

*Riverside Fire Authority*

**Governance Board Meeting  
January 11, 2012  
Minutes**

In attendance:

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

*Administration* – Chief Jim Walkowski, Assistant Chief Michael Kytta, Assistant Chief Richard Mack, Stephanie Slorey and Judith Emler

*Visitors* – DE Rick LeBoeuf, FF/PM Steve Lamb, DE Jennifer Ternan, Captain Terry Ternan

Chair Mike Tomasheck called the meeting to order at 5:00 p.m. and FF/PM Steve Lamb led the flag salute.

Motion was made, seconded and passed to approve the agenda. Motion was made, seconded and passed to add Item 6b. IAFF Local 451 Wage Concession Outcome to the agenda.

There was no public input.

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

***Old Business***

*a. Fire Code Management Inter-local Agreement with the City of Chehalis*

Chief Walkowski reminded the Board that at the November 9<sup>th</sup> meeting he had discussed the potential opportunity to provide fire code management services to the City of Chehalis. While waiting for the inter-local agreement to be finalized, Chief Mack has provided 49 hours of assistance to Chehalis. It is believed the work load will be less now that the backlog has been reduced. The proposed ILA was reviewed; the Chief told the board it has also been reviewed by legal counsel of both entities. Chief Mack reported to the Board on the experience so far. Commissioner Coumbs made a motion<sup>1</sup> to authorize the Fire Chief to execute the presented Inter-Local Agreement Between the City of Chehalis and Riverside Fire Authority for Fire Code Inspections and Enforcement Services. Motion was seconded and passed.

***New Business***

*a. Lewis County Fire District #12 Dissolution Process – Update*

Chief Walkowski reported that the process is moving forward to provide information to the public regarding the proposed dissolution of Fire District #12. Information is being provided in the department and community newsletters, text is developed for the RFA website and information will also be available in the Chronicle and on the KELA radio station.

*b. IAFF Local 451 Wage Concession Outcome*

Chief Walkowski reviewed the fact that he had previously requested that the union members forego their wage increase in 2012 due to revenue shortfalls. The bargaining unit had come back with a counter proposal that the Board did not accept. Local 451 President LeBoeuf has reported that after the local's meeting on January 10, 2012, the union would like to extend their current contract for an additional two years. President LeBoeuf addressed the Board and explained their process and their decision to forego the 2012 wage increase and request an extension of the current contract for an additional two years. There was discussion. Chief Walkowski asked the Board for direction and said he recommended approval of the request. Commissioner Thompson made a motion<sup>2</sup> to authorize the Fire Chief to meet with Local 451 President LeBoeuf to formulate a Memorandum of Understanding extending the current labor contract for an additional two years. Motion was seconded and passed.

***Executive Session***

None

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

A Lewis County Fire District #12 Board Meeting was held.

***Local Board for Volunteer Firefighters***

The meeting was called to order at 5:35 p.m. Commissioner Johnson reviewed the vouchers for medical costs for volunteer Amy Farden as well as the Report of Accident for her injury. Motion<sup>1</sup> was made by Commissioner Tomasheck to approve the accident report and the vouchers presented. Motion was seconded and passed.

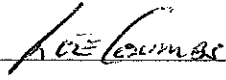
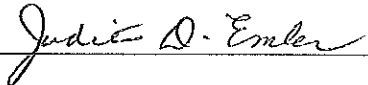
The Local Board was adjourned at 5:37 p.m.

***Governance Board Action Motions Passed:***

1. Motion to authorize the Fire Chief to execute the presented inter-local agreement with the City of Chehalis for fire code management services
2. Motion to authorize the Fire Chief to execute a Memorandum of Understanding with IAFF Local 451 to extend their current labor contract for an additional two years

***Local Board for Volunteer Firefighters***

1. Motion to approve presented vouchers and accident report for volunteer Amy Farden

Minutes submitted by , Board Chair  
, Secretary

**Governance Board Meeting Dates**

January 25, 2012      Governance Board Meeting  
February 8, 2012      Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
February 8, 2012  
Minutes**

In attendance:

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

*Administration* – Chief Jim Walkowski, Assistant Chief Michael Kytta, Assistant Chief Richard Mack and Judith Emler

*Visitors* – Diane Kytta, FF/PM Steve Lamb, DE Jennifer Ternan, Captain Erik Olson

Vice-Chair Lee Coumbs called the meeting to order at 5:02 p.m. and 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.

*January Winter Storm Response Overview*

Chief Kytta distributed data on the recent winter storm event. He explained the preparations made, including additional staffing, and reviewed the information he had distributed. There were 87 calls received during the time period. Chief Kytta demonstrated the use of the ER system to access call data. Chief Walkowski reported on the personnel costs; overtime costs totaled \$9,200 and these costs are being submitted to FEMA for reimbursement.

***Old Business***

*a. North Lewis County Regional Fire Authority Planning Committee Update*

Chief Walkowski reported on the latest planning committee meeting, held on February 1<sup>st</sup>. Three milestones were achieved at the subcommittee level. The Chief discussed the presented map, which included proposed response zones and levels of service. Chief Walkowski told the Board that everything from now on will be based on this concept. There was discussion. The Chief also reviewed the other two achievements, a work product timeline and a communications plan. The next planning committee meeting will be held on March 21<sup>st</sup>.

*New Business*

a. *Administrative Consideration: Storm Debris Burning Within the City of Centralia Urban Growth Area*

Chief Mack addressed the Board regarding the result of the snow event; the incredible amount of tree debris that has been left. Lewis County was allowing free disposal of debris until yesterday. The City of Centralia has declared a local emergency and negotiated with the Southwest Clean Air Agency to allow open burning within the city limits for a designated time period in February. However, this permission applies to city residents only, and is not applicable to those residing in the urban growth area. Chief Mack said there will be a burn permit application available on the RFA website. He has talked to the Southwest Clean Air Agency regarding the urban growth area and learned that the Lewis County Commissioners would need to pass a resolution authorizing open burning for that area. Chief Mack will contact Commissioner Schulte tomorrow regarding this. There was discussion on what authorization Riverside Fire Authority has in the UGA. Chief Walkowski recommended that the Board take action supporting the City of Centralia in authorizing its citizens the ability to burn natural vegetation within the parameters of the resolution adopted by the city. Commissioner Johnson made a motion<sup>1</sup> that the Governance Board of Riverside Fire Authority support the decision of the City of Centralia to permit open burning of natural vegetation for two weeks, as per their Resolution #2563. Motion was seconded and passed. There was also discussion of the potential summer fire danger if the downed vegetation is not removed.

*Executive Session*

An Executive Session was called to order at 6:32 p.m. for approximately twenty minutes to discuss Potential Litigation – Direction from Counsel per RCW 42.30.110(1)(i). There was no action.

The meeting was adjourned at 6:55 p.m.

A Lewis County Fire District #12 Board Meeting was not held due to a lack of quorum.

*Local Board for Volunteer Firefighters*

The meeting was called to order at 6:56 p.m. Commissioner Coumbs reviewed the vouchers for medical costs and time lost for volunteer Amy Farden. Motion<sup>1</sup> was made by Commissioner Canaday to approve the vouchers presented. Motion was seconded and passed.

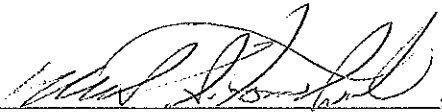
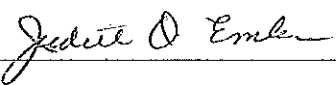
The Local Board was adjourned at 6:58 p.m.

*Governance Board Action Motions Passed:*

1. Motion to support the decision of the City of Centralia to allow storm debris burning as outlined in their resolution declaring a local emergency

*Local Board for Volunteer Firefighters*

1. Motion to approve presented vouchers for volunteer Amy Farden

Minutes submitted by , Board Chair  
, Secretary

**Governance Board Meeting Dates**

February 22, 2012  
March 14, 2012

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting February 22, 2012 Minutes**

In attendance:

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

*Administration* – Chief Jim Walkowski, Assistant Chief Michael Kytta, Assistant Chief Richard Mack, Stephanie Slorey and Judith Emler

*Visitors* – Diane Kytta, FF/PM Chris Porter, Captain Terry Ternan

Chair Mike Tomasheck called the meeting to order at 5:01 p.m. and Commissioner Johnson led the flag salute.

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

There was no public input.

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

### *Tower Avenue Commercial Structure Fire Response Overview*

Chief Kytta presented a verbal overview of the February 14, 2012 commercial structure fire at the Centralia Perk on Tower Avenue in Centralia. He reported that the notification alarm came out at 2:18 a.m. He reviewed the response of resources; a 2<sup>nd</sup> Alarm was requested which expanded the response to additional agencies. At the peak of the fire there were 45 personnel and various vehicles attending. All utilities and other various partner agencies assisted with support. Chief Walkowski reported on the hours spent on this incident; three hundred total hours (100 volunteer hours and 199 career hours, not including those of the on-duty crews or the three chiefs).

Commissioner Canaday commented on the good job done by the RFA. Chief Mack discussed the origin and cause investigation. At this point the cause is listed as “undetermined”. Although the origin is known to be near the back of the boutique, the area of origin was buried in rubble, so it has been impossible to reconstruct the scene. Chief Mack said he is sure it was not intentionally set.

Chief Walkowski said the recovery effort was a team approach and a sequential event. The origin and cause could not be conducted until other procedures were complete. There was discussion of the issue of the handing off of the scene to the city government. He noted that all relationships worked very well. He said that Chief Kytta did an excellent job as Incident Commander and Chief Kytta replied that good personnel, ready to do the job and well equipped, made the difference. The response utilized 3.8 million gallons of water.

***Old Business***

*a. Lewis County Fire District #12 Dissolution: Election Results*

Chief Walkowski reported that the election resulted in a 76.97% approval for the dissolution of Fire District #12 as of February 17. The election results will be certified on February 28, 2012.

*b. Storm Debris Burning Within the City of Centralia Urban Growth Area: Update*

Chief Mack told the Board that 86 permits have been issued so far. He thanked Captain Weinert for making the burn permit available on the RFA website.

***New Business***

*a. Program Coordinator Classification Descriptions*

Chief Walkowski reviewed the Packet sheet concerning the presented coordinator classification descriptions. Commissioner Johnson made a motion<sup>1</sup> to authorize the Fire Chief to implement the presented classification descriptions. Motion was seconded and passed.

*b. Firefighter-Paramedic Candidate Testing Process*

Chief Walkowski explained that the last hiring eligibility list is no longer valid and he would like to conduct a limited, direct recruitment process to develop a new list. Commissioner Canaday made a motion<sup>2</sup> to authorize the Fire Chief to conduct a Firefighter/Paramedic recruitment process and establish an eligibility list.

***Executive Session – N/A***

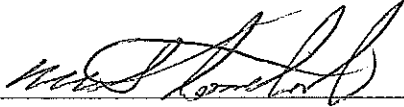
The meeting was adjourned at 5:58 p.m.

A Lewis County Fire District #12 Board Meeting was held.



*Governance Board Action Motions Passed:*

1. Motion to authorize the Fire Chief to implement the presented Program Coordinator Classification Descriptions
2. Motion to authorize the Fire Chief to conduct Firefighter/Paramedic recruitment and testing and establish an eligibility list

Minutes submitted by , Board Chair

Judith D. Emlen, Secretary

**Governance Board Meeting Dates**

March 14, 2012  
March 28, 2012

Governance Board Meeting  
Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
March 14, 2012  
Minutes**

In attendance:

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

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

*Visitors* – D/E Jade Gross, FF/PM Jesse Berry

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

Motion was made, seconded and passed to approve the agenda, with the addition of Item 6d., Resolution #2012-01, Designation of Applicant's Agent.

There was no public input.

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

***Old Business***

*a. Lewis County Fire District #12 Dissolution: Certification*

Chief Walkowski reviewed the certification of the elections results; as of February 28, 2012 the fire district was dissolved.

*b. Storm Debris Burning Within the City of Centralia Urban Growth Area: Update*

Chief Mack reported that 106 burn permits were issued; only one burning complaint was received during the period and the burning exemption period is now closed.

*New Business*

*a. Classification Descriptions: Firefighter/Paramedic and Driver/Engineer*

Chief Walkowski explained the presented personnel classification descriptions, which have been revised. The changes have been reviewed by the bargaining unit. Commissioner Johnson made a motion<sup>1</sup> to authorize the Fire Chief to approve the classification descriptions.

*b. Driver/Engineer Promotional Testing Process*

Chief Walkowski reminded the Board that the promotional eligibility lists have expired and he is proposing that a new promotional test be conducted. He reviewed the proposed testing process. Commissioner Coumbs made a motion<sup>2</sup> to authorize the Fire Chief to proceed with the Driver/Engineer testing process and establish an eligibility list for this position. Motion was seconded and passed.

*c. Captain Promotional Testing Process*

The Chief explained the elements for the Captain testing process; it is similar to the Driver/Engineer process, however there are some additional elements included. There was discussion. Commissioner Canaday made a motion<sup>3</sup> to authorize the Fire Chief to proceed with the Captain testing process and establish a list an eligibility list for this position. Motion was seconded and passed.

*d. Resolution #2012-01, Designation of Applicant's Agent*

Chief Walkowski told the Board that this resolution is required in able to apply for funds from FEMA for loss during the January 2012 Winter Storm Disaster. It appoints Chief Walkowski as authorized representative and Judith Emler as alternate representative to obtain federal and/or state emergency or disaster assistance funds for the RFA. The only costs incurred in this event were overtime costs; no physical damage to RFA property occurred. Chair Tomasheck read aloud Resolution #2012-01. Commissioner Coumbs made a motion<sup>4</sup> to adopt Resolution #2012-01. Motion was seconded and passed.

Chief Walkowski told the Board that there will probably be an Executive Session at the next meeting regarding the Foglesong tort claim. Depositions will be made by both Chief Walkowski and Chief Kytta at the end of this month. If there is nothing new by the next meeting, the Chief will have information by the first board meeting in April.

There was discussion of issues regarding the dispatching of emergency calls.

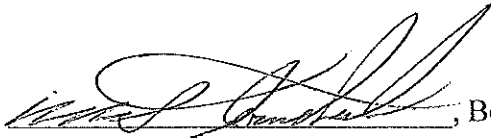
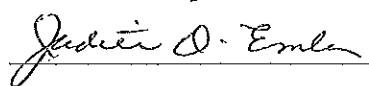
Chief Walkowski reported on the condition of Dr. Pope and also discussed the Matz Building fire.

*Executive Session – N/A*

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

*Governance Board Action Motions Passed:*

1. Motion to authorize the Fire Chief to approve the presented classification descriptions
2. Motion to authorize the Fire Chief to proceed with the Driver/Engineer testing process and establish an eligibility list
3. Motion to authorize the Fire Chief to proceed with the Captain position testing process and establish an eligibility list
4. Motion to adopt Resolution #2012-01, Designation of Applicant's Agent

Minutes submitted by  Board Chair  
, Secretary

**Governance Board Meeting Dates**

March 28, 2012  
April 11, 2012

Governance Board Meeting  
Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
March 28, 2012  
Minutes**

In attendance:

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

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

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

Chair Mike Tomasheck called the meeting to order at 5:18 p.m. and Chief Mack led the flag salute.

Motion was made, seconded and passed to approve the agenda, with the deletion of Item 8a, Executive Session, and the deletion of a Board for Volunteer Fire Fighters meeting.

There was no public input.

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

***Chief Officer Quarterly Reports***

Chief Mack reviewed his written Quarterly Prevention Section Report for the fourth quarter of 2011. He pointed out that the big addition to his section was the code management for the City of Chehalis, which is going well.

Chief Kytta reviewed his quarterly summary for Operations, including charts and graphs displaying data for the year 2011. There were questions from the Board and discussion of the information provided.

Chief Walkowski reviewed his Chief Officer Report.

***Old Business***

*a. North Lewis County Regional Fire Authority Planning Committee Update*

Chief Walkowski reported that the subcommittees have accomplished several milestones; there are six subcommittees now working. Assumptions have been developed regarding staffed and unstaffed stations. Some information has been submitted to the Washington Surveying and Rating Bureau for analysis. Elections were also held for the positions of Chair and Vice-Chair. Dennis Dawes and Greg Pulver were re-elected to these positions. The next planning committee meeting will be held on April 18.

*New Business*

a. *Proposed Policy #307: Shift On-Line Video Meeting Room*

Chief Walkowski explained the proposed policy regarding the use of an on-line system being utilized for department communication and coordination of RFA activities. Commissioner Coumbs made a motion<sup>1</sup> to authorize the Fire Chief to approve the proposed policy and procedures. Motion was seconded and passed.

*Executive Session – N/A*


*Good of the Order*

Chief Walkowski told the Board that he wished to apprise them of some time consuming projects coming up. An injured volunteer has been denied payment by the BVFF for surgery recommended by two doctors; so we will be filing an appeal. The tort claim will also take a lot of time and he needs to do spot audits at every fire department in the county to meet the grant requirements. There is also personnel testing coming up; the Chief said he wanted board members to be aware that a significant amount of staff time will be involved with these projects.

The meeting was adjourned at 6:17 p.m.

*Governance Board Action Motions Passed:*

1. Motion to authorize the Fire Chief to approve Policy #307 – Shift On-Line Video Meeting Room

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

April 11, 2012 Governance Board Meeting  
April 25, 2012 Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
April 11, 2012  
Minutes**

In attendance:

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

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

*Visitors* – Captain Terry Terman, FF/PM Jesse Berry

Chair Mike Tomasheck called the meeting to order at 5:01 p.m. and Chief Walkowski led the flag salute.

Motion was made, seconded and passed to approve the agenda, with the deletion of Item 7a in the Executive Session, and the deletion of a Board for Volunteer Fire Fighters meeting.

There was no public input.

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

***Old Business***

None

***New Business***

*a. Proposed Policy #116: Ceremonies and Recognition*

Chief Walkowski reviewed the purpose and concept of the proposed policy, which is intended to define the policy, procedure and guideline for conducting ceremonies and recognition of Riverside Fire Authority members. The intention is to annually conduct a formal ceremony at an awards banquet. Commissioner Thompson made a motion<sup>1</sup> to authorize the Fire Chief to approve the proposed Policy #116. Motion was seconded and passed.

*b. Proposed Policy #219: Oath of Office*

Chief Walkowski told the Board that this policy will establish an Oath of Office for noted positions. The appendices include the proposed oaths for each position. There was discussion. Commissioner Johnson made a motion<sup>2</sup> to authorize the Fire Chief to approve the proposed Policy #219. Motion was seconded and passed.

*c. Bid Award: Station #2 Parking Lot Surface Seal and Striping Project*

The Chief explained that cracks in the Station 2 parking lot need to be filled and sealed. Also, the area traffic patterns need to be re-striped and some parking spots eliminated to facilitate traffic control and apparatus maneuverability. The bidding process resulted in the receipt of only one bid, from Curb Master, Inc., in the amount of \$1,735.00. Commissioner Johnson made a motion<sup>3</sup> to authorize the Fire Chief to accept the bid for \$1,735.00 and execute a public works contract with Curb Master, Inc. Motion was seconded and passed.

***Good of the Order***

Chief Walkowski told the Board that he was notified today that the RFA has received an AWC Well City Award. FF/PM Tera Green developed the proposal for the award, which will provide a 2% discount in AWC premiums for 2013.

The Chief also mentioned the fact that the Centralia City Council had recognized, at their meeting, volunteers for the Centralia Police Department, the RFA and other city volunteers.

***Executive Session***

- a.* Deleted from the agenda
- b.* The business meeting was recessed at 5:22 p.m. for approximately fifteen minutes to Evaluate the Performance of a Public Employee per RCW 42.30.110(g).

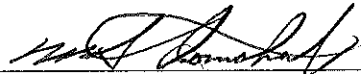
The Executive Session was adjourned and the business meeting reconvened at 5:29 p.m. Per Chair Tomasheck, Chief Walkowski will provide an electronic copy of his performance appraisal to all commissioners. The Executive Session consisted of discussion on the grading for evaluation. Chair Tomasheck stated that the goal is to have results available by the April 25, 2012 meeting.

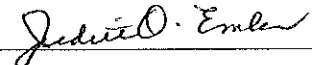
The meeting was adjourned at 5:33 p.m.



*Governance Board Action Motions Passed:*

1. Motion to authorize the Fire Chief to approve Policy #116 - Ceremonies and Recognition
2. Motion to authorize the Fire Chief to approve Policy #219 - Oath of Office
3. Motion to authorize the Fire Chief to accept the bid from Curbmaster, Inc. for Station #2 parking lot repair and restriping and to execute a public works contract for the project.

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

April 25, 2012 Governance Board Meeting  
May 9, 2012 Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting April 25, 2012 Minutes**

In attendance:

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

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

*Visitors* – Captain Terry Ternan, FF/PM Tera Green, D/E Rick LeBoeuf, and D/E Mark Holmberg

Chair Mike Tomasheck called the meeting to order at 5:04 p.m. and Captain Ternan led the flag salute.

Motion was made, seconded and passed to approve the agenda, with the deletion of Item 7b in the Executive Session, and the deletion of a Board for Volunteer Fire Fighters meeting.

There was no public input.

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

### ***Old Business***

#### *a. North Lewis County Regional Fire Authority Planning Committee Update*

Chief Walkowski told the Board there had been one meeting since his last report. He reported that three more committees (Training, Communications and Prevention Education) have been formed, so there is a total of six committees in operation. There was discussion of challenges of assumptions being voiced at the Planning Committee meetings.

### ***New Business***

#### *a. Resolution #2012-02 – Volunteer Reimbursement Increase*

Chief Walkowski reviewed the purpose of the resolution; an increase in value of a volunteer reimbursement credit was approved in the 2012 budget. Policy #216 requires that any modification to volunteer reimbursement rate be approved by the Governance Board via a separate resolution. Chair Tomasheck read aloud Resolution #2012-02. Commissioner Coumbs made a motion<sup>1</sup> to adopt Resolution #2012-02. Motion was seconded and passed.

*b. Member Recognition: Tera Green – Association of Washington Cities WellCity Award*

Chief Walkowski reminded the Board he had previously advised that the RFA had recently received the AWC “WellCity” award, which will result in an insurance savings of approximately \$15,000 in 2013. The Chief said that tonight he would like to recognize FF/PM Tera Green for her accomplishment in submitting the application for this award. Chief Walkowski read aloud the letter of accomplishment which will be included in her personnel file and presented a Certificate of Appreciation to FF/PM Green.

*Executive Session*

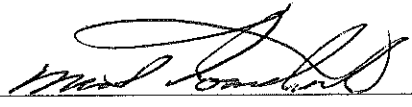
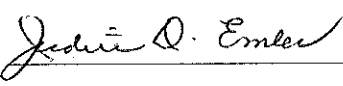
- a.* The business meeting was recessed at 5:36 p.m. for approximately ten minutes to discuss Potential Litigation – Direction from Counsel per RCW 42.30.110(1)(i).
- b.* Deleted from agenda

The Executive Session was adjourned and the business meeting reconvened at 5:45 p.m.

The meeting was adjourned at 5:47 p.m

*Governance Board Action Motions Passed:*

- 1. Motion to adopt Resolution #2012-02, Volunteer Reimbursement Increase

Minutes submitted by , Board Chair  
, Secretary

**Governance Board Meeting Dates**

May 9, 2012      Governance Board Meeting  
May 23, 2012    Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
June 13, 2012  
Minutes**

In attendance:

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

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

*Visitors* – None

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

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

There was no public input.

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

***Old Business***

*Driver/Engineer and Fire Captain Promotional Testing Process Update*

Chief Walkowski noted that he had previously advised the board that the department would be posting the positions. He said that after the closing date, there are six candidates for the Driver/Engineer position and five for the Captain position. A new requirement of the procedure is an 80% score on each piece of the process. The written test will be held on August 6, the Driver/Engineer assessment center on August 7 and the Captain assessment center on August 8. There was discussion.

***New Business***

*a. 2012 First Quarter Finance Report*

Chief Walkowski reported that, according to Lewis County Treasurer reports, tax revenues are coming in as projected (over 50% has been collected through May 31, 2012). The Chief reviewed the expense balances and budget used percentages for the end of the first quarter. Commissioner Davidson had a question on overtime expended, which the Chief answered.

*b. Regional Fire Authority Planning Committee Status – Annexation*

Chief Walkowski reported that, at the last RFAPC meeting on May 16, the electeds decided to revisit the options available. It was then asked if there were any deal breakers. Commissioners Tomasheck, Canaday and Coumbs announced that they were only interested in annexation into the RFA; that is the only option acceptable to the RFA. The Chief explained the various entities' positions. It was determined that if the project goes forward, they will have to annex into the RFA. Chief Walkowski asked board members to review the model draft enclosed in their packet, which was assembled by the Fire Chiefs. He stressed that our administrative staff will be the most affected by the annexation. He reviewed an informational handout on annexation and the drafted model. The Chief told the Board they need to be thinking about potential governance; the current governance does not have to change, according to law. However, politically it may have to change. The Chief explained how the model was developed. There was discussion. Chief Walkowski said the model draft will be presented to the planning committee at the next meeting on July 18. Various questions were asked and answered.

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

*Local Board for Volunteer Firefighters*

Commissioner Davidson called the meeting to order at 6:29 p.m. and reviewed the submitted accident report and medical invoice for volunteer Melinda Aschenbrenner. Commissioner Canaday made a motion to approve the documents presented. Motion was seconded and passed.

Meeting was adjourned at 6:31 p.m.


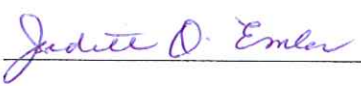
*Governance Board Action Motions Passed:*

1. No action was taken during this meeting.

*Local Board for Volunteer Firefighters Motions Passed:*

1. Motion to approve accident report and medical invoice for volunteer Aschenbrenner

Riverside Fire Authority Governance Board  
June 13, 2012  
Minutes  
Page 3

Minutes submitted by , Board Chair  
, Secretary

**Governance Board Meeting Dates**

June 27, 2012    Governance Board Meeting  
July 11, 2012    Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
June 27, 2012  
Minutes**

In attendance:

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

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

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

Chair Tomasheck called the meeting to order at 5:01 p.m. and Stephanie Slorey 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***

*Regional Fire Authority Planning Committee Status: Annexation Executive Summary Update*

Chief Walkowski reminded board members that at the June 13<sup>th</sup> meeting he had updated them regarding the status of the planning committee and its direction to determine the feasibility of annexation into the Riverside Fire Authority. The Chief reported that the final draft of the Executive Summary is just about done. He said he believes the RFA Board needs to be ahead of everyone else since annexation would affect the RFA the most. The goal of the Executive Summary is to give the Planning Committee members component models for the proposed annexation. Chief Walkowski said he tried to take the finance side and determine the organizational model; he has met with Attorney Joe Quinn. It has been determined that Fire District #5 cannot be included in the initial annexation since it is not contiguous or adjacent to Riverside Fire Authority. The Summary now proposes implementing the annexation in stages; Phase #1 would be the annexation of Chehalis Fire and Fire District #6 and Phase #2 would annex Fire District #5, since it would then be contiguous and adjacent to the RFA. The Chief explained how that could be achieved. Chair Tomasheck mentioned that he does not wish to spend too much time on the Fire District #5 issue since the general feeling is that they want to bow out. Chief Walkowski stressed that there is much work to be done and many details to be worked out. He reviewed more of the drafted summary. He also

reviewed the sample organizational models included. He then asked the Board if this is the correct direction; the Board agreed it should move forward and commended the Chief for the work he had done on the Summary. There was discussion.

***New Business***

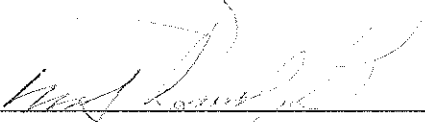
*a. City of Centralia Fire Flow Requirements*

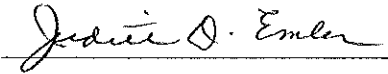
Chief Walkowski said that in 2011 the RFA had presented a workshop to the Centralia City Council regarding fire flow options. He said this developed an adversarial atmosphere and delineated it as a fire department problem. The issue has resurfaced again. The Chief said that whatever the City Council determines as code the fire department enforces. The topic was supposed to be presented at last night's city council meeting but was removed from the agenda; it will be included at a future meeting. There was discussion.

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

***Governance Board Action Motions Passed:***

- I. No action was taken during this meeting.

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

July 11, 2012    Governance Board Meeting  
July 25, 2012    Governance Board Meeting



*Riverside Fire Authority*

**Governance Board Meeting  
July 11, 2012  
Minutes**

In attendance:

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

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

*Visitors* – None

Chair Tomasheck called the meeting to order at 4:58 p.m. and Judith Emler 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***

*City of Centralia Fire Flow Requirements - Update*

Chief Walkowski told the Board that, from what he understands, the topic will be on the agenda of the July 24<sup>th</sup> City Council meeting. He said that we will not fight this time; it is the city's decision.

***New Business***

*Proposed Policy #308: Personal Protective Ensemble Selection, Care and Maintenance*

*Proposed Policy Revision #403: Controlled Medications*

Chief Walkowski explained that the proposed Policy #308 addresses the selection, care and maintenance of structural firefighting personal protective ensembles. He told the Board that the RFA was already following these procedures, but this will establish a formal policy of our practices. Policy #403 needed to be modified to meet the current requirements for controlled medications. Commissioner Coumbs made a motion<sup>1</sup> to accept the proposed Policy #308. Motion was seconded and passed. Commissioner Coumbs made a motion<sup>2</sup> to accept the proposed modifications to Policy #403. Motion was seconded and passed.

*2012 Assistance to Firefighters Grant Program – Regional Submittal*

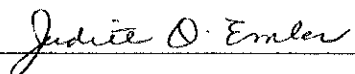
Chief Walkowski reminded the Board that the RFA has been successful with grant requests in the past. Therefore, he decided to submit a FEMA regional grant request to fund implementation of the Blue Card Command Certification Training Program for the RFA, City of Chehalis Fire Department and Lewis County Fire Districts #5 and #6. He explained the details and benefits of the program; the cost amount requested was \$146,375. If the grant is awarded, the RFA's share would be approximately \$5,000. The Chief said that Thurston County is making a big push with Blue Card, so our northern neighbors would also be using this system.

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

*Governance Board Action Motions Passed:*

1. Motion to accept proposed Policy #308 Personal Protective Ensemble Selection, Care and Maintenance
2. Motion to accept proposed revisions to Policy #403 Controlled Medications

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

July 25, 2012  
August 8, 2012

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting July 25, 2012 Minutes**

In attendance:

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

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

*Visitors* – None

Vice-Chair Coumbs called the meeting to order at 5:05 p.m. and Chief Kytta led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of 6b, Lewis County Fire Commissioners meeting update.

There was no public input.

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

### ***Old Business***

#### *City of Centralia Fire Flow Requirements - Update*

Chief Walkowski told the Board that the topic was removed from the agenda of the July 24<sup>th</sup> City Council meeting. He said that he would advise the Board when the topic was back on the Council agenda. Chief Walkowski also stated he had spoken with the reporter from The Chronicle to give them background information regarding the fire flow issue.

#### *Regional Fire Authority Planning Process – Update*

Chief Walkowski updated the Board on the last RFA Planning Process meeting. The next meeting will be August 22, 2012 instead of the regular scheduled meeting of August 15, 2012, due to it falling during fair week.

### ***New Business***

#### *NIMS Requirement for Elected Officials*

Chief Walkowski presented an updated list of those Board Members who still need to complete ICS 100 and IS 700 training. It is available to do on-line. Chief Walkowski asked the Board members to complete the training as soon as possible.

*Lewis County Fire Commissioners Meeting*

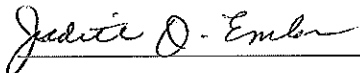
Vice-Chair Coumbs gave an update on the last Lewis County Fire Commissioners meeting.

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

*Governance Board Action Motions Passed:*

No motions were made.

Minutes submitted by  Board Chair

 Secretary

**Governance Board Meeting Dates**

August 8, 2012  
August 22, 2012

Governance Board Meeting  
Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
August 8, 2012  
Minutes**

In attendance:

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

*Administration* – Stephanie Slorey

*Visitors* – None

Chair Tomasheck called the meeting to order at 4:58 p.m.

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***

N/A

***New Business***

N/A


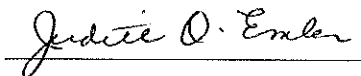
***Good of the Order***

Commissioner Canaday brought to the table the idea of offering medical insurance for the 6 Commissioners of the RFA. If enough are interested, she suggested Chief Walkowski look into this to see if it is possible.

The meeting was adjourned at 5:07 p.m.

*Governance Board Action Motions Passed:*

No motions were made.

Minutes submitted by  Board Chair  
 Secretary

**Governance Board Meeting Dates**

August 22, 2012  
September 12, 2012

Governance Board Meeting  
Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
August 22, 2012  
Minutes**

In attendance:

*Board Members* – Chair Mike Tomasheck, Jay Johnson, Bonnie Canaday and Tom Davidson

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

*Visitors* – Diane Kytta

Chair Tomasheck called the meeting to order at 4:59 p.m. and Diane Kytta 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. City of Centralia Fire Flow Requirements - Update*

Chief Walkowski reviewed with the Board the last city council meeting where a motion was made, but not passed, regarding fire flow. He told the Board he was puzzled as to what to do next; that RFA staff takes direction from the Governance Board, not the city council. He asked for direction from our board and said he feels that we should not spend more time on this. There was discussion and the board then determined their official position: to act as a resource for the Centralia City Council in regard to the fire flow requirements issue, but the RFA will not take action on any of the issues brought up at last week's city council meeting. As the topic comes up again, the RFA will continue as a resource and education source for city council members. There was additional discussion.

*b. NIMS Requirements for Elected Officials – Update*

Chief Walkowski reminded the commissioners that they need to finish up their NIMS required courses or find their paperwork to hand in.

*c. Driver/Engineer/Captain Promotional Testing Process – Update*

The Chief reported that the tests were administered successfully and graded. He has been meeting with the candidates regarding their performances. Two Driver/Engineer and five Captain candidates will be moving on to Phase 2. The final list will be brought to the Board for certification, probably at the second meeting in September. Chief Walkowski said that this was a new testing process which provided the candidates time with the assessors to ascertain what was done well and what could be improved. There was discussion.

***New Business***

*a. Resolution #12-03 Surplus Property*

Chief Walkowski explained that the property is fire hose which was damaged when it fell off the engine in 2011. The department cannot surplus it as usual since it is damaged. The hose can be removed from the couplings and the couplings can be salvaged. If the hose cannot be used for anything else, it will be disposed of.

Chair Tomasheck read Resolution #12-03 aloud. Commissioner Johnson made a motion<sup>1</sup> to adopt Resolution #12-03 and authorize the Fire Chief to declare the property as salvage and recycle or dispose of the property. Motion was seconded and passed.

***Good of the Order***

Chief Mack asked for volunteers to judge the Fire Prevention Week poster contest.

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

***Governance Board Action Motions Passed:***

1. Motion to adopt Resolution #12-03 Surplus Property and authorize the Fire Chief to recycle or dispose of the property

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

September 12, 2012      Governance Board Meeting  
September 26, 2012      Governance Board Meeting



# *Riverside Fire Authority*

## **Governance Board Meeting September 12, 2012 Minutes**

In attendance:

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

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

*Visitors* – Rick LeBoeuf

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

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

There was no public input.

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

### ***Old Business***

#### *a. City of Centralia Fire Flow Requirements - Update*

Chief Mack discussed a meeting he and Chief Walkowski had with City Manager Rob Hill. The purpose of the meeting was to convey the Governance Board's decision to the city manager, who can update the City Council.

### ***New Business***

#### *a. Resolution #12-04 Surplus Property*

Chief Mack explained that the property being recommended for surplus is a 1985 Ford Type 3 Ambulance. It currently is being used as the RFA fire investigation vehicle, but we will now be sharing the police department's crime scene investigation van. Therefore, our unit is no longer needed and can be surplused. The coroner's office has expressed interest in purchasing it.

Chair Tomasheck read Resolution #12-04 aloud. Commissioner Johnson made a motion<sup>1</sup> to adopt Resolution #12-04 and authorize the Fire Chief to surplus the equipment per the procedure indicated in the Resolution.

*b. 2013 Budget Development Workshop*

There will be a budget workshop held at the October 10, 2012 board meeting. The following will be discussed at the meeting:

1. 2013 Revenue Forecast
2. Ending Fund Balance Assumptions
3. Cost Center Assumptions
4. Draft Expense Budget

*Good of the Order*

Commissioner Canaday thanked Chief Kytta for attending the September 11, 2012 city council meeting to accept the Emergency Preparedness Proclamation on behalf of Riverside Fire Authority.

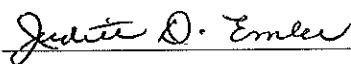
Chief Mack reminded the board about judging the Fire Prevention poster contest on Friday, October 5 at 8:00 a.m.; this will be held in the covered breezeway at the Centralia Outlets.

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

*Governance Board Action Motions Passed:*

1. Motion to adopt Resolution #12-04 Surplus Property and authorize the Fire Chief to proceed with the surplus procedure

Minutes submitted by  Board Chair

, Secretary

**Governance Board Meeting Dates**

September 26, 2012  
October 10, 2012

Governance Board Meeting  
Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting October 10, 2012 Minutes**

In attendance:

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

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

*Visitors* – D/E Rick LeBoeuf, Diane Kytta, Pastor Tim Shellenberger, Casey Coleman

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

Motion was made, seconded and passed to approve the agenda, with the adjustment of moving Item 5, the 2013 Budget Workshop, to the end of the agenda.

There was no public input.

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

### ***Old Business***

#### ***a. North Lewis Regional Fire Authority Planning Committee***

Chief Walkowski reminded board members that the Planning Committee had agreed to move forward; the initial phase of the annexation must be initiated by the adoption of a resolution by the City of Chehalis and Lewis County Fire District #6 requesting annexation. The RFA Plan will need to be revised to establish terms and conditions of the requested annexation. The Chief pointed out that the most significant change will be that the Governance Board makeup will have to be revised. He said this will have to be discussed by the Board; he reviewed the possible alternatives. There was discussion. It was decided to not include any revision of Section 6, Item 2 until a decision is made regarding the Governance Board. There was additional discussion. The RFA representatives will discuss this subject at the next RFAPC meeting.

Chief Walkowski said another deliverable was a timeline for work plan development. He reviewed the timeline established, which includes consideration of functional consolidation.

*b. NIMS Compliance: Update*

Chief Kytta thanked everyone for the timely completion of the NIMS requirements; all are complete. The Chief said he has found that a couple of new courses are being required and distributed information on these requirements for the 2013 report.

***New Business***

*a. Employee Development Task Book Program*

Chief Walkowski told the Board that during negotiations for the current Bargaining Agreement the topic of preparing employees for future advancement was discussed. He reviewed the draft task book presented and said if the program is approved a policy document will be created. There was discussion. Commissioner Canaday made a motion<sup>1</sup> to approve the Employee Development Task Book program. Motion was seconded and approved.

*b. Proposed Policy #605: RFA Chaplaincy Program*

Chief Walkowski introduced Pastor Tim Shellenberger, who helped develop this policy. The Chief said this program is new to the RFA and the chaplaincy services will be provided for department members as well as the community. He reviewed the concept and said the presented policy provides the framework, but the program still needs more development. There was discussion and questions were answered. Commissioner Coumbs made a motion<sup>2</sup> to accept the proposed Policy #605. Motion was seconded and passed.

The meeting was recessed at 6:08 p.m.

*Local Board for Volunteer Firefighters Meeting*

Chair Tomasheck called the meeting to order at 6:10 p.m. He reviewed an accident report and two invoice vouchers for treatment of volunteer firefighter Jonathon Akers. Chief Walkowski explained how the injury occurred. Commissioner Davidson made a motion<sup>1</sup> to approve the accident report and invoice vouchers presented. Motion was seconded and passed.

The meeting was adjourned at 6:13 p.m.

The Business Meeting was reconvened at 6:14 p.m.

**2013 Budget Workshop**

Chief Walkowski reviewed by cost center the 2012 financial figures compiled through August 31. He told the board that he has not received revenue figures from Lewis County as yet for the 2013 budget.

The Chief discussed the known 2013 revenues and told board members he would like to talk about the EMS levy capital account. He said he thinks some of this should be put into operating expenses rather than accruing so much in the capital account and recommended rethinking the current philosophy. The Chief discussed staffing issues and costs; he said the overtime cost exceeds the benefit and this needs to be addressed. He went through the preliminary budget draft by cost center and explained necessary BARS changes. There was discussion of various items.

A meeting recess was called at 7:03 p.m. and the meeting was reconvened at 7:09 p.m.

Chief Walkowski reviewed the EMS cost center and discussed the addition of three FF/PM and the cost benefit this would provide.

He also brought up succession planning and remaining competitive in the non-represented salary category. He quoted salary comparables obtained from AWC for various job descriptions and told the board that we do not want to get too far behind to be competitive.

The next meeting date of October 22 was discussed and due to various schedule conflicts the time was adjusted to 4:30 p.m.

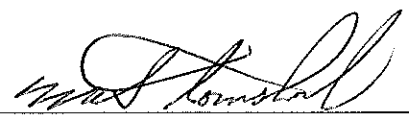
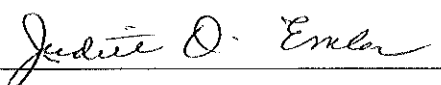
There was discussion of insurance coverage for commissioners; it will be discussed further at the next meeting. The meeting was adjourned at 7:35 p.m.

*Governance Board Action Motions Passed:*

1. Motion to approve the proposed Employee Development Task Book Program
2. Motion to accept proposed Policy #605 RFA Chaplaincy Program

*Local Board for Volunteer Firefighters Action Motions Passed:*

1. Motion to approve Accident Report and two invoice vouchers for volunteer Jonathon Akers

Minutes submitted by , Board Chair  
, Secretary

**Governance Board Meeting Dates**

October 22, 2012	Governance Board Meeting
November 14, 2012	Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
October 22, 2012  
Minutes**

In attendance:

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

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

*Visitors* – D/E Rick LeBoeuf, Captain Terry Ternan, Volunteer FF Tyler Lindgren, FF/PM Harley Wood and Diane Kytta,

Chair Tomasheck called the meeting to order 4:26 p.m. and 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. North Lewis Regional Fire Authority Planning Committee*

Chief Walkowski reported that, at the last meeting, deliverables and approvals were accomplished. He reviewed the approved Work Plan Development Timeline; the issue would go to the voters in April 2014 and, if approved, the plan would go into effect July 1, 2014 or January 1, 2015, depending on the county. An information campaign would begin in July 2013. The committee plans to implement a functional consolidation by May 1, 2013. In April 2013 the plan revision would be approved by each entity.

Chief Walkowski said there has been confusion about the organizational model; therefore the prior model has been condensed to show the Chief Officers' organization. He then reviewed the Shift/Station Staffing Composition Model. The Chief reminded everyone that things will change again as the process continues. There was discussion. Commissioner Tomasheck stated he feels the RFA will need a paid full time position to deal with volunteers since the numbers will be increased; the Chief agreed this could be the case and said that may even apply to some other positions. Commissioner Tomasheck stressed that our volunteers need to be taken care of since they are such valuable assets.

The Chief said that four deliverables were left with the City of Chehalis to work on:

1. Governance – how will it look?
2. LEOFF 1 liability
3. Asset/debt transfer
4. What will they do with the \$1.50 collected for fire?

Chief Walkowski said these all could be deal-breakers; they will be discussed at the meeting on November 14. He asked that all of our board members attend that RFAPC meeting. There was discussion.

*b. 2013 Operations Budget: First Reading*

Chief Walkowski reviewed the proposed 2013 budget; he said we had just received estimated values today, so these are not included in this reading. He will review further at the next meeting. The Chief mentioned the meeting dates in December; it was decided to change the first meeting date in the month to December 19 to coincide with the anticipated receipt of the certified values from the county. The meeting scheduled for December 26 is cancelled.

***New Business***

*a. 2012 Driver/Engineer and Fire Captain Promotional Testing Process Final Results:*

Chief Walkowski reviewed the process used and the tentative final scores. The next step is to meet with the candidates' shift officers; no appeals have been received as yet. The Chief requested approval of the promotion eligibility lists for a period of one year, with the option to extend for one additional year. Commissioner Johnson made a motion<sup>1</sup> to approve the presented eligibility lists. Motion was seconded, questions were answered and motion was approved.

*b. 2012 Entry Level and Lateral Level Firefighter/Paramedic Recruitment and Assessment Process*

Chief Walkowski reminded board members that the RFA does not have a current eligibility list. There are twenty-one entry level and six lateral level candidates. The Chief discussed the elements of the assessment process, which will begin November 6.

### Good of the Order


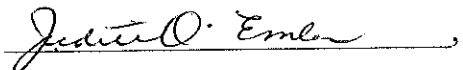
Chief Walkowski said the fireflow issue is again being brought to the Centralia City Council tomorrow night. The RFA needs to do nothing; the decision will be made by the city council. There was discussion.

There was discussion of the recent training at the bank building downtown,

The meeting was adjourned at 5:26 p.m.

### *Governance Board Action Motions Passed:*

1. Motion to approve the presented eligibility lists for D/E and Fire Captain positions

Minutes submitted by  , Board Chair  
 , Secretary

### Governance Board Meeting Dates

November 14, 2012	Governance Board Meeting
November 28, 2012	Governance Board Meeting



# *Riverside Fire Authority*

## **Governance Board Meeting November 14, 2012 Minutes**

In attendance:

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

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

*Visitors* – FF/PM Steve Lamb, D/E Jennifer Ternan and Diane Kytta,

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

Commissioner Canaday notified the group that her son-in-law needs a heart transplant, so it is possible she may have to be absent at some point.

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

There was no public input.

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

### ***Old Business***

#### *a. 2013 Operations Budget Second Reading*

Chief Walkowski reviewed the draft of the operations budget; we have received the estimated 2013 revenues from Lewis County. There is some reduction, but it is not as large as last year. Staff is now working on the end of year projected balance; we are still at the maximum levy rate of \$1.50 and \$ .50. The Chief reviewed the operations cost center expense totals; the EMS side will be reviewed at the next reading of the budget. Questions were answered. Commissioner Canaday suggested using a portion of the EMS capital fund to help pay the ladder truck payment, since the vehicle is also used for EMS calls. Chief Walkowski told the Board they can consider it; that he feels it is a valid use of the fund.

*b. Firefighter/Paramedic Candidate Testing Process Update*

Chief Walkowski provided an update of the candidate testing process. Phase 1 has been completed; the process began with 30 candidates. Twenty-three were scheduled to take the physical agility test. There was one no-show and six failed the test, so sixteen proceeded to the written tests and interview. There are nine strong candidates who will proceed to the Chiefs' interview.

*New Business*

*a. Proposed Policy #503: Life Safety Ropes, Harnesses and Hardware*

Chief Walkowski reviewed the proposed policy which will establish guidelines for the utilization of life safety rope rescue equipment. He said that since the equipment is on the apparatus a policy needs to be in place to support the program. Commissioner Coumbs made a motion<sup>1</sup> to authorize the Fire Chief to approve and implement the proposed Policy #503. Motion was seconded and passed.

Chief Walkowski provided an update on the North Lewis Regional Fire Authority Planning Committee. As of last night the Fire District #6 Board voted to not go forward with the functional consolidation. The Chief said he is assuming they will withdraw at the meeting tonight. Since all assumptions have been based on participation by District #6, the effect of the withdrawal will have to be determined. The Chief said that last month all participants were in agreement. There was discussion.

The meeting was adjourned at 5:45 p.m.

*Local Board for Volunteer Firefighters*

The meeting was called to order at 5:46 p.m. by Chair Tomasheck. He reviewed a letter received from the State Board for Volunteer Firefighters regarding coverage for Amy Farden, plus Invoice Vouchers to be approved for her treatment costs. There was discussion. Motion<sup>1</sup> was made by Commissioner Canaday to approve the submitted vouchers. Motion was seconded and passed.

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

*Governance Board Action Motions Passed:*

1. Motion to approve the proposed Policy #503 Life Safety Ropes, Harnesses & Hardware

*Local Board For Volunteer Firefighters Action Motions Passed:*

1. Motion to approve Invoice Vouchers for volunteer Amy Farden

Minutes submitted by , Board Chair

Judith O. Emle, Secretary

**Governance Board Meeting Dates**

November 28, 2012	Governance Board Meeting
December 19, 2012	Governance Board Meeting

*Riverside Fire Authority*

**Governance Board Meeting  
November 28, 2012  
Minutes**

In attendance:

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

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

*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.

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 Mack reviewed Chief Walkowski's written update; Lewis Co. Fire District #6 withdrew from the planning process. The City of Chehalis and the RFA will continue to meet. Chief officers and labor groups have met. Commissioner Canaday told the group that the LCFD #6 board decision was a vote of 2 to 1. There was discussion.

*b. 2012 Driver/Engineer and Captain Promotional Eligibility List: Final*

Chief Mack reported that after an exhaustive process the eligibility list was established. There was a concern from the Local regarding the chief officer interview panel grading. As a resolution, that portion of the testing process was not scored; however, the results did not change. Chief Mack reviewed the results and said no protests had been received.

***New Business***


*a. Mutual Aid Agreement: Town of Bucoda*

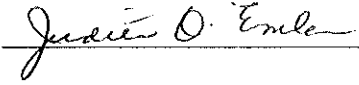
Chief Mack advised the Board that in an ongoing effort to bring mutual aid agreements into compliance, Chief Kytta has been working to establish mutual aid agreements with the RFA. A Fire and Emergency Medical Services Medical Aid Agreement between the RFA and the Town of Bucoda was presented to the Board for approval. Commissioner Coumbs made a motion<sup>1</sup> to enter into the presented Mutual Aid Agreement with the Town of Bucoda. Motion was seconded and passed.

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

***Governance Board Action Motions Passed:***

- I. Motion to enter into a Mutual Aid Agreement with the Town of Bucoda

Minutes submitted by , Board Chair

, Secretary

**Governance Board Meeting Dates**

December 19, 2012

Governance Board Meeting

# *Riverside Fire Authority*

## **Governance Board Meeting December 19, 2012 Minutes**

In attendance:

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

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

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

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

Motion was made, seconded and passed to approve the agenda. Chief Walkowski told the Board he would like to discuss staff use of department vehicles at the end of the meeting.

There was no public input.

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

Chief Mack introduced Karen Anderson and explained how she became involved in the Victim Stuffed Animal Program. He said that recently she saw how popular the stuffed animal program at the fair has been.

Ms. Anderson discussed her mission to obtain stuffed animals for the RFA's fair program. She asked for participation in getting the word out of the need for these donations.

### ***Old Business***

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

Chief Walkowski said that everyone is aware that Fire District #6 withdrew from the planning committee. The City of Chehalis has voted to move forward with the process. They requested that the process continue, with the next meeting on January 16, 2013. The Chief said that a resolution needs to be executed to change the participants to the Riverside Fire Authority and the City of Chehalis. Also, Fire District #6 needs to submit a letter of withdrawal. Chief Walkowski recommended moving forward and meeting on January 16, 2013. The Chief will prepare a resolution to change the participants. There was discussion.

*b. 2013 Operations Budget: Final Reading and Public Hearing per RCW 84.55.120*

The Public Hearing was opened at 5:25 p.m. Chief Walkowski reviewed the 2012 4<sup>th</sup> quarter expenditures through November 30. He explained that the state assessed utilities reduction has greatly affected 2013 assessed values in the negative and he has recommendations tonight to address this. The Chief reviewed the proposed 2013 budget and explained various issues. Questions were asked and answered. Chief Walkowski recommended that since the current EMS capital account is substantial and there are no current plans for large EMS capital purchases, the 2012 transfer of 15% of property taxes to this capital account not be made and in 2013 the ladder truck payment be made from the EMS capital account. He also proposed hiring only two firefighter/paramedics instead of three. He said he will be working with the union, looking at moving to high deductible medical plans to reduce expenses. There was discussion and comments by the commissioners. Commissioner Coumbs made a motion<sup>1</sup> to approve the 2013 budget as presented. Motion was seconded and passed. Commissioner Coumbs made a motion<sup>2</sup> to approve Resolutions #12-05, #12-06 and #12-07, which were read aloud by Chair Tomasheck. Motion was seconded and passed. Levy Certifications were signed by the Chair.

The Public Hearing was closed at 6:08 p.m.; a break was taken and the business meeting was reconvened at 6:14 p.m.

Commissioner Thompson left the meeting for another commitment at 6:09 p.m.

*New Business*

*a. Consideration of Revised Mutual and Automatic Aid Agreements*

Chief Walkowski told the Board that one agreement (Thurston Fire District #12) is not in hand as yet. He said it can be approved tonight, if wanted. Chief Kytta discussed the agreement and said the RFA will receive it in January. It is identical to the Bucoda agreement. He reviewed the presented proposed agreements for Grays Harbor Fire District #1, West Thurston Regional Fire Authority, and Thurston Fire District #16. Commissioner Johnson made a motion<sup>3</sup> to approve the proposed agreements for Thurston County Fire District #12, Thurston County Fire District #16, West Thurston Regional Fire Authority and Grays Harbor Fire District #1. Motion was seconded and passed.

*b. RFA Governance Board Chair and Co-Chair Designations*

Commissioner Canaday made a motion<sup>4</sup> to appoint Commissioner Lee Coumbs as Board Chair for 2013. Motion was seconded and passed.

Commissioner Canaday made a motion<sup>5</sup> to appoint Commissioner Tom Davidson as Co-Chair for 2013. Motion was seconded and passed.

*c. Fire Code Management Agreement with the City of Chehalis*

Chief Walkowski reminded board members of the 2012 inter-local agreement with the City of Chehalis for the RFA Fire Marshal to provide fire code management. The City has requested to extend the ILA for an additional year; there are no significant changes. Commissioner Coumbs made a motion<sup>6</sup> to accept the 2013 inter-local agreement. Motion was seconded and passed.

Chief Walkowski notified the Board that the State Auditor will be coming on December 26<sup>th</sup>.

The Chief also told the Board that something had occurred and he wanted to bring to their attention how staff vehicles were utilized. He said Chief Mack was on duty and took his son to get a haircut and someone complained about it. The Chief said this has never been talked about with the Board; he feels all three chiefs have done a good job of not violating this, but sometimes when they have the duty they do use the vehicle for personal needs. He asked if this was okay and asked for comments. Commissioner Tomasheck told the Chiefs not to change anything and the other commissioners agreed. Other commissioners made comments supporting the duty chiefs' use of the department vehicles for personal needs since it is diminutive use and not excessive. Chief Walkowski thanked the Board and said that during their 72 hour shifts it is sometimes hard to juggle all needs. Chief Kytta commented that it is important to know the board members' feeling on this; that the chiefs must make decisions on serving the community and it is important to know that the governance members trust their judgment. Chief Walkowski said that the chiefs often do what they think is right and they appreciate the Board's support.

**Executive Session**

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

Executive Session was called at 6:49 p.m. for approximately ten minutes to discuss potential litigation.

The Executive Session was closed and the business meeting adjourned at 7:00 p.m.



*Governance Board Action Motions Passed:*

1. Motion to approve the 2013 Budget as presented
2. Motion to adopt 2013 budget and levy resolutions #12-05, #12-06 and #12-07
3. Motion to approve the proposed Mutual and Automatic Aid Agreements
4. Motion to appoint Commissioner Lee Coumbs as 2013 Governance Board Chair
5. Motion to appoint Commissioner Tom Davidson as 2013 Governance Board Co-Chair
6. Motion to accept the 2013 Inter-Local Agreement with the City of Chehalis

Minutes submitted by Joe Coumbs, Board Chair  
Judith D. Enslin, Secretary

**Governance Board Meeting Dates**

January 9, 2013  
January 23, 2013

Governance Board Meeting  
Governance Board Meeting