

Riverside Fire Authority

Governance Board Meeting/Workshop January 25, 2023 Minutes

In attendance:

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

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

Visitors – Diane Kytta, Brian Meyers via phone

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 5d, Archival Project Update and 6b, Agenda addition.

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:
February 8, 2023, Ck# 6117-6162 \$79,535.60*

Unfinished Business

Assistant Chief Recruitment Update

Chief Anderson discussed with the board about re-advertising for this position with some modifications. Previously, it was advertised as the Asst. Chief/Fire Marshal position which yielded two (2) applications. Chief Anderson believes it would be beneficial to re-advertise as an Operations/Training Chief officer. Chief Anderson would continue to do fire marshal duties until we were able to discover some creative ways to distribute those duties. Discussion followed.

AFG Tactical Tender Purchase

Chief Anderson presented a request to the board for a purchase order for a Rosenbauer tactical tender which would be bought through Sourcewell contract #113021-RSD in the amount of \$512,554.00 +\$42,029.43 tax for a total of \$554,583.43. The RFA was awarded an AFG FEMA award for \$440,177.27 which would leave a local match of \$114,406.16. Discussion followed. Commissioner Mack made a motion¹ to authorize Chief Anderson to sign to approve the Rosenbauer purchase order dated January 20, 2023, in the amount of \$512,554.00. Commissioner Lowrey seconded. Motion passed 5-0.

Advisory Planning Committee

Chief Kytta requested that the board table the Advisory Committee subject until a later date due to an abundance of projects that are scheduled. There wouldn't be an appropriate amount of time to give to the subject. The board agreed but also requested that the Advisory Committee be brought up at the retreat in April.

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Public Records Retention Project Update

The RFA was a recipient of a grant from the WA State Archives. This grant allowed the RFA to hire a temporary/part time person to go through boxes of old files and records that have been housed at Station 3 and matched up with the Public Records Retention schedule. Many of the files/records will be able to be disposed of through LeMay Shredding. Diane Kytta was one of two applicants. After interviewing both applicants, one decided to pull their application. Diane was awarded the position. Diane was in attendance to give an update on the progress she is making with all the files/records at Station 3. She also informed the board that there are additional file/records at Station 1 and Station 2 that will be gone through. Discussion followed.

New Business

Resolution #2023-03, Budget Amendment

Misty submitted Resolution #2023-03, Budget Amendment to the board for their approval. The RFA has received final certified values from the Lewis County Assessors office and adjustments to the budget have been made. Commissioner Dolezal made a motion² to approve Resolution #2023-03, Budget Amendment. Commissioner Lowrey seconded. Motion passed 5-0.

Monthly Agenda Additions

Commissioner Coumbs would like to have a meet and greet with employees. Perhaps on-duty crews could come to meetings so that the board, especially the new commissioners, could get a chance to know the RFA employees. Discussion followed.

Good of the Order

Adjourned 6:05 p.m.

Governance Board Action Motions:

1. Motion to approve purchase order for a tactical tender.
2. Motion to approve Resolution #2023-3, Budget Amendment.

Minutes submitted by: *Bo Coumbs* , Chair Coumbs

 Stephanie Storey , Board Secretary