

*Riverside Fire Authority*

**Governance Board Meeting  
January 8, 2014  
Minutes**

In attendance:

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

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

*Visitors* – FF/PM Jason Shepherd, Captain Casey McCarthy, Vol. FF J. P. Blum, Diane Kytta, D/E Rick LeBoeuf, FF/PM Steve Lamb, D/E Jennifer Ternan, Vol. FF Jerry Blum, FF/PM Rob Smith, Mike Goodwillie, Matt McCoy, Greg Folwell and Stephen Busz

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

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

There was no public input.

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

***Old Business***

*None*

***New Business***

- a. *Fire Commissioner Oath of Office: Harlan Thompson and Jay Johnson*

Chair Davidson administered the Oath of Office to Commissioner Thompson.

Commissioner Johnson was out of town and will take the oath at the next board meeting.

b. *2014 Fiscal Reduction Action Recommendations to Include Reduction In-Force Proposal*

Chief Walkowski reminded the Board that at the last meeting on December 18<sup>th</sup>, the 2014 Operating and EMS Budgets were adopted. On January 6, 2014 the management team and the local met. The local has agreed to deviate from the current staffing plan. Their new proposal would establish shift staffing levels at five, with minimum staffing at three. The Chief reviewed the details of the proposed plan, including a staggered schedule of force reduction. All recommendations in the proposal are based on a 2014 request for an excess levy. If the levy request fails, the last two FF/PM positions would be subject to immediate layoffs; the Chief said further reductions would also have to be implemented. He told the Board that the goal of this proposal is to reduce impact to the community. He reviewed other proposed suggestions to cut costs and said he feels the present proposal is prudent. He discussed various topics regarding an excess levy, assessed values and other items which would affect future revenues. He also explained various cost reductions to provide funds for the two paramedics to stay on staff until August. The Chief recommended the proposal presented. There was discussion. Commissioner Coumbs made a motion<sup>1</sup> to accept the recommended proposal. Motion was seconded and passed. Commissioner Canaday thanked the firefighters for working with the department to seek solutions to the funding shortage.

Chief Walkowski reported that he has met with Senator Braun and Representative DeBolt, but there are no immediate solutions. He discussed the possible efforts to meet the problem; political decisions have negatively affected junior taxing districts. There was discussion.

*Good of the Order*

Chief Mack reported on two arson cases that have resulted in convictions, and said this shows the success of the RFA investigation team.

*Executive Session – N/A*

The meeting was adjourned at 5:37 p.m.

*Governance Board Action Motions Passed:*

1. Motion to accept presented Reduction in Force Transition Plan proposal

Minutes submitted by Jim Davidson, Board Chair  
Juliet D. Emken, Secretary

**Governance Board Meeting Dates**

January 22, 2014	Governance Board Meeting
February 12, 2014	Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting January 22, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Chris Layton

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

Motion was made, seconded and passed to approve the agenda with the addition of a Local Board for Volunteer Firefighters meeting.

There was no public input.

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

### ***Old Business***

#### *a. Regional Fire Authority Planning Committee: Update*

Chief Walkowski updated the board on the January 15<sup>th</sup> meeting, which he said went well. There was discussion of the benefits of functional consolidation, a review of the RFA financial issue, and updates on the work group committees. The Chief then reviewed functional consolidation matters with the board and gave an overview of the status of the work groups.

### ***New Business***

#### *a. Fire Commissioner Oath of Office: Jay Johnson*

Chair Davidson administered the Oath of Office to Commissioner Johnson.

*b. 2014 Fiscal Reduction Action Items and Legislative Status Update*

Chief Walkowski reported that the fiscal reduction piece approved at the January 8<sup>th</sup> meeting was implemented on January 9, 2014. He said the situation is very fluid and dynamic and is going to result in a compromised level of service when we are busy. The Chief explained that he has met with AMR regarding the issue and they are being very supportive. He said that by using this model, financially it is working, since costs are being reduced.

Regarding legislative status, the Chief told the Board he has met with various officials seeking remedies and solutions. They are working hard to achieve some resolution; however most things will not happen this year. Chief Walkowski said he will need to attend many of the legislative meetings to keep the issue in the forefront. He pointed out that at this time we cannot ask for public support until we know the correct information to access; the situation is very fluid at this time and much has to be done through process. He also noted that our dynamic is unprecedented.

*Executive Session – N/A*

The meeting was adjourned at 6:02 p.m.

*Local Board for Volunteer Firefighters*

Chair Tom Davidson called the meeting to order at 6:02 p.m. He presented retirement documents for volunteer Dennis Marcott. Commissioner Tomasheck made a motion to approve the retirement documents. Motion was seconded and passed.


The Local Board meeting was adjourned at 6:05 p.m.

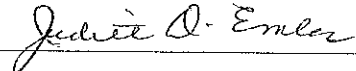
*Governance Board Action Motions Passed:*

None

*Local Board for Volunteer Firefighters*

1. Motion to approve retirement documents for volunteer Dennis Marcott

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

February 12, 2014	Governance Board Meeting
February 26, 2014	Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting February 12, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta

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

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

There was no public input.

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

### ***Old Business***

#### *a. 2014 Fiscal Reduction Action Items and Legislative Update Status*

Chief Walkowski reported on the status of personnel; FF/PM Jason Shepherd has gone back to South County EMS while FF/PM Cory Freeborn and FF/PM Craig Ellenbolt have received conditional offers from South King County Fire and Rescue. The time of FF/PM Merritt Cox should be extended since they are leaving. The Chief said there are some openings available at other departments and he has discussed the situation with those departments; if the remaining personnel apply to those departments they should have a good chance of being hired.

The Chief referred to the legislative packet he had distributed. He said that yesterday was Legislative Day and RFA members who attended met with Senator Braun. Representative DeBolt had not replied to the Chief's request for a meeting. Chief Walkowski said he had attended a legislative committee meeting today and reviewed various agenda items which were addressed. He said Senator Braun has drafted additional language into an environmental bill to help address the depreciation of state assessed utilities. However, the bill that it would be attached to may die. That means there is no immediate relief in this short legislative session. There was discussion. The Chief told the board that the lobbyists have worked very hard for us.

***New Business***

*a. 2014 Staffing Reduction and IAFF Local 451 Contract Modification Memorandum of Understanding*

The Chief reminded the board that he had brought to them previously a proposal regarding personnel reduction and a staffing matrix to reduce overtime costs. He also pointed out that it would be a challenge to deliver adequate service with these reductions. He said the MOU presented addressed the items included in the proposal and will be in effect until the end of 2014.

Commissioner Coumbs made a motion<sup>1</sup> to authorize the Fire Chief to execute the Memorandum of Understanding with IAFF Local 451 on behalf of Riverside Fire Authority. Motion was seconded and passed.

Chief Walkowski explained to board members that the 2014 Fire Commissioners handbook is now available; it was decided to send this to the commissioners electronically. The Chief said the 2014 Fire Service Law Book is also available electronically

The meeting was recessed at 5:34 p.m.

***Local Board for Volunteer Firefighters***

Chair Tom Davidson called the meeting to order at 5:34 p.m. He reviewed an accident report and invoice vouchers for treatment for volunteer Matthew Evans who was injured on December 18, 2013. Commissioner Canaday made a motion to approve the presented claim. Motion was seconded and passed.

The Local Board meeting was adjourned at 5:38 p.m.

***Executive Session***

The business meeting was reconvened and an Executive Session opened at 5:39 p.m. for approximately ten minutes per RCW 42.30.110(g) to review the performance of a public employee.

The meeting was adjourned at 5:47 p.m.



*Governance Board Action Motions Passed:*

1. Motion to authorize the Fire Chief to execute the presented Memorandum of Understanding with IAFF Local 451

*Local Board for Volunteer Firefighters*

1. Motion to approve the presented accident report and medical invoices for volunteer Matthew Evans

Minutes submitted by Bonnie Canaday, Board Chair

Judith D. Emley, Secretary

**Governance Board Meeting Dates**

February 26, 2014	Governance Board Meeting
March 12, 2014	Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
February 26, 2014  
Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Rick LeBoeuf

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

Motion was made, seconded and passed to approve the agenda with the addition of a Local Board for Volunteer Firefighters meeting.

There was no public input.

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

***Old Business***

*a. 2014 Fiscal Reduction Action Items and Legislative Update Status*

Chief Walkowski updated the Board on personnel; FF/PM Freeborn and FF/PM Ellenbolt have gone on to the next step and it looks like the starting date of their new employment will be March 10, with their last days with the RFA being next week.

The Chief said he had attended the last legislative meeting today. He discussed the supplemental amendment to an environmental bill, however that bill has died so will not be an option for us. He noted that there are no further legislative options at this time.

He also told the Board that at the next meeting he will have a report on the 13<sup>th</sup> month totals and will also have the 2014 expenditure to date totals available.

***New Business***

*a. Future Funding Initiative: RFA Excess Levy Presentation*

Chief Walkowski referred to the information included in the board meeting packet regarding worst case scenarios for 2015-2018 provided by the county assessor. The figures include possible pro-rationing as well as SAU depreciation.

The Chief then discussed the handout he distributed which showed revenue history and projections. He stressed that the RFA has lost massive amounts of revenue and reviewed the revenue trend. He reminded the Board that our EMS levy will have to be renewed in 2015 for 2016. He also said the line of demarcation for supplemental layoffs is 2015. He then reviewed the combined EMS/Fire budget history and said the Board will have to determine how much to request from the voters. There were no questions.

Chief Walkowski brought up excess levies; he said that the RFA can do nothing and deal, or can ask for an excess levy. He reviewed the handout on excess levies and noted that pro-rationing does not affect excess levies. Attorney Joe Quinn has told the Chief that a fire authority can only utilize an excess levy for one year. The Chief said that he talked to Al Church today, who thought a four year term is correct. There was discussion of the pros and cons of this. The Chief also discussed sample ballot language. There was discussion on the issue of cost recovery. Chief Walkowski suggested beginning workshops to plan an excess levy request. The Board agreed this should be done.

***Executive Session***

It was decided to table the Executive Session until the next meeting.

The meeting was adjourned at 6:02 p.m.

***Local Board for Volunteer Firefighters***

Vice-Chair Canaday called the meeting to order at 6:02 p.m. Commissioner Tomasheck presented pension request documents for volunteer Don Lunzer. Commissioner Coumbs made a motion<sup>1</sup> to approve the documents. Motion was seconded and passed.

The Local Board meeting was adjourned at 6:05 p.m.

*Governance Board Action Motions Passed: None*

***Local Board for Volunteer Firefighters***

1. Motion to approve the presented pension request documents for volunteer Don Lunzer

Minutes submitted by *Ann Davidson*, Board Chair

*Judith D. Emley*, Secretary

**Governance Board Meeting Dates**

March 12, 2014  
March 26, 2014

Governance Board Meeting  
Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
March 6, 2014  
Minutes**

In attendance:

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

*Administration* – Chief Jim Walkowski

Chair Tom Davidson called an Executive Session meeting to order at 5:00 p.m. for approximately one hour, for discussion only, to Evaluate the Performance of a Public Employee per RCW 42.30.110(g).

The meeting was adjourned at 6:05 p.m.

# *Riverside Fire Authority*

## **Governance Board Meeting March 12, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Rick LeBoeuf, FF/PM Jesse Berry, Captain Erik Olson

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

Motion was made, seconded and passed to approve the agenda with the revision of the Executive Session being moved ahead of the Public Input item of the agenda. The business meeting was recessed.

### ***Executive Session***

The executive session was opened at 5:05 p.m. for approximately forty minutes to Evaluate the Performance of a Public Employee per RCW 42.30.110(g). At 5:48 p.m. the Board announced an extension of the executive session for an additional fifteen minutes. The executive session was closed at 6:12 p.m. and the business meeting was reconvened.

There was no public input.

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

### ***Old Business***

#### *a. 2014 Fiscal Reduction Action Items and Legislative Update Status*

Chief Walkowski reported that there were no legislative changes; very few fire service issues made it through the process and nothing was done to help our revenue problems.

The Chief referred to the 2013 ending fund balance; the actual amount was \$752,876, which was a higher amount than estimated before the end of the year.

2013 Fourth Quarter expense reports were reviewed. The Chief pointed out that there was a lot of overtime in December, due to much illness.

Chief Walkowski then reported that the 2014 expenses were generally going the way we anticipated. There has been a drastic reduction in overtime, due to the staffing agreement with the local.

### *New Business*

#### *a. Future Funding Initiative: RFA Excess Levy Presentation*

Chief Walkowski referred to the handout he distributed regarding a possible levy request. He said staff recommends an excess levy attempt and reviewed suggested timelines to attain this goal. He said there is still not an answer as to whether we can request a four year levy or if it can only be for one year. He explained that the DOR will make the decision as to whether we have access to a one or four year levy and discussed the pros and cons of each term.

The Chief then reviewed the presented document regarding Shortfall Projection (2015-2018). He recommended that the Board select an excess levy request of \$800,000 annually. He told the Board that the table reviewed is based on a "worst case" scenario. The recommended levy request would provide the RFA with a reasonable, not an optimum, service level. It would provide a minimum daily staffing level of four. He also reminded the Board that the current staffing MOU is only good for one year. He pointed out additional negatives resulting from a reduced response staff.

Discussion followed regarding the importance of ballot language and the fact that if the levy request is not successful the RFA will lose another six to seven people and be unable to provide adequate service.

Commissioner Coumbs made a motion<sup>1</sup> to authorize staff to proceed with preparations for an excess levy request for an annual amount of \$800,000. Motion was seconded and passed.

Chief Walkowski requested that the first board meeting in April be moved to April 16<sup>th</sup> since he will be out of town on April 9<sup>th</sup>. Board members agreed to the change.

There was additional discussion of a four year versus a one year excess levy.

The meeting was adjourned at 7:08 p.m.

*Governance Board Action Motions Passed*

1. Motion to authorize staff to proceed with preparations for an excess levy request in the amount of \$800,000 annually

Minutes submitted by *Ann Davidson*, Board Chair

*Judith D. Emley*, Secretary

**Governance Board Meeting Dates**

March 26, 2014  
April 16, 2014

Governance Board Meeting  
Governance Board Meeting



*Riverside Fire Authority*

**Governance Board Meeting  
March 26, 2014  
Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Rick LeBoeuf, FF Jerry Blum, FF Cheryl Blum, Captain Terry Ternan

Chair Davidson 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 deletion of the Executive Session.

There was no public input.

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

***Old Business***

*a. 2014 Fiscal Reduction Action Items and Legislative Update Status*

Chief Mack announced he had no new information to pass on. Commissioner Johnson mentioned that legislatively the fire service needs to work on increasing the levy caps of \$1.50 and \$.50. There was discussion.

***New Business***

*a. Resolution #14-01: Consideration of a 2015 Maintenance and Operations Levy*

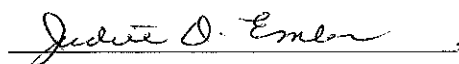
Chief Mack reviewed the packet information regarding the proposed resolution, which authorizes the presentation of an excess levy request for 2015. Resolution #14-01 was read aloud; Commissioner Canaday pointed out that the August 5, 2014 election is a primary election, not a special one, as stated in the resolution. The meeting was recessed while corrections were made to Resolution #14-01 to delete the word “special”. The meeting was reconvened and Commissioner Tomasheck made a motion<sup>1</sup> to adopt Resolution #14-01 and authorize the Fire Chief to forward it to the Lewis County Auditor for inclusion into the 2014 Primary Election on August 5, 2014. Motion was seconded and passed.

The meeting was adjourned at 5:34 p.m.

*Governance Board Action Motions Passed*

1. Motion to adopt Resolution #14-01 authorizing an excess levy request be placed on the August 5, 2014 ballot for collection of taxes in 2015

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

April 16, 2014

Governance Board Meeting

April 23, 2014

Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Special Meeting April 2, 2014 Minutes**

In attendance:

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

*Administration* – Chief Jim Walkowski and Judith Emler

*Visitors* – Diane Kytta, Reporter Kyle Spurr of the Chronicle

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

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

There was no public input.

### ***Executive Session***

Executive Session was opened at 5:05 p.m. for approximately ninety minutes for discussion of the following topics:

- a. To Evaluate the Performance of a Public Employee per RCW 42.30.110(g)
- b. Collective Bargaining Planning Session per RCW 42.30.140(4)(a)

A five minute recess of the Executive Session was taken at 6:30 p.m. and the session was reconvened at 6:35 p.m.

The Executive Session was closed at 6:42 p.m. and the Business Meeting was reconvened.

The Chair announced that Item a. of the Executive Session was tabled.

Regarding Item b. of the agenda, Commissioner Johnson made a motion<sup>1</sup> to approve the proposed Voluntary Employee Beneficiary Association Plan with a benefit amount of \$1,000.00 per month. Motion was seconded and passed.

The meeting was adjourned at 6:45 p.m.

*Governance Board Action Motions Passed*

1. Motion to approve proposed Voluntary Employee Beneficiary Association Plan with a monthly benefit amount of \$1,000.00 per month

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

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

**Governance Board Meeting Dates**

April 16, 2014  
April 23, 2014

Governance Board Meeting  
Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
April 16, 2014  
Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Rick LeBoeuf, FF Jerry Blum, Captain Terry Ternan, FF Lew Danforth, Gail Mulligan, D/E Chris Layton, Gil Elder, Captain Greg Schwartz, Sharyn Decker, Steve George

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

Motion was made, seconded and passed to approve the agenda with the deletion of Item 3, the badge pinning ceremony, and movement of the Local Board for Volunteer Firefighters meeting to prior to Executive Session.

There was no public input.

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

***Old Business***

*a. 2015 Maintenance and Operations Levy (update)*

Chief Walkowski updated the board on the upcoming levy request and the fact that the Prosecuting Attorney had advised that the word count for the ballot was too lengthy and required revision. He reviewed the revised ballot language and noted that no motion was necessary, per the Prosecuting Attorney.

***New Business***

*a. RFA/CFD Functional Consolidation Future Direction*

Chief Walkowski reported that the Joint Board had voted to change their meeting date to coincide with the RFA's second board meeting each month. At the next meeting the future direction of the functional consolidation will be discussed. Dennis Dawes has asked that the RFA members of the Joint Board be prepared to answer questions regarding this at the April 23<sup>rd</sup> meeting.

The meeting was recessed at 5:09 p.m.

### ***Local Board for Volunteers Meeting***

The meeting was called to order by Chair Tom Davidson at 5:09 p.m. and a presented request for approval of retirement documents for former volunteer Michael Yates was reviewed. Motion was made by Commissioner Johnson to approve the pension request. Motion was seconded and passed. Meeting was adjourned at 5:10 p.m.

The Business meeting was reconvened.

### ***Executive Session***

The Board moved to Executive Session at 5:10 p.m. for approximately thirty minutes To Evaluate the Performance of a Public Employee per RCW 42.30.110(g). Chair Davidson pointed out that three different issues would be discussed and that the board would come back with action on the first two topics and then reconvene the Executive Session for discussion only of the third item.

At 5:29 p.m. it was announced that the Executive Session was extended until 6:00 p.m.

At 6:00 p.m. an additional fifteen minute extension was announced.

The Executive Session was recessed and the business meeting reconvened at 6:09 p.m.

Chair Davidson apologized for the necessary time extensions. Commissioner Johnson addressed the April 2<sup>nd</sup>, 2014 Letter of Resignation from Chief Jim Walkowski and made a motion<sup>1</sup> to accept the resignation of Chief Walkowski effective April 30, 2014. Motion was seconded and passed.

Commissioner Tomasheck made a motion<sup>2</sup> that the Board approve the appointment of Mike Kytta as Fire Chief effective May 1, 2014. Motion was seconded and passed. Chief Kytta thanked board members for the opportunity to serve as Fire Chief.

The Board again recessed the business meeting and reconvened the Executive Session at 6:13 p.m. for approximately fifteen minutes To Evaluate the Performance of a Public Employee per RCW 42.30.110(g).


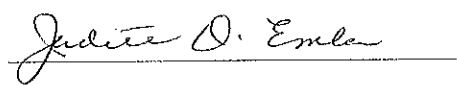
The Executive Session was closed and the business meeting adjourned at 6:30 p.m.

*Governance Board Action Motions Passed*

1. Motion to accept the resignation of Fire Chief Jim Walkowski effective 4/30/14
2. Motion to appoint Mike Kytta as Fire Chief effective 5/1/14

*Local Board for Volunteer Firefighters*

1. Motion to approve pension documents for volunteer Michael Yates.

Minutes submitted by , Board Chair  
, Secretary

**Governance Board Meeting Dates**

April 23, 2014  
May 14, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting April 23, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Rick LeBoeuf, FF Lew Danforth, Gail Mulligan, FF Landon Cruikshank and family, Pastor Tim Shellenberger and family, Thayer Lund, Ian Adams and family, Karen Miltenberger, citizen (name unknown)

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

*Badge Pinning Ceremony* – Chief Walkowski announced the accomplishment of recruits Thayer Lund and Ian Adams, who have completed recruit school and are now moving to the probationary firefighter stage. The Chief then introduced Pastor Tim Shellenberger and FF Landon Cruikshank and reviewed the history of the firefighters' badge pinning ceremony. He explained the recruit academy and probation period of the fire service and reviewed FF Cruikshank's achievements. Chief Walkowski then described the purpose of the chaplaincy program and explained how Pastor Shellenberger became a part of the RFA's program. Chief Walkowski then administered the Oath of Office to FF Cruikshank and Pastor Shellenberger and Chief Kytta assisted with the badge pinning and presentation of FF Cruikshank's firefighter helmet.

Motion was made, seconded and passed to approve the agenda with the deletion of the Training Section report.

*Public Input* – Karen Miltenberger of Nicholson Insurance invited governance board members and staff to attend a class being offered by Nicholson Insurance during the WFA seminar weekend in Chelan on June 6, 2014.

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

### ***Old Business***

#### *a. 2015 Maintenance and Operations Levy (update)*

Chief Walkowski stated that this topic will be on the agenda every meeting during the levy request period; current information will be presented at the next meeting.



***New Business***

*a. Administration and Management Transition Process*

Chief Walkowski reported that he, Chief Kytta and Chief Mack have been meeting often the last two weeks to review various situations of the RFA preparing to transfer leadership. He also discussed his recent directive that company officers take on more responsibility due to the reduction to two chief officers instead of three.

*b. Policy #108: Station Security, Secure Storage & Safety Lock-Down (policy revision)*

Chief Walkowski reviewed the proposed updates to the policy and explained that the additions are specific to Supra boxes and code controlled refrigerators. Commissioner Canaday made a motion<sup>1</sup> to accept the policy revisions and authorize the Fire Chief to approve and implement the revisions to Policy #108. Motion was seconded and passed. Commissioner Coumbs had questions regarding the Supra boxes, which Chief Walkowski answered.

*c. Amateur Radio Antenna Placement Agreement*

Chief Kytta explained the history of the amateur radio program and discussed its need for a radio antenna and repeaters. He told the Board that the Cooks Hill Station is an excellent place for an antenna tower site, with no cost involved for the RFA. Commissioner Canaday made a motion<sup>2</sup> to approve the presented agreement with the City of Centralia and authorize the Fire Chief to sign the agreement and proceed with the project. Motion was seconded and passed.

The meeting was adjourned at 5:30 p.m.

***Governance Board Action Motions Passed***

1. Motion to approve the proposed revisions to Policy #108 Station Security, Secure Storage & Safety Lock-Down
2. Motion to approve the presented Amateur Radio Antenna Placement Agreement with the City of Centralia

Minutes submitted by *Ann Davidson*, Board Chair

*Jurita D. Ember*, Secretary

**Governance Board Meeting Dates**

May 14, 2014  
May 28, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting May 14, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Rick LeBoeuf, Michael Strozyk, Craig Larsen, Edna Fund, Ed Mund, Ken Colombo, Loretta Colombo, D/E Chris Layton

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

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

*Fire Chief Oath of Office* – Commissioner Tomasheck administered the Oath of Office for Chief Mike Kytta and presented him with the Fire Chief badge. Chief Kytta addressed the group and thanked his wife for her years of support and the fire commissioners for the opportunity to serve the community and the fire authority.

*Ken Colombo Service Recognition* – Chief Kytta presented a plaque of appreciation to Ken Colombo for his thirty years of service as a professional firefighter. The Chief described Captain Colombo's history with the department, mentioned the abilities and strengths he utilized during his time as a firefighter and announced that Captain Colombo will continue with the RFA as a volunteer now that he has retired.

*Public Input* – None

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

### ***Old Business***

#### *a. Functional Consolidation Update*

Chief Kytta reported that Rob Gebhart is the interim chief at the Chehalis Fire Department while they search for a new fire chief. Chief Kytta asked if a small representation of our board would join in a sidebar meeting with Chehalis officials to determine whether they should continue meeting as the Joint Governance Board. Commissioners Coumbs, Canaday and Tomasheck offered to participate; Chief Kytta will contact Chief Gebhart and determine a date for the meeting.

*b. Levy Pro-Rationing Update*

Chief Kytta shared information received from Attorney Joe Quinn regarding the excess levy. He told the Board that he and Judith Emler had met with County Assessor Diane Dorey who had additional suggestions regarding the levy request; these he has passed on to Attorney Quinn.

The Chief said that Diane Dorey suggested meeting at budget time with other taxing districts and she is willing to be a facilitator. Chief Kytta will be setting up a conference call between Diane Dorey and Attorney Quinn for a discussion of the matter.

*c. Maintenance and Operation Levy Update*

Chief Kytta introduced volunteer Ed Mund, who has been asked to assist with information regarding the levy. Mr. Mund explained the planned process and distributed a planning calendar for the endeavor. He reviewed some of the ideas and suggested forming a focus group to assist with the process. Chief Kytta told the Board he has discussed our website with Captain Weinert regarding some changes. He also suggested to the Board that on July 9<sup>th</sup> we move the board meeting to the Lincoln Creek Grange to be available to the public in that area. The Board agreed to that idea. The commissioners had suggestions for other community presentations options. Chief Kytta discussed formation of the focus group and said several community members have offered their assistance. There was discussion of various public information concepts.

*d. Resolution #14-01 Maintenance and Operation Levy Ballot Title Update*

Resolution #14-01, which was adopted on March 26, 2014, was re-presented to the Board. As reported by Chief Walkowski at the April 16, 2014 board meeting, the ballot title language required revision to meet word count regulations, but the Chief was told the revision did not require board approval. However, on May 6, 2014 Chief Kytta learned from the Lewis County Elections Supervisor that the modified Resolution #14-01 needed to be formally approved by the Board.

Commissioner Johnson made a motion<sup>1</sup> that Resolution #14-01 be approved with the ballot language revision. Motion was seconded and passed.

*New Business*

*a. BOFC meeting preparation procedures (attachment)*

Chief Kytta explained the new BOFC meeting preparation procedure.

*b. Business Office consolidation*

Chief Mack explained that with the resignation of Chief Walkowski and the loss of one of the job share administrative assistants, Chief Kytta has moved into the Chief's office, the Finance Administrator will move into his previous office, Chief Mack is moving into the Station 2 training office and the Business Administrator will be moving to the former volunteer office area. Chief Mack explained that this will consolidate the administration and will provide greater efficiency.

*c. Financial update and cost containment strategies*

Chief Kytta said there will be a meeting next week to compare budgets and up to date costs. The Chief reviewed various personnel cuts and proposed volunteer reimbursement reductions, plus other recent cost reductions.

*d. Providence Health Care Foundation donation*

D/E Rick LeBoeuf reviewed the history of new protocol presented by Dr. O'Neill for heart attack treatment success. He told the Board that technology can provide the ability to do this, but it is very costly. The Providence Health Care Foundation has provided the RFA with a \$3,400 donation which has purchased modems for the LifeNet Basic System for use in our medic units.

*e. Charging for services from non-taxed entities*

Commissioner Davidson broached the topic of properties that do not pay taxes. He told the Board that he will be attending the WFCA seminar in Chelan and will talk to the attorney there regarding collecting fees for services from entities which are not paying property taxes. Commissioner Davidson said he feels that if the RFA can charge them, it should. There was discussion. Commissioner Davidson suggested that the RFA attorney also be contacted regarding this for his input.

The meeting was adjourned at 6:38 p.m.

*Governance Board Action Motions Passed*

1. Motion to approve revised ballot language in Resolution #14-01 Maintenance & Operation Levy

Minutes submitted by *Tom Davidson*, Board Chair  
*Judith D. Emker*, Secretary

**Governance Board Meeting Dates**

May 28, 2014  
June 11, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting May 28, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Rick LeBoeuf, Ed Mund, Captain Casey McCarthy, FF/PM Rob Smith

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

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

Mike Winn and representatives from People First of Lewis County addressed the Board and explained the purpose of their organization. Commissioner Canaday invited the group to make a presentation to the Centralia City Council.

*Public Input* – None

Motion was made, seconded and passed to approve the consent agenda with the deletion of Item c., payroll approval.

### ***Old Business***

#### *a. Financial update and cost containment strategies*

Chief Kytta distributed a Financial Update handout and told the Board that last week staff had an internal workshop and reviewed year to date expenditures as well as the budget, county treasurer reports and the 2013 expenditure figures. The Chief reviewed the summary of the findings of that meeting, noting that the figures shown are approximate, as of now. Various personnel issues were discussed.

The Chief told the Board that an end of year balance for 2014 cannot yet be forecast, but our expenses will be less for the 2015 year. The Chief also discussed the progress of reducing calls with AMR.

*b. Charging for services from non-taxed entities*

Chief Kytta said he had looked into charging tax exempt properties and has received information from Attorney Joe Quinn regarding the ability to do so. The Chief will continue to work with the attorney on this issue.

*c. Maintenance and Operations Levy*

Ed Mund reported that work has been done on preliminary drafts of the brochure and advertising; there will be an article regarding the levy request in the next newsletter.

Chief Kytta reported on the response received from the request for participation in the focus group.

*d. Functional Consolidation*

Chief Kytta reported that the meeting schedule will be changed to every other month.

*e. Business Office Consolidation*

Chief Mack explained that Chief Kytta has moved to the Chief's office, Judith has moved to Chief Kytta's former office, Chief Mack has moved to the training office and an area is being completed for Stephanie Slorey to utilize. Telephone lines at Station 1 are being revised, and the first phone line will be transferred to ring at Station 2.

***New Business***

*a. Washington Surveying and Rating Bureau*

Chief Mack discussed the letter received from the Bureau, the visit by the evaluator and which components were reviewed. The RFA maintained its Class 5 rating. There were some areas in the Station 8 vicinity which will be re-classified to 9A which could result in doubling home insurance premiums. The RFA only has three volunteers at that station, plus there is no water tender at that station. There was discussion of the options available to remedy this issue.

*b. Creation of VEBA/HRA Plan*

Chief Kytta told the Board that this program will allow the RFA to offer a program to two employees as an incentive to retire, thus allowing retention of paramedics. Union President Rick LeBoeuf answered questions regarding the proposed \$1,000 monthly VEBA contribution. Commissioner Thompson made a motion<sup>1</sup> to approve the establishment of a VEBA/HRA plan. Motion was seconded and approved. There was discussion of how long the plan would be offered. Chief Kytta explained that it is not a permanent arrangement and Union President LeBoeuf explained that it will be an MOU in the current labor contract, which expires at the end of 2015.

*c. Revision to Policy #216 Volunteer Reimbursement*

Chief Kytta explained that volunteers are on a regular schedule and some are residents. The Chief asked that revision of the volunteer reimbursement amounts be approved as a cost reduction. Commissioner Canaday made a motion<sup>2</sup> that Policy #216 Volunteer Reimbursement be revised as proposed. Motion was seconded and passed.

Chief Kytta told the Board that he has looked at personnel staffing levels as we work toward twenty responders. If someone is sick or on vacation, it is possible we will have to close down a station for the day. However, there is no money to provide overtime coverage.

**Executive Session**

An Executive Session was opened at 6:10 p.m. for approximately fifteen minutes to Evaluate the Performance of a Public Employee per RCW 42.30.110(g). The Executive Session closed at 6:28 p.m.

The meeting was adjourned at 6:29 p.m.

*Governance Board Action Motions Passed*

1. Motion to approve creation of a VEBA/HRA plan
2. Motion to adopt proposed revisions to Policy #216 Volunteer Reimbursement

Minutes submitted by Jim Davidson, Board Chair

Judith D. Emery, Secretary

**Governance Board Meeting Dates**

June 11, 2014

Governance Board Meeting



# *Riverside Fire Authority*

## **Governance Board Meeting June 11, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, D/E Rick LeBoeuf, and Ed Mund

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

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

*Public Input* – None

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

### ***Old Business***

#### *a. Pro-Rationing Update*

Chief Kytta gave an update on the conference call he had with Dianne Dorey and Joe Quinn regarding Pro-Rationing. Chief Kytta will be in contact with Dianne Dorey in early August to set up a meeting to discuss Pro-Rationing with the other taxing stakeholders.

#### *b. Business Office Consolidation Update*

Chief Mack gave an update on the office consolidation stating that all Administration is now housed at the Headquarters Station.

*c. Washington Surveying and Rating Update*

Chief Mack gave an update on the Washington Surveying and Rating Bureau notice about the deficiencies associated with folks residing in Station 8's area. He attended a Board of Fire Commissioners meeting held in Oakville regarding the situation which also has an impact on residents inside of Grays Harbor Fire District #1. Chief Mack discussed a letter to be certified mailed to the citizens in the Garrard Creek area sharing the information passed on by the Washington Survey and Rating Bureau.

*d. Maintenance and Operations Levy Update*

Ed Mund gave an update on the Maintenance and Operations Levy preparation. He distributed a draft Question and Answer literature that he and Chief Kytta have prepared for the public.

***New Business***

*a. Surplus Property Resolution #14-03*

Chief Kytta explained that it makes sense to surplus the 1997 Dodge ½ ton pickup. The pickup is third in line for use following the recent changes in staffing of the Administrative section. The RFA will save maintenance funds for insurance, tire replacement and annual servicing by declaring the vehicle surplus. A neighboring fire district, Grays Harbor Fire District #1, has expressed interest to purchase the truck if declared surplus. Chair Davidson read Resolution #14-03 aloud. Motion was made<sup>1</sup> to adopt Resolution #14-03; motion was seconded and passed.

***For the Good of the Order***

Chief Kytta announced the Captain Scott Snyder has resigned as of June 7 and that Firefight/Paramedic Steve Lamb has been offered a job at West Pierce which he anticipates he will take. That will bring a total of 8 employees that have left the Authority this year. Chief Kytta and Rick LeBoeuf are currently discussing how to staff both stations.

Chief Kytta received a call from Chehalis Fire Department regarding a vacancy while Rob Gebhart is Acting Fire Chief. This position has been offered to Riverside Fire Authority employees on a temporary basis and would be filled until Rob returns to work when a permanent Chief is hired. Talks are taking place between both departments about how to make this work with minimal impact. Rob Gebhart is awaiting final approval from the City of Chehalis City Manager.

Chief Kytta received a call from City Manager Rob Hill regarding fire flow in the unincorporated area. Chief Kytta, Chief Mack will meet with Rob Hill to share information.

The meeting was adjourned at 5:34 p.m.

*Governance Board Action Motions Passed*

1. Motion to adopt Resolution #14-03 Surplus Property

Minutes submitted by *Jim Davidson*, Board Chair  
*Judith D. Emler*, Secretary

**Governance Board Meeting Dates**

June 25, 2014  
July 9, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting June 25, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, Ed Mund, D/E Jennifer Ternan

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

Motion was made, seconded and passed to approve the agenda with the addition of two items in Old Business per the request of Chief Kytta.

*Public Input* – None

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

### ***Old Business***

#### *a. Washington Surveying and Rating Bureau*

Chief Mack reviewed the matter of the rating bureau credit and then reported on the meeting held on June 24, which was attended by about 25 people. He said that 13 people had signed up to assist as volunteers to help alleviate the problem of our current low number of volunteers at Station 8.

#### *b. Maintenance/Operations Levy*

Ed Mund reported that last week a draft of the information document had been handed out; at a meeting tonight at 6:30 p.m. feedback will be received on the proposed document.

#### *c. City of Centralia Fire Flow*

Chief Mack explained that the RFA had met with city staff on June 16 regarding fire flow and asked them if they could wordsmith Appendix B to better serve the community. He said they will continue to work on a resolution to the problem and feels we are near completion. He explained the details of the proposed compromise. There was discussion.

*d. Insurance*

Chief Kytta reminded the Board of the increase in insurance premiums for 2014. He said staff will have a meeting with the insurance agent to begin the process for 2015, as well as begin looking at medical insurance also.

The Chief reviewed the input from VFIS regarding insurance audit requirements; changes have been made to policies in order to comply. He also discussed the risk of citizens riding on the ladder truck during parades and said that, as Fire Chief, he cannot support the practice as done previously. There was discussion of various safety options.

*New Business*

*a. Surplus Property Resolution #14-04*

Chief Kytta discussed the request to surplus water tanks originally acquired for rural water supply, which is not feasible at this time. There are also some old ladders which have accumulated. He recommended that the items be declared surplus and be sold for scrap. Commissioner Johnson made a motion<sup>1</sup> to adopt Resolution #14-04. Motion was seconded and Resolution was read aloud. Motion was passed.

*b. VEBA Approvals*

Chief Kytta reminded the Board that at the last meeting members had approved the VEBA program. Two applications have been received from firefighters who will be leaving employment effective July 31, 2014. Commissioner Canaday made a motion<sup>2</sup> to approve the applications. Motion was seconded and passed.

*c. Personnel Update*

Chief Kytta said that Captain Greg Schwartz, D/E Paul Scott and FF/PM Steve Lamb will all be leaving in July. Schwartz and Scott will retire and Lamb will be moving to West Pierce. The RFA will then be down to nineteen responder employees, with FF/PM Green on maternity leave until September.

Commissioner Thompson asked about the required elected official training. Board Secretary Emler explained that she has information regarding the available training.

Chief Kytta distributed examples of mission, vision and values statements for review.

Commissioner Coumbs had questions regarding station closures due to the lack of employees. Chief Kytta answered that the union and staff have been working together on shift reassignments.

Commissioner Davidson asked about Chehalis. Chief Kytta said that three RFA employees are helping work shifts there and reviewed the reason. Chehalis Fire is short of employees also at this time.

The meeting was adjourned at 5:53 p.m.

*Governance Board Action Motions Passed*

1. Motion to adopt Resolution #14-04 Surplus Property
2. Motion to approve presented VEBA applications

Minutes submitted by *Tom Davidson*, Board Chair  
*Judith O. Emler*, Secretary

**Governance Board Meeting Dates**

July 9, 2014  
July 23, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting July 9, 2014 Minutes**

In attendance:

*Board Members* – Vice-Chair Bonnie Canaday, Harlan Thompson and Lee Coumbs

*Administration* – Chief Mike Kytta, Stephanie Slorey and Judith Emler

*Visitors* – Diane Kytta, Ed Mund, Pete Stoeckler, D/E Rick LeBoeuf, Todd Watson and Brian Thompson

Vice-Chair Canaday called the meeting to order at 5:12 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.

### ***Old Business***

#### *a. Insurance Update*

Chief Kytta reported that he had met with the insurance agent regarding our insurance and learned that we will probably have another three years before rates will be reduced; therefore the RFA will be looking at status quo for that period of time.

#### *b. Personnel Update*

Chief Kytta explained that in July FF/PM Lamb will be moving to West Pierce while Captain Schwartz and D/E Scott will be retiring. Another FF/PM position will be reduced in August.

#### *c. Mission/Vision/Values*

Chief Kytta reminded the Board of the draft document he had distributed at the last meeting regarding mission, vision and values statements. He suggested that these be addressed at a later meeting since all commissioners were unable to attend tonight's meeting.

### ***New Business***

#### *a. Memorandum of Understanding with IAFF Local 451 addressing work hours*

Chief Kytta discussed shift issues with the reduced force. He said they are continuing to discuss what they will do in August when we are down to eighteen. Options include debit days, or returning to the more traditional approach and simply pay overtime. The Chief

said that staff will do another budget review in August. Local President Rick LeBoeuf told the Board that staffing levels are stretched and are also affected by vacations and illness. There was discussion.

Vice-Chair Canaday asked for a levy update. Chief Kytta said an information mailing is going out on July 14 and sign placement has gone well thanks to the Local members. There will be several public meetings to discuss the levy and news ads and radio spots will be sponsored by the union.

Chief Kytta noted that it is fire season in July and August and it may be tough due to the fire danger. He requested the discretion to pay for overtime if needed to combat the threat. Commissioner Thompson made a motion<sup>1</sup> to give the Fire Chief the discretion to make overtime decisions as necessary. Motion was seconded and passed.

***Good of the Order***

Chief Kytta reported that the RFA has been trying to sell the surplus rescue truck, but has not been successful. He has contacted Ritchie Brothers regarding selling it at auction. He discussed the terms of the contract and voiced his concern due to the lack of a minimum bid. The Chief said he had expressed this concern to Ritchie Brothers and was told the sale would be viewed by over 2,000 parties. There was discussion.

Commissioner Coumbs thanked the RFA for their participation in the Summerfest festivities.

Chief Kytta announced that county burning restrictions would be in effect starting Saturday, July 12<sup>th</sup>.

The meeting was adjourned at 5:40 p.m.

***Governance Board Action Motions Passed***

- 1. Motion to authorize the Fire Chief with the discretion to make overtime decisions as necessary

Minutes submitted by *Jim Davidson*, Board Chair

*Jedette D. Emler*, Secretary

**Governance Board Meeting Dates**

July 23, 2014

Governance Board Meeting

August 13, 2014

Governance Board Meeting



# *Riverside Fire Authority*

## **Governance Board Meeting July 23, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta, Ed Mund, FF/PM Jesse Berry, D/E Rick LeBoeuf, Chief Rob Gebhart

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

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

*Public Input* – None

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

### ***Old Business***

#### *a. Levy Update*

Ed Mund reported that all mailings have been sent out and ads are done; the only item left is to ask businesses to support the levy on their reader boards. Commissioner Canaday mentioned the editorial in the Chronicle which supported the levy request.

#### *b. Personnel Update*

Chief Kytta explained that, thanks to the labor group, they have been able to maintain the two plus two staffing; by the end of this month two employees will retire and one left earlier in the month, so have nineteen responders remaining.

#### *c. Mission/Vision/Values*

Chief Kytta asked if board members had reviewed the drafted documents and said he did not know where the Board wants to go with this. Since some board members had not had time to review as yet, it was determined to address the topic at a later meeting.

*New Business*

*a. Public Meeting Rules*

Chair Davidson explained that he and Chief Kytta have been discussing this topic and noted that many places have meeting rules in place. The Chair read aloud the presented draft. There was discussion of various aspects of the proposed rules. Commissioner Canaday made a motion<sup>1</sup> to adopt the presented meeting rules. Motion was seconded and passed. A policy will be established to reflect this decision.


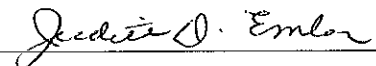
*Good of the Order*

Commissioner Canaday reported that a fire flow vote had taken place at the City Council meeting last night and had passed. The former fire prevention requirements regarding residential construction were eliminated. There was discussion. Commissioner Davidson suggested sending a letter to the city stating that the department would not be able to extinguish a fire if water is not available. There was further discussion.

The meeting was adjourned at 5:28 p.m.

*Governance Board Action Motions Passed*

1. Motion to adopt proposed meeting rules

Minutes submitted by , Board Chair  
, Secretary

**Governance Board Meeting Dates**

August 13, 2014  
August 27, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting August 13, 2014 Minutes**

In attendance:

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

*Administration* – Chief Mike Kytta and Judith Emler

*Visitors* –D/E Rick LeBoeuf, Greg Schwartz and wife, Paul Scott and wife

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

Motion was made, seconded and passed to approve the agenda with the addition of a New Business item 6 d.

*Public Input* – None

Chief Kytta and Chair Davidson presented plaques to Captain Greg Schwartz and D/E Paul Scott in recognition of their retirement, which was effective July 31, 2014.

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

### ***Old Business***

#### *a. Mission/Vision/Values*

Chief Kytta asked for input from the Board regarding the draft he had previously distributed. Commissioner Canaday had several suggestions which will be incorporated into the documents.

#### *b. Financial Update*

Chief Kytta reported that after research he and Judith have done, he feels that 2014 expenditures will be within the budget. In regards to revenue, some will not be received. Ambulance consortium money has been expended which will reduce the EMS Capital fund, but the rescue truck has been sold and the RFA will receive about \$30,000 for it. The truck went to a rural fire district in Grays Harbor County. Rainier Connect and Unifirst were gracious enough to cancel the RFA contracts when asked, which will further drop expenditures.

*New Business*

*a. Public Meeting Policy #117*

Chief Kytta reviewed the purpose of the proposed policy and stated that it is a good starting point. Commissioner Johnson made a motion<sup>1</sup> to adopt the presented policy. Motion was seconded and passed.

*b. Employee References Policy #227*

Chief Kytta explained that in the last year the RFA has had so many people leaving and did not have a policy in place for this issue. The Chief has discussed this with Attorney Joe Quinn and the proposed policy is based on his advice. Commissioner Thompson made a motion<sup>2</sup> to adopt the presented Employee References Policy #227. Motion was seconded and passed.

*c. Election Results*

Chief Kytta discussed the voter approval of the maintenance and operations levy on August 5, 2014. The meeting planned with other districts with assistance from Lewis County Assessor Diane Dorey cannot be scheduled as yet since Ms. Dorey was recently injured in an automobile accident, so is not available right now. Chief Kytta will talk with her again at a later date.

*d. Personnel Update*

Chief Kytta reported that our 19<sup>th</sup> employee, due to be laid off this month, will be remaining with the RFA since the levy has passed.

He also reported that employee Judith Emler is retiring at the end of September. To ease the transition, she will return to work on a part time basis in November.

The meeting was adjourned at 5:38 p.m.

***Local Board for Volunteer Firefighters Meeting***

The meeting was called to order at 5:40 p.m. by Chair Tom Davidson. Chief Kytta reported on an injury sustained by volunteer firefighter Corey Youngren on July 26, 2014.

Commissioner Johnson made a motion<sup>1</sup> to approve the completed Accident Report. Motion was seconded and passed.

Commissioner Johnson made a motion<sup>2</sup> to approve the invoice voucher for Providence Hospital for injury treatment. Motion was seconded and approved.

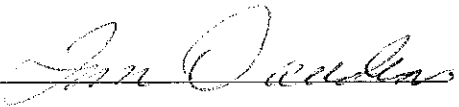
The Local Board meeting was adjourned at 5:44 p. m.

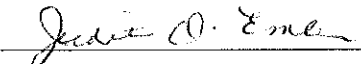
***Governance Board Action Motions Passed***

1. Motion to adopt proposed Public Meeting Policy #117
2. Motion to adopt proposed Employee References Policy #227

***Local Board for Volunteer Firefighters Action Motions Passed***

1. Motion to approve Accident Report for Corey Youngren injury
2. Motion to approve invoice voucher for injury treatment

Minutes submitted by  Board Chair

, Secretary

**Governance Board Meeting Dates**

August 27, 2014  
September 10, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting August 27, 2014 Minutes**

In attendance:

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

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

*Visitors* – Diane Kytta

Chair Davidson 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 as presented

*Public Input* – None

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

### ***Old Business***

#### *a. Assessor Update*

Chief Kytta distributed a hand out and gave an update on his meeting with Dianne Dorey regarding the projection of the assessed values/budget for 2015.

### ***New Business***

#### *a. October Meeting Dates*

Due to the October 22<sup>th</sup> meeting scheduled during the Commissioner Conference, it has been rescheduled for Tuesday, October 21, 2014.

#### *b. Correspondence*

Chief Kytta and the Board discussed a letter from a citizen. Chief Kytta has also discussed the letter with attorney Joe Quinn. Commissioner Coumbs made a motion<sup>1</sup> and Commissioner Canaday seconded that a letter be sent by Commissioner Davidson back to the citizen.

Riverside Fire Authority Governance Board

August 27, 2014

Minutes

Page 2

GOOD OF THE ORDER:

A letter has been submitted to Chief Kytta from Judith Emler announcing her retirement as of September 30, 2014.

Final precinct numbers are available for the Boards review.

Chief Kytta stated he has met with Centralia City Manager Rob Hill regarding the RFA researching out sourcing options for financial services. Chief Kytta will be meeting with Larry Grove with the County Auditor's office on Thursday, August 28.

Pro-rationing meeting: Meeting with Dianne Dorey will be scheduled for September. Date to be determined.

Community Appreciation: Chief Kytta stated he would like to advertise in the Chronicle and radio to invite the community to come to Station 2 Headquarters on Saturday, September 27 (tentatively) for a free breakfast and station tours as a way to say thank you to our citizens. Breakfast supplies will be donated by Local #451 and the Riverside Firefighters Association. He would also like to put out a donation bucket with proceeds going to the Veteran's Memorial Outdoor Pool Organization.

Commission Coumbs thanked everyone for watching over him during the SWW Fair this year.

Commission Coumbs commented on how well the media information has been.

The meeting was adjourned at 5:43 p.m.

***Local Board for Volunteer Firefighters Meeting***

The meeting was called to order at 5:43 p.m. by Chair Tom Davidson.

Commissioner Canaday made a motion<sup>1</sup> to approve the invoice vouchers for Providence Hospital for injury treatment. Motion was seconded and passed.



The Local Board meeting was adjourned at 5:47 p. m.

*Governance Board Action Motions Passed*

1. Motion to have Commissioner Davidson send a letter back to the citizen

*Local Board for Volunteer Firefighters Action Motions Passed*

1. Motion to approve invoice vouchers for injury treatment

Minutes submitted by  Board Chair  
 Secretary

**Governance Board Meeting Dates**

September 10, 2014  
September 24, 2014  
September 24, 2014

Governance Board Meeting  
Governance Board Meeting  
RFAPC Meeting – 6:30 p.m.



# *Riverside Fire Authority*

## **Governance Board Meeting September 10, 2014 Minutes**

In attendance:

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

*Administration* – Assistant Chief Rick Mack, Stephanie Slorey, Judith Emler

*Visitors* –D/E Rick LeBoeuf

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

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

*Public Input* – None

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

***Old Business - None***

### ***New Business***

*a. Budget Development Update*

Judith Emler told the Board that the 2015 budget development process has been started; the first reading of the budget should be available by the next meeting in September or the first meeting in October.

*b. Resolution #14-05 Surplus Property*

D/E Rick LeBoeuf explained the reason for surplus of four Physio Control Life Pak 12 heart monitors. The sale of the no longer needed monitors will provide some revenue and reduce annual maintenance expenses. Commissioner Johnson made a motion<sup>1</sup> to adopt Resolution #14-05 and authorize the Fire Chief to proceed with their sale. Motion was seconded and passed.

***Good of the Order***

Commissioner Coumbs reported on the plans for the community breakfast to be held on October 4<sup>th</sup>. Chief Mack said he has a banner that could be displayed advertising the event. Discussion was held on various details.

Chief Mack said that letters have gone out to all the schools regarding the Fire Prevention Week poster contest and asked for volunteers to judge the entries on October 6<sup>th</sup>. Commissioners Thompson, Canaday and Coumbs all agreed to participate.

Chief Mack told the Board that tomorrow morning at 9:15 a short 9/11 memorial service will be held at Station 2; law enforcement personnel will attend also.

Judith Emler announced the date for the prorating meeting conducted by the Lewis County Assessor's Office will be September 16<sup>th</sup> at 6 p.m. at Station 2.

The meeting was adjourned at 5:20 p.m.

***Local Board for Volunteer Firefighters Meeting***

The meeting was called to order at 5:21 p.m. by Chair Tom Davidson.

Three Invoice Vouchers for injury treatment were presented for approval.

Commissioner Johnson made a motion<sup>1</sup> to approve the invoice vouchers presented. Motion was seconded and approved.

The Local Board meeting was adjourned at 5:24 p. m.


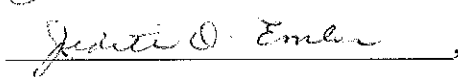
Riverside Fire Authority Governance Board  
September 10, 2014  
Minutes  
Page 3

*Governance Board Action Motions Passed*

1. Motion to adopt proposed Resolution #14-05 Surplus Property

*Local Board for Volunteer Firefighters Action Motions Passed*

1. Motion to approve three invoice vouchers for injury treatment

Minutes submitted by  Board Chair  
, Secretary

**Governance Board Meeting Dates**

September 24, 2014  
October 8, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting September 24, 2014 Minutes**

In attendance:

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

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

*Visitors* –D/E Rick LeBoeuf, Diane Kytta, FF/PM Jesse Berry, Captain Erik Olson

Chair Davidson called the meeting to order at 5:05 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, seconded and passed to approve the consent agenda.

### ***Old Business*** –

#### ***a. Budget Development Update***

Judith Emler reported that she and Chief Kytta had met and started the 2015 budget process. Chief Kytta noted that they are working on the first draft. The prorationing meeting will be held at Station 2 on Friday evening.

#### ***b. Station 8 Update***

Chief Mack reported that there was a meeting at Station 6 on September 9<sup>th</sup>. Another volunteer application was received after that; the total number of applications should provide the number of volunteers needed to satisfy the requirements of the WSRB. It is hoped recruit classes will begin in November of this year.

*New Business*

a. *IAFF M.O.U.*

Chief Kytta reported that members of the labor management have discussed a 2015 M.O.U; the collective bargaining agreement is in extension until 2015. They are looking at hours worked, numbers of personnel in each classification and other items. They are considering increasing hours worked by adding a shift per month, which would improve daily staffing levels. The Chief said that of course costs are associated with this. D/E Rick LeBoeuf commented on the matter and said that the contract needs to be renegotiated and the union will request another contract extension.

*Good of the Order*

Lee Coumbs spoke regarding the community breakfast scheduled for October 4<sup>th</sup>; volunteers will be needed to help. Chief Kytta noted that there will be an advertisement in the newspaper, thanks to the union.

Chief Mack discussed the fire prevention poster contest on October 6<sup>th</sup>.

Chief Kytta reminded everyone of the prorationing meeting on September 26. He also reported that the Chehalis meeting for tonight has been cancelled and may be held on October 8. He mentioned the retirement party for Judith to be held on September 29 and said Judith will be returning to work part time starting in November. The city nor the county did not wish to take over the accounting for the RFA. Judith will be doing only finance work when she returns and Stephanie Slorey will take over the Board Secretary position.

The meeting was adjourned at 5:34 p.m.

*Local Board for Volunteer Firefighters Meeting*

The meeting was called to order at 5:34 p.m. by Chair Tom Davidson.


An Invoice Voucher for injury treatment was presented for approval. Commissioner Johnson made a motion<sup>1</sup> to approve the invoice voucher presented. Motion was seconded and approved.

The Local Board meeting was adjourned at 5:36 p. m.

*Governance Board Action Motions Passed - None*

*Local Board for Volunteer Firefighters Action Motions Passed*

1. Motion to approve one invoice voucher for injury treatment

Minutes submitted by  , Board Chair  
 , Secretary

**Governance Board Meeting Dates**

October 8, 2014  
October 21, 2014

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting October 8, 2014 Minutes**

In attendance:

*Board Members* – Chair Tom Davidson, Vice-Chair Bonnie Canaday, Harlan Thompson, Mike Tomasheck

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

*Visitors* –D/E Rick LeBoeuf, Diane Kytta, Captain Terry Ternan

Chair Davidson 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.

### ***Old Business*** –

#### ***a. Budget Development Update***

Chief Kytta reported that progress is being made on the 2015 budget process. Chief Kytta distributed hand-outs for the Board to review regarding 2015 budget goals, staffing and wages. Chief Kytta reported the prorating meeting was held on Friday, September 26 at Station 2. At this point, things are looking more optimistic than first thought. There is a good chance we will not be prorated for the 2015 budget. More information will be available once numbers have been certified by the county.

***New Business***

*a. Board Secretary Appointment*

Stephanie Slorey was sworn in as the new Board Secretary for the Board of Fire Commissioners. She replaces Judith Emler who retired as of September 30, 2014.

*b. Shift Trade Policy #221 Revision*

Chief Kytta went over the revisions for the Shift Trade Policy #221. Commissioner Tomasheck made a motion<sup>1</sup> to accept the revision of policy #221. Commissioner Thompson seconded and motion passed.

*c. Vacation Policy #224*

Chief Kytta stated that there was not a policy for vacation. Policy #224 was drafted and submitted to the Board for their approval. Commissioner Tomasheck made a motion<sup>2</sup> to accept the new Vacation Policy #224 as submitted. Commissioner Canaday seconded and motion passed.

*d. Shift Reassignment Policy #225*

Chief Kytta introduced a proposed policy regarding reassignment of an employee to work on a different shift to cover vacancies. This policy will help minimize overtime. Commissioner Tomasheck made a motion<sup>3</sup> to accept the new Shift Reassignment Policy #225 as submitted. Commissioner Canaday seconded and motion passed.

*e. Assistant Chief/Fire Marshal Job Description*

Chief Kytta stated that there was no job description adopted by the RFA for the Asst. Chief/Fire Marshal position. Chief Kytta submitted a proposed job description for said position for approval. Commissioner Tomasheck made a motion<sup>4</sup> to accept the proposed job description. Commissioner Thompson seconded and motion passed.

***Good of the Order***

Chief Mack thanked Commissioners Canaday, Coumbs and Thompson for their help in judging the Fire Prevention Poster Contest. Presentation of awards will be Saturday October 11 at 1:00 p.m. at the Outlet Mall.



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

***Local Board for Volunteer Firefighters Meeting***

The meeting was called to order at 5:35 p.m. by Chair Tom Davidson.

An Invoice Voucher for injury treatment was presented for approval. Commissioner Tomasheck made a motion<sup>1</sup> to approve the invoice voucher presented. Motion was seconded and approved.

The Local Board meeting was adjourned at 5:38 p. m.


***Governance Board Action Motions Passed -***

1. Motion to approve Shift Trade Policy #221 revisions
2. Motion to approve Vacation Policy #224
3. Motion to approve Shift Reassignment Policy #225
4. Motion to approve Assistant Chief/Fire Marshal job description

***Local Board for Volunteer Firefighters Action Motions Passed***

1. Motion to approve one invoice voucher for injury treatment

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

October 21, 2014  
November 12, 2014  
November 12, 2014

Governance Board Meeting  
Governance Board Meeting  
RFAPC Meeting (6:30)

# *Riverside Fire Authority*

## **Governance Board Meeting**

**October 21, 2014**

### **Minutes**

In attendance:

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

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

*Visitors* –None

Chair Davidson called the meeting to order at 5:10 p.m. and Commissioner Canaday led the flag salute.

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

*Public Input* – None

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

***Old Business - None***

***New Business - None***

***Good of the Order***

Commissioner Canaday stated she received an email from a concerned citizen that Riverside Fire Authority didn't have an engine in the Lighted Tractor Parade but our neighbors (Chehalis Fire Department) was represented. Commissioner Canaday asked if there was a chance of putting a piece of apparatus in this year's parade.

Chief Kytta updated the Board on the ambulance consortium meeting. 2015 contract negotiations will be forthcoming.

Chief Kytta reported that the inter-local agreement with the City of Chehalis for maintenance on the radio system will be presented to the Board for consideration in the next couple of weeks.

Chief Kytta reported that he attended the State Chiefs legislative meeting. They are working on two agenda items:

- a) Protection of 25 cents under prorationing;
- b) Expanding the time frame of the maintenance and operations levy for a Fire Authority.

# *Riverside Fire Authority*

## **Governance Board Meeting**

**October 21, 2014**

### **Minutes**

Chief Kytta reported the response changes for EMS are still in talks with the 9-1-1 communication center.

Chief Kytta reported that Terry Langen, owner of Golden Estates which is located directly behind Station 2, voiced his concern of our trees hanging over his property line. Wolbert's Tree Service has given an estimate of \$400-500 for trimming and hauling away debris. Mr. Langen is currently out of town and Chief Kytta will meet with him when he returns.

Chief Kytta reminded the Board that at our November 12<sup>th</sup> meeting, we will have our first reading of the 2015 budget.

Commissioner Coumbs updated the Board on a discussion that was held with representatives from Riverside Fire Authority and the City of Chehalis regarding the Regional Fire Authority Planning Committee. They have determined that the planning committee meetings will take place once per quarter instead of bi-monthly. The next planning committee meeting is scheduled for February 25, 2015.

The meeting was adjourned at 5:40 p.m.

#### *Governance Board Action Motions Passed*

None

Minutes submitted by

Bonnie Canady Board Chair

Stephanie Storey Secretary

#### **Governance Board Meeting Dates**

November 12, 2014

Governance Board Meeting

November 26, 2014

Governance Board Meeting

December 10, 2014

Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting November 12, 2014 Minutes**

In attendance:

*Board Members* –Vice-Chair Bonnie Canaday, Harlan Thompson, Lee Coumbs, Mike Tomasheck

*Administration* – Chief Kytta, Stephanie Slorey, Judith Emler

*Visitors* –D/E Rick LeBoeuf, Jennifer Ternan

Vice-Chair Canaday called the meeting to order at 5:03 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.

### ***Old Business***

#### ***City of Chehalis Radio Maintenance Inter-Local Agreement***

Chief Kytta reviewed an inter-local agreement between the RFA and City of Chehalis to share the maintenance and operations cost of radio frequency 2. Commissioner Coumbs made a motion<sup>1</sup> and Commissioner Thompson seconded to authorize the agreement. Motion passed.

### ***New Business***

#### ***2015 Budget Draft: First Reading***

Chief Kytta discussed with Local#451 a M.O.U. along with next year's budget. Out of class pay, COLA's, staffing and promotions were some of the topics discussed between labor and management. Chief Kytta continued briefing the Board on the proposed 2015 draft budget with regards to expenses and revenues. Chief Kytta stated we are still waiting for Lewis County to certify their numbers. As soon as the official numbers are released, a final draft of the 2015 Budget will be presented to the Board.

#### ***City of Chehalis Fire Inspection/Code Enforcement Renewal Agreement***

Chief Kytta reviewed the proposed renewal agreement presented by the City of Chehalis to have Riverside Fire Authority continue to provide Fire Inspection/Code Enforcement to the City of Chehalis. This is an annual agreement. Commissioner Tomasheck made a motion<sup>2</sup> and Commissioner Thompson seconded to authorize the agreement. Motion passed.

#### ***Resolution #14-06- Cancellation of Municipal Warrant***

Stephanie explained the reason for the cancellation of the warrant. Sprint/Nextel did not receive payment nor has it been cashed. Therefore the county needed a resolution passed to cancel the warrant in question in order to process a new one. Commissioner Coumbs made a motion<sup>3</sup> to adopt Resolution #14-06. Commissioner Tomasheck seconded. Motion passed.

# *Riverside Fire Authority*

## **Governance Board Meeting November 12, 2014 Minutes**

### *Good of the Order*

Commissioner Coumbs gave a report on the conference he attended in Chelan.

The Board agreed to have the next meeting on November 25 instead of November 26 due to it falling on the night before Thanksgiving.

The meeting was adjourned at 6:18 p.m.

### *Local Board of Volunteer Firefighters Meeting*

The meeting was called to order at 6:18 p.m. by Vice-Chair Canaday.

There was one invoice for injury treatment that was presented for approval. Commissioner Coumbs made a motion<sup>1</sup> to approve the invoice. Commissioner Tomasheck seconded. Motion passed.

The Local Board meeting was adjourned at 6:20 p.m.

### *Governance Board Action Motions Passed*

1. Motion to authorize the Inter-local Agreement between the RFA and City of Chehalis for Radio and Maintenance for Frequency 2.
2. Motion to authorize the renewal agreement with the City of Chehalis for continued Fire Inspection/Code Enforcement provided by Riverside Fire Authority.
3. Motion to adopt Resolution #14-06 – Cancellation of Warrant

### *Local Board for Volunteer Firefighters Action Motions Passed*

1. Motion to approve invoice voucher for injury treatment.

Minutes submitted by Bonnie Canaday Board Chair

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

### **Governance Board Meeting Dates**

November 25, 2014

December 10, 2014

December 24, 2014

Governance Board Meeting

Governance Board Meeting

Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting December 10, 2014 Minutes**

In attendance:

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

*Administration* – Chief Kytta, Chief Mack, Stephanie Slorey, Judith Emler

*Visitors* –D/E Rick LeBœuf, Diane Kytta

Chair Davidson 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.

### ***Old Business***

#### **2015 Operations Budget: Final Reading and Public Hearing per RCW 84.55.120**

Chair Davidson opened the Budget Public Hearing. There was no public comment. Public Hearing was then closed.

Commissioner Tomasheck made a motion<sup>1</sup> to approve the proposed 2015 budget. Motion was seconded by Commissioner Johnson. Motion passed 6-0.

#### **Resolution #14-07: 2015 Fire Protection Levy**

Chair Davidson read aloud Resolution #14-07; Motion<sup>2</sup> was made by Commissioner Tomasheck and seconded by Commissioner Johnson to adopt the resolution. Motion passed 6-0.

#### **Resolution #14-08: 2015 EMS Levy**

Chair Davidson read aloud Resolution #14-08; Motion<sup>3</sup> was made by Commissioner Tomasheck and seconded by Commissioner Johnson to adopt the resolution. Motion passed 6-0

#### **2014 Certification of Administrative Refunds**

Chief Kytta reviewed the 2014 Certification of Administrative Refunds with the Board. Motion<sup>4</sup> was made by Commissioner Tomasheck and seconded by Commissioner Johnson to deny collection for the 2015 tax year for the general and EMS levy. Motion passed 6-0

#### **Recruitment for additional Firefighter**

Chief Kytta asked for approval to move forward in recruiting the 20<sup>th</sup> firefighter that was approved in the 2015 budget. Commissioner Tomasheck made a motion<sup>5</sup> to authorize the Fire Chief to move forward with the recruitment. Commissioner Coumbs seconded. Motion passed 6-0

# *Riverside Fire Authority*

## **Governance Board Meeting December 10, 2014 Minutes**

### *New Business*

a. **Volunteer Applicants**

Chief Kytta reviewed the list of applicants for our volunteer program. Chief Kytta asked the Board to approve their membership. Commissioner Tomasheck made a motion<sup>6</sup> to approve the list of volunteers for membership. Commissioner Johnson seconded. Motion passed 6-0

b. **Contract for Legal Services**

Chief Kytta reviewed the proposed renewal contract for legal services with attorney Joe Quinn. Commissioner Tomasheck made a motion<sup>7</sup> to accept the proposed renewal contract. Commissioner Thompson seconded. Motion passed 6-0

c. **Revised Policy #114; Media Relations**

Chief Kytta reviewed the changes to Policy #114, Media Relations. Commissioner Canaday made a motion<sup>8</sup> to accept the changes. Commissioner Coumbs seconded. Motion passed 6-0

d. **Policy #118; Surplus Property**

Chief Kytta reviewed the new proposed Surplus Property policy. Commissioner Tomasheck made a motion<sup>9</sup> to approve Policy #118 and instruct the Fire Chief to implement the new policy. Commissioner Johnson seconded. Motion passed 6-0

e. **Job Descriptions**

Chief Kytta reviewed revised job descriptions for the Board Secretary, Administrative Assistant and Fire Chief. Commissioner Tomasheck made a motion<sup>10</sup> to adopt the proposed revised job descriptions. Commissioner Johnson seconded. Motion passed 6-0

f. **Board Chair and Vice-Chair Election**

Stephanie reminded the Board that this is the annual time to appoint the governance board leadership for the next year. Commissioner Canaday nominated Commissioner Coumbs for the Chair position. Motion<sup>11</sup> was made and seconded by Commissioner Tomasheck. Motion passed 6-0

Commissioner Davidson nominated Commissioner Johnson for the Vice-Chair position. Motion<sup>12</sup> was made and seconded by Commissioner Canaday. Motion passed 6-0

g. **Local #451 2015 M.O.U.**

Chief Kytta reviewed the M.O.U. (Memo of Understanding) with the Board submitted by Local #451. Commissioner Thompson made a motion<sup>13</sup> to accept the M.O.U. Commissioner Johnson seconded. Motion passed 6-0

### ***Good of the Order***

Commissioner Tomasheck thanked Chief Kytta and his staff and Local #451 for all their hard work this past year.

Commissioner Coumbs updated the Board on the upcoming Borst Park Christmas Light display to take place December 13-28, 2014.

# *Riverside Fire Authority*

## **Governance Board Meeting December 10, 2014 Minutes**

Commissioner Canaday made a motion<sup>14</sup> to cancel the December 24, 2014 meeting due to lack of agenda items. Commissioner Thompson seconded. Motion passed 6-0

The meeting was adjourned at 5:32 p.m.

### *Governance Board Action Motions Passed*

1. Motion to approve the proposed 2015 budget.
2. Motion to adopt Resolution #14-07; 2015 Fire Protection Levy
3. Motion to adopt Resolution #14-08; 2015 EMS Levy
4. Motion to deny collection of the 2014 Certification of Administrative Refunds for 2105 tax year.
5. Motion to authorize the Fire Chief to move forward on recruitment of an additional FF/PM.
6. Motion to approve the list of volunteers for membership.
7. Motion to accept proposed renewal contract for legal services with Joe Quinn.
8. Motion to accept changes to Policy #114; Media Relations.
9. Motion to approve Policy #118; Surplus Property
10. Motion to adopt the job descriptions of Board Secretary, Administrative Asst. and Fire Chief.
11. Motion to nominate Commissioner Coumbs for Chair position for 2015.
12. Motion to nominate Commissioner Johnson for Vice-Chair for 2015.
13. Motion to accept M.O.U. submitted by Local #451 for 2015.
14. Motion to cancel the December 24, 2014 board meeting.

Minutes submitted by *Ann Oardson*, Board Chair

*Stephanie Storey* Secretary

### **Governance Board Meeting Dates**

January 14, 2015  
January 28, 2015  
February 11, 2015

Governance Board Meeting  
Governance Board Meeting  
Governance Board Meeting