

Riverside Fire Authority

Governance Board Meeting January 24, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Jay Johnson, Mike Tomasheck, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Asst. Chief Rick Mack and Stephanie Slorey

Visitors – Diane Kytta, Bonnie Canaday, Alex Cranke & family, Harley Wood, members of Local #451

Chair Tomasheck called the meeting to order at 6:00 p.m. and Commissioner Evans led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of 6c – Finance Update/Underfunded Levy.

Public Input – Bonnie Canaday thanked Chief Mack for the assistance of transporting the soon to be statue of George Washington and family to the foundry in Tacoma.

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

New Business

a. Presentations

Chief Kytta introduced new employee FFPM Alex Cranke and his wife Sam. Alex started January 1, 2018. Chief Kytta gave the oath of office to Harley Wood who has been promoted to Lieutenant.

Old Business

a. Ambulance Service Agreement

No report at this time.

b. Dispatch Services Inter-local Agreement

Chief Kytta distributed a draft agreement of the inter-local agreement to the board. Chief Kytta is meeting with other fire districts to discuss the content. The agreement will be brought back to the board when it is finalized for board approval. Discussion followed.

c. Finance Update/Underfunded Levy

Chief Kytta distributed a letter that was drafted by our legal counsel to be sent to the Lewis County Assessor regarding the collection of the underfunded levy. Chief Kytta also discussed the financial downfall since 2011. Commissioner Thompson made a motion¹ to authorize the board chair to sign the letter to be sent to the Lewis County Assessor. Commissioner Coumbs seconded. Motion passed 5-0.

Riverside Fire Authority

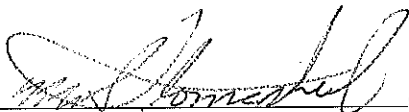
**Governance Board Meeting
January 24, 2018
Minutes**

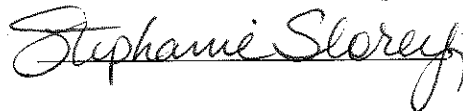
Good of the Order

The Governance Board Meeting was adjourned at 6:50 pm

Governance Board Action Motions Passed:

1. Motion made to authorize the board chair to sign the letter addressed to LC Assessor

Minutes submitted by , Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Meeting February 14, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck and Lee Coumbs

Administration – Chief Kytta, Asst. Chief Rick Mack and Stephanie Storey

Visitors – Diane Kytta, Bonnie Canaday

Chair Tomasheck called the meeting to order at 6:00 p.m. and Chief Kytta led the flag salute.

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

Public Input – None

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

New Business

a. 2018 Lewis County Information Service Inter-local Agreement

Chief Kytta informed the Board that it was time to renew the Inter-Local Agreement with Lewis County IT department. Commissioner Coumbs made a motion¹ that the Inter-Local Agreement with Lewis County Information Technology be approved and that the Board Chair be authorized to sign it. Commissioner Thompson seconded. Motion passed 3-0.

b. Annual Safety Report

Chief Kytta distributed and discussed the Annual Safety Report to the Board. Discussion followed.

Old Business

a. Lewis County Assessor/Underfunded Levy

Chief Kytta discussed with the Board the correspondence between Riverside Fire Authority legal counsel and the Lewis County Assessor regarding the underfunded levy that is owed to the RFA.

b. Dispatch Services Inter-local Agreement

Chief Kytta will be meeting with Steve Mansfield and Carl Nielson on Thursday, February 15 to continue discussion on the Dispatch Services Inter-Local Agreement. Chief Kytta is hopeful that he will be able to bring the Inter-Local Agreement back to the Board at their next meeting for their approval. Discussion followed.

Riverside Fire Authority

**Governance Board Meeting
February 14, 2018
Minutes**

Good of the Order

The Governance Board Meeting was adjourned at 6:47 pm

Governance Board Action Motions Passed:

1. Motion made to authorize the board chair to sign ILA with Lewis County IT.

Minutes submitted by  Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Meeting February 28, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Jay Johnson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Asst. Chief Rick Mack and Stephanie Slorey

Visitors – Diane Kytta, Jason Krause and D Shift

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

Motion was made, seconded and passed to approve the agenda with the addition of 6C – Jennifer Ternan Update.

Public Input – None

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

Vouchers # 180206001 to 180206019 GF and 180207001 to 180207004 EMS

New Business

a. **Small Works Roster Inter-Local Agreement**

Chief Kytta informed the Board that the City of Centralia will be placing the renewal of the Inter-local Agreement on their April 10 council agenda for approval. Once it is approved by the city we will bring it to the Board for their approval.

Old Business

a. **Dispatch Services Inter-local Agreement**

Chief Kytta discussed with the Board the Inter-local agreement. Discussion followed. Commissioner Johnson made a motion¹ to approve the Dispatch Services Inter-local agreement as presented. Commissioner Thompson seconded. Motion passed 5-0.

b. **Master Plan**

Chief Kytta distributed Master Plan starting documents to the Board. Chief Kytta discussed the efforts and discussions that will need to take place to set goals for the RFA. Discussion followed.

c. **Jennifer Ternan Update**

Chief Kytta updated the Board that the request to have a PERC hearing was presented to Lewis County Superior Court with the verdict in favor of the plaintiff. We are now waiting to hear when the PERC hearing will be scheduled.

Riverside Fire Authority

Governance Board Meeting February 28, 2018 Minutes

Good of the Order

Chief Kytta suggested that the RFA legal counsel, Joe Quinn, be retained to be second chair during the PERC hearing for Jennifer Ternan. Commissioner Thompson made a motion² that RFA funds be used to retain Joe Quinn to be second chair for the Jennifer Ternan PERC hearing. Commissioner Johnson seconded. Motion passed 5-0.

PRESENTATION

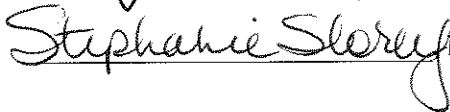
Chair Tomasheck and Chief Kytta presented a plaque to Lt. Mark Stahl and thanked him for his 20 years of services to the Centralia Fire Department and Riverside Fire Authority. Lt. Stahl retired January 31, 2018.

The Governance Board Meeting was adjourned at 5:26 pm

Governance Board Action Motions Passed:

1. Motion made to approve the Dispatch Services Inter-local Agreement
2. Motion made to spend funds to retain legal counsel Joe Quinn to be second chair at the Jennifer Ternan PERC hearing.

Minutes submitted by  Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Meeting March 14, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Asst. Chief Rick Mack and Stephanie Slorey

Visitors – Diane Kytta

Chair Tomasheck called the meeting to order at 6:02 p.m. and Chief Mack led the flag salute.

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

Public Input – None

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

*Vouchers # 180301001 to 180301032 GF and 180302001 to 180302011 EMS
Payroll \$187,036.05 for General Fund and \$73,824.96 for EMS*

New Business

a. Small Works Roster Inter-Local Agreement

Stephanie informed the Board that the City of Centralia had approved the renewal of the Inter-local Agreement at their March 13 council meeting and staff was requesting approval from the Board of Commissioners. Commissioner Evans made a motion¹ to authorize the Chief to sign the Small Works Roster Inter-local agreement between Riverside Fire Authority and the City of Centralia. Commissioner Thompson seconded. Motion passed 3-0.

NOTE: Commissioner Coumbs abstained from the vote due being on the Centralia City Council.

Old Business

a. Master Plan

Chief Kytta discussed the importance of the board's input on the Master Plan. Discussion took place on dates and time to discuss each section of the plan. Finance, Human Resources, Fleet and Equipment, Prevention and Emergency Response were identified as the most critical to complete first. The first workshop will be held prior to the next board meeting on April 11 at 5:00 p.m. with the regularly scheduled board meeting to begin at 6:00 p.m. The finance section will be the first section to work on.

Riverside Fire Authority

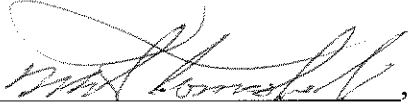
**Governance Board Meeting
March 14, 2018
Minutes**

Good of the Order

The Governance Board Meeting was adjourned at 6:47 pm

Governance Board Action Motions Passed:

1. Motion made to authorize the Chief to execute the Small Works Roster Inter-local agreement with the City of Centralia

Minutes submitted by  Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Meeting March 28, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Asst. Chief Rick Mack and Stephanie Slorey

Visitors – Diane Kytta, RFA personnel and friends and family of Chief Mack

Chair Tomasheck called the meeting to order at 6:00 p.m. and Commissioner Coumbs led the flag salute.

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

Public Input – None

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

Vouchers # 180305001 to 180305014 GF and 180306001 to 180306006 EMS

Use Tax: \$67.63 GF

New Business

a. Letter to County Commissioners re: Flood Control District

Chief Kytta discussed with the board, the letter that our legal counsel drafted to the Board of County Commissioners regarding the newly formed Flood Control District and their proposed funding method. Discussion followed. Commissioner Evans made a motion¹ to authorize the Board Chair to sign the letter. Commissioner Coumbs seconded the motion. Motion passed 4-0.

Old Business

a. AMR Ambulance Agreement

Chief Kytta discussed the proposed ambulance agreement between Riverside Fire Authority and AMR. Discussion followed. Commissioner Coumbs made a motion² to enter into the proposed supplemental ambulance services contract with AMR and that the chair be authorized to sign the same. Commissioner Evans seconded the motion. Motion passed 4-0.

b. Grant Opportunities

Chief Kytta informed the board that he, Chehalis Fire Chief and Lewis County Fire District #6 Chief had an opportunity to visit with a professional grant writer on March 23 in Leavenworth regarding some possibilities of grant funding on specific equipment. Discussion followed.

c. Underfunded Levies

Chief Kytta informed the board that he had received a letter from Diann Locke of the Department of Revenue, regarding our underfunded levies. Unfortunately the Department of Revenue is in agreement with the Lewis County Assessor that we cannot collect our

Riverside Fire Authority

Governance Board Meeting March 28, 2018 Minutes

funds due to the RFA because it would put us outside the lawful \$5.90/\$1,000. Discussion followed.

Good of the Order

The Governance Board Meeting was adjourned at 6:16 pm

PRESENTATIONS

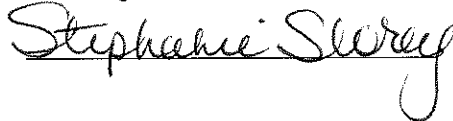
*Chief Mack presented Bob and Ann Shirer a shadow box filled with “Abby, the Fire House Dog” uniform, patches and other memorabilia. Abby was a vital part of the Riverside Fire Authority Prevention Program. She performed for countless Centralia students and staff over her 16 yrs. She will be missed by all of her fire department family. Thank you Abby for your service!

*Chief Kytta and Chair Tomasheck presented Chief Richard Mack with a clock commemorating his 30 years in the fire service with Centralia Fire Department and continuing on with Riverside Fire Authority. Thank you Chief Mack for 30 years of service!

Governance Board Action Motions Passed:

1. Motion made to authorize the Chair to sign the letter to the BOCC regarding funding of the Flood Authority
2. Motion made to enter into the proposed supplemental ambulance agreement with AMR

Minutes submitted by , Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Meeting April 11, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Jay Johnson and Matt Evans
Lee Coumbs joined at 7 p.m.

Administration – Chief Kytta, Asst. Chief Rick Mack and Stephanie Slorey

Visitors – Diane Kytta, Doyle Sanford, Lee Napier and Greg Peterson

Chair Tomasheck called the meeting to order at 6:03 p.m. and Commissioner Johnson led the flag salute.

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

Public Input – None

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

Vouchers # 18042001 to 18018042033 GF and 180403001 to 180403012 EMS

Payroll Reimbursement: \$168,767.94 GF and \$69,318.31 EMS

Old Business

a. Lewis County Road Access

Doyle Sanford and Lee Napier with the Lewis County Community Development Department discussed access issues on existing private roads/driveways. Discussion followed.

New Business

a. Columbia Bank Resolution #18-02

Stephanie discussed with the Board the excess money in the impress account at Columbia Bank for payroll. Over time, it has been determined that \$100,000 could be returned to the General and EMS Fund accounts. Chair Tomasheck read aloud Resolution #18-01. Commissioner Johnson made a motion to approve Resolution #18-01 authorizing \$100,000 be relocated from the payroll account at Columbia Bank and deposited back into the General Fund and EMS accounts. Commissioner Thompson seconded. Motion passed 5-0.

b. 2017 Annual Report

Stephanie reviewed the 2017 Annual Report that was compiled by Misty and Stephanie. The report will be submitted to the State Auditor's office. Commissioner Johnson made a motion to approve the 2017 Annual Report. Commissioner Coumbs seconded. Motion passed 5-0.

c. Lewis County Radio Site Lease

Chief Kytta reviewed the proposed radio site lease agreement between Riverside Fire Authority and Lewis County. Discussion followed. Commissioner Coumbs made a motion that Riverside Fire Authority enter into the proposed radio site lease agreement with Lewis County and execute the same. Commissioner Johnson seconded. Motion passed 5-0.

Riverside Fire Authority

Governance Board Workshop

April 11, 2018

Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Jay Johnson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Asst. Chief Rick Mack, Stephanie Slorey and Misty Henning

Visitors – None

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

This workshop was to discuss Riverside Fire Authority's Master Plan.

Workshop adjourned at 5:48 p.m.

Minutes submitted by , Board Chair

, Board Secretary

Riverside Fire Authority

Governance Board Meeting April 11, 2018 Minutes

Executive Session

Commission Johnson made a motion to adjourn into an executive session for 30 minutes at 7:06 p.m. as provided for in RCW 42.30.110 (1) (i) (b) to discuss potential litigation with Riverside Fire Authority's attorney. Commissioner Thompson seconded. Motion passed 5-0

At 7:36 p.m., the board chair declares meeting back into regular session.

Commissioner Coumbs made a motion to authorize Joe Quinn, RFA attorney, to write a letter to Diann Locke of the Department of Revenue regarding the underfunded levies. Commissioner Thompson seconded. Motion passed 5-0.

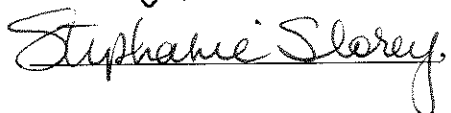
Good of the Order

The Governance Board Meeting was adjourned at 7:38 pm

Governance Board Action Motions Passed:

1. Motion made to approve Resolution #18-01 to relocate \$100,000 from payroll account to General & EMS Funds
2. Motion made to approve the 2017 Annual Report
3. Motion made to enter into proposed radio site lease agreement with Lewis County
4. Motion made to authorize Joe Quinn to compose letter to Diann Locke of DOR re: underfunded levies

Minutes submitted by  Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Meeting April 25, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Jay Johnson, Matt Evans and Lee Coumbs.

Administration – Chief Kytta and Misty Henning

Visitors – Diane Kytta, Shannon Murphy-Olson, RFA career and volunteer members, Brandon Wise & family, Brian Meyers & family, John Seigler & family.

Chair Tomasheck called the meeting to order at 6:10 p.m. and Commissioner Coumbs led the flag salute.

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

Public Input – None

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

Vouchers # 180404001 to 180404018 GF and 180405001 to 180405003 EMS

Badge Pinning Ceremony

Chief Kytta welcomed the guests with an explanation of the ceremony and introduced the Fire Commissioners. Chaplain Tim Shellenberger gave the Invocation. Commissioner Tomasheck administered the Oath of Office and designated family members pinned badges presented for Firefighter/Paramedic Brandon Wise and Volunteer Firefighters John Seigler and Brian Meyers. Chief Kytta and Captain Erik Olson shared about the members being recognized and there was a brief recess for refreshments. Visitors other than Diane Kytta exited before continuing on to department business.

Old Business

a. Underfunded Levies

Chief Kytta presented the board with a letter from Attorney Joe Quinn to Diann Locke regarding the recovery of underfunded levy funds and updated the Commissioners on the status of communications. Discussion followed.

b. RFA 10 Year Anniversary Update

Chief Kytta updated the board on the planning process for the 10-year anniversary project. Commissioner Coumbs shared observations from his involvement in the meetings.

c. Schedule Master Plan Meeting

Chief Kytta updated the Board on the next topics to discuss for the Master Planning process and invited input from the Commissioners. Discussion followed. The next meeting was scheduled for 1700 May 9th, before the Commissioners' Meeting.

New Business - None

Riverside Fire Authority

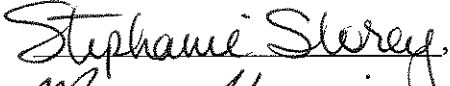

**Governance Board Meeting
April 25, 2018
Minutes**

The Governance Board Meeting was adjourned at 6:50 pm

Governance Board Action Motions Passed:

None

Minutes submitted by  Board Chair

 Assistant Board Secretary


Riverside Fire Authority

Governance Board Meeting May 9, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Jay Johnson, and Matt Evans

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta,

Chair Tomasheck called the meeting to order at 6:02 p.m. and Chief Mack led the flag salute.

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

Public Input – None

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

Vouchers # 180501001 to 180501037 GF and 180502001 to 180502011 EMS

Old Business - None

New Business

Update on Public Education Activities

Chief Mack gave an update on the public education activities that have been taking place by our staff within the community during the 1st quarter. It is the goal of the RFA to be able to have a fire prevention program for kindergarten, 2nd grade, 4th grade and 6th grade. Chief Mack also informed the board that the maze trailer is now “mobile” and was a huge hit at the Spring Youth Fair and will be used at the upcoming end of the year play day at Edison School. Discussion followed.

Good of the Order

The Governance Board Meeting was adjourned at 6:27 pm

Governance Board Action Motions Passed:

None

Minutes submitted by  Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Workshop

May 9, 2018

Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Jay Johnson, and Matt Evans

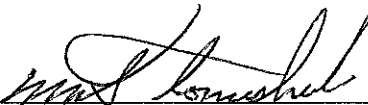
Administration – Chief Kytta, Asst. Chief Rick Mack, Stephanie Slorey and Misty Henning

Visitors – None

Chair Tomasheck called the meeting to order at 5:02 p.m.

This workshop was to discuss Riverside Fire Authority’s Master Plan – Finance Management.

Workshop adjourned at 5:58 p.m.

Minutes submitted by  _____, Board Chair

 _____, Board Secretary

Riverside Fire Authority

Governance Board Meeting

May 23, 2018

Minutes

In attendance:

Board Members – Jay Johnson, Harlan Thompson, Lee Coumbs, and Matt Evans

Administration – Chief Kytta, Chief Mack and Misty Henning

Visitors – Diane Kytta, Jesse Berry, Casey McCarthy, Shay Goff and Rob Smith

Vice-Chair Johnson called the meeting to order at 6:00 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with additions, 6 c. “Update of Finance Consultant” and 6 d. “Automatic Aid Renewal.”

Public Input – None

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

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

General Fund Vouchers

Numbers: 180505001 through 180505017, Total= \$43,564.27

EMS Fund Vouchers

Numbers: 180506001 through 180506005, Total = \$1,389.53

Electronic payments

Date: 5/22/18, Total \$12.11

Old Business

Underfunded Levy Update

Chief Kytta updated the Commissioners on the progress with Attorney Joe Quinn and reviewed recent correspondence. Tentative Executive Session and conference call scheduled for June 13th meeting. Discussion followed.

New Business

Grant Update

Chief Kytta informed the Board of the recent visit from the Grant Writer and updated the Commissioners on their discussions and progress, recommending that we pursue an agreement with said Grant Writer.

Motion¹ was made by Matt Evans to approve the agreement with the grant writer. Lee Coumbs seconded. Motion passed 4-0.

Approval of Small Voucher Runs

Assistant Board Secretary Misty Henning addressed the Board asking that they authorize the practice of producing a small voucher batch the week between Board meetings to include utility

Riverside Fire Authority

Governance Board Meeting

May 23, 2018

Minutes

bills that are not getting to the vendor before the due date. The Commissioners would review and sign for the vouchers at the next scheduled meeting.

A motion² was made by Commissioner Coumbs to approve the practice of running a small batch of vouchers to be signed at the next scheduled meeting. Commissioner Evans seconded the motion. Motion passed 4-0.

Update on Finance Consultant

Chief Kytta informed the Board of possible leads for a Finance Consultant. He reviewed correspondence with a possible candidate and gave some background info. Discussion followed.

Automatic Aid Agreement Renewal

Chief Kytta explained the function of the Automatic Aid agreement between Riverside Fire Authority, City of Chehalis and Lewis County FD #6 up for renewal and reviewed minor changes to the agreement.

Commissioner Coumbs made a motion³ to approve the renewal of the Automatic Aid Agreement. Commissioner Thompson seconded. Motion passed 4 – 0.

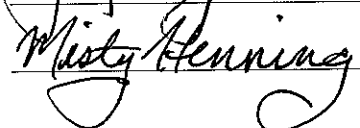
Good of the Order

The Governance Board Meeting was adjourned at 6:51 pm

Governance Board Action Motions Passed:

1. Motion made to approve the agreement with the grant writer.
2. Motion made to approve the practice of running a small batch of vouchers to be signed at the next scheduled meeting.
3. Motion made to approve the renewal of the Automatic Aid Agreement.

Minutes submitted by  _____, Board Chair

 _____, Assistant Board Secretary

Riverside Fire Authority

Governance Board Meeting June 13, 2018 Minutes

In attendance:

Board Members – Mike Tomasheck, Jay Johnson, Harlan Thompson, Lee Coumbs, and Matt Evans

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta

Chair Tomasheck called the meeting to order at 6:06 p.m. and Stephanie Slorey led the flag salute.

Motion was made, seconded and passed to approve the agenda with deletion of presentation to Captain Colombo.

Public Input – None

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

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

General Fund Vouchers

Numbers: 180601001-180601008 Total= \$2,487.60

Numbers: 180604001-180604026 Total = \$26,901.68

EMS Fund Vouchers

Numbers: 180602001-180602004 Total = \$1,696.51

Numbers: 180603001-180603006 Total = \$3,069.11

Old Business

Grant Application M.O.U.

Chief Kytta stated that FEMA requires that one of the participating agencies (Chehalis FD, LCFD #6 and RFA) take the leadership role for the application for the SCBA grant. The Memo of Understanding (M.O.U.) needs to be signed by the all parties agreeing that the RFA take the lead role.

Commissioner Johnson made a motion ¹ that the M.O.U. with the Chehalis FD and LCFD #6 be approved and that the Chair and Fire Chief be authorized to sign the M.O.U. Commissioner Thompson seconded. Motion passed 5-0.

EXECUTIVE SESSION

Commissioner Johnson moved to adjourn into an executive session for 30 minutes as provided for in RCW 42.30.110 (1)(i)(b) to discuss potential litigation with the fire authority's attorney. Staff adjourned at 6:11 p.m.

Chair Tomasheck declared regular scheduled meeting back in session at 6:41 p.m.

Riverside Fire Authority

Governance Board Meeting June 13, 2018 Minutes

New Business

AMR Contract Update

Chief Kytta provided an update to the board on the remaining funds that AMR has contracted with Riverside Fire Authority. Discussion followed.

Flood Control District Update

Chief Kytta updated the board on the misinterpretation by the County Assessor, Dianne Dorey, regarding the newly developed Flood Control District being able to have pro-rationing rights over the RFA. The Department of Revenue sent the assessor's office a letter stating that Riverside Fire Authority will have pro-rationing rights over the flood authority. Discussion followed.

Underfunded Levies

Chief Kytta stated that he met with the County Assessor, Dianne Dorey, regarding the underfunded levies. She apologized for the inability to recover the funds that were not awarded to the RFA the last 3 years. She requested that our governance board join her in pursuing a legislative action to have a correction levy be authorized in certain circumstances outside of the \$5.90 levy limit. Discussion followed.

Commissioner Evans made a motion² to authorize the RFA legal counsel on a contingency basis to initiate litigation to correct the error made by the county assessor in 2015 for 2016 budget. Legal counsel will be authorized to pursue the full amount of the error as it currently stands. Commissioner Johnson seconded. Motion passed 5-0.

Approval of Warrant Void/Reissue

Stephanie explained to the board that there was a warrant issued August 29, 2017 that had not been cashed. The county has a 6 month limit on cashing warrants. The warrant needs to be voided and reissued to the vendor.

Commissioner Johnson made a motion³ to authorize warrant #775938 be voided and reissued. Commissioner Thompson seconded. Motion passed 5 - 0.


Good of the Order

The Governance Board Meeting was adjourned at 7:00 pm

Governance Board Action Motions Passed:

1. Motion made to approve authorize the MOU with FEMA.
2. Motion made to authorize legal counsel to pursue the collection of the underfunded levy.
3. Motion made to authorize warrant #775938 be voided and reissued.

Minutes submitted by  Board Chair

 Assistant Board Secretary

Riverside Fire Authority

Governance Board Workshop

June 13, 2018

Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck, Jay Johnson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Asst. Chief Rick Mack, Stephanie Slorey and Misty Henning

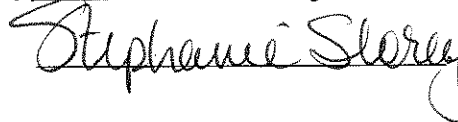
Visitors – Diane Kytta

Chair Tomasheck called the meeting to order at 5:05 p.m.

This workshop was to discuss Riverside Fire Authority's Master Plan – Finance Management Update and Human Resources.

Workshop adjourned at 5:58 p.m.

Minutes submitted by  , Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Meeting June 27, 2018 Minutes

In attendance:

Board Members – Mike Tomasheck, Jay Johnson and Harlan Thompson

Administration – Chief Kytta, Chief Mack and Misty Henning

Visitors – Diane Kytta, Ken & Loretta Colombo, Chief Carl Nielsen

Chair Tomasheck called the meeting to order at 6:00 p.m. and Commissioner Thompson led the flag salute.

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

Public Input – None

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

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

General Fund Vouchers

Numbers: 180606001-180606018 Total= \$10,251.00

EMS Fund Vouchers

Numbers: 180607001-180607005 Total = \$1,797.15

Presentation

Chief Kytta recognized Capt. Ken Colombo for his Firefighter of the Year Award given at the WSFF conference and presented his wife, Loretta, with flowers as a thank you for her support.

Old Business

Contingent Fee Agreement

Chief Kytta presented the Commissioners with a “Contingent Fee Agreement” for legal services with Quinn & Quinn.

Commissioner Johnson made a motion¹ to authorize the agreement to be signed by Commission Chair Tomasheck. Commissioner Thompson seconded the motion. Motion passed 3-0.

Communications Study

Chief Kytta updated the Board of Commissioners and gave a summary of the preliminary report from the Communications Study regarding dispatch services for North Lewis County. Police Chief Nielsen spoke briefly on presenting to City Council. Discussion followed.

Riverside Fire Authority

Governance Board Meeting June 27, 2018 Minutes

New Business

EF Recovery Billing

Chief Kytta shared with the Board some information provided by EF recovery and the cost recovery services offered by the company. More to come on the ambulance billing and recovery programs.

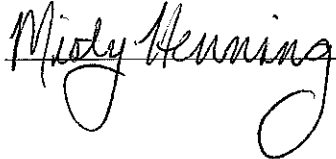
Good of the Order

The Governance Board Meeting was adjourned at 6:33 pm

Governance Board Action Motions Passed:

1. Motion made to approve the Contingent Fee Agreement with Quint & Quinn.

Minutes submitted by  Board Chair

 Assistant Board Secretary

Riverside Fire Authority

Governance Board Workshop

June 27, 2018

Minutes

In attendance:

Board Members – Harlan Thompson, Mike Tomasheck and Jay Johnson

Administration – Chief Kytta, Asst. Chief Rick Mack and Misty Henning

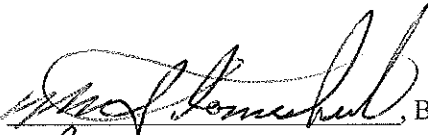
Visitors – Diane Kytta

Chair Tomasheck called the meeting to order at 5:04 p.m.

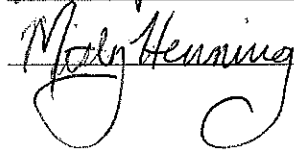
This workshop was to discuss Riverside Fire Authority's Master Plan Sections:
Human Resources updated, Community Risk Reduction reviewed.

Workshop adjourned at 5:55 p.m.

Minutes submitted by



Board Chair



, Assistant Board Secretary

Riverside Fire Authority

Governance Board Meeting July 11, 2018 Minutes

In attendance:

Board Members – Mike Tomasheck, Lee Coumbs and Harlan Thompson

Administration – Chief Kytta, Stephanie Slorey and Misty Henning

Visitors – Diane Kytta

Chair Tomasheck called the meeting to order at 6:08 p.m. and Commissioner Coumbs led the flag salute.

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

Public Input – None

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

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

General Fund Vouchers

Numbers: 180701001-180701003 Total= \$536.33

Numbers: 180702001-180702031 Total=\$11,900.13

EMS Fund Vouchers

Numbers: 180703001-180703008 Total = \$3,209.22

EXECUTIVE SESSION

Commissioner Coumbs moved to adjourn into an executive session for 30 minutes as provided for in RCW 42.30.110 (1)(i)(b) to discuss potential litigation with the fire authority's attorney. Staff adjourned at 6:10 p.m.

Chair Tomasheck declared regular scheduled meeting back in session at 6:40 pm with no action taken.

Old Business

Communications Study Report

Chief Kytta gave a PowerPoint presentation on considerations and assumptions for a new dispatch center in Lewis County. Discussion followed.

New Business

Resolution #18-02 – Alternative Fuel Exemption

Chief Kytta discussed the proposed resolution. Chair Tomasheck read aloud the proposed Resolution #18-02. Commissioner Coumbs made a motion¹ to adopt Resolution #18-02 – Alternative Fuel Exemption. Commissioner Thompson seconded. Motion passed 3-0.

Riverside Fire Authority

**Governance Board Meeting
July 11, 2018
Minutes**

Good of the Order

The Governance Board Meeting was adjourned at 7:30 pm

Governance Board Action Motions Passed:

1. Motion made to adopt Resolution #18-02 – Alternative Fuel Exemption

Minutes submitted by  _____, Board Chair

_____, Board Secretary

Riverside Fire Authority

Governance Board Meeting August 8, 2018 Minutes

In attendance:

Board Members – Harlan Thompson, Lee Coumbs, Matt Evans

Administration – Chief Kytta, Stephanie Slorey

Visitors – Diane Kytta

Commissioner Thompson called the meeting to order at 6:00 p.m., Commissioner Evans led flag salute.

Motion was made, seconded and passed to approve the agenda with the deletion of the Executive Session.

Public Input – None

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

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

General Fund Vouchers

Numbers: 180803001-180803029 Total= \$15,869.05

EMS Fund Vouchers

Numbers: 180804001-180804006 Total = \$2,432.27

Old Business

None.

New Business

SCBA Bid Process

Chief Kytta discussed the bid procedure for acquiring new SCBA's. Discussion followed. Commissioner Coumbs made a motion¹ to authorize the Fire Chief to make a call for bids for SCBA's. Commissioner Evans seconded. Motion passed 3-0.

Good of the Order

Chief Kytta gave a brief update on the scheduled mediation to be held on Wednesday, August 15, 2018 at Station 2 Headquarters at 9:00 a.m.

Chief Kytta gave an update on the pending lawsuit with the Lewis County Assessor's office.

The Governance Board Meeting was adjourned at 6:28 pm

Governance Board Action Motions Passed:

1. Motion made authorize the Fire Chief to go out to bid for SCBA's

Minutes submitted by  , Commissioner Thompson

 , Board Secretary

Riverside Fire Authority
Governance Board Meeting
August 15, 2018
Meeting Minutes

In attendance at the Headquarters Station, Commissioner Mike Tomasheck and Commissioner Lee Coumbs. In attendance by telephone is Commissioner Harlan Thompson and Commissioner Jay Johnson, Commissioner Erland Evans has an excused absence.

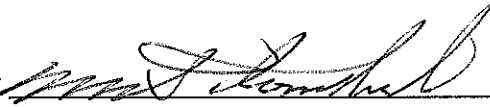
The special meeting of the Governance Board pursuant to (RCW 42.30.140) to participate in mediation regarding a grievance was called to order by Commissioner Tomasheck at 9:00am.


At 0902 Commissioner Lee Coumbs made motion to move into Executive Session.

At 1230pm Commissioner Mike Tomasheck brought the Special Meeting back into regular session. Commissioner Mike Tomasheck announced that the grievance has been resolved through mediation.

Commissioner Lee Coumbs made a motion to adjourn the meeting.

The meeting was adjourned at 1239pm.

Minutes submitted by  _____, Board Chair

 _____, Fire Chief

Riverside Fire Authority

Governance Board Meeting September 12, 2018 Minutes

In attendance:

Board Members – Jay Johnson, Harlan Thompson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Stephanie Slorey, Chief Mack

Visitors – None

Vice-Chair Johnson called the meeting to order at 6:10 p.m., Commissioner Johnson led the flag salute.

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

Public Input – None

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

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

General Fund Vouchers

Numbers: 180901001-180901008 Total= \$3,464.36

Numbers: 180903001-180903034 Total= \$41,554.18

EMS Fund Vouchers

Numbers: 180902001-180901008 Total = \$1,688.77

Numbers: 180904001-180904006 Total = \$37,045.45

Old Business

EF Recovery Presentation

EF Recovery gave a presentation to the Board on ambulance billing and cost recovery.

Discussion followed.

Supplemental Ambulance Agreement

Chief Kytta discussed the proposed Supplemental Ambulance Agreement with the Board. The chief is waiting to hear back from Tony Kuzma with AMR. Chief Kytta hopes to bring this agreement back to the Board at the next meeting for their approval. Discussion followed.

New Business

Lewis County Treasurer/Auditor's Office Update

Board Secretary Stephanie Slorey reported to the Board that she has been in contact with Army Davis, LC Treasurer and Larry Grove, LC Auditor regarding having RFA staff issue warrants in-house rather than through the auditor's office. Stephanie will have a resolution ready for the next board meeting and if approved would allow RFA staff to start issuing warrants in-house by October 1, 2018. Discussion followed.

Riverside Fire Authority

Governance Board Meeting September 12, 2018 Minutes

Executive Session

At 7:03 p.m. Commissioner Evans made motion to move into Executive Session for 20 minutes as provided for in RCW 42.30.140 (4) (a) to discuss Collective Bargaining.

At 7:23 pm Commissioner Johnson brought the meeting back into regular session. Commissioner Johnson announced that there would be no action.

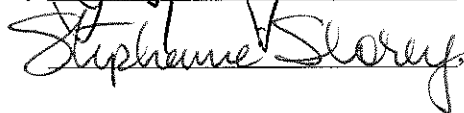
Good of the Order

The Governance Board Meeting was adjourned at 7:29 pm

Governance Board Action Motions Passed:

None

Minutes submitted by  , Commissioner Vice-Chair Johnson

 Board Secretary

Riverside Fire Authority

Governance Board Meeting October 10, 2018 Minutes

In attendance:

Board Members – Jay Johnson, Harlan Thompson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Stephanie Slorey

Visitors – Diane Kytta, D Crew

Vice-Chair Johnson called the meeting to order at 6:00 p.m., Commissioner Johnson led the flag salute.

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

Public Input – None

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

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

General Fund Vouchers

Numbers: 180907001-180907009 Total= \$2,099.88

Numbers: 181002001-181002029 Total= \$35,375.21

EMS Fund Vouchers

Numbers: 180908001-180908004 Total = \$2,657.24

Numbers: 181003001-181003013 Total = \$15,621.48

Old Business

Supplemental Ambulance Agreement Adjustment

Chief Kytta and Tony Kuzma discussed the proposed adjustments to the Supplemental Ambulance Agreement for October – December 2018 with the Board. Discussion followed. Commissioner Coumbs made a motion¹ that Riverside Fire Authority enter into the adjusted supplemental ambulance services contract with AMR and presented and that the Chair be authorized to sign the same. Commissioner Thompson seconded. Motion passed 4-0.

System Design Presentation

A conference call was had between Jenn Braus, owner of System Design and the governance board. Ms. Braus gave an overview of her company and services they can provide the RFA if chosen to do ambulance billing. Ms. Braus will follow-up in two weeks with Stephanie. Discussion followed.

Finance Consultant Contract

Chief Kytta discussed the proposed finance consultant contract submitted by BIAS for guidance in financial planning. Chief Kytta stated he had checked around the price is within the normal range for these types of services. There will be a conference call with a BIAS representative on November 14 at 4:00 p.m. prior to the regularly scheduled board meeting.

Riverside Fire Authority

Governance Board Meeting October 10, 2018 Minutes

Assistant Chief/Fire Marshal Job Classification Description

Chief Kytta discussed the draft classification description for future Assistant Chief hires. Chief Mack is planning on retiring in March of 2020 and Chief Kytta would like to be able to advertise for his replacement early in 2019. Discussion followed.

New Business

Resolution #18-04

Board Secretary Stephanie Slorey discussed the proposed resolution with the Board. Resolution #18-04 was submitted to revise Resolution #15-05 for the purpose of facilitating payroll, payroll expenses, payment of Use Tax and now to include issuance of payment of claims for the RFA from the stated imprest account at Columbia Bank. Vice Chair Johnson read aloud Resolution #18-04. Commissioner Coumbs made a motion² to approve Resolution #18-04. Commissioner Evans seconded. Motion passed 4-0.

Resolution #18-05/Policy #104

Board Secretary Stephanie Slorey discussed the proposed resolution with the Board. Resolution #18-05 reflects the state increase of remuneration for the board to be raised to the state allotted amount of \$128 per meeting, not to exceed \$12,288 annually. Also, Stephanie suggested to change the verbiage in Policy #104 under 3.4 to state "allowed by state law and board resolution" and to remove the dollar amount listed. Vice Chair Johnson read aloud Resolution #18-05. Commissioner Thompson made a motion³ to approve Resolution #18-05. Commissioner Evans seconded. Motion passed 4-0.

First Reading 2019 Expense Budget

Chief Kytta and Stephanie discussed the first reading of the 2019 Expense Budget with the board. Discussion followed.

October 24 Board Meeting

Stephanie reminded the board that the next regularly schedule board meeting is the same day that the Fire Commissioner conference begins. Discussion took place whether to move the date or cancel the meeting. Commissioner Thompson made a motion⁴ to move the meeting to Tuesday, October 23. Commissioner Evans seconded. Motion passed 4-0.

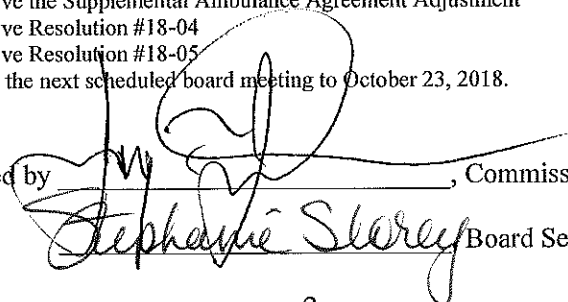
Good of the Order

The Governance Board Meeting was adjourned at 8:22 pm

Governance Board Action Motions Passed:

1. Motion to approve the Supplemental Ambulance Agreement Adjustment
2. Motion to approve Resolution #18-04
3. Motion to approve Resolution #18-05
4. Motion to move the next scheduled board meeting to October 23, 2018.

Minutes submitted by _____, Commissioner Vice-Chair Johnson


Stephanie Slorey Board Secretary

Riverside Fire Authority

Governance Board Meeting November 14, 2018 Minutes

In attendance:

Board Members – Mike Tomasheck, Jay Johnson, Harlan Thompson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Stephanie Slorey

Visitors – Diane Kytta

Chair Tomasheck called the meeting to order at 6:03 p.m., Commissioner Evans led the flag salute.

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

Public Input – None

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

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

General Fund Vouchers

Numbers: 181101001-181101012 Total= \$3,666.62

EMS Fund Vouchers

Numbers: 181102001-181102004 Total = \$1,599.29

GF&EMS

Numbers: 181103001-181103039 Total = \$67,416.76

Executive Session

At 6:08 p.m. Commissioner Evans made motion¹ to move into Executive Session for 20 minutes as provided for in RCW 42.30.110 (1) (b) to discuss potential litigation with the Fire Authority attorney. Commissioner Johnson seconded. Motion passed 5-0.

At 6:28 pm Commissioner Tomasheck brought the meeting back into regular session. Commissioner Tomasheck announced that there would be no action.

Old Business

EF Recovery Contracts

Chief Kytta discussed the contracts that EF Recovery submitted for a relationship between Riverside Fire Authority and EF Recovery for ambulance billing and cost recovery. Discussion followed. Chair Tomasheck read aloud Resolution #18-11 authorizing services from EF Recovery to Riverside Fire Authority. Commissioner Coumbs made a motion² that Riverside Fire Authority contract with EF Recovery for ambulance billing and response cost recovery services and authorize the Chairman to execute the contracts. Commissioner Evans seconded. Motion passed 5-0.

Collective Bargaining Agreement Contract with IAFF Local #451

Chief Kytta discussed the proposed contract between Riverside Fire Authority and IAFF Local #451 which is a 3-year contract (2019-2021). Discussion followed. Commissioner Coumbs

Riverside Fire Authority

Governance Board Meeting November 14, 2018 Minutes

made a motion³ to approve the Collective Bargaining Agreement between Riverside Fire Authority and IAFF Local #451. Commissioner Johnson seconded. Motion passed 5-0.

2019 Budget Development

Chief Kytta reviewed the progress on the 2019 budget proposal. The public meeting notice was delivered to the Chronicle today for publication on November 17 & 24. The Public Meeting/Final Reading will be at the next board meeting, November 28. Discussion followed.

AMR Update

Chief Kytta gave an update on year end requirements and on-going negotiations with AMR. Discussion followed.

Central Dispatch Update

Chief Kytta discussed the on-going negotiations with Central Dispatch/911 Center. Discussion followed.

Asst. Chief / Fire Marshal Job Description

Chief Kytta reviewed the proposed revised Asst. Chief/Fire Marshal job description and employment contract. Discussion followed. Commissioner Coumbs made a motion⁴ to authorize the Chief to sign and implement the revised job description and employment contract with the replacement of Asst. Chief Mack after his retirement. Commissioner Johnson seconded. Motion passed 5-0.

New Business

Board of Fire Commissioner Meeting Time

Commissioner Evans proposed that the Riverside Fire Authority Board of Commissioner meetings be moved to 5:00 p.m. starting January 1, 2019. Discussion followed. Commissioner Evans made a motion⁵ to move the RFA Board of Fire Commissioner's meetings to 5:00 p.m. starting January 1, 2019. Commissioner Thompson seconded. Motion passed 5-0.

Good of the Order

The Governance Board Meeting was adjourned at 7:09 pm

Governance Board Action Motions Passed:

1. Motion to move into Executive Session
2. Motion to execute contracts with EF Recovery
3. Motion to approve IAFF Local #451 Contract
4. Motion to approve Asst. Chief / Fire Marshal revised job description
5. Motion to move RFA BOFC Meetings to 5:00 p.m. as of January 1, 2019

Minutes submitted by  , Chair Tomasheck

 Board Secretary

Riverside Fire Authority

Governance Board Workshop

November 14, 2018

Minutes

In attendance:

Board Members – Mike Tomasheck, Jay Johnson, Harlan Thompson, Lee Coumbs and Matt Evans

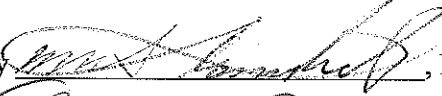
Administration – Chief Kytta, Stephanie Slorey and Misty Henning

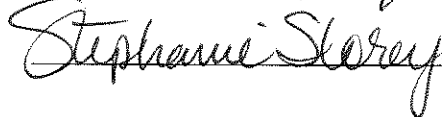
Visitors – Diane Kytta

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

This workshop was to discuss Riverside Fire Authority's Master Plan Sections

Workshop adjourned at 5:55 p.m.

Minutes submitted by  Board Chair

 Board Secretary

Riverside Fire Authority

Governance Board Meeting November 28, 2018 Minutes

In attendance:

Board Members – Mike Tomasheck, Jay Johnson, Harlan Thompson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta

Chair Tomasheck called the meeting to order at 6:00 p.m. and led the flag salute.

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

Public Input – None

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

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

GF&EMS

Numbers: 181106001-181106018 Total = \$38,611.46

EFT

\$373.29 – Use Tax

Old Business

Public Hearing / 2019 Budget Adoption

Chief Kytta discussed the documents presented for the 2019 budget adoption. Chair Tomasheck opened the public meeting and asked if there was any public comment. With none being heard, Chair Tomasheck closed the public hearing. Commissioner Coumbs made a motion¹ to approve the 2019 budget as presented, which included Resolution #18-06 Authorization to Collect an Increase in levy funds for EMS Fund; Resolution #18-07 Authorization to collect an increase in levy funds for the General Fund; Resolution #18-08 Establishing a Substantial Need for the year 2019 for EMS; Resolution #18-09 Establishing a Substantial Need for the year 2019 General Fund; Resolution #18-10 Approval of the 2019 Riverside Fire Authority Budget. Commissioner Johnson seconded the motion. Motion passed 5-0.

BIAS Consulting

Chief Kytta informed the board that BIAS felt it would be in the RFA's best interest to use another financial consultant who is more familiar with what we are asking help on. Chad with BIAS gave Chief Kytta a contact that he thought would be a good fit as this contact has already implemented a excel formula program which will work for future financial developments. Chief Kytta has also contact Randy Krumm, Finance Manger with North County Regional Fire Authority and has scheduled a conference call with Mr. Krumm on Thursday, November 29. Chief Kytta will report back to the board at the next meeting.

Riverside Fire Authority

Governance Board Meeting November 28, 2018 Minutes

New Business

Legal Counsel Contract with Quinn & Quinn

Chief Kytta discussed the proposed renewal for Professional Services Contract for legal services between Riverside Fire Authority and Quinn & Quinn. Discussion followed. Commissioner Coumbs made a motion² to authorize the Chair to execute the contract. Commissioner Johnson seconded the motion. Motion passed 5-0.

Void Warrant #100806114

Stephanie explained to the board that an invoice for Retail Acquisitions was accidentally paid when an item was returned and the company did not send the credit memo. She asked the board to authorize voiding warrant #100806114 and have it returned to the Lewis County Auditor's office. Commissioner Thompson made a motion³ to authorize warrant #100806114 be voided and returned to the Lewis County Auditor's office. Commissioner Johnson seconded the motion. Motion passed 5-0.

Policy #115 – Public Safety Response Cost Recovery

Chief Kytta discussed the proposed policy for ambulance billing and cost recovery. Discussion followed. Commissioner Johnson made a motion⁴ that policy #115 be adopted as presented. Commissioner Thompson seconded the motion. Motion passed 5-0.

Resolution #18-12 Volunteer Reimbursement

Chief Kytta discussed Resolution #18-12, adjusting volunteer personal expense reimbursement. Discussion followed. Commissioner Coumbs made a motion⁵ to approve Resolution #18-12, adjusting volunteer personal expense reimbursement from \$9.50 per credit to \$13.00 per credit as of January 1, 2019. Commissioner Johnson seconded the motion. Motion passed 5-0.

Executive Session

At 6:26 p.m. Commissioner Evans made motion⁶ to move into Executive Session for 20 minutes as provided for in RCW 42.30.110 (1) (b) to discuss potential litigation with the Fire Authority attorney. Commissioner Coumbs seconded. Motion passed 5-0.

At 6:46 p.m. Commissioner Tomasheck declared the meeting back into regular session. Commissioner Evans made a motion⁷ to send a letter to Christopher Porter's legal counsel as discussed. Commissioner Thompson seconded the motion. Motion passed 5-0.

Riverside Fire Authority

Governance Board Meeting November 28, 2018 Minutes

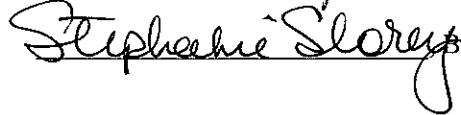
Good of the Order

The Governance Board Meeting was adjourned at 6:48 pm

Governance Board Action Motions Passed:

1. Motion to approve 2019 budget as presented
2. Motion to execute contract with Quinn & Quinn
3. Motion to approve voiding warrant #100806114
4. Motion to approve Policy #115
5. Motion to approve Resolution #18-12
6. Motion to move into Executed Session
7. Motion to send letter to Christopher Porter's legal counsel

Minutes submitted by , Chair Tomasheck

 Board Secretary

Riverside Fire Authority

Governance Board Meeting December 12, 2018 Minutes

In attendance:

Board Members – Mike Tomasheck, Jay Johnson, Harlan Thompson, Lee Coumbs and Matt Evans

Administration – Chief Kytta, Chief Mack and Misty Henning

Visitors – Diane Kytta, Gwen Turner, Jesse Berry, Erik Olson, Harley Wood & Brandon Wise

Chair Tomasheck called the meeting to order at 6:00 p.m. and asked Captain Olson to lead the flag salute.

Ch. Kytta notified the Board of the addition of Cost recovery to old business in the agenda. Motion was made, seconded and passed to approve the agenda with the addition.

Public Input – Lieutenant Jesse Berry addressed the Board of Commissioners on behalf of Chris Porter and the Union and RFA members.

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

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

CF&EMS

Numbers: 181201001 - 181201034 Total = \$38,611.46

Old Business

Finance Consultant Update

Chief Kytta updated the Board of Fire Commissioners on his discussion with Bill Cushman as a Financial Consultant for the RFA. Chief Kytta gave background info on Mr. Cushman and his qualifications. He hopes to have Mr. Cushman attend a BOFC meeting in the near future.

EF Recovery/ Fairway Collections

Chief Kytta updated the Board on where we are in the setup process for billing with EF Recovery and introduced Gwen Turner w/ Fairway Collections. Ms. Turner went over the provided information with the Board of Fire Commissioners and gave the history of the business as well as her involvement and the values of the company. She explained the difference in Government collections as well as the practices of Fairway Collections comparatively. She informed the Board that the next step in the process will be to establish rates.

Cost Recovery Rates

Chief Kytta went over the added document items including Policy 115 and the proposed cost recovery rates to be added as an attachment to policy 115. Discussion followed. Harlan Thompson moved¹ to amend policy 115 and adopt the policy as presented. Jay Johnson seconded the motion. Motion passed 5 – 0.

Riverside Fire Authority

Governance Board Meeting December 12, 2018 Minutes

New Business

Election of Chair / Vice Chair

Board Chair Tomasheck expressed to the Board that, if agreed upon, he would like to stay on as Board Chair to complete the projects started in 2018. Commissioner Thompson made a motion² that Mike Tomasheck remain on as Board Chair for 2019 and Commissioner Matt Evans serve as Vice Chair. Commissioner Johnson seconded the motion and the motion passed 5 – 0.

December 26th Meeting

Board Chair Tomasheck brought up the topic of the next Board of Fire Commissioners meeting scheduled for December 26. Commissioner Tomasheck made a motion³ that the December 26, 2018 meeting be cancelled. Commissioner Thompson seconded the motion. Motion passed 5-0.

EMS Billing – Policy 120 & 121

Chief Kytta presented the Board of Fire Commissioners with Resolution 2018-12 implementing a program for EMS and Ambulance billing with policies 120/121 to provide guidance. Commissioner Coumbs made a motion⁴ to accept resolution 2018-12 & Policies 120/0121 as presented. Commissioner Johnson seconded the motion. Motion passed 5-0.

Emergency Repair St. 6

Chief Kytta updated the Board on the need for repairs to the drain tile at Station 6, Lincoln Creek. He shared the opinion of legal counsel that this qualifies as an emergency and that the RFA may hire out the repairs without utilizing the formal bidding process. Chief Kytta recommended that the Board approve resolution 2018-13 and the written finding of the existence of an emergency. Commissioner Thompson made a motion⁵ to approve Resolution #18-13 and authorize the Fire Chief to enter into an emergency contract for drain tile and driveway repairs at Station 6. Commissioner Johnson seconded the motion. Motion passed 5-0.

Executive Session

At 6:49 p.m. Commissioner Thompson made motion⁶ to move into Executive Session for 20 minutes as provided for in RCW 42.30.110 (1) (b) to discuss potential litigation with the Fire Authority attorney. Commissioner Coumbs seconded. Motion passed 5-0.

At 7:12 p.m. the board returned to the meeting room and Commissioner Tomasheck called the meeting back into regular session. Commissioner Coumbs made a motion⁷ Firefighter/ Paramedic Chris Porter be separated from employment with the RFA effective December 13, 2018. He also moved that Chris Porter be extended a conditional opportunity for re-hire expiring 11/30/2019 and that the Board Secretary process this separation of employment as required by law and policy. Commissioner Johnson seconded the motion. Motion passed 5-0.

Riverside Fire Authority

Governance Board Meeting December 12, 2018 Minutes

Good of the Order

The Governance Board Meeting was adjourned at 7:27 pm

Governance Board Action Motions Passed:

1. Motion to approve amend policy 115 and adopt the policy as presented
2. Motion that Mike Tomasheck remain on as Board Chair for 2019 and Matt Evans serve as Vice Chair
3. Motion that the December 26, 2018 meeting be cancelled
4. Motion to accept resolution 2018-12 & Policies 120/0121 as presented
5. Motion to approve Resolution #18-13 and authorize the Fire Chief to enter into an emergency contract for drain tile and driveway repairs at Station 6
6. Motion to move into Executed Session
7. Motion that Chris Porter be separated from employment with the RFA effective December 13, 2018 and extended a conditional opportunity for re-hire expiring 11/30/2019 and that the Board Secretary process this separation of employment as required by law and policy

Minutes submitted by , Chair Tomasheck

 Assistant Board Secretary