

Riverside Fire Authority

Governance Board Meeting January 9, 2019 Minutes

In attendance:

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

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

Visitors – Diane Kytta, Members of Local #451, and family of Alex Cranke

Chair Tomasheck called the meeting to order at 5:00 p.m. and asked Misty Henning to lead 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.

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

GF&EMS

<i>Check Numbers:</i>	<i>December 27, 2018 Batch, Check #2029-2035</i>	<i>\$2,916.23</i>
	<i>December 31, 2018 Batch, Check #2037-2076</i>	<i>\$74,147.04</i>
	<i>January 9, 2019 Batch, Check #2077-2094</i>	<i>\$54,032.41</i>

Badge Pinning:

Alex Cranke was recognized for completing his one (1) year probation as a FFPM. His wife Sam had the honor of pinning his badge after he took the Oath of Office administered by Assistant Chief Mack.

Old Business

Finance Consultant Presentation

Bill Cushman gave a presentation to the Board on his Excel program and demonstrated how it would benefit the RFA in Strategic Financial Planning and Budgeting.

EF Recovery/ Fairway Collections Resolution #2019-01

Chief Kytta discussed the proposed resolution that authorizes Emergency Medical Services and establishes service charges for ambulance billing. Commissioner Coumbs made a motion to approve Resolution #2019-01. Commissioner Thompson seconded. Motion passed 5-0.

Riverside Fire Authority

**Governance Board Meeting
January 9, 2019
Minutes**

New Business

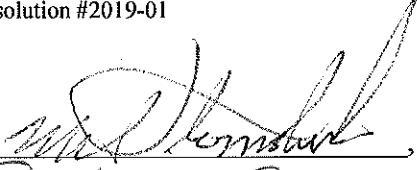
None

Good of the Order

The Governance Board Meeting was adjourned at 7:03 pm

Governance Board Action Motions Passed:

1. Motion to approve Resolution #2019-01

Minutes submitted by  , Chair Tomaszek

 Board Secretary

Riverside Fire Authority

Governance Board Meeting February 13, 2019 Minutes

In attendance:

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

Administration – Chief Kytta, Misty Henning, Chief Mack

Visitors – Jim Clark, Diane Kytta, Patty Johnson

Chair Tomasheck 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.

Public Input – None

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

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

GF&EMS

<i>Check Numbers:</i>	<i>February 5, 2019 Batch, Check #2128-2137</i>	<i>\$6,991.14</i>
	<i>February 13, 2019 Batch, Check #2138-2177</i>	<i>\$51907.89</i>

Old Business

EF Recovery Update

Chief Kytta introduced Jim Clark with EF Recovery. The Chief updated the Board on the progress with setup for ambulance billing through EF Recover and went over the steps taken internally within the RFA as well. Ch. Kytta and Mr. Clark spoke on the status of the MVA and Cost-recovery side of the process. Jim Clark addressed a suggested change in the response recovery fee schedule to assist in cost recover and Ch. Kytta presented the Board with a decision packet on the amendment to the fee schedule attached to RFA Policy 115. After review, Commissioner Johnson moved¹ that the amended response recovery fee schedule be adopted as presented. Commissioner Thompson seconded the motion. Motion passed 5-0.

Finance Update

Chief Kytta reviewed with the Board, the final 2018 finance report including all 13th month expenditures. He also went over the correspondence from the Lewis County Assessors Office including the certified assessed values, levy rates and taxes for 2019 with a comparison of previous years.

New Business - None

Good of the Order

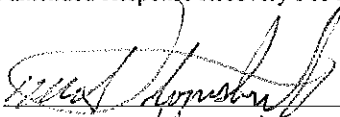
The Governance Board Meeting was adjourned at 6:34 pm

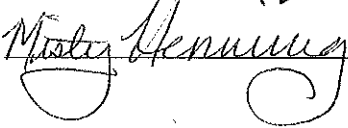
Governance Board Action Motions Passed:

Riverside Fire Authority

**Governance Board Meeting
February 13, 2019
Minutes**

1. Motion to approve the amended Response Recovery Fee Schedule.

Minutes submitted by  _____, Chair Tomasheck

 _____, Assistant Board Secretary

Riverside Fire Authority

Governance Board Meeting February 27, 2019 Minutes

In attendance:

Board Members – Mike Tomasheck, Harlan Thompson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta

Chair Tomasheck 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.

Public Input – None

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

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

GF&EMS

Check Numbers: February 27, 2019 Batch, Check #2186-2212 \$66,531.68

Old Business

Firefighter/Paramedic Hiring Update

Chief Kytta updated the Board on the conditional offers made to 3 candidates. He is waiting for the psych and medical results before probationary employment is offered. The goal is to have the 3 on board by March 25, 2019. Discussion followed. Commissioner Coumbs made a motion¹ that the Fire Chief be authorized to offer full-time probationary employment to 3 FF/PM candidates. Commissioner Evans seconded. Motion passed 4-0.

Master Planning Meeting Dates

Chief Kytta and the Board discussed potential upcoming dates to discuss the Master Plan.

New Business - None

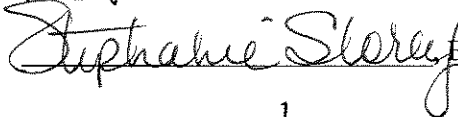
Good of the Order

The Governance Board Meeting was adjourned at 5:23 pm

Governance Board Action Motions Passed:

1. Motion to authorize the Chief to offer probationary employment to 3 candidates.

Minutes submitted by , Chair Tomasheck

 Board Secretary

Riverside Fire Authority

Governance Board Meeting March 13, 2019 Minutes

In attendance:

Board Members – Mike Tomasheck, Lee Coumbs, Harlan Thompson
excused absences: Jay Johnson, Matt Evans

Administration – Chief Kytta, Assistant Chief Mack

Visitors – Diane Kytta

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

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

Public Input – None

Motion was made by Commissioner Coumbs and seconded by Commissioner Thompson to approve the consent agenda, motion passed. Chief Kytta reported that the vouchers/warrants/electronic payments are not available this meeting due to staff absences.

Old Business

AMR Contract/ Interlocal Agreement

Chief Kytta distributed the proposed consortium ambulance services contract and the proposed Interlocal Agreement. After discussion about several minor modifications it was left that the documents will likely appear on the next agenda for the Commissioners consideration.

Master Planning Update

Chief Kytta reported that staff has met with Mr. Cushman since the last Commissioners meeting and will again this Friday. It is possible that the finance model will be ready for use at the next Commissioners meeting in a Strategic Planning Session. Those sessions will be during the regular meeting with a 5:00pm start time ending between 6:30pm and 7:00pm.

New Business - None

Good of the Order - None

The Governance Board Meeting was adjourned at 5:30 pm

Governance Board Action Motions Passed:

No action items during this meeting

Minutes submitted by  , Chair Tomasheck

 , Fire Chief

Riverside Fire Authority

Governance Board Meeting/Workshop April 10, 2019 Minutes

In attendance:

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

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

Visitors – Diane Kytta

There was a workshop held prior to the regular scheduled board meeting to discuss the Master Plan. Bill Cushman was also present to do a presentation of the new finance model. The next workshop will be April 24 at 5:00 p.m. with the regularly scheduled board meeting to follow.

Chair Tomasheck called the meeting to order at 6:30 p.m. and led the flag salute.

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

Public Input – None

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

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

GF&EMS

Check Numbers: March 28 – April 10, 2019 Batch, Check #2274-2307 \$80,937.77

Old Business

None

New Business

2018 State Auditor's Annual Report

Misty and Stephanie presented the 2018 Annual Report to the Board for their review. Discussion followed.

Policy #310, Readiness, Responses & Command Control

Chief Kytta discussed the new proposed Policy #310, Readiness, Responses & Command Control. Discussion followed. Commissioner Evans made a motion¹ that Policy #310 be adopted as presented. Commissioner Coumbs seconded. Motion passed 5-0.

Policy #311, On Duty Officer Policy

Chief Kytta discussed the new proposed Policy #311, On Duty Officer. Discussion followed. Commissioner Thompson made a motion² that Policy #311 be adopted as presented. Commissioner Evans seconded. Motion passed 5-0.

Riverside Fire Authority

Governance Board Meeting/Workshop April 10, 2019 Minutes

Asst. Chief/Fire Marshal Job Description

Chief Kytta presented a proposed copy of the Asst. Chief/Fire Marshal job description that would be used when hiring Chief Mack's replacement. Discussion followed. Commissioner Coumbs made a motion³ to approve the proposed job description. Commissioner Thompson seconded. Motion passed 5-0.

Asst. Chief/Fire Marshal Employment Agreement

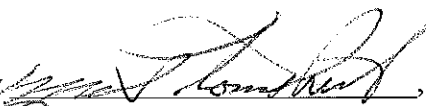
Chief Kytta presented a proposed employment agreement for the Asst. Chief/Fire Marshal that would be used when hiring Chief Mack's replacement. Discussion followed. Commissioner Johnson made a motion⁴ to approve the proposed employment agreement. Commissioner Thompson seconded. Motion passed 5-0.

Good of the Order

The Governance Board Meeting was adjourned at 7:05 pm

Governance Board Action Motions Passed:

- 1. Approval of revised Policy #310*
- 2. Approval of Policy #311*
- 3. Approval of Asst. Chief/Fire Marshal job description*
- 4. Approval of Asst. Chief/Fire Marshal Employment Agreement*

Minutes submitted by , Chair Tomasheck

 Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop April 24, 2019 Minutes

In attendance:

Board Members – Mike Tomasheck, Lee Coumbs, Harlan Thompson, Jay Johnson,
Matt Evans (left at 5:45)

Administration – Chief Kytta, Assistant Chief Mack, Stephanie Slorey

Visitors – Diane Kytta, Kevin Anderson, D Crew

There was a workshop held prior to the regular scheduled board meeting to discuss the Master Plan. Bill Cushman was also present to do a presentation of the new finance model. The next workshop will be April 24 at 5:00 p.m. with the regularly scheduled board meeting to follow.

Chair Tomasheck called the meeting to order at 5:40 p.m. and Kevin Anderson led the flag salute.

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

Public Input – None

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

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

GF&EMS

Check Numbers: April 24 Batch, Check #2308-2320 \$9,161.86

Old Business

AMR Contract

Chief Kytta was hoping to bring to the board the proposed contract between Lewis/Grays Harbor Counties and AMR. Unfortunately, the agreement was not ready. He hopes to have it available at the next board meeting.

Ambulance Inter-local Agreement

Chief Kytta informed the board that the inter-local ambulance service consortium agreement between LCFD #6,11,13, City of Chehalis Fire Dept., Riverside Fire Authority and Grays Harbor FD #1 was also not ready for approval. Again, he hopes to have it at the next board meeting.

Quarterly Finance Report

Chief Kytta discussed the first quarter finances with the Board. Discussion followed.

Riverside Fire Authority

**Governance Board Meeting/Workshop
April 24, 2019
Minutes**

New Business

Asst. Fire Chief Candidate

Chief Kytta introduced Kevin Anderson, a candidate for the Asst. Chief/Fire Marshal position that will become vacant with the upcoming retirement of Chief Mack. The Board and staff engaged in conversation with Mr. Anderson.

Good of the Order

The Governance Board Meeting was adjourned at 6:33 pm

Governance Board Action Motions Passed:

None

Minutes submitted by  , Chair Tomasheck

 , Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop May 8, 2019 Minutes

In attendance:

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

Administration – Chief Kytta, Stephanie Slorey

Visitors – Diane Kytta

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

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

Public Input – None

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

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

GP&EMS

Check Numbers: May 8th Batch, Check #2376-2415 \$74,880.47

Old Business

AMR Contract

Chief Kytta informed the Board that the current contract between AMR and Lewis/Grays Harbor Counties will expire soon. A group of consortium members negotiated a revised contract with AMR. Discussion followed. Commissioner Thompson made a motion¹ that the 2019 Ambulance Services Agreement be approved as presented and that the Board Chair be authorized to sign it. Commissioner Evans seconded. Motion passed 5-0.

Ambulance Inter-local Agreement

Chief Kytta presented a revised agreement that reflects current participation and responsibilities. Discussion followed. Commissioner Coumbs made a motion² to approve the inter-local agreement as presented and the Board Chair be authorized to sign it. Commissioner Johnson seconded. Motion passed 5-0.

New Business

None

EXECUTIVE SESSION

Commissioner Evans made a motion³ to adjourn into Executive Session for 15 minutes at 5:11 p.m. as provided in RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. There will be no decisions made in Executive Session. Commissioner Thompson seconded. Motion passed 5-0

At 5:26 pm, Chair Tomasheck declared the meeting back into regular session.

Riverside Fire Authority

Governance Board Meeting/Workshop May 8, 2019 Minutes

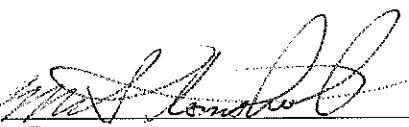
Chief Kytta asked for authorization to extend a conditional employment offer to Kevin Anderson for the position of Asst. Chief/Fire Marshal. Commissioner Coumbs motion^d to authorize Chief Kytta to start the conditional employment offer process for Kevin Anderson. Commissioner Thompson seconded. Motion passed 5-0.

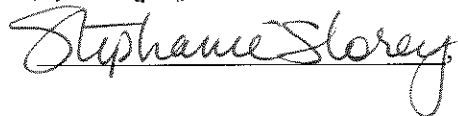
Good of the Order

The Governance Board Meeting was adjourned at 5:46 pm

Governance Board Action Motions Passed:

1. Motion to approve Ambulance Services Agreement
2. Motion to approve the inter-local ambulance agreement
3. Motion to move into Executive Session
4. Motion to authorize Chief Kytta to proceed with conditional employment offer to Kevin Anderson

Minutes submitted by , Chair Tomasheck

 Board Secretary

Riverside Fire Authority
Governance Board Meeting/Workshop
June 12, 2019
Minutes

In attendance:

Board Members – Mike Tomasheck, Lee Coumbs, Harlan Thompson, Jay Johnson,
Excused Absence: Matt Evans

Administration – Chief Kytta, Chief Mack, Stephanie Slorey

Visitors – Diane Kytta

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

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

Public Input – None

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

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

GF&EMS

Check Numbers: June 12th Batch, Check #2453-2492 \$27,555.72

Old Business

Assistant Chief/Fire Marshal Position

Chief Kytta discussed the proposed hiring and employment contract for Kevin Anderson to fill the upcoming vacancy of Asst. Chief/Fire Marshal Richard Mack. Discussion followed. Commissioner Coumbs made a motion¹ that the hiring and employment contract be approved. Commissioner Thompson seconded. Motion passed 4-0.

Excess Levy

Chief Kytta discussed the possibility of putting an Excess Levy on the November 2019 ballot. This levy would purchase 2 fire truck apparatus. RFA council, Eric Quinn, is working on 3 different options for payment with levy funds. This will be brought back to the board for their review. Discussion followed.

Deputy Fire Marshal Contract with City of Chehalis

Chief Kytta discussed options for the Inter-local agreement between Riverside Fire Authority and the City of Chehalis for Fire Marshal services. With the upcoming retirement of Chief Mack who currently provides fire marshal services for the City of Chehalis per an inter-local agreement, there are a couple of options for the board to consider.

Option A: to renew the inter-local agreement and have the RFA create a Deputy Fire Marshal position and hire Richard Mack post retirement to serve as the fire marshal for the RFA and City of Chehalis while the new Asst Chief for the RFA acclimates to his new position. Richard Mack would also be able to be a backup for the new Asst. Chief.

Riverside Fire Authority

Governance Board Meeting/Workshop

June 12, 2019

Minutes

Option B: Serve notice and cancel the inter-local agreement with the City of Chehalis that provides fire marshal services. Discussion followed. Commissioner Thompson made a motion² to create a Deputy Fire Marshal position in the RFA and renew the inter-local agreement with the City of Chehalis to provide fire marshal services. Commissioner Johnson seconded. Motion passed 4-0.

TransAlta Grant Update

Chief Kytta updated the board on the grant that was awarded to Riverside Fire Authority. Timeline and what the grant money will be used for was discussed.

Ambulance Remount Sole Source

Chief Kytta discussed an ambulance remount that is in the RFA Master Plan. Resolution #19-02, A Resolution of the Governing Board of Riverside Fire Authority declaring that the remounting of a Braun Ambulance Box on a Ford manufactured chassis is a sole source procurement and waiving competitive bidding, was submitted to the board for their approval. Commissioner Johnson made a motion³ that Resolution #19-02 be approved and that the fire chief be authorized to request a proposal from Braun NW for a remount on an ambulance module on a Ford chassis. Commissioner Thompson seconded. Motion passed 4-0.

Good of the Order

The Governance Board Meeting was adjourned at 6:22 pm

Governance Board Action Motions Passed:

1. Motion to the hiring and employment contract of Kevin Anderson
2. Motion to create a RFA Deputy Fire Marshal position and renew the ILA with the City of Chehalis for fire marshal services
3. Motion to approve Resolution #19-02 and request proposal from Braun Northwest

Minutes submitted by  , Chair Tomaszek

 Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop June 26, 2019 Minutes

In attendance:

Board Members – Mike Tomasheck, Harlan Thompson, Matt Evans
Excused Absence: Lee Coumbs, Jay Johnson

Administration – Chief Kytta, Chief Mack, Stephanie Slorey

Visitors – Diane Kytta

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

Motion was made, seconded and passed to approve the agenda with the addition of item 5A be changed to an action item.

Public Input – None

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

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

GF&EMS

Check Numbers: June 26th Batch, Check #2502-2522 \$36,084.28

Old Business

Excess Levy for Purchase of Fire Engines

Chief Kytta discussed with the Board the options of collecting the excess levy and how it will be presented on the November ballot. Options could include Bonds (borrowing with interest), or no bonds (collection of excess levy only). It is the hope of the RFA to keep the levy amount under .50 per thousand. Commissioner Evans made a motion¹ to accept councils' recommendation of a one-year excess levy pursuant to RCW 84.52.052 without issuing any bonds and purchase the new fire engines when those excess levy funds are collected. Commissioner Thompson seconded. Motion passed 3-0.

TransAlta Grant Update

Chief Kytta gave an update on the timeline for bids and work completion proposal for the HVAC and Hot Water System grant from TransAlta. Discussion followed.

Ambulance Remount Contract

Chief Kytta presented a proposal from Braun NW for the remount of one of the ALS ambulances. Discussion followed. Commissioner Thompson made a motion² that the Fire Chief be authorized to sign the proposal from Braun NW for the refurbishment and remounting of one ALS ambulance. Commissioner Evans seconded. Motion passed 3-0.

Riverside Fire Authority

Governance Board Meeting/Workshop June 26, 2019 Minutes

RFA Fire Investigations

Chief Mack discussed the proposed Inter-local Agreement between Lewis County and Riverside Fire Authority to allow the RFA to provide origin and cause fire investigations within the unincorporated portion of the RFA jurisdiction. Discussion followed. Commissioner Evans made a motion³ that the Board Chair sign the fire investigation contract with Lewis County. Commissioner Thompson seconded. Motion passed 3-0.

Illegal Burn Update

Chief Kytta updated the Board on how illegal burns will be handled in the city limits and the unincorporated areas of the RFA. This is still a work in progress. Updated will be given as they occur. Discussion followed.

New Business

Employee Resignation

Chief Kytta informed the Board that Firefighter/Paramedic Tera Green intends to turn in her resignation effective July 29, 2019. There will be discussion at the next Labor/Management meeting on the hiring of this vacant position. Updates to follow.

Station 2 Parking Lot Reseal

Chief Kytta discussed the proposed bid from Curb Master to reseal and restripe Station 2 parking lot. Discussion followed. Commissioner Thompson made a motion⁴ to authorize the Fire Chief to sign the proposal from Curb Master to reseal/restripe Station 2 parking lot. Commissioner Evans seconded. Motion passed 3-0.

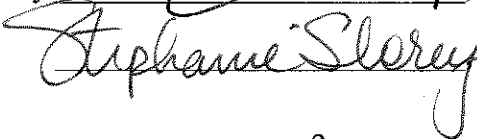
Good of the Order

The Governance Board Meeting was adjourned at 6:05 pm

Governance Board Action Motions Passed:

1. Motion to accept councils' recommendation on a one-year excess levy with no bond purchases.
2. Motion to authorize proposal from Braun NW for refurbishment/remount of ALS ambulance
3. Motion to approve contract with Lewis County for fire investigations
4. Motion to approve the proposal from Curb Master

Minutes submitted by , Vice-Chair Evans

 Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop July 10, 2019 Minutes

In attendance:

Board Members – Matt Evans, Jay Johnson, Harlan Thompson, Lee Coumbs
Excused Absence: Mike Tomasheck

Administration – Chief Kytta, Stephanie Slorey

Visitors – Diane Kytta

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

Motion was made, seconded and passed to approve the agenda with the addition of items 5 C & D.

Public Input – None

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

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

GF&EMS

Check Numbers: July 10th Batch, Check #2525-2557 \$30,106.34

Old Business

Excess Levy Update

Chief Kytta shared with the Board a draft informational handout that is being compiled that would be used to send to our citizens along with ballot language and resolution prepared by RFA council, Eric Quinn. Commissioner Coumbs informed the Board that the citizen organization that is trying to save the Centralia Outdoor Pool has asked City Council to withdrawal ballot language for the November 2019 election. Discussion followed.

FFPM Testing Process

Chief Kytta updated the Board on the timeline for advertising, testing and fulfilling the position of firefighter/paramedic that will be vacated by Tera Green. Her resignation date is July 29, 2019. Discussion followed.

TransAlta Grant Update

Chief Kytta updated the Board on correspondence he has had with TransAlta regarding the award of the grant. There will be an electronic deposit of \$300,000 sometime in November 2019. The RFA will be advertising for proposals for the HVAC and Hot Water Systems for Stations 1 & 2 sometime in late July 2019. Discussion followed.

Deputy Fire Marshal Position

Chief Kytta shared with the Board that the Department of Retirement informed Chief Mack that the job description for Deputy Fire Marshal for Riverside Fire Authority would not be approved for him to be rehired after his retirement for that position. Chief Kytta proposed two options:

Riverside Fire Authority

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- 1) Direct the Fire Chief to enter into negotiations with Chehalis regarding continuation of the Fire Marshal service contract;
- 2) Cancel the Chehalis Fire Marshal contract effective December 31, 2019.

Commissioner Thompson made a motion¹ to accept option 2; cancel the Chehalis Fire Marshal contract effective December 31, 2019. Commissioner Johnson seconded. Motion passed 4-0.

New Business

Surplus Property, Resolution #2019-03

Chief Kytta submitted Resolution #2019-03 and a list of items to be surplus. Commissioner Johnson made a motion² to approve Surplus Resolution #2019-03. Commissioner Thompson seconded. Motion passed 4-0.

2020 Budget Process

Chief Kytta stated that the 2020 budget process has begun. More information will be forthcoming in future meetings.

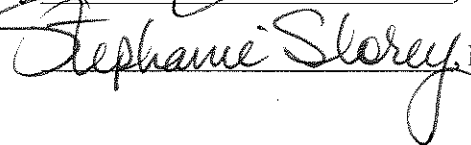
Good of the Order

The Governance Board Meeting was adjourned at 6:05 pm

Governance Board Action Motions Passed:

1. Motion to cancel the Chehalis Fire Marshal contract with the City of Chehalis
2. Motion to approve Surplus Resolution #2019-03

Minutes submitted by  , Vice-Chair Evans

 Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop July 24, 2019 Minutes

In attendance:

Board Members – Mike Tomasheck, Jay Johnson, Harlan Thompson, Lee Coumbs
Absent: Matt Evans

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta, Sean Bell and Katie Randklev, Kevin Anderson

Chair Tomasheck 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 as presented.

Public Input – None

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

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

GF&EMS

Check Numbers: July 24th Batch, Check #2595-2612 \$71,358.36

Old Business

2020 M & O Levy

Chief Kytta discussed the proposed resolution and explanatory statement prepared by legal counsel Eric Quinn. Once the documents are approved, they will be delivered to the Lewis County Election office to be placed on the November ballot. Commission Thompson made a motion¹ to approve Resolution #2019-04, Excess Levy and to place the Levy of General Tax for Maintenance and Operations on the November 5, 2019 ballot. Commissioner Johnson seconded. Motion passed 4-0.

Wind Energy Project

Chief Kytta discussed a proposed Emergency Management and Response Services Agreement for the Skookumchuck Wind Energy Project. SWEP representatives Sean Bell and Katie Randklev were in attendance to answer any questions from the board. Discussion followed. Commission Johnson made a motion² to approve the Response Services Agreement for the Skookumchuck Wind Energy Project and authorize the Fire Chief to develop response plans in cooperation with neighboring agencies to serve the project as needed. Commissioner Coumbs seconded. Motion passed 4-0.

TransAlta HVAC Grant

Chief Kytta discussed the project and the timeline to complete the HVAC project by the end of 2019. Discussion followed. Commissioner Coumbs made a motion³ to release the HVAC request for proposals and direct staff to follow the project timelines and deliverables contained in the Request for Proposal documents. Commission Thompson seconded. Motion passed 4-0.

Riverside Fire Authority

Governance Board Meeting/Workshop July 24, 2019 Minutes

Firefighter/Paramedic Testing Update

Chief Kytta updated the Board on the upcoming FFPM testing and the timelines outlined. This testing will provide a replacement for the vacancy due to the resignation of Tera Green as of July 29, 2019. Discussion followed.

2nd Quarter Finance Update

Chief Kytta and Stephanie went over the 2nd quarter financial report that was submitted to the board. Discussion followed.

New Business

Grant Writer Contract

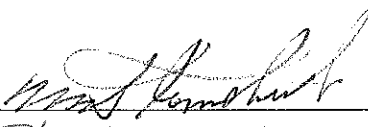
Chief Kytta discussed the proposed Grant Writer Agreement. Discussion followed. Commissioner Johnson made a motion¹ to approve the professional services agreement with Resource Solutions and to authorize the fire chief to sign the agreement. Commissioner Coumbs seconded. Motion passed 4-0.

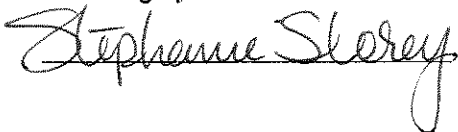
Good of the Order

The Governance Board Meeting was adjourned at 6:05 pm

Governance Board Action Motions Passed:

1. Motion to approve Excess Levy Resolution #2019-04
2. Motion to approve Response Service Agreement with SWEP
3. Motion to approve the release of HVAC proposal
4. Motion to approve professional services agreement with Resource Solutions

Minutes submitted by , Chair Tomasheck

 Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop August 14, 2019 Minutes

In attendance:

Board Members – Matt Evans, Jay Johnson, Harlan Thompson, Lee Coumbs
Absent: Mike Tomasheck

Administration – Chief Kytta and Stephanie Slorey

Visitors – None

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

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

Public Input – None

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

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

GF&EMS

Check Numbers: August 14th Batch, Check #2631-2669 \$64,381.41

Old Business

None

New Business

Surplus Property Resolution #2019-05

Chief Kytta submitted Resolution #2019-05 and a list of items to be surplus. Commissioner Coumbs made a motion¹ to approve Surplus Resolution #2019-05. Commissioner Johnson seconded. Motion passed 4-0.

SCBA Call for Bids

Chief Kytta discussed the FEMA Assistance to Firefighter Grant for the SCBA's. He stated that due to the large number of SCBA grants across the country that will be awarded all at once, he feels that will trigger a significant volume of vendors being asked for bids. Chief Kytta proposed that we advertise for bids August 20 and 27 and follow the timeline published in the packet. Commissioner Johnson made a motion² to approve the request to distribute the SCBA call for bids and direct staff to follow the timeline and deliverables found in the bid packet. Commissioner Coumbs seconded. Motion passed 4-0.

Riverside Fire Authority

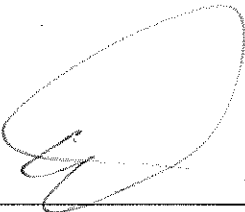
**Governance Board Meeting/Workshop
August 14, 2019
Minutes**

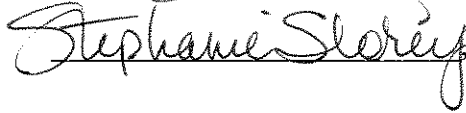
Good of the Order

The Governance Board Meeting was adjourned at 5:21 pm

Governance Board Action Motions Passed:

1. Motion to approve Surplus Property Resolution #2019-05
2. Motion to approve advertisement for SCBA bids

Minutes submitted by  Vice-Chair Evans

 Board Secretary

Riverside Fire Authority
Governance Board Meeting/Workshop
August 28, 2019
Minutes

In attendance:

Board Members – Mike Tomasheck, Matt Evans, Jay Johnson, Harlan Thompson
Absent: Lee Coumbs

Administration – Chief Mack and Stephanie Storey

Visitors – None

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

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

Public Input – None

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

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

GP&EMS

Check Numbers: August 28th Batch, Check #2692-2711 \$50,289.70

Old Business

HVAC Project Bid Award

Chief Mack introduced Todd Wyche with TCMS. Todd reviewed the submitted proposal from TCMS with the board. TCMS was the only bidder for the HVAC project. Discussion followed. Commissioner Johnson made a motion¹ that Riverside Fire Authority award the HVAC project to TCMS and authorize Riverside Fire Authority to enter into contract. Commissioner Thompson seconded. Motion passed 4-0.

New Business - None

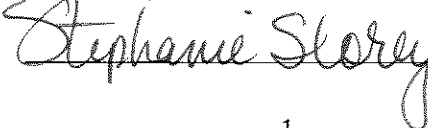
Good of the Order

The Governance Board Meeting was adjourned at 5:12 pm

Governance Board Action Motions Passed:

1. Motion to approve HVAC bid award to TCMS

Minutes submitted by  , Chair Tomasheck

 Board Secretary

Riverside Fire Authority

**Governance Board Meeting/Workshop
September 11, 2019
Minutes**

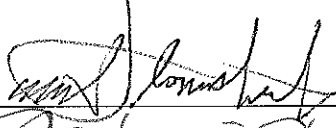
New Business - None

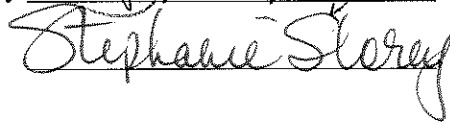
Good of the Order

The Governance Board Meeting was adjourned at 5:35 pm

Governance Board Action Motions Passed:

1. Motion to evaluate the 3 SCBA bid proposals that were submitted
2. Motion to accept the Assistance to Firefighter's Grant sponsored by FEMA

Minutes submitted by  _____, Chair Tomasheck

 _____ Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop October 9, 2019 Minutes

In attendance:

Board Members – Mike Tomasheck, Harlan Thompson, Lee Coumbs, Matt Evans

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

Visitors – Diane Kytta, Jesse Berry, Shay Goff, Casey McCarthy, Rob Smith, Karl VonBargen, Adrienne with SeaWestern and Mark with L.N. Curtis

Chair Tomasheck called the meeting to order at 4:59 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 with exclusion of approval of October 9th voucher batch.

Old Business

SCBA Bid Award

Chief Kytta presented the Board with a decision packet to consider regarding the bids for SCBA and updated them on the review process. He presented the findings on a comparison chart and recommended awarding to the lowest competitive bid. Commissioner Coumbs made a motion¹ that the Fire Chief notify the lowest cost responsible bidder “SeaWestern,” that they are recognized as the successful bidder and authorize the Fire Chief to enter into discussion with them to execute an agreeable contract which may be executed by the Board Chairman. Commissioner Thompson seconded. Motion passed 4-0.

Strategic Plan Update

Chief Kytta reminded the Commissioners to review info handed out at the last Board of Fire Commissioners Meeting as he hopes to have them consider adoption of the Master Plan at one of the November Board Meetings.

Budget Development Update

Chief Kytta updated the Board on possible increases and impacts for the 2020 developing Budget. Discussion Followed.

Riverside Fire Authority
Governance Board Meeting/Workshop
October 9, 2019
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New Business

Public Hearing for Budget Amendment

Chair Tomasheck opened the meeting for a public hearing to discuss Resolution 2019-06 Budget Amendment.

Request for Public Input: None

The Public hearing was closed and the Board of Fire Commissioner reconvened. Chief Kytta reviewed the need for the amendment to the 2019 budget to account for revenue and expenses due to the TransAlta Energy Efficiency Grant awarded for replacement HVAC systems at Station 1 & 2. Commissioner Coumbs made a motion² to accept resolution 2019-06 Budget Amendment. Commissioner Thompson seconded. Motion passed 4-0.

Voucher approval

The Board of Fire Commissioner reviewed voucher batch # OCT- 01. Commissioner Coumbs made a motion³ to approve the vouchers as presented. Harlan seconded the motion. Motion passed 4-0.

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

Check Numbers: October 9th Batch, Check #2776 – 2813 \$148,073.09

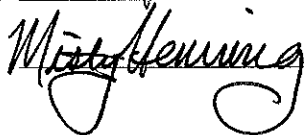
Good of the Order

The Governance Board Meeting was adjourned at 5:39 pm

Governance Board Action Motions Passed:

1. Motion that the Fire Chief notify the lowest cost responsible bidder, SeaWestern
2. Motion to accept resolution 2019-06 Budget Amendment
3. Motion to approve the vouchers as presented

Minutes submitted by  Chair Tomasheck

 Assistant Board Secretary

Riverside Fire Authority
Governance Board Meeting/Workshop
November 13, 2019
Minutes

In attendance:

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

Administration – Chief Kytta, Chief Anderson and Stephanie Slorey

Visitors – Diane Kytta

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

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

Public Input – 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 13th Batch, Check #2898 – 2944 \$25,713.55

Old Business

Proposed 2020 Budget – Second Reading

Chief Kytta reviewed the 2020 proposed revenue and expenditure budget with the Board. Budget documents have been received from the county assessor's office. The 3rd and final reading and public hearing for the 2020 Budget will be presented to the Board for approval at the November 26th meeting. Discussion followed.

New Business

2019 Excess Levy Results

Chief Kytta discussed the results of the Excess Levy that was on the November 5th ballot. To date, the levy is passing with a 60.48% (super majority needed which is 60%). The next and final count will be November 25th. Discussion followed.

Commissioner Resignation

Commissioner Thompson has announced he will be submitting a letter of resignation to the Fire Chief in the next few days. His last day of commissioner responsibilities will be December 31, 2019. Discussion took place on appointing a new commissioner to fill Commissioner Thompson's term.

Professional Service Contract – Quinn & Quinn

Each year Riverside Fire Authority retains their legal services with Quinn & Quinn through a professional service contract. Chief Kytta discussed the proposed contract for 2020. Commissioner Coumbs made a motion¹ that the contract for legal services with Quinn & Quinn

Riverside Fire Authority

**Governance Board Meeting/Workshop
November 13, 2019
Minutes**

be approved for 2020 and that the Fire Chief be authorized to sign the agreement on behalf of the RFA. Commissioner Evans seconded. Motion passed 4-0.


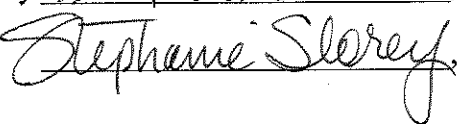
Good of the Order

A reminder that the November 27th meeting will be changed to November 26th due to it being the night before Thanksgiving.

The Governance Board Meeting was adjourned at 6:17 pm

Governance Board Action Motions Passed:

1. Motion made to approve Professional Service Contract with Quinn & Quinn for 2020

Minutes submitted by  _____, Chair Tomasheck
 _____, Board Secretary

Riverside Fire Authority

Governance Board Meeting/Workshop December 11, 2019 Minutes

In attendance:

Board Members – Mike Tomasheck, Lee Coumbs, Jay Johnson
Absent – Matt Evans and Harlan Thompson

Administration – Chief Kytta, Chief Anderson and Stephanie Slorey

Visitors – Diane Kytta

Chair Tomasheck 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.

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 11th Batch, Check #2992 – 3032 \$25,087.17
Use Tax - \$40.53

Old Business

Commissioner Vacancy

With the upcoming resignation of Commissioner Thompson as of January 1, 2020, the Board discussed how to advertise and select a new board member. There will be an advertisement in The Chronicle on January 4 and 9 asking for letters of interest. Applications will be taken January 4-17, 2020. Applications will be reviewed by board members at their January 22, 2020 board meeting.

City Council Representative

The Board discussed having a representative from Centralia City Council being an ex-officio member. The Board discussed how important it is to keep the lines of communication open with the City of Centralia. Chair Tomasheck drafted a letter to City Manager Rob Hill, requesting a representative from the council. Discussion followed. Commissioner Johnson made a motion¹ for the Chair to execute and submit the letter to the Centralia City Manager. Commissioner Coumbs seconded. Motion passed 3-0.

Station 1 Electrical Repairs

Chief Kytta discussed the heating/air conditioning project at Station 1. There is substantial need to bring the electrical up to compliance along with being able to run the new heating/air conditioning units. Discussion followed. Commissioner Johnson made a motion² to authorize the Fire Chief to sign the contract with Electrical Contractors, Inc. Commissioner Coumbs seconded. Motion passed 3-0.

Riverside Fire Authority
Governance Board Meeting/Workshop
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New Business

Oath of Office

Board Secretary Stephanie Storey administered the Oath of Office to Jay Johnson for his 6-year term starting January 1, 2020.

Chair / Vice Chair Selection

There was a nomination for Commissioner Coumbs to be the 2020 Chair and Commissioner Johnson to be the Vice-Chair. Commissioner Coumbs made a motion³ to accept the nominations. Commissioner Johnson seconded. Motion passed 3-0.

AMR Rates

Chief Kytta informed the Board he received a letter from AMR that stating that their fees would be increasing January 20, 2020. There is no direct cost to the RFA due to the rate increase is paid by users of the service.

SAFER Grant

Chief Kytta discussed a grant that Riverside Fire Authority has the opportunity to apply for. It would allow the RFA to hire up to 2 firefighters which is currently in the Master Plan that was adopted at the last Board of Commissioner's meeting. Discussion followed. Commissioner Coumbs made a motion⁴ 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 Riverside Fire Authority for 2 personnel. Commissioner Johnson seconded. Motion passed 3-0.

Good of the Order

The Governance Board Meeting was adjourned at 5:43 pm

Governance Board Action Motions Passed:

1. Motion made to execute and submit letter to City Manager
2. Motion made to authorize contract with Electrical Contractors, Inc.
3. Motion made to accept new Chair/Vice Chair nominations.
4. Motion made to authorize submitting application for a SAFER grant

Minutes submitted by , Chair Tomasheck

 Board Secretary