

Riverside Fire Authority

Governance Board Meeting/Workshop January 25, 2023 Minutes

In attendance:

Board Members – Lee Coumbs, Buddy Lowrey, Mike Tomasheck, Joe Dolezal, Richard Mack

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

Visitors – Diane Kytta, Mark Pickrell and friends/family of Badge Pinning recipients

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

Motion was made, seconded, and passed to approve the agenda with the addition of 6e, Brush Truck Purchase.

Public Input – None

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

*The Following voucher/warrants/electronic payments were approved for payment:
January 25, 2023, Ck# 6098-6116 \$38,227.45*

*Badge Pinning Ceremony: FFPM Jeanette Gates and Conlan Smith
LT Shay Goff; LT Holmberg; Volunteers Jordan Everson, Matt Kimbrell,
Spencer Bickel and Noah Layton*

Unfinished Business

Assistant Chief/Fire Marshal Recruitment

Chief Anderson reported to the board that two applications were received for the Fire Marshal/Asst. Chief position. Chief Anderson said reconsideration of skill set are being looked at since there wasn't a lot of interest or applications. Chief Anderson suggested we reconsider what he is looking for in a team member at this time and future discussion on a different route for fire marshal duties for the city of Centralia. This will be brought back to the board at a later date. Discussion followed.

Advisory Planning Committee

Chief Kytta informed the board that he is compiling the results/recommendations that the board submitted from the presentation from Ed Mund at the last meeting. Discussion followed.

AFG Tactical Tender Purchase

Chief Anderson and Captain Olson updated the board on the progress of the specs provided by Rosenbauer for purchase of a tactical tender. Captain Olson has been the point of contact with all vendors who have submitted specs for the tender. Bids have been received by KME, Toyne and Rosenbauer. The RFA will have a 10% match to the federal funds (\$440,000) that were received for this purchase. There is a possibility that the RFA will have to provide extra funds out of the budget due to the cost of the apparatus. Chief Anderson is looking into the possibility of purchasing through the Sourcewell program. He will have documents ready for execution to purchase the chosen apparatus at the February 8, 2023 meeting. Discussion followed.

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Recruitment and Retention Update

Laura Hanson, Volunteer Recruitment and Retention Coordinator, gave her monthly update to the board. Discussion followed.

New Business

Resolution #2023-02, Columbia Bank Imprest Account Increase

Stephanie reported to the board that with the new year, wages, benefits and goods/services have increased. Columbia Bank Imprest Account buffer has been consumed over the last 5 years. The need for an increase into the account has been identified to meet normal obligations. The resolution would allow \$65,000 from the General Fund and \$35,000 from the EMS Fund to be placed into the imprest account. Commissioner Dolezal made a motion¹ to approve Resolution #2023-02, Columbia Bank Imprest Account Increase. Commissioner Lowrey seconded the motion. Motion passed 5-0.

2022 Year End Budget Position Report

Misty Henning, Finance Officer, gave a report on the 2022-year end expense budget. Discussion followed.

Levy Timeline

The levy timeline to request a levy lid lift for the Fire levy will be discussed at the Board Retreat on April 12, 2023.

Board Retreat

A draft agenda was distributed to the board for the retreat which will be held on April 12, 2023 at Riverside Golf Course. More details will be discussed at upcoming meetings. Discussion followed.

Brush Truck Chassis Purchase

As supply chain problems persist, the RFA has been unable to locate a state bid chassis. On January 24, 2023, the RFA received notice that a fire department cancelled their order with Bud Cleary in Longview of the exact vehicle we were looking for and have been given the opportunity to take delivery in February. Funds are available in the budget. The projected cost of the vehicle we were offered has been offered \$20,000 less than we anticipated spending. Commissioner Mack made a motion² to authorize the purchase of one Ford F550 chassis on WA State Bid from Bud Cleary as described in quote 2023-1-251. Commissioner Lowrey seconded the motion. Motion passed 5-0.

EXECUTIVE SESSION

Commissioner Dolezal made a motion³ to adjourn into executive session for 15 minutes as provided for in RCW 42.30.110(1)(g) to evaluate qualifications of an applicant for public employment or to review the performance of a public employee. Commissioner Tomasheck seconded the motion. Motion passed 5-0. The board adjourned into Executive Session at 7:20 p.m. An additional 5 minutes were requested. The board reconvened into regular session at 7:40 p.m.

Commissioner Dolezal made a motion⁴ to accept the Fire Chief job description and contract with Kevin Anderson as presented. Commissioner Mack seconded the motion. Motion passed 5-0.

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Good of the Order

Adjourned 7:52 p.m.

Governance Board Action Motions:

1. Motion to approve Resolution #2023-02, Columbia Bank Imprest Account Increase
2. Motion to authorize the purchase of a F550 from Bud Cleary.
3. Motion to adjourn into Executive Session.
4. Motion to accept the Fire Chief job description and contract with Kevin Anderson.

Minutes submitted by: Joe Coumbs, Chair Coumbs

Stephanie Storey Board Secretary