

Riverside Fire Authority

Governance Board Meeting December 13, 2023 Minutes

In attendance:

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

Administration – Chief Kytta, Chief Anderson, Chief Olson, Stephanie Slorey

Visitors – Diane Kytta, Mark Pickrell, Bonnie Coumbs

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

Motion was made, seconded, and passed to approve the agenda with the 5C moved to 6G(2).

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 7, 2023,</i>	<i>Ck #7155-7164</i>	<i>\$6,353.76</i>
<i>December 13, 2023,</i>	<i>Ck#7165-7208</i>	<i>\$107,182.95</i>

Unfinished Business

Levy Discussion

Chief Anderson stated that he has reached out to the school district to see if they had a contingency plan in case their levy was unsuccessful. At this time, they do not have a backup plan. Therefore, our plan is to put our proposed levy lid lift on the primary or general ballot in 2024. We are still identifying our needs that need to be put out to the public for their information.

Admin VEBA program

Chief Anderson resubmitted the draft policy with the changes that were requested by the board at the last meeting. Discussion followed. Commissioner Dolezal made a motion¹ to approve Policy #236, HRA VEBA Plan, to authorize the contribution to the plan on behalf of the non-represented employees. Commissioner Tomasheck seconded the motion. Motion carried 5-0.

Commissioner Dolezal made a motion² to authorize the board secretary to execute the HRA VEBA Plan Design change form to add the RFA Administration group to the program. Commissioner Tomasheck seconded the motion. Motion carried 5-0.

New Business

2024 Admin. Salary Scale

Chief Anderson submitted a salary scale for the non-represented administrative staff. These salaries were discussed and approved at the October 24th meeting. Along with the salary scale, Chief Anderson also stated that a performance review was in progress for Assistant Chief Olson which is required for an increase in salary. The preliminary review shows that duties have continued to be at a level that would warrant the increase as stated in his service contract. The service contract for Chief Anderson references

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a base salary of 90% of top step Chief scale. The adoption of the admin salary scale cleans up and aligns a single pay scale for the Fire Chief position. Commissioner Tomasheck made a motion³ to approve the non-represented admin salary scale for 2024, the increase in salary for Asst. Chief Olson to 95% of his salary scale, approve the service contract addendum for Asst. Chief Olson, and approve the service contract addendum for Kevin Anderson. Commissioner Mack seconded the motion. Motion carried 5-0.

2024 Board Chair and Vice Chair

Commissioner Mack made a motion⁴ to nominate Commissioner Lowrey to Chair the 2024 Board of Commissioners. Commissioner Dolezal seconded the motion. Motion carried 5-0. Commissioner Lowrey made a motion⁵ to nominate Commissioner Mack to be vice chair for 2024. Commissioner Dolezal seconded the motion. Motion carried 5-0.

Oath of Office

Board Secretary Stephanie Slorey administered the Oath of Office to Commissioner Lowrey for the term 2024-2029 and Commissioner Mack for the term of 2024-2025. Commissioner Elect Rossow was not able to be in attendance so his Oath of Office for the term of 2024-2029 will be administered within the next week.

Good of the Order

The board and staff honored retiring Commissioner Lee Coumbs and retiring Chief Kytta for all their years of service for the citizens of Centralia and Riverside Fire Authority. They will be greatly missed by all. Congratulations!!!

Adjourned 6:30 p.m.

Local Board Action Motions:

1. Approve Policy #236, HRA VEBA non-represented.
2. Approve execution of the HRA VEBA agreement.
3. Approve admin salary scale and addendums to Chief/Asst. Chief service agreements.
4. Approve motion for Buddy Lowrey to chair the 2024 BoC.
5. Approve motion for Richard Mack to vice chair the 2024 BoC.

Minutes submitted by: Lee Coumbs, Chair Coumbs

Stephanie Slorey, Board Secretary