

Riverside Fire Authority

Governance Board Meeting January 9, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Jay Johnson, Bonnie Canaday, Harlan Thompson, and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – Captain Casey McCarthy

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

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

There was no public input.

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

Old Business - None

New Business

a. Resolution #13-01: Regional Fire Authority Planning Committee Revision

Chief Walkowski reminded the Board that Lewis County Fire District #6 will be submitting a resolution of withdrawal to the Planning Committee; this has not been done as yet. He said the Committee felt they should have on hand approved resolutions from the RFA and the City of Chehalis memorializing the modifications to the RFAPC. Resolution #13-01 was presented and read aloud by Commissioner Thompson. Commissioner Tomasheck made a motion¹ to adopt Resolution #13-01. Motion was seconded and passed. The Chief said there will be discussion at next week's RFAPC meeting and a chair and vice-chair will be elected.

b. Regional Fire Authority Planning Committee Executive Summary and Functional Consolidation

Chief Walkowski asked that the commissioners review the relevant information included in their packet; he discussed the sections included and the issues to be resolved, including the additional cost necessary when the functional consolidation is implemented. He said he feels the money saved by Chehalis should be applied to help cover these costs. There was discussion. The Chief said the models are just

that, and will be discussed and revised throughout the process. The Chief then reviewed the RFA Annexation Draft #4 which has been revised to include the addition of Chehalis only. He also referred to the revised Executive Summary; the organizational charts just removed the other two departments. He also pointed out that all numbers are 2012 numbers and will be different as time goes on.

c. FF/PM Candidate Conditional Offer of Employment

The Chief explained that nine candidates were interviewed by the panel of fire chiefs. Five were selected as top candidates. Chief Walkowski asked for approval to move four candidates forward to pre-employment psychological assessments and physical examinations; out of the four, two will be selected to receive conditional offers of employment. There is also a possibility that the Chehalis Fire Department may offer employment to one of the candidates. There was discussion of the use of reference checks and other issues. Commissioner Tomasheck made a motion² to allow the Fire Chief to move forward with the selection process as requested. Motion was seconded and passed.

Executive Session

a. Potential Litigation – Direction from Counsel per RCW 42.30.110(1)(i)

Executive Session was called at 6:05 p.m. for approximately ten minutes to discuss potential litigation; no action to be determined.

The Executive Session was closed and the business meeting adjourned at 6:18 p.m.

Local Board for Volunteer Firefighters

The Local Board was called to order at 6:19 p.m. and an Invoice Voucher for Amy Farden for disability compensation was reviewed. Commissioner Tomasheck made a motion to approve the presented claim. Motion was seconded and passed.


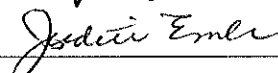
The Local Board of Volunteer Firefighters meeting was adjourned at 6:25 p.m.

Governance Board Action Motions Passed:

1. Motion to adopt Resolution #13-01 Approving the Formation of a Regional Fire Protection Service Authority Planning Committee
2. Motion to allow the Fire Chief to move forward with assessments of four FF/PM candidates

Local Board for Volunteer Firefighters Action Motions Passed:

1. Motion to approve Invoice Voucher for disability compensation claim for volunteer Amy Farden

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

January 23, 2013	Governance Board Meeting
February 13, 2013	Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting January 23, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Jay Johnson, Bonnie Canaday, Harlan Thompson, and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack and Stephanie Slorey

Visitors – Diane Kytta

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

The agenda was amended to include the deletion of the Board of Volunteers Firefighter meeting. Motion was made, seconded and passed to approve the agenda as amended.

There was no public input.

The Chief stated he has sent an email out to the Commissioners regarding training. If anyone is interested, please let him know as soon as possible so a spot may be reserved.

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

Old Business - None

New Business

a. Regional Fire Authority Planning Committee Update

Chief Walkowski gave an update on the committee's last meeting, which was held January 16, 2013. The Committee reviewed the Executive Summary, Preliminary Financial, Administrative and Operations Models along with each entity's budget. Updates on the work plan will be next on the agenda for the Planning Committee. The next Planning Committee meeting will be February 20, 2013 at 6:00 p.m. at Riverside Fire Authority Station 2.

b. Inter-local Agreement with the City of Centralia to Utilize Municipal Small Works Roster

Chief Walkowski stated that, in order to meet compliance with the RCW and to meet Washington State bid law practices, the RFA is proposing to execute an additional ILA for 2013. Commissioner Tomasheck made a motion¹ to authorize the Fire Chief to execute an inter-local agreement with the City of Centralia to utilize their approved Small Works Roster. Motion was seconded and passed.

c. FF/PM Candidate Hiring Process Update

Chief Walkowski gave an update on the status of the five candidates that were chosen to move on to the next step. The five candidates will be doing their psych evaluation on January 30, 2013.

Executive Session

a. Potential Litigation – Direction from Counsel per RCW 42.30.110(1)(i)

Executive Session was called at 5:31 p.m. for approximately twenty minutes to discuss potential litigation; no action to be determined.

The Executive Session was closed and the business meeting adjourned at 5:40 p.m.

Governance Board Action Motions Passed:

1. Motion to authorize the Fire Chief to execute an inter-local agreement with the City of Centralia authorizing the Riverside Fire Authority to utilize their approved Small Works Roster in accordance with RCW 39.04.155.

Minutes submitted by *Kee Coumbs*, Board Chair

Judith D. Emble, Secretary

Governance Board Meeting Dates

February 13, 2013
February 27, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

**Governance Board Meeting
February 13, 2013
Minutes**

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Jay Johnson, Bonnie Canaday, Harlan Thompson, and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – Diane Kytta and Captain Ken Colombo

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

Motion was made, seconded and passed to approve the agenda with the addition of item 6f, an announcement from Commissioner Tomasheck.

There was no public input. Commissioner Canaday thanked Stephanie Slorey for making the board packets available electronically.

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

Old Business –

a. Regional Fire Authority Planning Committee Update

Chief Walkowski reported that the next meeting will be on February 20. He said the main focus will be to spend time reviewing the differences between annexation and functional consolidation. Also, there should be a letter presented from Chehalis Local 2510 stating that the members support the process.

New Business

a. Bid Award: Station #4 Interior Carpet Replacement

Chief Walkowski discussed the need for replacement of the carpet at Station #4. Three bids have been received and the Chief recommended awarding the bid to Abbey Carpet and Floors who presented the low bid of \$2,506.79. Commissioner Tomasheck made a motion¹ to authorize the Fire Chief to accept the bid of Abbey Carpet and Floors and execute a contract with them for \$2,507.79.

b. Proposed Policy #604: Company Level Inspection Program

Chief Mack explained the purpose of the Company Level Inspection Program. Commissioner Tomasheck made a motion² to authorize the Fire Chief to approve Policy #604. Motion was seconded and passed.

c. Proposed Policy #220: Resident Firefighter Program

Chief Kytta described the Resident Firefighter Program policy. He told the board that Captain Colombo is the Resident Firefighter Coordinator and helped develop the policy. Commissioner Tomasheck made a motion³ to authorize the Fire Chief to approve Policy #220. Motion was seconded and passed.

d. Proposed Policy #221: Shift Trades

Chief Walkowski provided explanation of the Shift Trade Policy and noted that it is proposed to memorialize the current shift trade practices. Commissioner Tomasheck made a motion⁴ to authorize the Fire Chief to approve Policy #221. Motion was seconded and passed.

e. Non-Represented Employee Leave Schedule Modification

Chief Walkowski discussed the proposal to modify the annual leave schedule; there is no financial impact involved. Commissioner Tomasheck made a motion⁵ to adopt the proposed modification. Motion was seconded and passed.

f. Announcement

Commissioner Tomasheck told the group that Greg Pulver of American Medical Response is transferring to a position in Billings, Montana. AMR is currently looking for his replacement.

Chief Walkowski discussed invitation to the State Audit exit conference; Commissioner Thompson will attend. Commissioner Davidson and Commissioner Canaday wish to attend the WFCM Seminar in Chelan and Commissioner Thompson will attend the Ocean Shores Seminar.

The meeting was adjourned at 5:55 p.m.

Local Board for Volunteer Firefighters

The Local Board was called to order at 5:55 p.m. and an Invoice Voucher for Amy Farden for medical treatment was reviewed. Commissioner Tomasheck made a motion¹ to approve. Motion was seconded and passed. Retirement documents and Invoice Voucher for volunteer Gennes Robinson were presented and reviewed. Commissioner Tomasheck made a motion² to approve the presented retirement claim. Motion was seconded and passed.

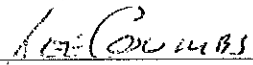
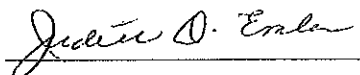
The Local Board of Volunteer Firefighters meeting was adjourned at 5:58 p.m.

Governance Board Action Motions Passed:

1. Motion to authorize the Fire Chief to accept the bid and execute a contract with Abbey Carpet and Floors
2. Motion to authorize the Fire Chief to approve Policy #604 Company Level Inspection Program
3. Motion to authorize the Fire Chief to approve Policy #220 Resident Firefighter Program
4. Motion to authorize the Fire Chief to approve Policy #221 Shift Trades
5. Motion to approve the proposed amendment to the annual leave schedule for non-represented employees

Local Board for Volunteer Firefighters Action Motions Passed:

1. Motion to approve Invoice Voucher for medical treatment claim for volunteer Amy Farden
2. Motion to approve Retirement Documents and Invoice Voucher for volunteer Gennes Robinson

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

February 27, 2013
March 13, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting February 27, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Jay Johnson, Bonnie Canaday, Harlan Thompson,

Administration – Assistant Chief Mike Kytta, Assistant Chief Rick Mack and Stephanie Slorey

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:04 p.m. and Commissioner Thompson led the flag salute.

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

There was no public input.

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

Old Business

a. Entry Level Firefighter/Paramedic Hiring Process Update

Chief Mack gave an update on the 2 new hires. Merritt Cox and Jason Shepherd have been offered final employment and both have accepted. Their start date will be March 11, 2013. They will work Monday-Friday through the end of March so that they can be schooled on the RFA's policy and procedures and be signed off by Dr. O'Neil on their paramedic duties. Our goal is to have them on their respected shifts starting April 1, 2013.

New Business

a. Resolution #13-02 Surplus Equipment Declaration

Chief Mack stated we have two (2) cots that need to be surplus per the policy as approved by the Board.

Chair Coumbs read Resolution #13-02 aloud. Commissioner Canaday made a motion¹ to adopt Resolution #13-02 and seconded by Commissioner Johnson to authorize the Fire Chief to surplus the equipment per the procedure indicated in the Resolution.

b. RFA Policy #302: Incident Reporting Policy Modification

Chief Mack gave an overview of Policy #302 modifications that are being presented to the Board to include Fire & Explosion Loss in Sub-Sections 3.2, 4.14, 5.2 and Appendix 6.1. Commissioner Johnson made a motion² and Commission Canaday seconded to accept the modification to Policy #302.

Good of the Order:

- Chief Mack reminded the Board of the “Badge Pinning” ceremony for four (4) of our volunteers who have passed their probationary period successfully. The four volunteer firefighters are: Jonathan Akers, Tyler Lindgren, Samantha Petrich and Ashlee Weaver. The ceremony will be held on March 14 at 7:00 p.m. at Station 2.
- Greg Pulver has accepted a job in Montana. There will a good-bye party on Friday, March 15 from 7-10 at the Olympic Club in the Green Room.
- Chief Kytta distributed and reviewed a report on call statistics for 2012. This information was requested and given to the Chronicle.

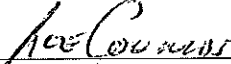
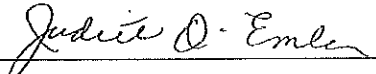
Executive Session

N/A

Meeting adjourned at 5:51 p.m.

Governance Board Action Motions Passed:

1. Motion to adopt Resolution #13-02 Surplus Property and authorize the Fire Chief to proceed with the surplus procedure.
2. Motion to adopt proposed modifications and additions to RFA Policy #302, Incident Reporting.

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

March 13, 2013	Governance Board Meeting
March 20, 2013	RFAPC
March 27, 2013	Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting March 13, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Bonnie Canaday, Harlan Thompson, and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – FF/PM Jason Shepherd, FF/PM Merritt Cox, Captain Ken Colombo

Chair Coumbs called the meeting to order at 5:00 p.m. and Judith Emler led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of item 7b per the request of Chief Walkowski.

There was no public input.

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

Chief Walkowski introduced the two new employees, FF/PM Merritt Cox and FF/PM Jason Shepherd, to the Board.

Old Business –

a. Regional Fire Authority Planning Committee Update

Chief Walkowski told board members that the last RFAPC meeting was productive; a comparison was made of functional consolidation and annexation. Members then acknowledged that they understood the process. Operation sectional work groups were identified; there will be two participants from each entity in each work group. Prevention section work groups were also developed.

The Chief said he met with Chehalis officials today; the March RFAPC meeting may be cancelled to allow workgroups to meet. Chief Walkowski suggested that at the next RFAPC meeting in April the elected officials need to determine how governance will develop.

New Business

a. Washington State Auditor: Accountability Audit Report

Chief Walkowski reported that the exit interview for the 2009 through 2011 accountability audit was held on March 5, 2013. Commissioners Thompson and Tomasheck attended, along with the Fire Chief and Finance Administrator. The Chief said that the auditor who conducted the review was very helpful and responsive to our questions. There were no findings in the audit. The next audit will be in October of 2014. A copy of the audit draft is in the board packet for review.

b. Interlocal Agreement for the Transitional Consolidation of Fire Service Operations and Administration

Chief Walkowski presented to board members a draft of the interlocal agreement and notified the Board that Chief Johnson of the Chehalis Fire Department will be retiring in the very near future. This matter has been discussed with the City of Chehalis and the city has asked if the RFA would provide Fire Chief services as a temporary solution. The City would like to enter into an ILA for these services. Chief Walkowski said he wanted to present the proposed agreement to the Governance Board before moving forward. There were questions and the Chief recommended executing such an agreement: he feels that it makes sense. The City of Chehalis would have to pay half of the Fire Chief cost. Board members discussed the issue and Commissioner Tomasheck suggested that the Governance Board meet with Chehalis officials before making a decision. The Chief will try to set up a meeting on March 20 or March 27. He asked the commissioners to review the draft, which he will submit to Attorney Joe Quinn for his review. There was further discussion.

The Chief said he met recently with Chehalis members to discuss annexation of the Chehalis industrial park. They plan on moving forward with annexation, doing it in phases. They also told the Chief that they appreciate the work Chief Mack has been doing for them.

Commissioner Thompson reported that he had attended a DOT meeting; there was a heated discussion regarding repair of the Chamber Way overpass.

Commissioner Canaday said that at last night's Centralia City Council meeting it was determined to allow a private citizen group time to organize in order to support the Pearl Street Pool.

Chief Kytta announced that a memorial service will be held at the Mountain View Cemetery Saturday, March 16 at 11 am for long time Fire District 12 volunteer Carl Krause.

Chief Walkowski reminded everyone of the badge pinning ceremony tomorrow night at 7.

The meeting was adjourned at 5:57 p.m.

Local Board for Volunteer Firefighters

The Local Board was called to order at 5:58 p.m. and five Invoice Vouchers for Amy Farden medical treatment were reviewed. Commissioner Thompson made a motion¹ to approve. Motion was seconded and passed.

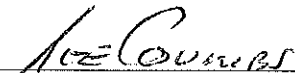
The Local Board of Volunteer Firefighters meeting was adjourned at 6:00 p.m.

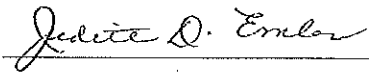
Governance Board Action Motions Passed:

None

Local Board for Volunteer Firefighters Action Motions Passed:

1. Motion to approve Invoice Vouchers for medical treatment claim for volunteer Amy Farden

Minutes submitted by , Board Chair

, Secretary

Governance Board Meeting Dates

March 27, 2013

April 10, 2013

Governance Board Meeting

Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting March 27, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Bonnie Canaday, Harlan Thompson, Jay Johnson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta and Judith Emler

Visitors – Captain Erik Olson, D/E Rick LeBoeuf, FF/PM Merritt Cox, Diane Kytta

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

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

There was no public input.

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

2012 Operations Section Year End Report

Chief Kytta reviewed his written 2012 Operations report and told the Board that there was a record call volume in 2012. He covered the highlights and some details of the report. Captain Olson presented the training portion of the review. Chief Kytta illustrated, with visuals, some 2012 statistics.

Old Business –

a. Interlocal Agreement for Fire Chief Administration and Management Services

Chief Walkowski reported that this is a continuation of the subject discussed at the last board meeting, when the Board asked to meet with Chehalis. He said that the Chehalis officials wish to discuss the matter with their city council on April 8th and then will meet with our board at the Governance Board meeting on April 10th. The Chief said that the original ILA was revised after review by the Chehalis city manager and Chief Walkowski and reduced by about four pages. Chief Walkowski said he had stressed to the city manager that this is not a solution, but a temporary situation. The Chief reviewed the benefits the RFA would realize by entering into this agreement. He told the Board he feels this would provide insight on how the potential merge would work or not work. Questions were asked and answered. Commissioner Tomasheck suggested that a timeline be established and noted that everyone needs to make sure nothing is taken away from the RFA if this is implemented. There was discussion. Chief Walkowski told the Board that he has started to spend time at the Chehalis Fire Department and that Chief Johnson will be leaving on April 24th.

New Business

a. Cooks Hill Radio Tower Lease Agreement

Chief Walkowski reminded board members that the RFA has a lease agreement with Lewis County, who leases space on the RFA radio tower on Cooks Hill. The county is asking for a six year renewal of the agreement, which expires May 31, 2013. Commissioner Canaday pointed out that the provided addendum indicated a four year renewal; Chief Walkowski replied that the cover letter from Lewis County stated a six year renewal. Board members were agreeable to either a four year or six year term of renewal; it will be determined which term is actually desired by the county. Commissioner Tomasheck made a motion¹ to authorize the Fire Chief to execute the Lease Agreement with Lewis County. Motion was seconded and passed.


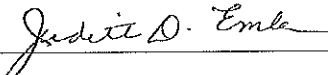
b. EMS Unit Retrofit Request

The Chief referred to the information included in the board packet regarding a proposal to retro-fit the 2005 EMS unit and asked the Board to consider the request. He pointed out this would be a proactive approach to maintain reliable apparatus. There was discussion. Commissioner Tomasheck made a motion² to authorize the Fire Chief to execute an Inter-local Agreement with the City of Bellingham to utilize their EMS unit specifications/bid documents and to proceed with the proposed patient module remount of the 2005 EMS unit. Motion was seconded and passed.

The meeting was adjourned at 5:57 p.m.

Governance Board Action Motions Passed:

1. Motion to authorize the Fire Chief to execute the Cooks Hill radio site Lease Agreement with Lewis County
2. Motion to authorize the Fire Chief to execute an Inter-local Agreement with the City of Bellingham and to proceed with the proposed patient module remount of the 2005 EMS unit

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

April 10, 2013
April 24, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting April 10, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Bonnie Canaday, Harlan Thompson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack and Judith Emler

Visitors – D/E Rick LeBoeuf, Captain Ken Colombo, Chehalis City Manager Merlin MacReynold

Chair Coumbs called the meeting to order at 5:08 p.m. and Commissioner Canaday led the flag salute.

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

There was no public input.

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

Old Business –

- a. *Interlocal Agreement for Fire Department Administration and Management Services: Discussion with Chehalis City Manager and City Council Representatives*

Chief Walkowski told the Board that Chehalis did not vote on the Interlocal Agreement at their Monday night meeting since some revisions need to be made; their city attorney wished to make some changes. Chehalis City Manager Merlin MacReynold addressed the Board and told the members he hoped the agreement can be approved at their April 22nd meeting; he also told them he feels this is a very positive move. There was discussion about time frames and the functional consolidation. Questions regarding the ILA were answered. City Manager MacReynold thanked Chief Mack for the service he has provided in code enforcement for the City of Chehalis.

Chair Coumbs said that the Board will postpone actions on the ILA until the new time elements are established. There was further discussion.

New Business – None

Executive Session

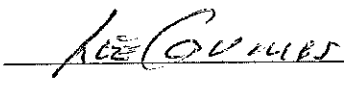
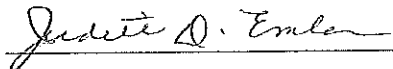
The business meeting was recessed at 5:44 p.m. for approximately 20 minutes and the Board entered into Executive Session to review the performance of a public employee in accordance with RCW 42.30.110(1)(g) and contract negotiations per RCW 42.30.140. The Executive Session was closed at 6:31 p.m. and the business meeting was reconvened.

Commissioner Canaday made a motion¹ to approve stipends of \$600 each for the two Assistant Chiefs and a \$1,200 monthly stipend for the Fire Chief, effective with the effective date of the Interlocal Agreement with the City of Chehalis for Fire Department Administration and Management Services and to continue during the term of the ILA agreement. Motion was seconded and passed.

The meeting was adjourned at 6:37 p.m.

Governance Board Action Motions Passed:

1. Motion to approve stipends for the Assistant Chiefs and Fire Chief during the term of the Interlocal Agreement with the City of Chehalis for Fire Department Administration and Management Services.

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

April 24, 2013
May 8, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

**Governance Board Meeting
April 24, 2013
Minutes**

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Bonnie Canaday, Harlan Thompson, Jay Johnson and Mike Tomasheck

Administration – Assistant Chief Mike Kytta, Assistant Chief Rick Mack and Judith Emler

Visitors – Diane Kytta

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

Motion was made, seconded and passed to approve the agenda with the addition of item 7b in New Business.

There was no public input.

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

Year End Prevention Report – Chief Mack reviewed the highlights of his written report. Questions were asked and answered.

Old Business

a. Interlocal Agreement for Fire Department Administration and Management Services

Chief Kytta referred to the revised document included in the Board Packet; he said changes had been made to the agreement by the City of Chehalis attorney since the last meeting. The Chehalis City Council adopted the agreement at their April 22nd, 2013 meeting. The portions revised were sections 6.1 and 6.2 (Term and Termination clauses). There was discussion. Commissioner Tomasheck made a motion¹ to approve the presented Interlocal Agreement for Fire Chief Administration and Management Services. Motion was seconded and passed.

New Business

a. Association of Washington Cities WellCity Award and Recognition

Chief Kytta explained to the Board that the RFA has again received an Association of Washington Cities "WellCity" award. This award was a result of the grant submittal by FF/PM Tera Green (RFA Health and Wellness Coordinator) and will result in a 2% discount on Regence medical insurance premiums in 2014. FF/PM Green will be presented with a letter of recognition for her achievement.

b. Addition to Agenda

Commissioner Johnson told the Board that the Centralia School Board had done a study and found it more cost efficient to furnish an i-pad for each board member than to produce board packets. He said he just wanted to mention it; he does not know the cost of the RFA's packet production.

Executive Session - None

The meeting was adjourned at 5:35 p.m.

Governance Board Action Motions Passed:

1. Motion to approve the presented Interlocal Agreement for Fire Chief Administration and Management Services.

Minutes submitted by Lee Couvrs, Board Chair

Judith D. Emler, Secretary

Governance Board Meeting Dates

May 8, 2013
May 22, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

**Governance Board Meeting
May 8, 2013
Minutes**

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Bonnie Canaday, Harlan Thompson, Jay Johnson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Stephanie Slorey and Judith Emler

Visitors – Diane Kytta, FF/PM Jesse Berry

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

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

There was no public input.

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

Year End Administration Report – Chief Walkowski referred to his written report included in the Board Packet and verbally reviewed highlights of the report and answered questions.

Old Business

- a. *Interlocal Agreement for Fire Department Administration and Management Services: Update*

Chief Walkowski reported on the agreement with Chehalis. He told the Board that there have been significant events in the last couple of weeks; one is that Chehalis has hired their first female firefighter.

The Chief reported that he has met with the captains and with all employees and all have been very receptive. He said there will be a lot of change and that the work groups have been going very well; he does not see a lot of barriers. He also reported that everyone at the City of Chehalis have been very cooperative.

b. Regional Fire Authority Planning Committee: Update

Chief Walkowski said that the major focus at the April 17th meeting was that elected officials start talking about governance. He referred to the drafted Joint Oversight Board language included in the packet and explained that this is proposed language, just to begin the process. There was discussion.

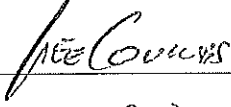
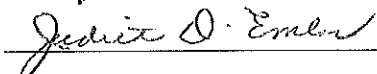
The Chief then referred to the functional consolidation work groups and reviewed their status. He said now the groups will identify what needs to be done next. He is recommending that there be no planning committee meeting in May so the workgroups have time to progress. There was further discussion.

New Business- None

Executive Session - None

The meeting was adjourned at 6:04 p.m.

Governance Board Action Motions Passed: None

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

May 22, 2013
June 12, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting May 22, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Bonnie Canaday, Harlan Thompson and Jay Johnson

Administration – Assistant Chief Mike Kytta, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – Captain Erik Olson, Diane Kytta

Chair Coumbs called the meeting to order at 5:00 p.m. and Chief Kytta led the flag salute.

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

There was no public input; however Chair Coumbs mentioned that the Cancer Society wanted to thank the RFA for their participation in the Chinese lantern release.

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

Old Business

None

New Business

a. Resolution #13-03: Surplus Equipment Declaration

Chief Kytta explained the rationale for the request to surplus the 1995 Ford Rescue Unit; it is not heavily used and has limited use for the RFA. Chair Coumbs read the resolution aloud; Commissioner Johnson made a motion¹ to adopt Resolution #13-03. Motion was seconded and passed.

b. Washington State Volunteer Firefighter Line of Duty Death Benefit Improvements

Chief Mack explained to the Board that the recently passed HB1180 increases on the duty death benefits for volunteer firefighters. There was discussion.

c. 2012 Washington State Fire Fatality Report

Chief Mack reviewed the 2012 Washington State Fire Fatality Report. He reported that the State saw another decrease in fire fatalities and its rate runs lower than the national average. There was discussion of various sections of the report.

Executive Session - None

The meeting was adjourned at 5:35 p.m.

Governance Board Action Motions Passed:

- 1. Motion to adopt Resolution #13-03 Surplus Equipment Declaration*

Minutes submitted by *Ken Cousins* , Board Chair

 Judith D. Emloe , Secretary

Governance Board Meeting Dates

June 12, 2013
June 26, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting June 12, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Mike Tomasheck, Bonnie Canaday, Harlan Thompson and Jay Johnson and Tom Davidson

Administration – Chief Jim Walkowski, Assistant Chief Rick Mack, and Judith Emler

Visitors – Diane Kytta

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

Motion was made, seconded and passed to approve the agenda with the addition of item 6 b. IAFF Local #451, for discussion only.

There was no public input.

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

Chairman Coumbs asked Chief Walkowski the status of the RFA processing its own vouchers. The Chief said it is still being considered, and will probably be implemented when the Chehalis Fire Department is annexed into the RFA.

Old Business

a. Inter-local Agreement for Fire Department Administration and Management Services: Update

Chief Walkowski reported that in the first 45 days the focus has been on integration issues such as incident reports, shift trades, behavior modification. He said all changes have been accepted and things have been going very well. The Chief met with the Chehalis city manager this afternoon and discussed the listing of things that need to be done for facility improvements.

The Chief distributed to board members a workgroups handout which will be presented at tonight's RFAPC meeting. He said that quite a bit has been accomplished; he feels a functional consolidation may be accomplished by October. Also, the Chief reported that Chehalis is moving forward on annexation plans. There was discussion.

b. EMS Module Re-mount Project: Informational Update

Chief Walkowski discussed the status of the 2005 diesel EMS unit which is slated to be re-mounted on a gas chassis. The City of Bellingham has new lawyers, and it took over a month to approve the Inter-Local Agreement with the RFA to utilize their EMS unit specification/bid documents. Due to the delay in approval, the 2013 chassis is no longer available; however, the RFA will now acquire a 2014 chassis at no additional cost. This will necessitate a longer time to receive the new unit.

New Business

a. City of Centralia Municipal Code Chapter 9.12 (Fire Hazard): Modification Request

Chief Walkowski reviewed the issue of fire hazard due to dead grass or weeds as provided in the Centralia Municipal Code Chapter 9.12. Since the RFA is not a city department it does not have enforcement authority for abatement of this type of fire hazard. Last night the city council passed an amendment to the code which provides the police with the authority to enforce compliance with tall grass complaints which constitute a fire hazard. A letter is required from the RFA memorializing the delegation of responsibility for enforcement to the City of Centralia. Commissioner Tomasheck made a motion¹ authorizing the Fire Chief to draft and sign a letter memorializing the shift of responsibility for tall grass and weed fire hazards to the City of Centralia for code enforcement purposes. Motion was seconded and passed.

b. Local #451

Chief Walkowski said he had recently had a discussion with Commissioner Tomasheck regarding the activities of IAFF Local #451. There had been previous discussions regarding the firefighters of Fire Districts #5 and #6 joining Centralia Local #451. They have now petitioned Local #451 to join their local. #451 has voted to accept, with the understanding that #451 would not incur any legal fees in the process. Chief Walkowski said there can be confusion about the situation. If this does happen, it should be explained that the other entities would have nothing to do with Riverside Fire Authority; it is just a labor issue and they would only be a bargaining unit under Local #451. The Chief said this will be political, and wanted board members to be aware of the situation. There was discussion.

Good of the Order

Chief Walkowski reported that last week was the 90th Washington State Firefighters conference and three RFA volunteer firefighters attended. Jonathan Akers tied for first place in the Scholastic Award and will receive an engraved gold watch for this achievement.

Commissioner Tomasheck noted that Nextel phones will be discontinued in June.

Commissioner Canaday and Commissioner Davidson reported on the WPCA seminar they attended in Chelan. There was discussion on social media and healthcare issues.


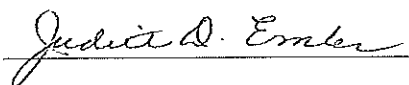
Executive Session - None

The meeting was adjourned at 6:03 p.m.

Commissioner Canaday announced that Chief Walkowski has been elected as Washington Fire Chiefs President for 2014 and congratulated him on this honor.

Governance Board Action Motions Passed:

- 1. Motion to authorize Fire Chief to draft and sign letter memorializing the shift of responsibility for tall grass and weed fire hazards to the City of Centralia for code enforcement purposes*

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

June 26, 2013	Governance Board Meeting
July 10, 2013	Governance Board Meeting

Riverside Fire Authority

**Governance Board Meeting
June 26, 2013
Minutes**

In attendance:

Board Members – Chair Lee Coumbs, Mike Tomasheck, Harlan Thompson and Tom Davidson

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Stephanie Slorey and Judith Emler

Visitors – Diane Kytta

Chair Coumbs 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.

There was no public input.

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

Old Business

a. Inter-local Agreement for Fire Department Administration and Management Services: Update

Chief Walkowski reported that it is coming up to the 60 day milestone and everything is going very well. The goal is to bring the two entities into alignment as much as possible. The Chief spoke of the highlights of accomplishments achieved so far: policy change (including incident reporting), utilization of station uniforms, expanded use of the records management system, increased expectations of company officers, the hiring of the first female firefighter in the Chehalis department (she is also the first paramedic there), cross training and a change in the Chehalis shift structure to correspond with the RFA structure.

Chief Walkowski said he is now working on critical needs with the Chehalis City Manager.

b. Regional Fire Authority Planning Committee: Update

Chief Walkowski discussed the planning meeting held on June 12; he said it went well. The workgroup information was reviewed and the committee gave the authority to move forward with the initiatives. A calendar will be developed to accomplish these deliverables.

b. EMS Module Re-mount Project: Informational Update

Chief Walkowski reminded the Board that when he had originally come to the board regarding the remount it was for a 2013 chassis, he had later reported that due to circumstances it would now be a 2014 chassis at no extra expense. Last week, the RFA received documentation from Braun which listed the 2013 chassis; Braun had found the last 2013 chassis and obtained it for the RFA, so now we are back to the 2013 chassis. It is anticipated that the chassis will be received in mid-to-late July; the rest of the time schedule is not known as yet.

There was discussion of the Chehalis Fire Department/RFA interaction.

New Business – None

Good of the Order

Commissioner Tomasheck reported that AMR is currently conducting interviews for the open supervisor position; he also reported on AMR ambulance status.

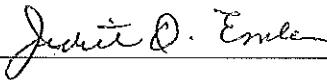
Commissioner Coumbs reported on the upcoming Summerfest activities.

Executive Session - None

The meeting was adjourned at 5:50 p.m.

Governance Board Action Motions Passed: None

Minutes submitted by , Board Chair

, Secretary

Governance Board Meeting Dates

July 10, 2013
July 24, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting July 10, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Mike Tomasheck, Bonnie Canaday, Harlan Thompson, Tom Davidson and Jay Johnson

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Stephanie Slorey and Judith Emler

Visitors – Diane Kytta

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

Motion was made, seconded and passed to approve the agenda with the addition of an Executive Session.

There was no public input.

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

Old Business

- a. *Inter-local Agreement for Fire Department Administration and Management Services: Update*

Chief Walkowski told the Board that everything is continuing to go reasonably well. He is now putting together critical issues and funding requests for the Chehalis city manager to consider. The Chief hopes to have this completed by next week. He said he is also in the process of revising some policies. Today Chehalis began collective bargaining; Chief Walkowski is sitting in the room to participate as an observer. He has requested that there be no RFAPC meeting in July; then deliverables will be presented at the August meeting.

New Business

- a. *Resolution #13-04: Governance Board Reimbursement Modification*

Chief Walkowski explained that the governance board reimbursement RCW was modified from \$104 to \$114 per meeting, effective July 1, 2013. Resolution #13-04 will authorize the adoption of the increase for the RFA Governance Board. Commissioner Tomasheck suggested foregoing the additional amount since other RFA members have waived an increase in salary. Commissioner Davidson agreed

that he was fine with the current amount. Commissioner Canaday said she felt the reimbursement should be increased to keep up with inflation and reduce the need for catch up. Commissioner Coumbs said he was okay with the current amount. Commissioner Canaday made a motion¹ to adopt Resolution #13-04 Governance Board Reimbursement Modification. Motion was seconded; there was discussion. Motion was passed. Commissioner Tomasheck requested that the Board Secretary provide him with an increase waiver form.

Good of the Order

Commissioner Coumbs thanked the RFA for its Summerfest participation


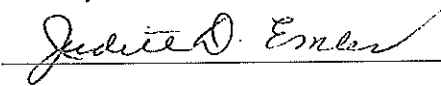
Executive Session

Executive Session was called at 5:32 p.m. for approximately twenty minutes, for information only, to review the performance of a public employee in accordance with RCW42.30.110(1)(g).

The meeting was adjourned at 5:56 p.m.

Governance Board Action Motions Passed:

1. Motion to adopt Resolution #13-04 Governance Board Reimbursement Modification

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

July 24, 2013
August 14, 2013

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting August 14, 2013 Minutes

In attendance:

Board Members -- Vice-Chair Tom Davidson, Bonnie Canaday, Harlan Thompson, and Jay Johnson

Administration -- Chief Jim Walkowski, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors -- None

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

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

There was no public input.

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

Old Business

a. Inter-local Agreement for Fire Department Administration and Management Services: Update

Chief Walkowski reported that everything continues to move forward. It is 2014 budget prep time for Chehalis. During the current RFA hose testing Chehalis is being included and both departments are being standardized. Chehalis Fire had not previously conducted this hose testing. The Chief said he feels things continue to improve.

b. Regional Fire Authority Planning Committee: Update

Chief Walkowski reviewed reports on the status of the workgroups so the commissioners are aware of what is trying to be accomplished. Chief Mack reported on his meeting with the Chehalis Police Chief regarding adding a Chehalis police officer to the Fire Investigation Team. Chief Mack has received the name of an officer who would be good to add to the team. Chief Walkowski pointed out that it takes time to accomplish the workgroup goals.

New Business

a. *RFA Policy #216: Volunteer Reimbursement – Policy Modification*

Chief Walkowski explained that this is modification to the current policy. Since there have been questions on reimbursement, staff felt the need to make the revisions for clarification. He reviewed the additions and revisions presented.

b. *RFA Policy #223: Drugs and Alcohol Free Workplace – Proposed Policy*

Chief Walkowski said that this policy was drafted in June as response to the approval of Initiative 502. This policy should address any issues resulting from the passing of I-502. It has been reviewed by Attorney Joe Quinn, who recommends its approval.

Commissioner Canaday made a motion¹ to accept the proposed modifications to Policy #216. Motion was seconded and passed.

Commissioner Johnson made a motion² to adopt the proposed Policy #223. Motion was seconded and passed.

Executive Session

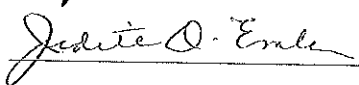
Executive Session was called at 5:40 p.m. for approximately twenty minutes, for discussion only, to review the performance of a public employee in accordance with RCW 42.30.110(1)(g).

The meeting was adjourned at 6:10 p.m.

Governance Board Action Motions Passed:

1. Motion to accept the proposed modifications to Policy #216 Volunteer Reimbursement
2. Motion to adopt the proposed Policy #223 Drug and Alcohol Free Workplace

Minutes submitted by , Board Chair

, Secretary

Governance Board Meeting Dates

August 28, 2013

Governance Board Meeting

September 11, 2013

Governance Board Meeting

Riverside Fire Authority

**Governance Board Meeting
August 28, 2013
Minutes**

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Bonnie Canaday, Harlan Thompson, and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Stephanie Slorey and Judith Emler

Visitors – FF/PM Jesse Berry, FF/PM Merritt Cox, Diane Kytta

Chair Coumbs called the meeting to order at 5:04 p.m. and Commissioner Thompson led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of Item 5c Local 451 Update.

There was no public input.

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

Old Business

a. Inter-local Agreement for Fire Department Administration and Management Services: Update

Chief Walkowski reported that everything continues to go along very well. The 2014 fire department budget has been submitted to Chehalis. The Chief said he has requested that funds be allocated for department maintenance and upgrades.

The Chief told the board that the desired response is not being obtained from the insurance company in regards to the West Street fire. The building is considered unsafe, and probably there will be enforcement against the building owner.

Chief Walkowski said the City of Chehalis is working on revising their fee structure. There was discussion of budget issues. The Chief told the Board that the Chehalis annexation plans are moving forward.

b. Regional Fire Authority Planning Committee: Update

Chief Walkowski told the board that many items on the work group schedules have been accomplished; there has been very good progress and the level of cooperation has been very good. Next week there will be a meeting with the dispatch center and next month Chief Kytta will be combining the training calendar.

c. Local 451 and LCFD #6: Update

The Chief reminded board members that he previously notified them that employees of LCFD#6 were considering filing for unit clarification. Chief Walkowski explained the process and said that the employees have filed and are now in a 90 day waiting period. One of the LCFD#6 commissioners has requested a legal review, but if the clarification goes through the employees will be sworn in as members of Local 451 and will move forward.

New Business

a. Resolution #13-05: Surplus Property

Chief Walkowski distributed a listing of hose which failed testing and is being considered for surplus. The Chief explained that this hose will not be sold since it is not functional, but will be destroyed; the couplings will be recycled and the hose disposed of. Chair Coumbs read Resolution #13-05 aloud. Motion was made¹ to adopt Resolution #13-05; motion was seconded and passed.

b. 2014 Budget Development Workshop Notification

Chief Walkowski reviewed the packet information regarding 2014 budget development. At the September 25th meeting a calendar of budget readings will be presented. There was discussion. The Chief said that the biggest revenue concern is the impact of TransAlta and Assessor Diane Dorey is working on this issue.

Executive Session

None

The meeting was adjourned at 5:52 p.m.

Governance Board Action Motions Passed:

1. Motion to adopt Resolution #13-05 Surplus Property

Minutes submitted by *Archie Coumbs*, Board Chair
Judith D. Esler, Secretary

Governance Board Meeting Dates

September 11, 2013 Governance Board Meeting
September 25, 2013 Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting September 11, 2013 Minutes

In attendance:

Board Members – Vice-Chair Tom Davidson, Bonnie Canaday, Harlan Thompson, Jay Johnson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – Rick Conklin, D/E Rick LeBoeuf, Captain Terry Ternan

Vice-Chair Davidson called the meeting to order at 5:01 p.m. and Commissioner Canaday led the flag salute.

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

There was no public input.

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

Old Business

a. Inter-local Agreement for Fire Department Administration and Management Services: Update

Chief Walkowski reminded the Board that at the last meeting he had voiced concerns that Chehalis was not planning to use the savings to reallocate money to the fire department. He said he had just returned from a meeting with City Manager MacReynold and it looks like the money will be allocated for the needed repairs and improvements. On October 3rd there is a Chehalis city budget hearing; Chief Walkowski said he is hoping to be allowed to keep the fire department funding stabilized in 2014. The Chief said that many things are being wrapped up in preparation for the functional consolidation. He discussed planning committee communication issues, which he talked about today with the City Manager. There was discussion.

New Business

a. 2014 Budget Development Workshop: Modification

Chief Walkowski told the Board that earlier he had requested a budget workshop for September 28, 2013. After working out the timeline, he is now requesting that the workshop be moved to the October 9, 2013 meeting. The Chief reviewed the budget development calendar and pointed out that some dates will need to be adjusted due to conflicts. It was determined to move the budget workshop to the October 9th meeting and it was also suggested that the October 23rd meeting be moved to October 16th due to the WFCA conference. The Chief will check on the training room availability for October 16th; the adjustment of the November 27th meeting will be made later.

Good of the Order

Commissioner Canaday thanked Chief Walkowski and the department for the 9/11 remembrance ceremony held this morning at Station 2.

Local Board for Volunteer Firefighters

The business meeting was recessed and a Local Board meeting was called to order at 5:25 p.m. Retirement documents were presented for former volunteer Tracey Witchey. Commissioner Tomasheck made a motion¹ to approve the documents. Motion was seconded and passed. The meeting was adjourned at 5:28 p.m.

Executive Session

The business meeting was reconvened and an Executive Session opened at 5:29 p.m. for approximately fifteen minutes per RCW 42.30.110(1)(g) to review the performance of a public employee.

The meeting was adjourned at 5:46 p.m.

Local Board for Volunteer Firefighters Action Motions Passed:

1. Motion to approve retirement documents for volunteer Tracey Witchey

Minutes submitted by *Joe Coumas*, Board Chair
Jedee O. Emble, Secretary

Governance Board Meeting Dates

September 25, 2013	Governance Board Meeting
October 9, 2013	Governance Board Meeting and 2014 Budget Workshop

Riverside Fire Authority

Governance Board Meeting September 25, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Bonnie Canaday, Harlan Thompson, and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – Diane Kytta, FF/PM Jesse Berry, Jamie Sanders, FF/PM Merritt Cox

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

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

) There was no public input.

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

Old Business – None

New Business

- a. *Resolution #13-06: Adopting the Association of Washington Cities Benefit Trust Interlocal Agreement Creating A Health Care Program*

Chief Walkowski said that the department had recently been notified that AWC had voted to move to a self-insured benefit program. In order to do this, AWC is required to comply with Washington State laws. Each member, by resolution, must execute an Interlocal Agreement authorizing the participation in the self-insured program. The Chief said that he thinks that in 2014 staff will present other options for medical coverage. In the last couple of years AWC has made changes to plans without notification, so there have been issues. Chief Walkowski reviewed other options now available and told the Board he does anticipate changes in the future.

Diane Kytta addressed the Board with concerns about this agreement. Chief Walkowski responded to her concerns; he had discussed the agreement with staff at AWC. There was discussion of the terms for withdrawal and the need to notify AWC in the first half of 2014 if the decision is made to move to other coverage. The Chief said we need to consider other options since this agreement is so vague. There was further discussion. Commissioner Canaday made a motion¹ to table the resolution and

authorize the Fire Chief to write a letter to AWC regarding the issues and concerns. Motion was seconded and passed. There was further discussion. It was noted that the City of Centralia approved this resolution.

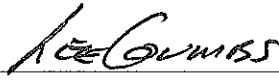
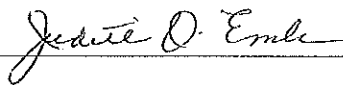
Good of the Order

Commissioner Canaday thanked personnel who participated in the Wellness event at Providence Hospital and extended a thank you and congratulations to Stephanie Slorey's daughter Abby for the scholarships awarded to her at Centralia College.

Executive Session

The business meeting was recessed and an Executive Session opened, for discussion only, at 5:42 p.m. for approximately fifteen minutes per RCW 42.30.110(1)(i) regarding Potential Litigation – Direction from Counsel.

The meeting was adjourned at 6:15 p.m.

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

October 9, 2013

Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting October 9, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Bonnie Canaday, Harlan Thompson, Jay Johnson, Tom Davidson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack, and Judith Emler

Visitors – Diane Kytta, Captain Terry Ternan

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

There was discussion of the next meeting date; the date was changed to October 30 since all commissioners will be at the WFA conference on the 23rd.

Motion was made, seconded and passed to approve the agenda with the addition of Item 6c regarding the Pasco conference, per the request of Chair Coumbs.

Public Input – Diane Kytta requested that the RFA add a Facebook page for information availability. She said that the current webpage is outdated and should be improved. There was discussion. Commissioner Tomasheck directed the Fire Chief to bring back information about updated software to the next meeting.

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

Old Business –

a. Regional Fire Authority Planning Committee: Update

Chief Walkowski told the Board that the board packet included updated work group status reports and reviewed the information provided.

The Chief presented a draft of the Interlocal Agreement for Consolidation of Operations. He said this has been reviewed by Attorney Joe Quinn, whose recommendation was keep it broad. It has been sent to Chehalis officials for their review.

New Business

a. *Washington State Purchasing Contract Agreement*

Chief Walkowski explained the advantages of this program, which may provide better pricing for various items and services. Commissioner Tomasheck made a motion¹ authorizing the Fire Chief to execute a Master Contract Usage Agreement. Motion was seconded and passed.

It was decided to switch the agenda order.

c. *WFCA Conference*

Chair Coumbs asked Commissioner Davidson if he had made a cedar chest for donation to the WFCA conference auction. Commissioner Davidson replied that he had done so. Chair Coumbs explained that he has seen chrome fire hydrants for sale and thought maybe the commissioners could each donate to purchase one for the conference. Chair Coumbs also mentioned that the commissioners need new shirts for the conference. Commissioner Tomasheck offered to handle this; there was discussion of details.

b. *2014 Budget Workshop*

Chief Walkowski told the Board that some budget items will be deferred until the October 30th meeting since the RFA has not received necessary information from the county as yet. The Chief reviewed the third quarter expenditure reports. He told the Board he had met with the County Assessor recently and will meet with the County Treasurer tomorrow. He discussed the property tax impact and reviewed the downward trend of the last three years. There has been a decline of \$363,145,300 in assessed property values. He said the County Assessor Diane Dorey feels that the TransAlta steam plant will continue to depreciate and that property values have not bottomed out yet. She also thinks that the east end of Lewis County will be pro rationed in 2014. In order to plan ahead, the Lewis County Fire Chiefs Association has set a meeting on November 23rd to discuss these issues with the assessor. There was discussion. The Chief told the Board that we will need to come up with solutions; we do not have complete information as yet, but need to determine potential solutions to minimize the impacts. Chief Walkowski also told the Board that tough decisions will have to be made and that economic development is needed in the area.


The Chief said that 2014 budget requests were minimal and more budget development information will be available at the October 30th meeting. There was further discussion.

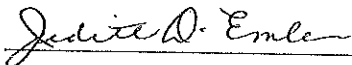
Executive Session - None

The meeting was adjourned at 6:26 p.m.

Governance Board Action Motions Passed:

1. Motion to authorize the Fire Chief to execute a Master Contract Usage Agreement with the State of Washington.

Minutes submitted by , Board Chair

, Secretary

Governance Board Meeting Dates

October 30, 2013	Governance Board Meeting
November 13, 2013	Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting October 30, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Bonnie Canaday, Harlan Thompson, Jay Johnson, Tom Davidson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – Diane Kytta, Captain Terry Ternan, FF/PM Craig Ellenbolt, DE Rick LeBoeuf

Chair Coumbs called the meeting to order at 5:06 p.m. and Commissioner Tomasheck led the flag salute.

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

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

Old Business

a. Regional Fire Authority Planning Committee: Update

Chief Walkowski gave his monthly update. The committee met on October 16th and the Chief referred to the meeting minutes provided in the packet. He also discussed the status of the interlocal agreement draft and reviewed the updates of the work group status reports. There was discussion.

b. Resolution #13-06: Adopting the Association of Washington Cities Benefit Trust Interlocal Agreement Creating a Health Care Program

Chief Walkowski reported to the Board that he had spoken with an AWC representative, who provided information regarding the questions brought up at the September 25th board meeting. He reviewed the various concerns and the answers he had received from AWC. There was discussion. Chair Coumbs read Resolution #13-06 aloud. Commissioner Tomasheck made a motion¹ to adopt Resolution #13-06. Motion was seconded and passed.

New Business

a. EF Recovery Business Associate Agreement

Chief Walkowski reviewed the request from EF Recovery for the execution of a new Cost Recovery Agreement. Commissioner Tomasheck made a motion² to authorize the Fire Chief to execute the proposed agreement. Motion was seconded and passed.

b. 2014 Operations Budget: First Reading

Chief Walkowski explained that the RFA has still not received revenue figures from the county. He reviewed the expense budget draft by programs. There was discussion and questions were answered.

c. Webpage discussion and board meeting date modification (addition to agenda)

The Chief advised the Board that he had discussed the webpage issue with Captain Weinert and determined that it is difficult for multiple users to access with the current software. Chief Walkowski said he considers this mostly a time issue, since Captain Weinert usually updates the page when he is on duty. He has offered to do the updates when off duty. The Chief asked the Board what they would like to do, try to be more timely or buy new software and start over?

The Board consensus was to try the first option first. Commissioner Canaday said she felt the current system was fine for right now; Commissioner Davidson said he does not believe the RFA should spend the funds for new software.

Chief Walkowski asked if the Board was willing to change the next meeting date to November 14th; the Board agreed to the date revision.

Executive Session - None

Commissioner Tomasheck discussed the Lewis County Fire Commissioners meeting to be held at Station 2 on November 18th.

Chief Mack gave a report on the Fire Prevention Poster Contest and thanked Commissioner Canaday and Commissioner Thompson for their judging assistance.

The meeting was adjourned at 6:47 p.m.

Local Board for Volunteer Firefighters

Chair Coumbs called the meeting to order at 6:48 p.m. He presented retirement documents for volunteer Tom Davidson and an Invoice Voucher from the RFA in the amount of \$400 reimbursement for recruits' physical examinations.

Motion¹ was made, seconded and passed to approve the requests.

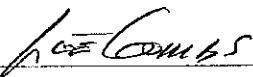
The meeting was adjourned at 6:51.

Governance Board Action Motions Passed:

1. Motion to adopt Resolution #13-06, adopting the Association of Washington Cities Benefit Trust Interlocal Agreement
2. Motion to authorize the Fire Chief to execute the presented EF Recovery Business Associate Agreement

Local Board for Volunteer Firefighters

1. Motion to approve retirement documents for volunteer Tom Davidson and Invoice Voucher for RFA reimbursement of \$400 for recruit physical examinations

Minutes submitted by , Board Chair

, Secretary

Governance Board Meeting Dates

November 14, 2013 Governance Board Meeting
November 27, 2013 Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting November 14, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Bonnie Canaday, Harlan Thompson, Tom Davidson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – Diane Kytta

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

Motion was made, seconded and passed to approve the agenda with the addition of items regarding correspondence, meeting date and a volunteer report.

There was no public input.

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

Old Business

a. 2014 Operations Budget: Second Reading

Chief Walkowski discussed the problem of receiving figures from the county assessor's office; no information has been received as yet. The Chief referred to the projected ending fund balance information provided and reviewed details; these figures will be updated when the November expense and revenue reports are received. Chief Walkowski discussed expense details previously submitted. Questions were answered. There was discussion of LEOFF responsibility issues.

b. RFA Website Modifications

Chief Walkowski reviewed the RFA website and explained specific features and modifications.

New Business

a. General Liability, Property, Auto, Portable Equipment Insurance

The Chief told the Board that the RFA has been notified that our insurance company will no longer insure the RFA when the coverage expires on December 31, 2013. Nicholson Insurance is working on options; the RFA will go through an analysis with VFIS. Representatives will visit the department on Monday and then will provide a quote. If the premium is too high the RFA will pursue other options.

b. Correspondence

Chief Walkowski shared a thank you note received for the department's Safety City participation and a thank you from a Tenino citizen who received help from FF/PM Shepherd and volunteer Tyler Lindgren.

c. Next meeting date

The Chief asked if the Board would like to change the next meeting date since it is scheduled for the night before Thanksgiving. The Board decided that there would be no change.

d. Volunteer information

Commissioner Canaday said she had received a call from a gentlemen she met at the Pasco conference; he is sending the RFA supplies for volunteerism.


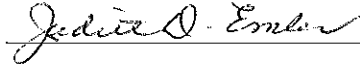
There was discussion of the recent election and levy results.

Executive Session - None

The meeting was adjourned at 6:12 p.m.

Governance Board Action Motions Passed:

None

Minutes submitted by , Board Chair
, Secretary

Governance Board Meeting Dates

November 27, 2013	Governance Board Meeting
December 11, 2013	Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting November 27, 2013 Minutes

In attendance:

Board Members – Chair Lee Coumbs, Bonnie Canaday, Harlan Thompson and Tom Davidson

Administration – Chief Jim Walkowski, Assistant Chief Rick Mack, Stephanie Slorey

Visitors – Rick LeBoeuf

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

Motion was made and seconded with an addition from Commissioner Canaday under new business.

There was no public input.

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

Old Business

a. 2014 Operations Budget: Third Reading

Chief Walkowski discussed the problem of receiving figures from the county assessor's office which were received on Friday, November 15. Chief Walkowski gave an update on the current anticipated 2014 revenues. Chief Walkowski said that the budget is getting closer to being finalized, but there are a few items still pending. Fourth and final reading will be in December. Discussion occurred regarding the significant loss of revenues due to State Assessed Utility at TransAlta being depreciated at a rapid pace. Chief Walkowski suggested that the Board direct him to draft a letter TransAlta on behalf of the Board to request financial mitigation or relief. Commissioner Davidson suggested the Chief draft a letter to Bob Nelson whose office is located at the local TransAlta office.

b. General Liability, Property, Auto, Portable Equipment Insurance

Chief Walkowski discussed the proposal from VFIS. Their proposal was twice the amount than expected. Karen Nicholson was checking with another vendor and Chief Walkowski will have that proposal at the December 18 meeting.

c. Regional Fire Authority Planning Committee: Update

Chief Walkowski gave an update on the Regional Fire Authority Planning Committee meeting which was held on Wednesday, November 20. There was discussion on updates on the status of the work groups. The Chief also stated the draft functional consolidation interlocal agreement language was approved by the RFAPC to move forward to the respective entities.

New Business

None

Executive Session - None

The meeting was adjourned at 6:36 p.m.

Governance Board Action Motions Passed:

None

Minutes submitted by Lee Gouss, Board Chair

Judith D. Emble, Secretary

Governance Board Meeting Dates

December 18, 2013 Governance Board Meeting
December 18, 2013 RFAPC

Riverside Fire Authority

Governance Board Meeting December 11, 2013 Minutes

In attendance:

Board Members – Vice-Chair Tom Davidson, Bonnie Canaday, Harlan Thompson, Jay Johnson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Stephanie Slorey and Judith Emler

Visitors – D/E Mark Stahl, FF/PM Craig Ellenbolt, FF/PM Rob Smith, Vol. FF Landon Cruikshank, Vol. FF J. P. Blum, Rob Gebhart, Casey Beck, Diane Kytta, D/E Rick LeBoeuf, FF/PM Steve Lamb, D/E Chris Layton, D/E Jade Gross

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

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

There was no public input.

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

Old Business

a. 2014 and Beyond Budget Workshop

Chief Walkowski told the Board he had requested a second board workshop since we now have the revenue figures and staff needs direction since budget figures need to be in place by the next meeting on the 18th. The Chief reviewed the items he wished to discuss.

The Chief reported that he had met with Local #451 on Monday night. He gave the Board an update of what has occurred in the last few weeks. In mid-November the RFA was notified by Lewis County of a \$430,000 TransAlta loss. Another large dip will occur in 2015 and prorationing is another threat that year.

Labor and management have met several times to try to find a solution to the shortfall. The Chief said he had presented several options to the labor unit to reduce costs. All included no Cola increase. On December 9 he discussed various topics with the labor group and proposed working up to 12 overtime reduction days, deleting discretionary overtime, and not filling a position when one retirement occurs in the spring, and the option of moving to a high deductible medical plan, and utilizing a portion of the 2013 ending fund balance. On December 10, Union President Rick LeBoeuf reported to the

Chief with a proposal for 8 overtime reduction days and a 2% Cola increase. The Chief said he does not recommend consideration of the proposed counter offer since it does not solve the problem.

Chief Walkowski presented options for the Board to consider and explained that they could choose any of them, or others. The Chief pointed out that service levels may decrease or the RFA may need to seek another revenue stream. He suggested the Board consider an excess levy for 2015; the current EMS levy expires in 2016.

Board members made suggestions for cutting costs in their cost center; there was discussion of various items. Chief Walkowski asked the Board for direction. There was more discussion and questioning.

A ten minute recess was called at 6:12 p.m.

The meeting was reconvened at 6:28 p.m.

Commissioner Tomasheck spoke for the Board and suggested an alternative proposal to the union. Union President LeBoeuf asked for a written proposal to present to the local. Chief Walkowski asked about moving forward with the HDHP/HSA plan; the Board agreed to authorize the action.

Chief Walkowski reviewed the draft of a letter to TransAlta, which requests a meeting with them and asked for approval of the draft. Approval was given, and Commissioner Canaday suggested copies be sent to legislators also.

There was further discussion on various aspects of the revenue shortfall.

New Business - None

Executive Session - None

The meeting was adjourned at 6:48 p.m.

Riverside Fire Authority Governance Board
December 11, 2013
Minutes
Page 3

Governance Board Action Motions Passed:

None

Minutes submitted by Lee Couvres, Board Chair
Judith A. Emker, Secretary

Governance Board Meeting Dates

January 8, 2014	Governance Board Meeting
January 22, 2014	Governance Board Meeting

Riverside Fire Authority

**Governance Board Meeting
December 18, 2013
Minutes**

In attendance:

Board Members – Chair Lee Coumbs, Vice-Chair Tom Davidson, Bonnie Canaday, Harlan Thompson, Jay Johnson and Mike Tomasheck

Administration – Chief Jim Walkowski, Assistant Chief Mike Kytta, Assistant Chief Rick Mack, Stephanie Slorey and Judith Emler

Visitors – D/E Mark Stahl, FF/PM Craig Ellenbolt, FF/PM Jesse Berry, Vol. FF Landon Cruikshank, Vol. FF Matt Evans, Vol. FF J. P. Blum, Bethany Blum, Diane Kytta, D/E Rick LeBoeuf, FF/PM Cory Freeborn, FF/PM Troy Hicklin, FF/PM Chris Porter, Captain Terry Ternan, D/E Paul Scott, Will Cruikshank, Chronicle reporter Stephanie Schendel

Chair Coumbs 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 with the following revisions:

Executive Session to be conducted prior to budget hearing for approximately 45 minutes

Item 6c, Fire Commissioner Oath of Office, to be removed and added to agenda of the January 8, 2014 meeting

Removal of Local Board for Volunteer Firefighters meeting

There was no public input.

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

The Business Meeting was recessed at 5:10 p.m. and an Executive Session was opened for approximately 45 minutes per RCW 42.30.110(g).

The Executive Session was closed at 5:53 p.m. and the Business Meeting was reconvened.

Old Business

a. 2014 Operations Budget: Final Reading and Public Hearing per RCW 84.55.120

The Budget Public Hearing was opened and Chair Coumbs made a motion¹ to approve the proposed 2014 budget. Motion was seconded. The Chair then turned the discussion over to Chief Walkowski, who explained the current loss of revenue due to TransAlta depreciation and the future implications. He explained that so far there has been a loss of \$800,000 and there will be further reduction in 2015, along with the threat of proration. The Chief said that once the RFA was advised by the county assessor that this decline would continue, staff began to meet with the labor union to determine cost savings. Fifteen different options to reduce the deficit were submitted; but they were unable to achieve an agreement. The Chief reviewed further attempts to balance the budget, but these also weren't successful with the labor union. The union countered with another proposal. The latest proposal from the union does not address the overtime limit and does not provide a balanced budget. The Chief said that the only way we have left is people; there is no option but to look at a reduction in force. He said that if the RFA is successful in achieving some mitigation, things could change, but right now the only alternative is to lay off people. He explained that the proposed budget includes a \$180,000 cut in the operations plan and a 5% chief officer salary reduction.

Chief Walkowski reviewed the proposed fire budget and reviewed fire expenses by cost center; EMS revenue and expenses were also reviewed. The Chief explained that the year's ending fund balance is used to pay bills until tax revenue is received; thus the only way right now to achieve a balanced budget is to lay off five paramedics and not fill a vacancy resulting from a retirement.

The Chief explained that the RFA will have to develop an operational plan which will be dictated by how many people we have to reduce. A final determination will not be made until there is a determination of mitigation policies.

Chair Coumbs asked for a vote on the motion to adopt the 2014 budget as presented; motion was passed unanimously and Public Hearing was closed.

b. Resolution #13-07: 2014 Fire Protection Levy

Chair Coumbs read aloud Resolution #13-07; Commissioner Tomasheck made a motion² to adopt the resolution. Motion was seconded and passed.

c. Resolution #13-08: 2014 EMS Levy

Chair Coumbs read aloud Resolution #13-08; Commissioner Johnson made a motion³ to adopt the resolution. Motion was seconded and passed.

Chief Walkowski reviewed with the Board the financial reports as of November 30, 2013 by each cost center.

New Business

a. RFA Governance Board Chair and Co-Chair Designation

The Chief reminded the Board that this is the annual time to appoint the governance board leadership for the next year. Commissioner Canaday nominated Commissioner Davidson for the chairmanship position. Motion⁴ was seconded and passed.

Commissioner Tomasheck nominated Commissioner Canaday for the vice-chair position. Motion⁵ was seconded and passed.

b. Interlocal Agreement for the Provision of Functional Consolidation

Chief Walkowski presented the proposed Functional Consolidation Interlocal Agreement which enables two entities to work together. The Chief explained that this still makes sense; even with the hard decisions made tonight. When the entities are ready to continue with the annexation process they will have to determine the financial feasibility. Commissioner Davidson made a motion⁶ to approve the execution of the presented Interlocal Agreement. Motion was seconded and passed.

Executive Session

The business meeting was recessed and an Executive Session opened at 6:30 p.m. for approximately ten minutes per RCW 42.30.110(1)(i) Potential Litigation – Direction from Counsel.

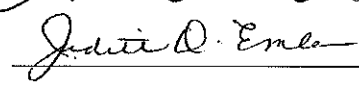
The Executive Session was adjourned at 6:36 p.m. and the business meeting was reconvened.

The meeting was adjourned at 6:37 p.m.

Governance Board Action Motions Passed:

1. Motion to adopt 2014 Budget as presented
2. Motion to adopt Resolution #13-07 2014 Fire Protection Levy
3. Motion to adopt Resolution #13-08 2014 EMS Levy
4. Motion to appoint Commissioner Davidson as 2014 Board Chair
5. Motion to appoint Commissioner Canaday as 2014 Board Vice-Chair
6. Motion to approve the Execution of the Interlocal Agreement for the Provision of Functional Consolidation

Minutes submitted by , Board Chair

, Secretary

Governance Board Meeting Dates

January 8, 2014	Governance Board Meeting
January 22, 2014	Governance Board Meeting