

Riverside Fire Authority

Governance Board Meeting/Workshop August 24, 2022 Minutes

In attendance:

Board Members – Joe Dolezal, Lee Coumbs, Mike Tomasheck, Buddy Lowrey
Absent: Jay Johnson

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

Visitors – Diane Kytta

Chair Dolezal called the meeting to order at 5:05 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 were approved for payment:
August 24, 2022, Ck# 5666-5682 \$43,327.34*

Unfinished Business

Volunteer Recruitment & Retention Update

Laura Hanson, Volunteer Recruitment and Retention Coordinator, gave her monthly update to the board. Progress on the program is on schedule. Discussion followed.

Commissioner Vacancy

Chief Kytta and Stephanie Slorey discussed the dates that the upcoming vacancy will be posted. Commissioner Johnson has submitted his letter of resignation. His last attendance will be at the September 28, 2022, meeting. The announcement will be posted on the RFA website September 1- 22 with interviews taking place at the September 28 meeting.

Master Plan Update

Chief Kytta discussed where the department stands on updating the Master Plan. It has been put on hold due to many community commitments but will resume with updates which will be tied to the finance model soon. Discussion followed.

Budget Development

Chief Anderson and Misty Henning gave a report to the board on the 2023 budget development. Several meetings have been held by staff to go over the expenditures and reserve funds. Misty shared the RFA checklist for 2023 budget development with dates that the budget development will be presented to the board.

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New Business

Grants

Chief Kytta informed the board that the RFA is the recipient of another Assistance to Firefighters Grant in the amount of \$440,177.27 with a 10% match to purchase a water tender truck which will replace the 1978 converted Mack Water Tender. Commissioner Coumbs made a motion¹ to accept the EMW-2021-FG-01165 grant and authorize staff to commence with acceptance and procurement of equipment processes. Commissioner Tomasheck seconded. Motion passed 4-0.

Misty Henning informed the board that a grant application was submitted in May 2022 to the WA State Dept. of Archive for a "Organizing File Room" grant. The RFA has been informed that we are a recipient of a \$12,390.78 to hire a temporary part-time person to organize the file rooms at Stations 2 & 3 and move necessary records to the state archives. No fiscal impact will occur without the board's approval. Commissioner Tomasheck made a motion² to authorize the Fire Chief to execute the grant agreement, accepting the grant award from the Washington State Archives, and authorize staff to move forward with the records retention project as proposed. Commissioner Lowrey seconded. Motion passed 4-0.


Good of the Order

Adjourned 6:22 p.m.

Governance Board Action Motions:

1. Motion to accept the AFG Grant and authorize the Fire Chief to execute agreement.
2. Motion to accept the WA State Dept of Archives grant for records organization and archiving.

Minutes submitted by:

 , Chair Dolezal
 , Board Secretary