

# *Riverside Fire Authority*

## **Governance Board Meeting/Workshop September 28, 2022 Minutes**

In attendance:

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

*Administration* –Chief Kytta, Chief Anderson, Stephanie Storey, Misty Henning, Laura Hanson

*Visitors* – Diane Kytta, Ron Laeger, Julie Johnston, Mark Pickrell, Richard Mack, Edna Fund, Don Blaser

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

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

*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>September 16, 2022, EFT Use Tax</i>	<i>\$ 137.02</i>
<i>September 28, 2022, Ck# 5735-5757</i>	<i>\$95,036.54</i>

### ***PRESENTATIONS:***

Chair Dolezal presented Commissioner Johnson with a plaque and thanked him for his 16 years of service as a fire commissioner for Lewis County Fire District #12 and Riverside Fire Authority. The rest of the board and admin staffed wished him well and thanked him for his many years of service to the department and community.

Julie Johnston and Ron Laeger with Washington State Firefighter’s Association presented Diane Kytta the Volunteer Support Person of the Year award. Julie and Ron thanked Diane for the hundreds of hours that she commits to our community along with the neighbor community during all types of emergency calls. We are so proud to have her part of our RFA family!! Congratulations Diane! We appreciate everything you do for the RFA and neighboring communities.

### **Commissioner Candidate Interviews**

The Board held interviews with three candidates who submitted a letter of interest, Richard Mack, Don Blaser and Edna Fund, to fill the vacancy after Commissioner Johnson who will be resigning effective immediately after the end of this meeting. Commissioner Tomasheck made a motion to adjourn into Executive Session, RCW 42.30.110 (1) (h) to evaluate the qualifications of a candidate for appointment to elective office for 20 minutes. Time started at 5:45 p.m. A 10-minute extension was requested.

The Board reconvened at 6:15 p.m. into regular session.

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### ***Unfinished Business***

#### **Commissioner Vacancy Appointment**

After interviews with the three applicants and discussion in an executive session, Chair Dolezal made a motion<sup>1</sup> to appoint Richard Mack to fill the upcoming vacancy of Jay Johnson. Commissioner Johnson seconded the motion. Motion passed 3-1 with Commissioner Tomasheck voting against. Richard Mack will be sworn in at the October 12, 2022, meeting.

#### **Expense Budget – First Reading**

Chief Anderson reviewed the proposed 2023 expense budget with the board. The board requested that money allotted for the new asst. chief/fire marshal be increased from 6 months to 9 months' worth of salary and benefits. Staff will make the changes and bring back to the board.

#### **Record Retention Project Update**

Misty Henning updated the board on the Record Retention Project. The RFA received a grant from the State of Washington Archives to hire a temporary part-time person to organize and archive our many boxes of records which are house at Station 2 headquarters and Station 3 Big Hanaford. She has sent the job announcement to all the volunteers to see if there would be any interest by our staff before it is put out to the public. She will update the board on the progress at their next meeting. Discussion followed.

#### **Master Plan Update**

Chief Kytta briefly touched base on the Master Plan. He had distributed a draft to the board at their last meeting. Commissioners asked for a little more time to be able to read through all the material.

#### **Volunteer Recruitment and Retention Update**

Laura Hanson gave her monthly update on the progression of the recruitment and retention program. Discussion followed.

### ***New Business***

None

### **Good of the Order**


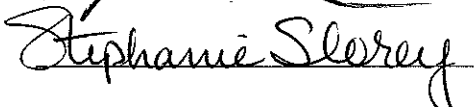
October 26 meeting will be moved to October 25 due to the Commissioners going to the WSFC conference.

### **Adjourned 7:05 p.m.**

#### *Governance Board Action Motions:*

1. Motion to appoint Richard Mack to fill Commission vacancy

Minutes submitted by:

 , Chair Dolezal  
 , Board Secretary