

Riverside Fire Authority

Governance Board Meeting/Workshop September 14, 2022 Minutes

In attendance:

Board Members – Joe Dolezal, Mike Tomasheck, Buddy Lowrey, Jay Johnson
Absent: Lee Coumbs

Administration – Chief Kytta, Chief Anderson, Stephanie Storey, Laura Hanson

Visitors – Diane Kytta, Arny Davis, Matt Comisky

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

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

Public Input – Arny Davis, LC Treasurer, and Matt Comisky, ARFC Manager, briefed the board on a proposed SEPA timeline for state trust lands to be entered into carbon offset markets. The SEPA is scheduled for a 14-day comment period. RFA has written a letter to the SEPA official asking for a 90-day comment period due to the process that beneficiaries of DNR state trust lands (Jr taxing districts such as the RFA) are required to follow make it simply impossible to provide substantive comments within a 14-day timeframe.

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

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

<i>September 8, 2022, Ck# 5684-5698</i>	<i>\$34,947.26</i>
<i>September 14, 2022, Ck# 5699-5726</i>	<i>\$47,329.06</i>

Unfinished Business

Budget Development Update

Chief Anderson gave an update on the progression of the 2023 budget and the continuation of updating the finance model. Discussion followed.

Master Plan Update

Chief distributed an updated Master Plan to the board for their review. Chief asked that the board make any correction/comments and bring it back to the next meeting for discussion and/or adoption. Discussion followed.

Commissioner Vacancy

Commissioner Johnson's has submitted his letter of recognition and his last meeting will be September 28, 2022. An announcement requesting applications to fill Commissioner Johnson's position has been posted on the RFA website. Stephanie stated no applications have been received. The deadline for applications is Thursday, September 22, 2022, at 5:00 p.m.

Records Management System

Chief Anderson discussed that he and staff have been shopping for a new records management system. The system we currently use has been sold and will transfer to the new ownership as of January 1, 2023. RFA has decided not to stay with the new buyers. Chief Anderson has found a new company, First Due,

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who seems to check all the boxes that the RFA needs in a records management system. Discussion followed. Commissioner Johnson made a motion² to approve the service agreement with First Due and authorize the chair to execute the agreement. Commissioner Lowrey seconded. Motion passed 4-0.

New Business

DNR Carbon Proposal

Arny Davis, LC Treasurer, and Matt Comisky, ARFC Manager, briefed the board on a proposed SEPA timeline for state trust lands to be entered into carbon offset markets. The SEPA is scheduled for a 14-day comment period. RFA has written a letter to the SEPA official asking for a 90-day comment period due to the process that beneficiaries of DNR state trust lands (Jr taxing districts such as the RFA) are required to follow make it simply impossible to provide substantive comments within a 14-day timeframe. Discussion followed. Commissioner Dolezal made a motion¹ to approve the chair to sign the letter to DNR requesting a longer comment period be approved. Commissioner Tomasheck seconded. Motion passed 4-0.

Station 2 Refresh

Laura Hanson gave an update to the board on the Station 2 Headquarters refresh project. Discussion followed.

Banking Deposit Waiver

Stephanie reported to the board that over the last several years, we have been using the Chehalis branch of Columbia Bank which is the financial institution that Lewis County holds their funds. Since the closure of the Centralia Columbia Bank Branch, the county had approved an exemption waiver request for Riverside Fire Authority regarding the daily deposits.

With that said, we are asking that the waiver be renewed, as allowed in RCW 43.09.240 “where such daily transfers would not be administratively practical or feasible,” that would allow us to only make deposits 1-2 times a week instead of “at least once every 24 hours.”

Commissioner Lowrey made a motion³ to approve the waiver renewal and for the chair to execute a letter to the county treasurer asking for the waiver renewal to be approved. Commissioner Johnson seconded. Motion passed 4-0.


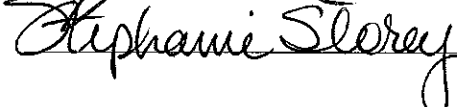
Good of the Order

Adjourned 6:39 p.m.

Governance Board Action Motions:

1. Motion to approve letter to DNR requesting longer comment period.
2. Motion to approve service agreement with First Due.
3. Motion to approve waiver renewal request from Lewis County Treasurer

Minutes submitted by:

 Chair Dolezal
 Board Secretary