

Riverside Fire Authority

Governance Board Meeting/Workshop December 14, 2022 Minutes

In attendance:

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

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

Visitors – Diane Kytta, Brian Meyers, Mark Pickrell

Chair Dolezal called the meeting to order at 5:15 p.m.

Motion was made, seconded, and passed to approve the agenda with the addition of 6g; 2023 Elections

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:

<i>December 1, 2022, Ck# 5924-5930</i>	<i>\$7,395.09</i>
<i>December 14, 2022, Ck#5931-5977</i>	<i>\$98,645.18</i>

Unfinished Business

Recruitment & Retention Update

Laura Hanson, Volunteer Recruitment & Retention Coordinator, gave an update to the board on the progress of the program.

New Business

Asst. Chief / Fire Marshal Recruitment

Chief Anderson presented the updated job announcement and job description to the board for the upcoming opening for Assistant Chief / Fire Marshal. The desired hire date is mid-April of 2023. Discussion followed. Commission Lowrey made a motion¹ to approve the job announcement and job description as presented. Commission Coumbs seconded the motion. Motion carried 5-0.

Fire Chief Contract Update

Chief Kytta discussed the proposed updated Fire Chief job description and service agreement between the RFA and Kevin Anderson. Chief Anderson is slated to fill the chief's position after Chief Kytta retires at the end of 2023. Discussion followed.

FFPM Hiring Update

Chief Anderson updated the board on the firefighter/paramedic testing that occurred over the course of the last 4 weeks. He stated there were five applicants. Three of those five have been issued a conditional offer of employment and are recommended for final job offers. The three candidates are Alisha Caspary, Darren Banks and Kaitlyn Whalen. Their target start date is January 21, 2023. Commissioner Coumbs made a motion² to approve the FFPM candidate list with no modifications. Commissioner Tomasheck seconded the motion. Motion carried 5-0.

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Misty Henning Reclassification

During the 2023 budget development, it was proposed and approved to reclassify Misty Henning from Administrative Assistant to Finance Officer. Submitted for approval was a job description for the Finance Officer position. Discussion followed. Commissioner Tomasheck made a motion³ to approve the proposed Finance Officer job description as presented. Commissioner Lowrey seconded the motion. Motion carried 5-0.

Chehalis Tribal Properties

Chief Kytta discussed a request received from the Confederated Tribes of the Chehalis Reservation. The tribe has been informed by West Thurston Regional Fire Authority (WTRFA) that they may be submitting a request to de-annex tribal properties within the Grand Mound area and would no longer provide FIRE/EMS services. The tribe expressed an interest in meeting with Riverside Fire Authority to see if the RFA would be willing to discuss contracted FIRE/EMS services to the tribal properties in the Grand Mound area. Discussion followed. Commissioner Mack made a motion⁴ to have the fire chief decline the proposal of working outside of the RFA boundaries. Commissioner Tomasheck seconded the motion. Motion carried 5-0.

Advisory Planning Committee

Chief Kytta discussed the idea of creating a citizen advisory committee. Chief Kytta provided documentation on creating an advisory committee. More information will be forthcoming in the new year. Discussion followed.

Board Chair/Vice Chair 2023 Election

Commissioner Tomasheck nominated⁵ Vice-Chair Lee Coumbs to be the 2023 Governance Board Chair. Commissioner Mack seconded the motion. Motion carried 5-0.

Commissioner Coumbs nominated⁵ Commissioner Lowrey to be the 2023 Governance Board Vice-Chair. Commissioner Mack seconded the motion. Motion carried 5-0.

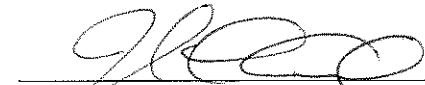
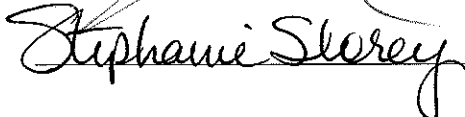
Good of the Order

Adjourned 6:32 p.m.

Governance Board Action Motions:

1. Motion to approve Asst. Fire Chief/Fire Marshal job announcement and job description
2. Motion to approve the FFPM candidate list with no modifications
3. Motion to approve proposed Finance Officer job description
4. Motion to decline the proposal from the Confederate Tribes of the Chehalis Reservation of working outside our boundaries
5. Motion to approve nominations for the 2023 Governance Board Chair and Vice-Chair

Minutes submitted by:

 Chair Dolezal
 Board Secretary