

Riverside Fire Authority

Governance Board Meeting/Workshop January 8, 2020 Minutes

In attendance:

Board Members – Mike Tomasheck, Lee Coumbs, Jay Johnson, Matt Evans

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

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:00 p.m. and Chief Anderson 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 as presented.

The Following voucher/warrants/electronic payments are approved for payment:

*Check Numbers: December 13 period Batch, Check #3109-3135 \$321,703.66
 January 8, 2020 Batch, Check #3136-3150 \$24,324.94
 Use Tax - \$944.65*

Old Business

Commissioner Vacancy Update

Chief Kytta updated the Board on the advertisement of the board vacancy. It was published in The Chronicle on January 4th and will also be published January 9th. The closing date for letter of interest is January 17th at 5:00 p.m. There has been one letter of interest submitted so far. Discussion followed.

City Council Representative

Chief Kytta stated that there has been no response from the City of Centralia on appointing a representative from the council to attend RFA meetings. The Council's first meeting of the year will be January 14, 2020. Hopefully there will be a response from the city manager by the board's next meeting on January 22, 2020. Discussion followed.

New Business

Upcoming Budget Amendment

Chief Kytta informed the board that there will be a budget amendment tentatively scheduled for the first meeting in February. This will allow staff to correct budget amounts after the certified amounts are received by the county assessor. Those numbers usually come in late January. Discussion followed.

Riverside Fire Authority

Governance Board Meeting/Workshop January 8, 2020 Minutes

Resolution #2020-01, Transfer of Funds

Resolution #2020-01, Transfer of Funds was presented to the board for their approval. Stephanie explained that the EMS Capital Fund is not recognized by the county so that fund is no longer useable. Funds can be transferred to the general fund and then dispersed to reserved funds as outlined in the Master Plan. Discussion followed. Commissioner Evans made a motion¹ to approve Resolution #2020-01, Transfer of Funds. Commissioner Johnson seconded. Motion passed 4-0.

Lewis County IT Inter-Local Agreement

Chief Kytta reviewed the annual ILA between Riverside Fire Authority and Lewis County IT Department. This agreement is renewed on an annual basis. Commissioner Evans made a motion² to approve the Inter-Local Agreement with Lewis County IT Department. Commissioner Tomasheck seconded. Motion passed 4-0.

Good of the Order

The Governance Board Meeting was adjourned at 5:29 pm

Governance Board Action Motions Passed:

1. Motion made to approve Resolution #2020-01
2. Motion made to approve ILA with Lewis County IT Dept.

Minutes submitted by , Chair Coumbs

, Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop January 22, 2020 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans

Administration – Chief Kytta, Chief Anderson and Stephanie Slorey

Visitors – Diane Kytta, Roland Haney

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.

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:

*Check Numbers: January 17, 2020 Batch, Check #3152-3159 \$5,424.31
 January 22, 2020 Batch, Check #3160-3178 \$55,309.40*

Old Business

Commissioner Responsibility Policy and Resolution #2020-02

The Board discussed the revised Commissioner Responsibility Policy and Resolution #2020-02 which allows revisions to the policy without voter approval. Commissioner Johnson made a motion¹ to accept the revised policy and Resolution #2020-02. Commissioner Tomasheck made a motion to amend the motion to include reference to RCW 52.14.050 or include said RCW's verbiage in Section 5.1. Commissioner Evans seconded. Motion passed 4-0

City Council Representative

Chief Kytta updated the board that there still hasn't been any correspondence from the City of Centralia on who will be their representative with the RFA. Commissioner Coumbs commented that it usually is decided by the end of January so hopefully by the next meeting we will have an answer. Discussion followed.

Commissioner Vacancy

There were two letters of interests submitted for the board vacancy that was created when Commissioner Thompson resigned as of January 1, 2020. Discussion took place on when and how interviews should be conducted. Commissioner Johnson made a motion² to conduct interviews at the next meeting and choose the applicant who will fill the vacancy. Commission Tomasheck seconded. Motion passed 4-0.

Riverside Fire Authority

Governance Board Meeting/Workshop January 22, 2020 Minutes

SAFER Grant

Chief Kytta discussed the application of the SAFER grant with the board. This is an opportunity to apply for four (4) Firefighter/EMT positions. Discussion followed. Commissioner Evans made a motion³ to authorize the Fire Chief to sign the grant writing contract with Resource Solutions and that he prepares and submit a SAFER grant application for the RFA for (revised) four (4) personnel. Commissioner Johnson seconded. Motion passed 4-0.

New Business

Retirement Buy-Out for Richard Mack

Chief Kytta indicated that Chief Mack will be retiring in March of this year. Chief Mack has extra vacation time that he has earned but was not able to use due to contractual obligation with the City of Chehalis and his duties for the RFA. The buy-out was budget for all his accrued vacation. Discussion followed. Commissioner Tomasheck made a motion⁴ to approve the total amount for Chief Mack's vacation buy-out. Commissioner Evans seconded. Motion passed 4-0.

Good of the Order

The Governance Board Meeting was adjourned at 5:42 pm

Governance Board Action Motions Passed:

1. Motion made to approve Resolution #2020-02 and revised Commissioner Responsibility Policy
2. Motion made to conduct interviews for board vacancy at Feb 12 meeting
3. Motion made to authorize Chief to sign SAFER grant writing contract
4. Motion to approve accrued vacation buy-out for Chief Mack

Minutes submitted by *Ac Coums*, Chair Coums

Stephanie Storey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop February 12, 2020 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans, Joe Dolezal (appointed mid-meeting)

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

Visitors – Diane Kytta, Roland Haney Jr, Joe Dolezal

Chair Coumbs called the meeting to order at 5:15 p.m. and Commissioner Evans 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 as presented.

The Following voucher/warrants/electronic payments are approved for payment:

Check Numbers: February 5, 2020 Batch, Check #3189-3196 \$6,159.99

February 12, 2020 Batch, Check #3197-3238 \$60,690.08

Candidate Interviews for Commissioner Vacancy

The Board held interviews with 2 candidates who submitted a letter of interest, Roland Haney Jr and Joe Dolezal, to fill the vacancy after Commissioner Thompson resigned on January 1, 2020. Commissioner Johnson made a motion to adjourn into Executive Session, RCW 42.30.110 (1) (h) to evaluate the qualifications of a candidate for appointment to elective office for 10 minutes. Time started at 5:32 p.m.

The Board reconvened at 5:42 p.m. into regular session.

Commissioner Johnson made a motion¹ to appoint Joe Dolezal to fill the board vacancy. Commissioner Evans seconded. Motion passed 4-0. Mr. Dolezal was sworn in as Commissioner and joined the board for the rest of the meeting.

Old Business

2019 Final Budget Position

Chief Kytta discussed the 2019-year end final budget report with the board. Discussion followed.

Central Dispatch Study Update

Chief Kytta gave a report on the status of the Central Dispatch Study. Discussion followed.

Riverside Fire Authority

Governance Board Meeting/Workshop February 12, 2020 Minutes

2010 Ambulance Chassis for Surplus – Resolution #2020-03

Chief Kytta informed the board that the 2010 chassis has been returned from Braun NW after having the ambulance remounted. The RFA does not have any use for it so staff is requesting the board declare it surplus. Staff will check with local auction yards in an effort to receive the best sale price or it may be put out to bid. Commissioner Tomasheck made a motion² to approve Resolution #2020-03 to declare the 2010 Ford Ambulance Chassis surplus property. Commissioner Johnson seconded. Motion passed 5-0.

DNR Phase 2 Equipment Grant

Chief Kytta reported on the DNR Phase 2 Equipment Grant that was submitted in the 4th quarter of 2019 for wildland fire equipment. Riverside Fire Authority has been awarded \$23,000 for equipment with a 50% of matching funds (\$11,500). Commissioner Johnson made a motion³ to authorize the fire chief to accept the matching grant and to purchase the materials identified in the grant application. Commissioner Tomasheck seconded. Motion passed 5-0.

2020 Budget Amendment – Resolution #2020-04

Chair Coumbs opened the public meeting for the 2020 budget amendment. With no input from the public, the public meeting was closed.

Chief Kytta discussed the budget amendments with the board. Discussion followed. Commissioner Tomasheck made a motion⁴ to approve Resolution 2020-04, 2020 Budget Amendments. Commissioner Dolezal seconded. Motion passed 5-0.

AMR Radio Use Agreement

Chief Kytta reported that the RFA owns, operates and maintains two (2) two-way radio communications system used for dispatching. AMR frequently uses these radio systems to communicate with Central Dispatch and Riverside Fire Authority. The submitted agreement between the RFA and AMR require AMR to annually pay \$5,000 to Riverside Fire Authority for maintenance and operations of the systems. Commissioner Tomasheck made a motion to approve the radio agreement with AMR. Commissioner Evans seconded. Motion passed 5-0

Good of the Order

The Governance Board Meeting was adjourned at 6:42 pm

Governance Board Action Motions Passed:

1. Motion to approve appointment of Joe Dolezal to the Board of Commissioners
2. Motion made to approve Resolution #2020-03, 2010 Ambulance Chassis for surplus
3. Motion made to accept the DNR Phase 2 Equipment Grant
4. Motion made approve Resolution #2020-04, 2020 Budget Amendments

Minutes submitted by Loe Coumbs, Chair Coumbs

Stephanie Storey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop February 26, 2020 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Joe Dolezal

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

Visitors – Diane Kytta, Stephanie Slorey, Lissa Mack, Ryan Mack, Carol Lucht, Ed Mund, Chief Cardinale, Casey McCarthy, Jesse Berry, Rob Smith, Shay Goff, Karl Vonbargen,

Chair Coumbs called the meeting to order at 5:00 p.m. and Chief Rick Mack 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 as presented.

*The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: February 26, 2020 Batch, Check #3250-3270 \$46,151.19*

Old Business

Central Dispatch Study Update

Chief Kytta updated the Board of Fire Commissioners on progress with the Central Dispatch study and the early planning of a regionalization study. Discussion followed.

Grants Update

Ch. Kytta gave the commissioners a summary of the ongoing grant processes for six different grants in various stages of the process. He reviewed the two grants already awarded, two in process of being approved and two more that are pending application.

Strategic Plan Update

Chief Kytta reminded the Board members that staff is targeting March to begin work on Strategic Planning. Discussion on possible scheduling followed.

New Business

Policy #231- Paid Family/Medical Leave

The Chief presented Policy #231 for Board approval, having been previously reviewed by legal counsel. The new policy will address the now active Paid Family Medical Leave program.

Commissioner Jay Johnson made a motion¹ to approve the policy as presented, Commissioner Dolezal seconded. The motion was approved 3 – 0.

Riverside Fire Authority

Governance Board Meeting/Workshop February 26, 2020 Minutes

Badge Pinning Ceremony

Chief Kytta informed the Commissioners on the upcoming 3/25/20 badge pinning ceremony for several career and volunteer staff.

Chief Richard Mack Retirement

Board Chair, Lee Coumbs, announced the retirement of Asst. Chief/Fire Marshal Richard Mack and opened the floor for speakers in honor of the event.


Chief Kytta addressed the audience speaking on Rick Mack's time with the Riverside Fire Authority and Chehalis Chief Ken Cardinale spoke second on Rick Mack's contribution as a contracted Fire Marshal for the City of Chehalis. Chair Coumbs closed speaking on his experience with Rick Mack as a commissioner and presenting him with a plaque on behalf of the Board of Fire Commissioners commemorating his time with the Riverside Fire Authority.

The Governance Board Meeting was adjourned at 5:49 pm

Governance Board Action Motions Passed:

1. Motion to approve to approve Policy # 231

Minutes submitted by , Chair Coumbs

, Assistant Board Secretary

Riverside Fire Authority
Governance Board Meeting/Workshop
March 11, 2020
Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey

Visitors – Diane Kytta, Centralia Mayor Sue Luond, Winlock Fire Commissioners Randy (Carrie) Pennington and Grant Kistler, Kimmie Anderson and son Owen.

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 with the change of 5b to Covid-19 Update and the addition of 6b Declaration of Emergency Resolution #2020-05.

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: March 11, 2020 Batch, Check #3273-3318 \$835,842.32

Old Business

Central Dispatch Study Update

Chief Kytta updated the Board of Fire Commissioners on progress with the Central Dispatch study and the early planning of a regionalization study. Discussion followed.

Covid-19 Update

Chief Kytta briefed the board on precautions being taken to by staff. Unfortunately, this is an unfamiliar situation. Chief Kytta will continue to monitor. Discussion followed.

New Business

Bid Opening – 2010 Ford Chassis for Surplus

Chair Coumbs opened the only bid submitted for the 2010 Ford Chassis that was deemed surplus by the board at their February 26, 2020 meeting. The bid was for \$1,000. Commissioner Evans made a motion¹ to approve the bid for \$1,000. Commissioner Johnson seconded. The motion was approved 5 – 0.

Declaration of Emergency – Resolution #2020-05

Chief Kytta submitted Resolution #2020-05 Declaration of Emergency to the board for their approval. This resolution would allow the Fire Chief to declare an emergency and waive bid laws and purchasing limitation for emergency procurements in the event of a federal, state or local emergency. Commissioner Tomasheck made a motion² to approve Resolution #2020-05 Declaration of Emergency. Commissioner Johnson seconded. Motion passed 5-0.

Riverside Fire Authority

**Governance Board Meeting/Workshop
March 11, 2020
Minutes**

Badge Pinning Ceremony

Chief Kytta informed the Commissioners on the upcoming 3/25/20 badge pinning ceremony for several career and volunteer staff. Staff may postpone the ceremony due to Covid-19. A decision will be made in the coming weeks.

The Governance Board Meeting was adjourned at 6:00 pm

Governance Board Action Motions Passed:

1. Motion to approve to the bid for \$1,000 for the surplus 2010 Ford Chassis
2. Motion to approve Resolution #2020-05, Declaration of Emergency

Minutes submitted by *ACE COUMBS*, Chair Coumb

Stephanie Storey, Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop March 25, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey

Visitors – LC Commissioner Edna Fund and LC Commissioner Bobby Jackson.

Chair Coumbs called the meeting to order at 5:07 p.m.

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

Public Input – None

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

*The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: March 25, 2020 Batch, Check #3220-3337 \$69,943.02*

Old Business - None

New Business

Risk Management Group Bylaw Amendments

Chief Kytta discussed the amendment that was presented by the Risk Management Group at their annual meeting. Discussion followed. Commissioner Dolezal made a motion¹ to approve the amendment and authorize the Chair to sign on behalf of the Board. Commissioner Johnson seconded. Motion passed 5-0.

Continuation of Government in the Event of a Disaster – Resolution #2020-06

Chief Kytta submitted Resolution #2020-06, Continuation of Government in the Event of a Disaster, to the board for their approval. Discussion followed. Commissioner Tomasheck made a motion² to approve Resolution #2020-06, Continuation of Government in the Event of a Disaster. Commissioner Dolezal seconded. Motion passed 5-0.

The Governance Board Meeting was adjourned at 5:40 pm

Governance Board Action Motions Passed:

1. Motion to approve to Risk Management Group Bylaw Amendment
2. Motion to approve Resolution #2020-06, Continuation of Government in the Event of a Disaster

Minutes submitted by *Lee Coumbs*, Chair Coumbs

Stephanie Slorey Board Secretary

Riverside Fire Authority

**Governance Board Meeting/Workshop
April 8, 2020
Minutes**

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey, Misty Henning

Visitors – Bonnie Coumbs

Chair Coumbs called the meeting to order at 5:17 p.m.

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

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:

Check Numbers: April 8, 2020 Batch, Check #3349-3383 \$43,082.10

Old Business - None

New Business

COVID-19 Financial Impact

Chief Kytta discussed the potential fiscal impact that the RFA may see for the next couple of years due to COVID-19. Discussion followed.

2018-2019 State Audit Update

Board Secretary Stephanie Slorey gave an update on the 2018-2019 state audit that is currently in progress. She stated everything is going well and that it is approximately 75% complete. Discussion followed.

The Governance Board Meeting was adjourned at 5:21 pm

Governance Board Action Motions Passed:

None

Minutes submitted by *Lee Coumbs*, Chair Coumbs

Stephanie Slorey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop April 22, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey, Misty Henning

Visitors – Diane Kytta, Bonnie Coumbs

Chair Coumbs called the meeting to order at 5:00 p.m.

Motion was made, seconded, and passed to approve the agenda with the addition of 6D, 1st quarter Financial Report.

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:

Check Numbers: April 22, 2020 Batch, Check #3384-3405 \$44,235.75

Old Business - None

New Business

Finance Policy #120

Chief Kytta discussed the newly created Finance Policy #120. This will be used to keep the Master Plan on schedule. Discussion followed. Commissioner Tomasheck made a motion¹ to approve Finance Policy #120. Commissioner Johnson seconded. Motion passed 5-0.

Resolution #2020-07, SCBA Surplus

Chief Kytta discussed the list of SCBA equipment that are ready to be surplused. New SCBA equipment was purchased through a FEMA grant to replace the outdated equipment. Staff will contact manufacturers who may want to purchase the surplus SCBA's. Commissioner Johnson made a motion² to approve Resolution #2020-07 SCBA Surplus. Commissioner Dolezal seconded. Motion passed 5-0.

Trotter & Morton Maintenance Contract

Chief Kytta discussed the proposed maintenance contract between the RFA and Trotter & Morton (previously named TCMS). The contract would be maintenance for the HVAC units at Stations 1, 2 & 5 along with they bay tube heaters at Stations 3 & 5. Discussion followed. Commissioner Tomasheck made a motion³ to authorize the fire chief to sign the prevention maintenance contract. Commissioner Dolezal seconded. Motion passed 5-0.

2020 1st Quarter Finance Report

Chief Kytta went over the 1st quarter finance report with the board. Discussion followed.

Riverside Fire Authority

**Governance Board Meeting/Workshop
April 22, 2020
Minutes**

Good of the Order

The Governance Board Meeting was adjourned at 5:32 pm

Governance Board Action Motions Passed:

- 1. Approve Finance Policy #120*
- 2. Approve Resolution #2020-07 SCBA Surplus*
- 3. Approve Maintenance Contract with Trotter & Morton*

Minutes submitted by *Neil Coumbs*, Chair Coumbs

Stephanie Storey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop May 13, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey, Misty Henning

Visitors – Diane Kytta, Bonnie Coumbs, Mayor Sue Luond

Chair Coumbs called the meeting to order at 5:02 p.m.

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

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:

Check Numbers: May 6, 2020 Batch, Check #3466-3471 \$5,179.27

May 13, 2020 Batch, Check #3472-3503 \$23,248.75

Old Business

911 Regionalization Study Update

Chief Kytta updated the board on the 911 Regionalization study. Discussion followed.

New Business

WSRMG Interlocal Agreement

Chief Kytta discussed the proposed interlocal agreement with the Washington State Risk Management Group. Discussion followed. Commissioner Dolezal made a motion¹ to approve the interlocal agreement. Commissioner Tomasheck seconded. Motion passed 5-0.

2019 Annual Report

Stephanie reviewed the 2019 Annual Report that was submitted to the Board for their approval. Discussion followed. Commissioner Tomasheck made a motion² to approve the 2019 Annual Report as submitted. Commissioner Johnson seconded. Motion passed 5-0.

Riverside Fire Authority
Governance Board Meeting/Workshop
May 13, 2020
Minutes

Good of the Order

The Governance Board Meeting was adjourned at 5:43 pm

Governance Board Action Motions Passed:

- 1. Approve Interlocal Agreement with WSRMG*
- 2. Approve the 2019 Annual Report*

Minutes submitted by *Lee Coums*, Chair Coums

Stephanie Storey, Board Secretary

Riverside Fire Authority
Governance Board Meeting/Workshop
May 27, 2020
Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, and Joe Dolezal
Absent: Matt Evans

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey, Misty Henning

Visitors – Bonnie Coumbs, Noel Putaansuu

Chair Coumbs called the meeting to order at 5:00 p.m.

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

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: May 27, 2020 Batch, Check #3513-3539 \$29,232.82

Old Business

None

New Business

First Reading: Purchasing Policy Update and Electronic Signature Policy

Misty reviewed with the Board the first reading of the Purchasing Policy Update and the Electronic Signature Policy. Discussion followed.

Lieutenant Test Results

Chief Kytta shared the results of the Lieutenant test that took place on May 14 with the oral interviews held the following week. There was one Driver/Engineer and 3 Firefighter Paramedics who participated in the test. Discussion followed. Commissioner Johnson made a motion¹ to approve the Lieutenant eligibility list as presented and will be valid for 13 months with and option to extend up to another 12 months. Commissioner Dolezal seconded. Motion passed 4-0.

Riverside Fire Authority
Governance Board Meeting/Workshop
May 27, 2020
Minutes

Good of the Order

The Governance Board Meeting was adjourned at 5:37 pm

Governance Board Action Motions Passed:

- 1. Approve Lieutenant eligibility list*

Minutes submitted by *Lee Coumbs*, Chair Coumbs

Stephanie Storey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop June 10, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey

Visitors – Noel Putaansuu

Chair Coumbs called the meeting to order at 5:00 p.m.

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

Public Input – None

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

*The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: June 10, 2020 Batch, Check #3540-3573 \$29,345.51*

Old Business

Memo of Understanding with Lewis County

Chief Kytta discussed the proposed MOU with Lewis County. This MOU is for a statement of work study to evaluate the 9-1-1 regionalization services with Thurston County. The MOU outlines the financial commitment among the partnering agencies (Lewis County, City of Centralia, City of Chehalis and Riverside Fire Authority). Discussion followed. Commissioner Tomasheck made a motion¹ to approve the MOU with Lewis County and the cities of Centralia and Chehalis and that the fire chief be authorized to sign the same. Commissioner Dolezal seconded. Motion passed 5-0.

New Business

Second Reading: Purchasing Policy Update and Electronic Signature Policy

Stephanie reviewed the proposed policies with the board. The Electronic Signature policy is ready for approval. The Purchasing Policy is still under production. Staff is waiting on some information from the City of Centralia to include with this policy. Discussion followed. Commissioner Dolezal made a motion² to approve the proposed Electronic Signature policy. Commissioner Evans seconded. Motion passed 5-0.

DNR Land Use License

Chief Kytta discussed the proposed land use agreement between DNR and Riverside Fire Authority. The land use agreement will allow the RFA to remove approximately 10 trees over a 10-year period from the microwave radio path to Crego Hill for the Manners Road radio site. Discussion followed. Commissioner Evans made a motion³ to approve the land use agreement between DNR and Riverside Fire Authority and authorize the Chief to execute the agreement. Commissioner Johnson seconded. Motion passed 5-0.

Riverside Fire Authority

**Governance Board Meeting/Workshop
June 10, 2020
Minutes**

Good of the Order

The Governance Board Meeting was adjourned at 5:26 pm

Governance Board Action Motions Passed:

- 1. Approve the MOU with Lewis County*
- 2. Approve the Electronic Signature Policy*
- 3. Approve the DNR Land Use License*

Minutes submitted by Lee Coumbs, Chair Coumbs

Stephanie Storey Board Secretary

Riverside Fire Authority
Governance Board Meeting/Workshop
July 8, 2020
Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans, and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey, Misty Henning

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:00 p.m.

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

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:

<i>Check Numbers:</i>	<i>June 24, 2020 Batch, Check #3574-3592</i>	<i>\$19,800.66</i>
	<i>July 8, 2020 Batch, Check #3602-3637</i>	<i>\$70,828.04</i>

Old Business

None

New Business

Fire Engine Refurbishment

Chief Kytta discussed Engine 1 needing to be refurbished as outlined in the Master Plan which is to be completed in 2020. Funds in the budget are provided for this project. Staff has researched sources to provide this service and has found to be one sole source, Cascade Fire, which is in Yakima. They are an authorized dealer for the manufacturer of Engine 1, Emergency One, for Washington, Oregon, Idaho, and Alaska. Legal council has provided a letter and resolution stating the same. Commissioner Evans made a motion¹ to approve Resolution #20-08 for sole source services with Cascade Fire for the refurbishment of Engine 1. Commissioner Johnson seconded. Motion passed 5-0.

Columbia Bank Imprest Account Signature Update

Stephanie informed the board that a motion needs to be made to have Chief Mack removed from the signature card at Columbia Bank for the RFA Imprest Account and add Chief Anderson. Commissioner Dolezal made a motion² to approve the deletion of Chief Richard Mack from the signature card at Columbia Bank for the RFA Imprest Account and the addition of Chief Kevin Anderson. Commissioner Evans seconded. Motion passed 5-0.

Riverside Fire Authority

Governance Board Meeting/Workshop July 8, 2020 Minutes

Systems Design

Chief Kytta discussed the possibility of changing companies for ambulance billing services from EF Recovery to System Designs. Discussion followed. He will readdress this issue during one of the August board meetings.

Public State regarding Face Coverings

Commissioner Evans brought forth a discussion of having Riverside Fire Authority put out a public statement endorsing wearing masks. Discussion followed. No action was taken.

Good of the Order

The Governance Board Meeting was adjourned at 5:50 pm

Governance Board Action Motions Passed:

- 1. Approve the Resolution #20-08, Sole Source Services*
- 2. Approve the signature card update at Columbia Bank for Imprest Acct.*

Minutes submitted by *Lee Coumbs*, Chair Coumbs

Stephanie Storey, Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop August 12, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, and Joe Dolezal

Administration – Chief Kytta, Misty Henning

Visitors – Diane Kytta, Noel Putaansuu

Chair Coumbs called the meeting to order at 5:01 p.m.

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

Public Input – Noel Putaansuu offered comments on a recent fire. Discussion.

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

The Following voucher/warrants/electronic payments are approved for payment:

Check Numbers: August 5, 2020 Batch, Check #3702-3709, \$4,9043.49

August 12, 2020 Batch, Check #3711-3740, \$103,709.04

Old Business

Call Activity Report

Chief Kytta discussed the mid-year call volume report with the Board noting possible contributing factors in changes. Discussion followed.

New Business

Volunteer Retirement: Ed Mund

Ed Mund's retirement paperwork was submitted to the board for their approval. Commissioner Dolezal made a motion¹ to approve. Commissioner Johnson seconded. Motion passed 4-0.

City Owned Property

Commissioner Coumbs updated the board on City discussions for property development near RFA's Pearl St. station. He brought up for discussion the possibility of collaboration. Discussion followed.

Station 1 Roof RFP

Chief Kytta updated the Board on the recent Request for Proposal for repairs to the Station 1 (Pearl St.) Roof. Updates to come once the proposals come in.

Good of the Order

The Governance Board Meeting was adjourned at 5:59 pm

Riverside Fire Authority

**Governance Board Meeting/Workshop
August 12, 2020
Minutes**

Governance Board Action Motions Passed:

- 1. Approval of retirement paperwork for Ed Mund.*

Minutes submitted by *Leo Coumbs*, Chair Coumbs

Misty Henning, Board Secretary

Riverside Fire Authority
Governance Board Meeting/Workshop
August 26, 2020
Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, Stephanie Storey and Misty Henning

Visitors – Diane Kytta, Noel Putaansuu

Chair Coumbs called the meeting to order at 5:00 p.m.

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

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: August 26, 2020 Batch, Check #3749-3769, \$23,244.57

Old Business

Station 1 Re-roof Bid Award

Chief Kytta told the board that there were two (2) bids submitted for the Station 1 re-roof project. Chehalis Sheet metal submitted a bid for \$52,357 and the Roof Doctor submitted a bid for \$49,800. Discussion followed. Commissioner Tomasheck made a motion¹ to approve and accept the bid from Roof Doctor to re-roof Station 1 and to direct the fire chief to confirm compliance with the RFP. If compliance is confirmed, the fire chief is authorized to sign the work contract. Commissioner Evans seconded. Motion passed 5-0.

EMS Ambulance Billing Services

Chief Anderson discussed with the board changing ambulance billing services from EF Recovery to Systems Design West. Discussion followed. Commissioner Johnson made a motion² to change the ambulance billing services from EF Recovery to Systems Design West. Commissioner Dolezal seconded. Motion passed 5-0.

New Business

Cent-Cheh Pupil Transportation Co-Op Annual ILA

Chief Kytta discussed the proposed annual inter-local agreement with the Cent-Cheh Pupil Transportation Co-Op. The Co-Op does routine maintenance on the ambulances and engines for the RFA. The agreement is revisited on an annual basis. Discussion followed. Commissioner Dolezal made a motion³ to approve the 2020-2021 ILA with the Cent-Cheh Pupil Transportation Co-Op. Commissioner Johnson seconded. Motion passed 5-0.

Riverside Fire Authority

**Governance Board Meeting/Workshop
August 26, 2020
Minutes**

Example of ILA for Tax Exempt Entities

Chief Kytta and Chief Anderson presented an example of an inter-local agreement between the City of Chehalis and Green Hill School for fire protection. Green Hill School is a tax-exempt entity for the State of Washington. Discussion followed.

Good of the Order

The Governance Board Meeting was adjourned at 5:53 pm

Governance Board Action Motions Passed:

- 1. Approval of Roof Doctor bid for re-roof of Station 1*
- 2. Approval of changing ambulance billing services from EF Recovery to Systems Design West.*
- 3. Approval of annual inter-local agreement with Cent-Cheh Pupil Transportation Co-Op*

Minutes submitted by *AEE Coumbe*, Chair Coumbs

Stephanie Storey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop September 9, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans
Joe Dolezal (joined at 5:24 p.m.)

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey and Misty Henning

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:00 p.m.

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

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: September 9, 2020 Batch, Check #3770-3798, \$16,929.71

Old Business

Systems Design Services Agreements

Chief Anderson went over the contract documents from Systems Design for ambulance billing. EF Recovery contract will end October 31, 2020 and the new contract with Systems Design will begin November 1, 2020. Discussion followed. Commissioner Tomasheck made a motion¹ to approve the execution of the professional services agreement as presented. Commissioner Johnson seconded. Motion passed 4-0.

Lincoln Creek Fire Station #6 Apron Repair

Chief Kytta discussed the Station 6 Apron Repair project. Northfork Asphalt & Paving has submitted a proposal for \$22,309.21 and can start immediately. This project was identified in the strategic plan and funds were provided for in the 2020 budget. Discussion followed. Commissioner Johnson made a motion² to approval the proposal from Northfork Asphalt & Paving in the amount of \$22,309.21 and authorize the fire chief to execute a contract for the work. Commissioner Tomasheck seconded. Motion passed 4-0.

New Business

First Draft – 2021 Expense Budget

Chief Kytta discussed the first draft of the 2021 expense budget. Discussion followed. Staff will continue to work on the 2021 budget and bring the updates to the board at their next meeting.

Riverside Fire Authority

Governance Board Meeting/Workshop September 9, 2020 Minutes

MRSC Small Works Roster

Chief Anderson has been researching MRSC and their small works roster. Currently, Riverside Fire Authority has an inter-local agreement with the City of Centralia to use their small works roster. Discussion followed. The board encouraged Chief Anderson to continue looking into MRSC's small works roster program.

Good of the Order

The Governance Board Meeting was adjourned at 6:33 pm

Governance Board Action Motions Passed:

- 1. Approval of Systems Design professional service agreement*
- 2. Approval of proposal from Northfork Asphalt & Paving for Station 6 Apron Repair*

Minutes submitted by *Chair Coumb*, Chair Coumb

Stephanie Storey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop September 23, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Joe Dolezal
Absent – Matt Evans

Administration – Chief Kytta, Chief Anderson, and Stephanie Slorey

Visitors – Diane Kytta, Noel Putaansuu and Jesse Berry

Chair Coumbs called the meeting to order at 5:03 p.m.

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

Public Input – None

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

***The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: September 23, 2020 Batch, Check #3807-3822, \$49,534.75***

Old Business

SAFER Grant Update

Chief Kytta informed the board that Riverside Fire Authority was awarded a SAFER Grant by the federal government which will pay for up to four (4) Firefighter-EMT's for 3-years. If accepted, the goal is to have the new employees on board after the first of 2021. Discussion followed.

Insurance Update

Chief Kytta updated the board on the new insurance which will be provided by VFIS in 2021 through Nicholson and Associates. Discussion followed.

New Business

2018-2019 State Audit

Stephanie discussed the 2018-2019 State Audit with the board and informed them that the final report has been released by the state. The next scheduled audit will be in 2022 for the 2020-2021 fiscal years. Discussion followed.

Good of the Order

The Governance Board Meeting was adjourned at 6:10 pm

*Governance Board Action Motions Passed:
None*

Minutes submitted by *Lee Coumbs*, Chair Coumbs

Stephanie Slorey, Board Secretary

Riverside Fire Authority

**Governance Board Meeting/Workshop
October 28, 2020
Minutes**

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Matt Evans and Joe Dolezal

Administration – Chief Kytta, Chief Anderson, and Stephanie Slorey

Visitors – Diane Kytta, Noel Putaansuu

Chair Coumbs called the meeting to order at 5:00 p.m.

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

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:

*Check Numbers: October 23, 2020 Batch, Use Tax, EFT \$8.43
 October 28, 2020 Batch, Check #3922-3941, \$8,994.36*

Old Business

2021 Budget Review

Chief Kytta and staff went over updates for the proposed 2021 budget with the board. First reading will be at the November 12 meeting and the public hearing will be at the November 24 meeting. Board also asked for admin comp calculations to be brought back to the next meeting. Discussion followed.

EMS Billing/GEMT Update

Chief Anderson gave an update on transition from EF Recovery to Systems Design. We are still on course for a November 1, 2020 start for Systems Design. Discussion followed.

New Business

3rd Quarter Budget Position Report

Chief Kytta reviewed the 3rd quarter financial report with the board. Discussion followed.

Good of the Order

The Governance Board Meeting was adjourned at 6:35 pm

Governance Board Action Motions Passed: None

Minutes submitted by Lee Coumbs, Chair Coumbs

Stephanie Slorey, Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop November 12, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, and Joe Dolezal
Matt Evans - Absent

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey and Misty Henning

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:04 p.m.

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

Public Input – None

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

*The Following voucher/warrants/electronic payments are approved for payment:
Check Numbers: November 12, 2020 Batch, Check #3943-3984, \$66,252.66*

Old Business

2021 Budget Review- 1st Reading

Chief Kytta and staff went over the proposed 2021 budget with the board. Public Hearing will be at the November 24 meeting for final reading and adoption. Discussion followed.

EMS Billing/GEMT Update

Chief Anderson gave an update on the progress of Systems Design taking over ambulance billing. He also gave an update on the status of the GEMT program. Discussion followed.

New Business

2020 Facility Reserve Update

Chief Kytta updated the board on moving funds from the general acct to the facility reserve account due to the extra work done at Station 6 on the apron repair. No amendment was necessary as the funds had already been approved, they were just relocated. Discussion followed.

Bank Deposit Waiver

Stephanie presented a letter to Lewis County Treasurer for board approval. The letter requested a bank deposit waiver from Lewis County. Due to the Centralia Columbia Bank branch closing where the RFA deposits any monies received, deposits will now have to be taken to the Chehalis branch. The waiver request asks for deposits to be made 1-2 times a week instead of the 24 hr time period per RCW 43.09.240. Commissioner Johnson made a motion¹ to approve the letter and have it executed by the chair. Commission Dolezal seconded. Motion passed 4-0.

Riverside Fire Authority

**Governance Board Meeting/Workshop
November 12, 2020
Minutes**

Good of the Order

The Governance Board Meeting was adjourned at 6:54 pm

Governance Board Action Motions Passed:

- 1. Motion to approve bank deposit waiver letter request*

Minutes submitted by *HE Coumbs*, Chair Coumbs

Stephanie Skorey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop November 25, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Mike Tomasheck, Joe Dolezal and Matt Evans

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey and Misty Henning

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:02 p.m.

Motion was made, seconded, and passed to approve the agenda with the addition of 6c-Cares Funding.

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:

Check Numbers: November 24, 2020 Batch, Check #3995-4012, \$11,516.87

Old Business

GEMT Agreements

Chief Anderson briefed the board on being able to participate in the GEMT program. There are 3 fiscal year participation contract agreements that were sent by WA ST Health Care Authority which will need to be executed by Riverside Fire Authority's representative. The first year is from July 2019-June 2020 and will be filed for past activity and one for July 2020-June 2021 for current activity and one for July 2021-June 2022 for future activity. Discussion followed. Commissioner Dolezal made a motion¹ to approve the participation agreements with the WA ST Health Care Authority and to have Chief Anderson sign said agreements. Commissioner Evans seconded. Motion passed 5-0.

GEMT Cost Reports

Chief Anderson shared the draft cost report as required by GEMT. This report displays costs spent during the previous fiscal year and is used to calculate the reimbursements as part of the program. Discussion followed.

Resolution 20-10 and 20-12, Establish Substantial Need for General and EMS Funds

Resolutions #20-10 & 20-12 were presented to the board for approval for substantial need for the General Fund and EMS Fund for 2021 Budget. Commissioner Tomasheck made a motion² to approve Resolutions #20-10 & 20-12. Commissioner Dolezal seconded. Motion passed 5-0.

Chair Coumbs declared the Public Hearing open for the RFA 2021 Budget. With no comments, Chair Coumbs declared the Public Hearing closed.

Riverside Fire Authority

Governance Board Meeting/Workshop November 25, 2020 Minutes

2021 Budget Adoption

Chief Kytta discussed the documents presented to the board for the 2021 Budget adoption. Commissioner Tomasheck made a motion³ to approve the 2021 Budget as presented which includes Resolution #20-14 Approval of the 2021 Riverside Fire Authority Budget; Resolution #20-11 to authorize and collect an increase in levy funds for the General Fund; Resolution #20-13 to authorize and collect an increase in levy funds for the EMS Fund; Levy Certification for the General Fund and Refund Levy; and Levy Certification for EMS Fund and Refund Levy. Commissioner Johnson seconded. Motion passed 5-0.

New Business

2021 Quinn & Quinn Legal Counsel Contract

Chief Kytta discussed the annual agreement to be executed for professional legal services with Quinn & Quinn for 2021. Discussion followed. Commissioner Dolezal made a motion⁴ to approve and authorize the chief to execute the professional legal services agreement with Quinn & Quinn for 2021. Commissioner Johnson seconded. Motion passed 5-0.

December Board Meetings

Discussion took place on the two regularly scheduled meetings for December. Commissioner Dolezal made a motion⁵ to cancel the second meeting which is scheduled for December 23. Commissioner Johnson seconded. Motion passed 5-0.

Cares Funding

Riverside Fire Authority was the recipient of two (2) LUCAS Chest Compression Systems to be located at each staffed station (Station 1 & 2). Riverside Fire Authority has the opportunity to enter into an agreement with the City of Centralia to receive a contribution of their Care Funding to help purchase a third unit that would be located at Station 6 (Lincoln Creek). RFA funding would come from equipment reserve fund. Commissioner Dolezal made a motion⁶ to accept the funding from the City of Centralia and to authorize the fire chief to execute the agreement. Commissioner Evans seconded. Motion passed 5-0.

Good of the Order

The Governance Board Meeting was adjourned at 6:11 pm

Governance Board Action Motions Passed:

- 1. Approve the participation agreements with the WA ST Health Care Authority*
- 2. Approve Resolutions #20-10 & 20-12*
- 3. Approve the 2021 Budget to include Resolutions #20-11, 20-13, 2014, Levy Certifications and Levy Refunds*
- 4. Approve 2021 Legal Contract with Quinn & Quinn*
- 5. Approve the cancellation of the December 23, 2020 regularly scheduled board meeting*
- 6. Accept and approve funding from City of Centralia and execute agreement.*

Minutes submitted by *Kate Adams*, Chair Coumbs

Stephanie Storey Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop December 9, 2020 Minutes

In attendance via Video Conference:

Board Members – Lee Coumbs, Jay Johnson, Joe Dolezal and Matt Evans
Mike Tomasheck joined @ 5:13 p.m.

Administration – Chief Kytta, Chief Anderson, Stephanie Slorey and Misty Henning

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:07 p.m.

Motion was made, seconded, and passed to approve the agenda with the addition of 6c-Cares Funding.

Public Input – None

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

The Following voucher/warrants/electronic payments are approved for payment:

Check Numbers: December 9, 2020 Batch, Check #4015-4053, \$542,564.31

Old Business

None

New Business

Grant Writing Contract

Chief Kytta discussed the success that the RFA has had using Resource Solutions to write grants. It is time to renew the contract with Resource Solutions which the RFA would continue to use for upcoming grant possibilities. Commissioner Dolezal made a motion¹ to approve the contract with Resource Solutions and that the fire chief be authorized to sign the agreement on behalf of Riverside Fire Authority. Commissioner Johnson seconded. Motion passed 4-0.

Chair / Vice-Chair Nominations

There was a nomination for Commissioner Evans to be the 2021 Chair and Commissioner Dolezal to be the Vice-Chair. Commissioner Coumbs made a motion² to accept the nominations. Commissioner Johnson seconded. Motion passed 5-0.

EMS Levy

Chief Kytta submitted Resolution #20-15 to the board for their approval. This resolution allows the EMS Levy to be placed on the February 2021 ballot for renewal. Discussion followed. Commissioner Dolezal made a motion³ to approve Resolution #20-15 for the EMS Levy renewal to be placed on the February 2021 ballot. Commissioner Johnson seconded. Motion passed 5-0.

Riverside Fire Authority

Governance Board Meeting/Workshop December 9, 2020 Minutes

Good of the Order

A reminder was given that there would be no meeting held on December 23, 2020.

The Governance Board Meeting was adjourned at 5:49 pm

Governance Board Action Motions Passed:

1. *Approve the renewal of Resource Solutions contract.*
2. *Approve Chair and Vice-Chair nominations.*
3. *Approve Resolution #20-15, EMS Levy Renewal*

Minutes submitted by *Lee Coumbs*, Chair Coumbs

Stephanie Storey, Board Secretary