1 bay floor and bedroom floors. Discussion followed.



# *Riverside Fire Authority*

## **Governance Board Meeting September 27, 2017 Minutes**

c. **Station Phone System**

Chief Kytta briefed the Board that Station 2 has had a new phone system installed as well as Station 5. Station 1 will be able to have their phone system linked up with Station 2 in the near future.

d. **AMR Contract**

Chief Kytta tabled this topic.

e. **Budget**

A draft budget was discussed with the Board on the progress of the 2018 budget. Discussion followed.

### **Good of the Order**

*The Governance Board Meeting was adjourned at 8:32pm*

*Governance Board Action Motions Passed:*

1. Motion that the MOU between RFA and Local #451 be approved.
2. Motion to approve surplus list and Resolution #17-08.

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

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

# *Riverside Fire Authority*

## **Governance Board Meeting October 11, 2017 Minutes**

In attendance:

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

*Administration* – Chief Mack and Stephanie Slorey

*Visitors* – Lee Coumbs and Diane Kytta

Chair Thompson called the meeting to order at 7:30 p.m. and Lee Coumbs led the flag salute.

Motion was made, seconded and passed to approve the agenda as presented with the addition of 6d – RFA Prevention Specialist Program and Board of Volunteers meeting after the regular scheduled RFA board meeting.

Public Input – N/A

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

### ***New Business***

None

### ***Old Business***

a. **Pro-Rationing Resolution Language**

Stephanie informed the board that language was received from our legal counsel, Joe Quinn, regarding the protection of the first 25¢. Joe suggested we include that language in the 2018 budget levy resolution.

b. **Station 1 Bay Floor**

Chief Mack updated the board on a bid received to have the floor painted. The bid will be under \$10,000. Also, a bid to paint the inside of Station 1 was received and also came in under \$10,000. The Small Works Roster was used for both bids. Discussion followed.

c. **AMR Contract**

Chief Mack briefed the board regarding the contract negotiations between Chief Kytta and Tony Kuzma. Discussion followed.

d. **RFA Prevention Specialist Program**

Chief Mack discussed a new program he would like to implement in the future. He discussed what the program would entail along with the possibility of hiring a part time person to help facilitate the program. Discussion followed.

# *Riverside Fire Authority*

## **Governance Board Meeting October 11, 2017 Minutes**

e. **Next Meeting Date**

Due to the board traveling to the Commissioner's Conference on the next regularly scheduled board meeting, Commissioner Davidson made a motion<sup>1</sup> to move the meeting to Tuesday, October 24<sup>th</sup>. Commissioner Tomasheck seconded the motion. Motion passed 4-0.

**Good of the Order**

*The Governance Board Meeting was adjourned at 7:59pm*

*Governance Board Action Motions Passed:*

1. Motion to move the next regularly scheduled board meeting to October 24.

**Board of Volunteer Meeting**

a. **Voucher approval**

Commissioner Tomasheck made a motion<sup>1</sup> to approve voucher for reimbursement for 4 volunteer firefighter physicals. Commissioner Davidson seconded the motion. Motion passed 4-0.

*The Board of Volunteer Meeting was adjourned at 8:01pm*

*Board of Volunteer Action Motions Passed:*

1. Motion to approve voucher for reimbursement.

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

*Stephanie Storey*, Board Secretary

*Riverside Fire Authority*

**Governance Board Meeting  
October 24, 2017  
Minutes**

In attendance:

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

*Administration* – Chief Kytta and Stephanie Slorey

*Visitors* – Diane Kytta

Chair Thompson called the meeting to order at 7:32 p.m. and Jay Johnson led the flag salute.

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

Public Input – N/A

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

***New Business***

None

***Old Business***

a. **2018 Expense Budget**

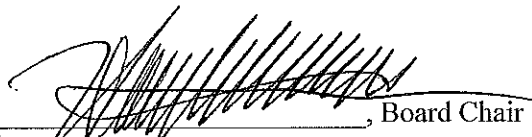
Chief Kytta went over an updated version of the draft 2018 Expense Budget with the Governance Board. Discussion followed.

**Good of the Order**

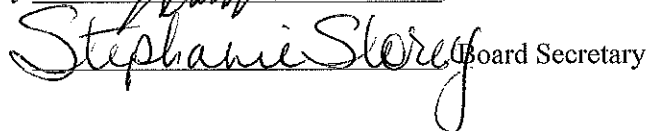
***The Governance Board Meeting was adjourned at 8:30pm***

*Governance Board Action Motions Passed: None*

Minutes submitted by



, Board Chair



Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting November 8, 2017 Minutes**

In attendance:

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

*Administration* – Chief Kytta and Stephanie Slorey

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

Chair Thompson called the meeting to order at 7:30 p.m. and Jay Johnson led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of 5b, Non-Profit Tax Exempt entities.

*Public Input* – Lee Coumbs informed the board that on December 9 from 8:30 – 9:00 p.m. there will be a firework show conducted next to the boat launch in Borst Park. Also, the Borst Park Christmas light display will begin December 8.

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

### *New Business*

#### **2<sup>nd</sup> November Meeting Date**

- a. It was discussed to move the next regular scheduled board meeting from Wednesday, November 22 to Tuesday, November 29. Motion<sup>1</sup> was made by Commissioner Johnson to move the meeting to November 29<sup>th</sup>. Commissioner Tomasheck seconded. Motion passed 5-0.

#### **Non-Profit Tax Exempt Properties**

Commissioner Davidson discussed the RFA servicing tax-exempt properties and the affect it has on the department. Discussion followed. Commissioner Davidson made a motion<sup>2</sup> to have Chief Kytta to check with legal counsel and our insurance regarding this issue. Commissioner Tomasheck seconded. Motion passed 5-0.

### *Old Business*

#### **2018 Revenue Budget**

Chief Kytta discussed the draft 2018 revenue budget with the board. Discussion followed.

*Riverside Fire Authority*

**Governance Board Meeting  
November 8, 2017  
Minutes**

**Good of the Order**

*The Governance Board Meeting was adjourned at 8:34pm*

*Governance Board Action Motions Passed:*

1. Motion made to move the next meeting to Tuesday, November 28, 2017.
2. Motion made to check with legal counsel and insurance company on tax exempt properties.

Minutes submitted by , Board Chair

Stephanie Storey Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting November 28, 2017 Minutes**

In attendance:

*Board Members* – Harlan Thompson, Bonnie Canaday, Mike Tomasheck, and Tom Davidson  
Jay Johnson joined the meeting at 7:45pm

*Administration* – Chief Kytta, Asst. Chief Rick Mack and Stephanie Slorey

*Visitors* – Diane Kytta, Matt Evans, Casey McCarthy, Jesse Berry, Rob Smith and Shay Goff

Chair Thompson called the meeting to order at 7:30 p.m. and Bonnie Canaday led the flag salute.

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

*Public Input* – Chair Thompson introduced Matt Evans as an incoming Commissioner for the RFA in 2018.

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

### ***New Business***

a. **Joe Quinn Contract**

Chief Kytta informed the Board that it was time to renew the contract for legal counsel between Attorney Joe Quinn and the RFA.

Commissioner Canaday made a motion<sup>1</sup> authorizing the Fire Chief to execute the contract between Attorney Joe Quinn and the Riverside Fire Authority. Commissioner Tomasheck seconded the motion. Motion passed 4-0.

### ***Old Business***

a. **2018 Budget Adoption / Public Hearing**

Resolution #17-09 was read aloud by Commissioner Mike Tomasheck, establishing a substantial need to increase the General Fund budget for 2018 greater than 1%. Commissioner Tomasheck made a motion<sup>2</sup> to approve Resolution #17-09. Commissioner Canaday seconded the motion. Motion passed 4-0.

Resolution #17-10 was read aloud by Commissioner Mike Tomasheck establishing a substantial need to increase the EMS Fund budget for 2018 greater than 1%. Commissioner Canaday made a motion<sup>3</sup> to approve Resolution #17-10. Commissioner Davidson seconded the motion. Motion passed 4-0.

Chair Thompson declared an open Public Hearing at this time. There was no public input. The Public Hearing was closed.

# *Riverside Fire Authority*

## **Governance Board Meeting November 28, 2017 Minutes**

Commissioner Jay Johnson joined the meeting at this time.

Resolution #17-11 was read aloud by Commissioner Tomasheck, authorization to collect an increase in levy funds for the general fund for the 2018 budget. Commissioner Davidson made a motion<sup>4</sup> to approve the 2018 budget as presented. Commissioner Canaday seconded the motion. Motion passed 5-0.

Resolution #17-12 was read aloud by Commissioner Tomasheck, authorization to collect an increase in levy funds for the EMS fund for the 2018 budget. Commissioner Canaday made a motion<sup>5</sup> to approve the 2018 budget as presented. Commissioner Johnson seconded the motion. Motion passed 5-0.

Resolution #17-13 was read aloud by Commissioner Tomasheck, for approval of the 2018 Riverside Fire Authority Budget. Commissioner Johnson made a motion<sup>6</sup> to approve the 2018 budget as presented. Commissioner Canaday seconded the motion. Motion passed 5-0.

Commissioner Tomasheck read aloud the General Fund Levy Certification. Commissioner Johnson made a motion<sup>7</sup> to approve the General Fund levy certification. Commissioner Davidson seconded the motion. Motion passed 5-0.

Commissioner Tomasheck read aloud the EMS Fund Levy Certification. Commissioner Davidson made a motion<sup>8</sup> to approve the EMS Fund levy certification. Commissioner Canaday seconded the motion. Motion passed 5-0.

Commissioner Johnson made a motion<sup>9</sup> to approve and collect Administrative Refunds for for the 2018 budget in the amount of \$14,821.51 for the general levy and \$3,118.69 for the EMS levy. Commissioner Canaday seconded the motion. Motion passed 5-0.

### **Good of the Order**

***The Governance Board Meeting was adjourned at 8:05pm***

#### *Governance Board Action Motions Passed:*

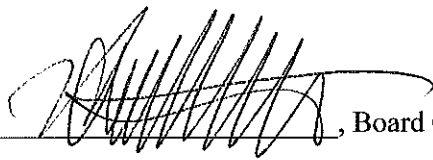
1. Motion made authorizing the Fire Chief to execute the contract between Attorney Joe Quinn and the Riverside Fire Authority.
2. Motion made to approve Resolution #17-09.
3. Motion made to approve Resolution #17-10.
4. Motion made to approve Resolution #17-11.
5. Motion made to approve Resolution #17-12.
6. Motion made to approve Resolution #17-13.
7. Motion made to approve the General Fund levy certification.

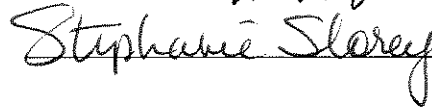


*Riverside Fire Authority*

**Governance Board Meeting  
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8. Motion made to approve the EMS Fund levy certification.
9. Motion made to approve and collect Administrative Refunds for the 2018 budget.

Minutes submitted by  Board Chair

 Board Secretary

# *Riverside Fire Authority*

## **Governance Board Meeting December 13, 2017 Minutes**

In attendance:

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

*Administration* – Chief Kytta, Asst. Chief Rick Mack and Misty Henning

*Visitors* – Diane Kytta, Lee Coumbs, Karen Miltenberger, Shay Goff & Rob Hill

Chair Thompson called the meeting to order at 7:28 p.m. and Commissioner Tomasheck led the flag salute.

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

*Public Input* – Lee Coumbs thanked the Department for their participation in the Borst Park Light Display and the Lighted Tractor Parade.

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

### ***New Business***

#### **a. Insurance Presentation**

Karen Miltenberger, with Nicholson and Associates, explained a previously emailed quote on an alternative option on the RFA's insurance policy. Discussion followed.

Commissioner Canaday made a motion<sup>1</sup> to accept the change to the insurance policy as presented. Jay Johnson seconded. Motion passed 5-0.

#### **b. Lewis County Autism Coalition**

Assistant Chief Mack presented the Governance Board with a decision packet on allowing the Coalition to continue the use of the RFA's training room in 2018, free of charge.

Commissioner Tomasheck made a motion<sup>2</sup> that the request of the Lewis County Autism Coalition to use the RFA training/meeting room once per month be granted and the room rent fee of \$75.00 be waived through the year 2018. Commissioner Canaday seconded the motion. Motion passed 5-0.

#### **c. Board of Volunteer Firefighters- Make of Local Board of Trusteed**

Chief Kytta informed the Board of Commissioners that the structure of the Local Board of Trustees will need to change according to BOVF guidelines outlined on his handout. He told the commissioners to anticipate the change in the upcoming January 2018 meeting.

#### **d. December's Second Meeting Date**

Commissioner Canaday discussed her request to move the next December meeting date from December 27<sup>th</sup> to December 26<sup>th</sup>. No objections were noted.

# Riverside Fire Authority

## Governance Board Meeting December 13, 2017 Minutes

Commissioner Jay Johnson made a motion<sup>3</sup> to move the next meeting date to December 26, 2017. Commissioner Canaday seconded the motion. Motion passed 5-0.

### *Old Business*

a. **Central Dispatch ILA**

Chief Kytta updated the Board of Commissioners on the progress of the Central Dispatch ILA and his ongoing meetings with County representatives, Central Dispatch, CPD, and other surrounding Fire Department members.

b. **New-hire Firefighter Paramedic**

Chief Kytta notified the Board of Commissioners that Lieutenant Stahl gave notice of retirement and steps have since been taken to make contact with the top candidate from the RFA's new-hire list. He plans to proceed with the hiring process in January. Discussion followed.

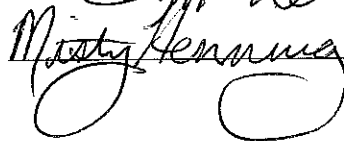
### **Good of the Order**

*The Governance Board Meeting was adjourned at 8:12pm*

#### *Governance Board Action Motions Passed:*

1. Motion made to accept the change to the insurance policy as presented.
2. Motion made that the request of the Lewis County Autism Coalition to use the RFA training/meeting room once per month be granted and the room rent fee of \$75.00 be waived through the year 2018.
3. Motion made to move the next meeting date to December 26, 2017.

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

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

# *Riverside Fire Authority*

## **Governance Board Meeting December 26, 2017 Minutes**

In attendance:

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

*Administration* – Chief Kytta, Asst. Chief Rick Mack and Stephanie Slorey

*Visitors* – Diane Kytta, Lee Coumbs, Matt Evans, Jesse Berry, Mark Stahl, Rob Smith, Shay Goff & Erik Olson

Chair Thompson called the meeting to order at 7:30 p.m. and Commissioner Johnson led the flag salute.

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

*Public Input* – Lee Coumbs thanked the Department for their participation in the Borst Park Light Display.

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

### *New Business*

**a. Election of Chair/Vice Chair**

Commissioner Johnson made a motion<sup>1</sup> to elect Commissioner Tomasheck as Chair for 2018. Commissioner Canaday seconded. Motion passed 5-0.

Commissioner Canaday made a motion<sup>2</sup> to elect Commissioner Johnson as Vice-Chair for 2018. Commissioner Tomasheck seconded. Motion passed 5-0.

**b. Swearing-In of Elected Officials**

Matt Evans, Position 4 and Lee Coumbs, Position 6, were sworn into office by the board secretary for the upcoming year.

### *Old Business*

**a. Ambulance Service Contract**

Chief Kytta updated the Board of Commissioners on the ambulance service contract. It is still with AMR's legal counsel. Chief Kytta will bring it back to the board once it is submitted to the RFA for authorization.

**b. Presentation of Service Awards**

Chief Kytta and Commissioner Thompson presented Commissioner Canaday and Commissioner Davidson years of service awards. Chief Kytta thanked both of them for their commitment to Riverside Fire Authority and wished them well on their new ventures.

*Riverside Fire Authority*

**Governance Board Meeting  
December 26, 2017  
Minutes**

**Good of the Order**

*The Governance Board Meeting was adjourned at 7:54pm*

*Governance Board Action Motions Passed:*

1. Motion made to elect Commissioner Tomasheck as Chair for 2018.
2. Motion made to elect Commissioner Johnson as Vice-Chair for 2018.

**LOCAL BOARD OF VOLUNTEERS MEETING**

Meeting called to order at 7:54 p.m.

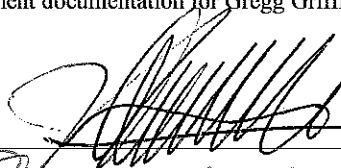
Retirement documentation was submitted to the board for approval for Gregg Griffith. Commissioner Johnson made a motion to approve the submitted paperwork. Commissioner Tomasheck seconded the motion. Motion passed 5-0.

*The Local Board of Volunteers Meeting was adjourned at 7:55 p.m.*

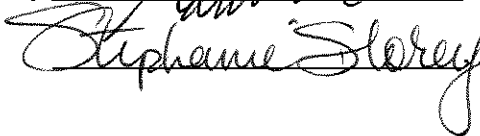
*Local Board of Volunteers Action Motions Passed:*

1. Motion to approve retirement documentation for Gregg Griffith.

Minutes submitted by



, Board Chair



Board Secretary