

Riverside Fire Authority

Governance Board Meeting

January 14, 2015

Minutes

In attendance:

Board Members –Chair Lee Coumbs, Vice-Chair Jay Johnson, Harlan Thompson, Tom Davidson, Bonnie Canaday

Administration – Chief Kytta, Chief Mack, Stephanie Slorey

Visitors –Diane Kytta

Chair Coumbs called the meeting to order at 5:00 p.m. and Commissioner Johnson led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of letter “J” (WSRB Update).

Public Input – None

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

Old Business

Fees in Lieu of Taxes

Chief Kytta updated the Board on the progress of “Fees in Lieu of Taxes”. Chief reported that the contract with Lewis County that covered Schaeffer Park, SWW Fairgrounds and the Big Hanaford Rd shop has not been renewed for several years. He informed the Board that the contract has been sent to the County for review and renewal. Chief Kytta also proposed to Centralia School District a \$1.00 per student (enrollment as of November 1, 2014) fee for our services. If the school district accepts our proposal, it will make it easier to address other non-profit organizations.

EMS Dispatch Modifications

Chief Kytta updated the Board on the modifications that have gone into effect as of December 22, 2014. He stated that so far, all is going well and will continue to be monitored.

Labor Management Update

Chief Kytta stated that this is a contract negotiating year. Labor Management met a week ago to start talks regarding negotiations. At this time negotiations will consist of Chief Kytta and Chief Mack on the management side. Chief Kytta asked if any of the Commissioners would be interested in serving on the management side of the table. Commissioner Johnson will be the primary with Chair Coumbs and Commissioner Thompson as alternates.

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New Business

a. **Lewis County Radio Services Agreement**

Chief Kytta reviewed the proposed inter-local agreement from Lewis County to provide backup maintenance and repair on our 2-way radio system. Day Wireless is our main vendor for maintenance. Commissioner Johnson made a motion¹ to accept the proposed agreement. Commissioner Thompson seconded. Motion passed 5-0

b. **Chehalis / Lewis County District #6 Automatic Aid Agreement**

Chief Kytta discussed the updated Automatic Aid Agreement with the City of Chehalis and Lewis County Fire District #6. Commissioner Davidson made a motion² to accept the proposed renewal contract. Commissioner Johnson seconded. Motion passed 5-0

c. **Draft EMS Levy Ballot title/Resolution #15-01**

Chief Kytta discussed the certified numbers that came back from the county. No prorationing occurred for the RFA and the M & O Levy came in at \$0.44/per thousand. The next hurdle is to renew the 6 year EMS levy. Chief Kytta's goal is to have it on the April ballot. Chief Kytta went over the proposed language for the ballot and also discussed what kind of information to distribute to the community. He also stated he would like to see the Board active in this levy. Commissioner Johnson made a motion³ to instruct the Board Secretary to forward the draft ballot title and resolution to Lewis County for review and comment. Commissioner Thompson seconded. Motion passed 5-0

d. **Forest Land Response Agreement w/DNR**

Chief Kytta discussed the proposed response agreement with the Dept. of Natural Resources. Commissioner Johnson made a motion⁴ to approve the fire response agreement with the Washington State Department of Natural Resources. Commissioner Canaday seconded. Motion passed 5-0

e. **Policy #228 - Promotions**

Chief Kytta reviewed the proposed policy. Currently, the RFA does not have a policy addressing promotions for the volunteers. The collective bargaining agreement addresses promotions and promotional testing. Commissioner Canaday made a motion⁵ to approve and implement policy #228. Commissioner Johnson seconded. Motion passed 5-0

f. **Resolution #15-02; Surplus Property**

Chief Kytta discussed the list of surplus items that need to be sold or disposed. Chair Coumbs read Resolution #15-02 aloud. Commissioner Johnson made a motion⁶ to approve the list of surplus items. Commissioner Thompson seconded. Motion passed 5-0

g. **Small Works Roster**

Chief Kytta stated that we have had an agreement with the City of Centralia for the past 4 years authorizing the use of their small works roster. The current agreement will expire in February of this year. Commissioner Johnson made a motion⁷ to approve the agreement with the City of Centralia and authorize the Fire Chief to execute the contract on behalf of Riverside Fire Authority. Commissioner Canaday seconded. Motion passed 5-0

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h. **Community Risk Reduction**

Chief Mack discussed what "Community Risks" are and how to recognize them. His goal is to find ways to reduce those incident numbers that are risks through Fire Prevention and other incidents that happen in the home. He shared the possibility that the RFA may benefit from a grant that would provide an allotment of smoke alarms.

i. **Hold Harmless Agreement with the City of Chehalis concerning FF/PM Penny McCarty**

Chief Kytta reviewed a proposed agreement that would allow Chehalis FF/PM Penny McCarty to work one shift per month at the RFA to retain her paramedic certification. Chehalis does not possess the equipment or state license required to provide paramedic services. Commissioner Canaday made a motion⁸ to approve the agreement with the City of Chehalis. Commissioner Johnson seconded. Motion passed 5-0

j. **Washington State Rating Bureau**

Chief Mack gave an update that the number of volunteers and equipment placement at Station 8 has been met to satisfy the rating bureau. Mr. Cunningham, with the rating bureau, has sent a report to Chief Mack stating we have met all requirements. Chief Mack will share the report with the Board when he receives it.

Good of the Order

Commissioner Davidson reported that there was an article in a Vancouver, WA paper stating that they are expecting a 10% increase in home construction. Chief Kytta stated that we have begun to receive timber tax.

Chief Kytta briefed the Board on a meeting he attended with Lewis County/Grays Harbor County Ambulance Consortium.

Chair Coumbs thanked the RFA for their help with providing Santa for the Borst Park Christmas Light Show.

Commissioner Canaday thanked Chief Kytta and Chief Mack for attending the E.O.C. during the flood event.

The meeting was adjourned at 6:30 p.m.

Governance Board Action Motions Passed

1. Motion to approve the proposed Lewis County Radio Maintenance agreement.
2. Motion to approve the agreement with the City of Chehalis/Lewis Co #6.
3. Motion to forward resolution and draft ballot to Lewis County for review
4. Motion to approve fire response agreement with DNR.
5. Motion to approve and implement Policy #228.
6. Motion to approve the list of surplus items.
7. Motion to approve agreement with City of Centralia to utilize their small works roster.
8. Motion to accept hold harmless agreement with City of Chehalis.

Riverside Fire Authority

**Governance Board Meeting
January 14, 2015
Minutes**

Minutes submitted by *Pat Lounsbury*, Board Chair
Stephanie Storey, Secretary

Governance Board Meeting Dates

January 28, 2015
February 11, 2015
February 25, 2015

Governance Board Meeting
Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting

January 28, 2015

Minutes

In attendance:

Board Members –Chair Lee Coumbs, Vice-Chair Jay Johnson, Harlan Thompson, Tom Davidson, Bonnie Canaday and Mike Tomasheck

Administration – Chief Kytta, Chief Mack, Stephanie Slorey

Visitors –Diane Kytta, Rick LeBoeuf

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

Motion was made, seconded and passed to approve the agenda with the addition of letter “6b” (Board of Fire Commissioner Remuneration) and the removal of the Board of Volunteer Firefighter meeting.

Public Input – None

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

Old Business

WSRB Fire Protection Class Report

Chief Mack gave an overview of the report received from the Washington State Rating Bureau regarding the Garrard Creek jurisdiction. Chief Mack discussed ways to get more points for that area to bring up the rating. Discussion followed.

EMS Levy Ballot Revision

Chief Kytta reviewed the changes requested by the county. He stated the changes to the language had been made and will be submitted to the county for finalization.

New Business

a. **2014 Annual Call Report**

Chief Kytta gave a presentation of an overview of the 2014 Annual Call Report.

b. **Board of Fire Commissioner Remuneration**

Discussion took place regarding remuneration for the Board. Last year, the Board was paid for a maximum of 2 meetings per month due to budget shortage. Commissioner Tomasheck recalled it was his opinion to stay at the \$104 per meeting instead of taking the increase to \$114 per meeting. After discussion, the Board agreed that it was never voted on. The Board directed Chief Kytta to amend Policy #104 to read a maximum of 2 meetings per month for remuneration at \$114 per meeting, 1 conference to be reimbursed and any extra meetings to be approved by the Chair or Board. The policy will be brought back to the Board at the next meeting for approval.

Riverside Fire Authority

**Governance Board Meeting
January 28, 2015
Minutes**

The meeting was adjourned at 6:28 p.m.

Governance Board Action Motions Passed

None

Minutes submitted by Lee Gumbel, Board Chair

Stephanie Slwrey, Secretary

Governance Board Meeting Dates

February 11, 2015

February 25, 2015

February 25, 2015

Governance Board Meeting

Governance Board Meeting

RFAPC Meeting

Riverside Fire Authority

Governance Board Meeting February 11, 2015 Minutes

In attendance:

Board Members –Chair Lee Coumbs, Vice-Chair Jay Johnson, Harlan Thompson, Tom Davidson, Bonnie Canaday and Mike Tomasheck

Administration – Chief Kytta, Chief Mack, Stephanie Slorey

Visitors –Diane Kytta

Chair Coumbs called the meeting to order at 5:05 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.

Old Business

Governance Board Remuneration – Policy #104

Chair Coumbs reviewed the revised policy that Chief Kytta submitted with the Board. Discussion followed. Motion¹ to a) Move for adoption of Policy #104 RFA Commissioner Remuneration; b) Move to authorize the Board of Fire Commissioners remuneration for all legally called Commission meetings of the Riverside Fire Authority according to RFA Policy #104, section 3.4.1; c) Move to authorize the Board of Fire Commissioners remuneration for all meetings of the Lewis County Fire Commissioners per RFA Policy #104, section 3.4.2; and d) Move to give the Fire Chief authority to approve attendance of Fire Commissioners and or staff according to RFA Policy #104, section 3.4.2 was made by Commissioner Tomasheck and seconded by Commissioner Johnson. Motion passed 6-0

Resolution #15-03

Chair Coumbs read aloud Resolution #15-03. Motion² to adopt Resolution #15-03 was made by Commissioner Tomasheck and seconded by Commissioner Johnson. Motion passed 6-0.

New Business

2014 Safety Committee Recap

Chief Kytta gave a report on the 2014 Safety Committee issues. He reported that we had a low volume of safety issue occurrences.

Bi-Annual Newsletter

Chief Kytta discussed the newsletter content that will be in the upcoming newsletter. It will be mailed out in the near future.

Riverside Fire Authority

Governance Board Meeting February 11, 2015 Minutes

2015 Fire Commissioner Elections

Commissioner Tomasheck and Commissioner Coumbs will be up for re-election in 2016. Commissioner Coumbs announced that he will not be running for re-election for Fire Commissioner. Discussion took place regarding dropping the number of commissioners from 6 to 5. Chief Kytta will contact Joe Quinn for legal guidance.

Motion to adjourn the meeting was made by Commissioner Canaday and seconded by Commissioner Thompson.

The meeting was adjourned at 5:45 p.m.

Governance Board Action Motions Passed

1. Motion to adopt Policy #104 revisions
2. Motion to adopt Resolution #15-03

Minutes submitted by *Ace Coumbs*, Board Chair
Stephanie Storey, Secretary

Governance Board Meeting Dates

February 25, 2015
February 25, 2015
March 11, 2015

Governance Board Meeting
RFAPC Meeting
Governance Board Meeting

Board of Volunteer Firefighters Meeting Minutes

Motion to approve submittal for reimbursement for medical physicals for 7 new recruits.

Commissioner Tomasheck made the motion with Commissioner Davidson seconding. Motion passed 6-0.

Meeting adjourned at 5:47.

Riverside Fire Authority

Governance Board Meeting March 11, 2015 Minutes

In attendance:

Board Members –Chair Lee Coumbs, Vice-Chair Jay Johnson, Harlan Thompson, Tom Davidson, Bonnie Canaday and Mike Tomasheck

Administration – Chief Kytta, Chief Mack, Stephanie Slorey

Visitors –Diane Kytta, Ed Mund

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

Old Business

EMS Levy Update

Ed Mund gave an update on the progress of the EMS Levy information. The newsletter is scheduled to go out on March 17. Chief Kytta will attend the Centralia City Council on March 24 to present information regarding the EMS levy.

Update on Community Risk Reduction

Chief Mack gave an update on a training seminar he attended in Yakima. His goal is to reach adults through children. He has 5 basic messages that will be filtered throughout the second graders in our community to take back to their parents. He will also be meeting with a representative from Lowe's Distribution Center to see if they would be interested in partnering with Riverside Fire Authority for this program.

New Business

RFPSA Plan Modification – First Reading

Chief Kytta discussed with the Board modifications that need to be made to the Governance Section of the Regional Fire Protection Service Plan due to Commissioner Combs electing not to re-run for Commissioner. Modifications have been approved by legal counsel Joe Quinn to go from a 6 person board to a 5 person board. Final reading and resolution will be presented for approval at the March 25th board meeting.

Volunteer Firefighter Promotions and Reinstatement

Chief Kytta informed the Board that Volunteer Captain Brian Thompson of Station 6 has asked to step down from his current position. He will continue to be a volunteer firefighter. Chief Kytta recommended that Lt. Mauel be promoted to Volunteer Captain to replace Brian Thompson as of April 1, 2015. Chief Kytta also recommended that Volunteer Firefighter Lee Hammons be reinstated to Lieutenant at Station 3 as of April 1, 2015. Commissioner

Riverside Fire Authority

Governance Board Meeting March 11, 2015 Minutes

Tomasheck made a motion¹ to accept Chief Kytta's recommendation with Commissioner Canaday seconding. Motion passed 6-0.

Lewis County Fire Commissioner Meeting

Stephanie reminded the Board that there will be a Lewis County Fire Commissioner meeting on Monday, March 16 in Mossyrock. There will be 5 Riverside Fire Authority representatives attending the meeting.

Lewis County Auditor Service Changes

Chief Kytta informed the Board that Lewis County Auditor's office has announced that they will no longer be performing payroll services for any of the special districts. Chief Kytta stated that the RFA is currently researching the best solution for payroll services. At this time we are looking at updating our software to perform our own payroll services. A representative from BIAS software will be here on March 27 to give a demonstration on their product. There will be several fire districts attending the demonstration. The County deadline is December 31, 2015 but the RFA will start doing their own payroll as soon as software updates and training have been completed.

Good of the Order ~

Motion to adjourn the meeting was made by Commissioner Canaday and seconded by Commissioner Thompson.

The meeting was adjourned at 6:03 p.m.

Governance Board Action Motions Passed

1. Motion to approve Chief Kytta's recommendation for volunteer promotion and reinstatement

Minutes submitted by *for Lounes*, Board Chair

Stephanie Slarey Secretary

Governance Board Meeting Dates

March 25, 2015
April 8, 2015

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting March 25, 2015 Minutes

In attendance:

Board Members –Chair Lee Coumbs, Vice-Chair Jay Johnson, Harlan Thompson, Bonnie Canaday and Mike Tomasheck

Administration – Chief Kytta, Chief Mack, Stephanie Slorey

Visitors –Diane Kytta, Rick LeBoeuf

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

Old Business

RFPSA Plan Modification and Resolution #15-04 – 2nd and Final Reading

Chief Kytta reviewed the modifications to the Regional Fire Protection Service Authority Plan to reduce the number of Fire Commissioners from 6-5 beginning January 1, 2016. Commissioner Tomasheck made a motion¹ to approve the modifications to Section 6 of the Regional Fire Protection Service Authority Plan reducing the number of Fire Commissioners serving on the Governance Board from 6-5. Commissioner Thompson seconded. Motion passed 5-0.

Chair Coumbs read aloud Resolution #15-04 approving and adopting a modified section of the Regional Fire Protection Service Authority Plan.

New Business

Promotional Badge Pinning

There were 3 volunteer badge pinning's; Lee Hammons was reinstated as Lieutenant, Les Mauel was promoted to Captain and Brian Thompson stepped down as Captain and will continue with the organization as a volunteer firefighter. A plaque was presented to Brian Thompson in recognition of his 40 years serving as a volunteer Captain with the organization.

Motion to adjourn the meeting was made by Commissioner Johnson and seconded by Commissioner Tomasheck.

The meeting was adjourned at 5:35 p.m.

Riverside Fire Authority

**Governance Board Meeting
March 25, 2015
Minutes**

Governance Board Action Motions Passed

1. Motion to approve modification and Resolution #15-04 to the RFPSA.

Minutes submitted by *Jim Davidson* Board Chair
Stephanie Storey, Secretary

Governance Board Meeting Dates

April 8, 2015
April 22, 2015

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting April 8, 2015 Minutes

In attendance:

Board Members – Tom Davidson, Harlan Thompson, Bonnie Canaday and Mike Tomasheck

Administration – Chief Kytta, Stephanie Slorey

Visitors –Diane Kytta

Commissioner Davidson called the meeting to order at 5:00 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of item 6 B- Ambulance Contract Renewal.

Public Input – None

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

Old Business

Legislative Update

Chief Kytta briefed the Board on Legislative items that could possibly affect the RFA that are still moving and those that have died.

BIAS Software

Stephanie and Chief Kytta gave an update on the BIAS software presentation that was held on March 27. It was recommended to the Board that it be approved to move forward to purchase the software that will allow the RFA to do their own payroll. Motion¹ was made by Commissioner Canaday to approve the purchase and seconded by Commissioner Thompson. Motion passed 4-0

New Business

Annual Training Report

Captain Erik Olson gave a report on Career/Volunteer training that took place throughout 2014 and the new structure/modifications that are in place for 2015.

Ambulance Contract Renewal

Chief Kytta updated the Board that the Consortium Committee has agreed to extend the AMR contract for 2 years. Discussion followed. Motion² was made by Commissioner Tomasheck to authorize the Chief to sign documentation to extend the contract with AMR for 2 years and seconded by Commissioner Thompson. Motion passed 4-0.

Motion to adjourn the meeting was made by Commissioner Thompson and seconded by Commissioner Canaday.

The meeting was adjourned at 5:30 p.m.

Riverside Fire Authority

Governance Board Meeting April 8, 2015 Minutes

Governance Board Action Motions Passed

1. Motion to approve the purchase of BIA software
2. Motion to authorize the Chief to sign documentation to extend the AMR contract for 2 years

Minutes submitted by *Lee Coumbs*, Board Chair

Stephanie Storey Secretary

Governance Board Meeting Dates

April 22, 2015
May 13, 2015

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting April 22, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Tom Davidson, Harlan Thompson and Bonnie Canaday

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta and Rick LeBoeuf

Chair Coumbs called the meeting to order at 5:20 p.m. and Rick LeBoeuf 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.

Old Business

Legislative Update

Chief Kytta briefed the Board on two (2) Legislative items that the RFA has been following. One has died and the second is in the Senate.

BIAS Software

Stephanie and Chief Kytta gave an update on the purchase of the BIAS software. The contract has been signed and submitted to BIAS and we are now waiting for their office to contact us to schedule software installation and training.

RFPSA Plan Revision

Chief Kytta updated the Board on the revision of the RFPSA changing from a six person Board to a five person Board. Documentation has been submitted to the County for finalization.

First Quarter Finances

Chief Kytta updated the Board on the first quarter finances. Discussion followed.

New Business

No new business

Motion to adjourn the meeting was made by Commissioner Canaday and seconded by Commissioner Davidson.

The meeting was adjourned at 5:45 p.m.

Riverside Fire Authority

**Governance Board Meeting
April 22, 2015
Minutes**

Governance Board Action Motions Passed

Minutes submitted by *Joe Combs*, Board Chair

Stephanie Storey, Secretary

Governance Board Meeting Dates

May 13, 2015
May 27, 2015

Governance Board Meeting
Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting June 10, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Harlan Thompson, Mike Tomasheck and Bonnie Canaday

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:04 p.m. and Commissioner Johnson led the flag salute.

Motion was made, seconded and passed to approve the agenda with modification to add Board of Volunteer Firefighters meeting after regularly scheduled meeting.

Public Input – None

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

Old Business

None

New Business

Community Risk Reduction

Chief Mack gave a presentation on Community Risk Reduction that he is presenting out in the community.

Draft Payroll Imprest Account Resolution

Chief Kytta presented a draft resolution to open an Imprest account which is necessary for us to deliver our own payroll services. Final resolution will be brought back to the Board at our next meeting for approval.

Board of Volunteer Firefighters Meeting

There was a motion¹ made by Commissioner Johnson and seconded by Commissioner Canaday to approve the retirement pension made by Arthur Pannkuk. Motion passed 5-0.

Adjourned at 6:14

Riverside Fire Authority

Governance Board Meeting June 10, 2015 Minutes

Executive Session

Executive Session was opened at 6:15 p.m. for approximately fifteen minutes for discussion of the following topics:

- a. Collective Bargaining Negotiations per RCW 42.30.140(b)

The Executive Session was closed at 6:28 p.m. with no action taken and the Business Meeting was reconvened.


Meeting Adjourned at 6:30.

Governance Board Action Motions Passed

None

Board of Volunteer Firefighters Action Motions Passed

1. Motion to approve Arthur Pannkuk's request for retirement pension

Minutes submitted by , Board Chair

, Secretary

Governance Board Meeting Dates

June 24, 2015

July 8, 2015

Governance Board Meeting

Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting June 24, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Harlan Thompson, and Tom Davidson

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta, Members of Local 451, Neil Hoiium and family, Natalie Johnson - Chronicle

Chair Coumbs called the meeting to order at 5:14 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.

Old Business

Resolution #15-05 Imprest Account

Chief Kytta discussed Resolution #15-5 to open an Imprest account that will allow Riverside Fire Authority to be able to process their own payroll. Commissioner Coumbs read aloud the proposed resolution. Motion¹ was made by Commissioner Johnson and seconded by Commissioners Thompson. Motion passed 4-0.

New Business

Firefighter/Paramedic Testing

Chief Kytta requested authorization to conduct and Entry/Lateral testing process to establish an eligibility list. The last eligibility list has expired. Motion² was made by Commissioner Thompson and seconded by Commissioner Johnson. Motion passed 4-0.

Honorary Firefighter Presentation

Driver/Engineer Mark Stahl with Local 451 presented Centralia Police Officer Neil Hoiium with the Local 451 Honorary Firefighter of the Year Award.

Adjourned at 5:30 pm

Riverside Fire Authority

**Governance Board Meeting
June 24, 2015
Minutes**

Governance Board Action Motions Passed

None

1. Motion to approve Resolution #15-05
2. Motion to authorize the Fire Chief to conduct Entry/Lateral FFPM testing for an eligibility list

Minutes submitted by *Lee Coups*, Board Chair

Stephanie Storey Secretary

Governance Board Meeting Dates

July 8, 2015

July 22, 2015

Governance Board Meeting

Governance Board Meeting

Riverside Fire Authority

Governance Board Meeting July 22, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Harlan Thompson, Bonnie Canaday and Tom Davidson

Administration – Chief Kytta and Stephanie Slorey

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:02 p.m. and Commissioner Canaday 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.

Old Business

None

New Business

Resolution #15-06 Surplus Property

Chief Kytta discussed the list of surplus items that need to be sold or disposed. Chair Coumbs read aloud Resolution #15-06. Commissioner Canaday made a motion¹ to approve the list of surplus items. Commissioner Johnson seconded. Motion passed 5-0.

Adjourned at 5:58 pm

Governance Board Action Motions Passed

1. Motion to approve Resolution #15-06

Minutes submitted by Lee Coumbs, Board Chair

Stephanie Slorey Secretary

Riverside Fire Authority

Governance Board Meeting August 12, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Harlan Thompson, Bonnie Canaday and Tom Davidson

Administration – Chief Kytta and Stephanie Slorey

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:10 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.

Old Business

None

New Business

New Volunteers

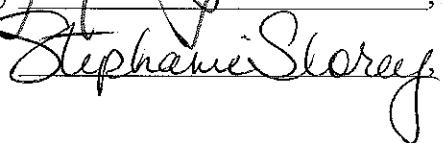
Chief Kytta informed the Board that there are seven (7) volunteers that are ready to join the organization. Four (4) are entry level status and three (3) are lateral status. Commissioner Johnson made a motion¹ to approve the list of volunteer applicants for membership with the RFA and to register same with the Board of Volunteer Firefighters. Commissioner Canaday seconded. Motion passed 5-0.

Adjourned at 5:57 pm

Governance Board Action Motions Passed

1. Motion to approve the list of volunteer applicants for membership to the RFA

Minutes submitted by  _____, Board Chair

 _____, Secretary

Riverside Fire Authority

Governance Board Meeting September 9, 2015 Minutes

In attendance:

Board Members – Jay Johnson, Harlan Thompson, Bonnie Canaday, Tom Davidson and Mike Tomasheck

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta, Rick LeBoeuf

Vice-Chair Johnson called the meeting to order at 5:00 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of 5E, FF/PM Testing Update and a BVFF meeting immediately following the Governance Board Meeting.

Public Input – None

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

Old Business

None

a. Insurance Update

Chief Kytta gave an update on the consideration of being allowed back into the Risk Management group for 2016. Chief Kytta is in contact with Karen Miltenberger from Nicholsons & Associates. More information will be available after September 24, 2015.

b. Ambulance Consortium Update

Chief Kytta briefed the board on AMR purchasing Rural Metro. The deal should be closed within the next sixty (60) days. More details will be forthcoming as they become available.

Chehalis Fire Department is looking to use their aid car to transport when AMR is not available in their area.

District 6 now has a paramedic on duty 24/7.

c. RFAPC Meeting Reminder

Chief Kytta reminded the board that the next Regional Fire Authority Planning Committee meeting will be held at 6:30 on Wednesday, September 23 after the regular scheduled RFA Board meeting.

d. FF/PM Testing Update

Chief Kytta updated the board on the progress of the testing for a new Firefighter/Paramedic. The physical agility testing will be held Friday, September 25 at Station 2 Headquarters. Those that pass the testing will be invited to proceed to the next step of the testing process.

Riverside Fire Authority

**Governance Board Meeting
September 9, 2015
Minutes**

New Business

None

Adjourned at 5:25 pm

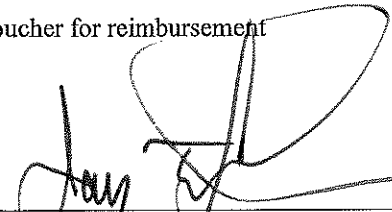
Board of Volunteer Firefighter Meeting

Vice-Chair Johnson called the meeting to order at 5:26.

Motion¹ was made to submit voucher for reimbursement for physicals for Clay, Whalen, Simms and McCarthy to the Board of Volunteer Firefighters. Motion made by Commissioner Tomasheck and seconded by Commissioner Thompson. Motion approved 5-0

Board of Volunteer Firefighters Motions Passed

1. Motion to submit voucher for reimbursement

Minutes submitted by  _____, Board Chair

 _____, Secretary

Riverside Fire Authority

Governance Board Meeting October 14, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Harlan Thompson, Bonnie Canaday and Tom Davidson

Administration – Chief Kytta, Stephanie Slorey

Visitors – Diane Kytta

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

Old Business

Poster Contest: Chair Coumbs and Commissioner Canaday reported on the poster contest. They stated that there was a great turnout. Winners were:

1st-3rd Grade Grand Champion: Danielle Williamson from Chehalis

4th-6th Grade Grand Champion: Autumn Imes from Mossyrock

Community Risk Reduction Update: Chief Kytta reported that Chief Mack is attending a CRR education class in Vancouver, WA. Chief Kytta also briefed the Board on the CRR update that was submitted by Chief Mack.

2016 Insurance Policy: Karen Miltenberger with Nicholson and Associates gave a report to the Board on how the search for a new insurance policy is progressing. The goal is to find a carrier who is willing to cover the RFA at a lower premium.

New Business

Volunteer Applications: Chief Kytta submitted a list of individuals to be approved for volunteer status. They are: Kyle Wiswell and Brittany Roberts.

Commissioner Johnson made a motion¹ to approve the list of volunteer applicants for membership. Seconded by Commissioner Thompson. Motion passed 5-0

Eligibility List Certification: Chief Kytta gave a report on the Firefighter/Paramedic testing. A list has been established. Chief Kytta also stated with the departure of Jason Shepherd, he would like to make a conditional offer of employment to one of the candidates and to proceed with the background check and medical exam. Commissioner Canaday made a motion² to accept the list as submitted and to authorize the Chief to make a conditional offer of employment. Seconded by Commissioner Johnson. Motion passed 5-0.

Riverside Fire Authority

**Governance Board Meeting
October 14, 2015
Minutes**

The meeting was adjourned at 5:49 p.m.

Executive Meeting

None

Governance Board Action Motions Passed

1. Motion to approve the list of volunteer applicants for membership to the RFA
2. Motion to approve FF/PM eligibility list and to make a condition offer of employment

Minutes submitted by *[Signature]*, Board Chair
Stephanie Storey Secretary

Riverside Fire Authority

Governance Board Meeting October 28, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Harlan Thompson and Bonnie Canaday

Administration – Chief Kytta, Chief Mack and Stephanie Slorey

Visitors – Diane Kytta

Chair Coumbs called the meeting to order at 5:18 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.

Old Business

a. **Contract Negotiations**

Chief Kytta briefed the board on the progress on contract negotiations with Local #451.

b. **Budget Development**

Chief Kytta briefed the board on the progress of the 2016 budget. We are currently waiting for preliminary numbers from the County's Assessor's office. Discussion followed.

New Business

a. **New Employee**

Chief Kytta introduced our newest employee, Shay Goff, and his family to the board. Shay's official start date is December 1, 2015. Discussion followed.

Good of the Order

Next meeting will be rescheduled to Thursday, November 12 due to regularly scheduled day is a holiday.

RFA will be hosting the next Commissioner meeting/dinner on November 16.

Adjourned at 5:58 pm

Riverside Fire Authority

**Governance Board Meeting
October 28, 2015
Minutes**

Minutes submitted by *Joe Fourniss*, Board Chair
Stephanie Storey, Secretary

Riverside Fire Authority

Governance Board Meeting November 12, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Harlan Thompson, Mike Tomasheck, Tome Davidson and Bonnie Canaday

Administration – Chief Kytta and Stephanie Slorey

Visitors – Diane Kytta, Rick LeBoeuf, Linda Davidson

Chair Coumbs called the meeting to order at 5:02 p.m. and Commissioner Tomasheck led the flag salute.

Motion was made, seconded and passed to approve the agenda

Public Input – Diane Kytta announced that the RFA would be participating in the Borst Park Light festival again this year with Santa will be available for photo opportunities. Also, the RFA will be participating in the Lighted Tractor Parade and the Christmas Parade.

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

Old Business

a. **Budget Development**

Chief Kytta discussed the progress of the budget for the 2016 calendar year by going over the cost centers. A finalized budget is anticipated to be brought back to the board for their approval at the next meeting. Chief Kytta is still waiting on the assessed certified values from the county assessor. Discussion followed.

b. **Contract Negotiations**

Chief Kytta briefed the board on talks taking place between management and Local #451. At this time progress is being made with another update for the board at the next meeting.

New Business

a. **Insurance Update**

Chief Kytta updated the board on the progress on finding an insurance carrier that would offer a lesser annual premium. The RFA has been accepted into the Risk Management group. The Risk Management group (Fire Pac) offer has come in lower than VFIS quote. Commissioner Davidson made a motion¹ and seconded by Commissioner Tomasheck to proceed with Fire Pac for insurance for 2016. Motion passed 5-0.

b. **Legal Contract Renewal**

Chief Kytta stated that the RFA legal Counsel, Joe Quinn, would be sending a renewal contract for his services for 2016. He will bring it to the board for their approval once it's received.

Riverside Fire Authority

Governance Board Meeting November 12, 2015 Minutes

Good of the Order

Next meeting will be rescheduled to Tuesday, November 24 due to the holiday.

RFA will be hosting the next Commissioner meeting/dinner on November 16.

Adjourned at 6:45 pm

Governance Board Action Motions Passed

1. Motion to accept Fire Pac insurance quote and proceed for 2016

Minutes submitted by *McCowan*, Board Chair

Stephanie Storey Secretary

Riverside Fire Authority

Governance Board Meeting December 9, 2015 Minutes

In attendance:

Board Members – Lee Coumbs, Jay Johnson, Harlan Thompson, Tom Davidson and Bonnie Canaday

Administration – Chief Kytta, Chief Mack, and Stephanie Slorey

Visitors – Diane Kytta and members of the RFA and Local #451

Chair Coumbs called the meeting to order at 5:05 p.m. and led the flag salute.

Motion was made, seconded and passed to approve the agenda with the addition of 5b: Budget Update and deletion of 6d: Oath of Office for Mike Tomasheck; 6d was replaced with “Next Meeting” and addition of 6e: Presentation by Lee Coumbs.

Public Input – None

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

Old Business

- a. **Collective Bargaining Agreement**
Chief Kytta gave an update on the progress of the CBA with Local #451.
- b. **Budget Update**
Chief Kytta briefed the Board in regards to receiving “estimates” of certified values from the County Assessor. Once the values have been certified, a budget amendment may need to happen after the first of the year.

New Business

- a. **Station 4 Officer Promotion**
Chief Kytta requested approval to promote Jon Paul (JP) Blum to Volunteer Lieutenant. Chief Kytta recognized that JP has been doing the job already and would like to promote him accordingly. Motion¹ was made by Commissioner Johnson and seconded by Commissioner Canaday to promote Jon Paul (JP) Blum to Volunteer Lieutenant. Motion passed 5-0.
- b. **RFAPC Board Member Appointment**
With the vacancy of Commissioner Coumbs starting in 2016, his position on the RFAPC will need to be replaced with another RFA Commissioner. Motion² was made by Commissioner Canaday and seconded by Commissioner Thompson that Commissioner Johnson be appointed to the RFAPC. Motion passed 5-0.

Riverside Fire Authority

Governance Board Meeting December 9, 2015 Minutes

c. **Chair / Vice-Chair Elections**

Chief Kytta reminded the Board that this is the annual time to appoint the governance board leadership for the next year. Commissioner Johnson was nominated for the Chair position and Commissioner Thompson was nominated for Vice-Chair. Motion³ was made by Commissioner Canaday and seconded by Commissioner Davidson. Motion passed 5-0.

d. **Next scheduled Governance Board meeting**

The next scheduled governance board meeting will be held January 13, 2016. A special meeting could be called if a need arises before the end of the year.

e. **Lee Coumbs Presentation**

Commissioner Coumbs presented to Chief Kytta a Chrome coated fire hydrant that was mounted on a wood base with a plaque honoring the Chiefs that Commissioner Coumbs worked with. Commissioner Coumbs thanked the RFA and all its employees for allowing him to serve on the board and be part of a wonderful organization.

Adjourned at 5:27 pm

Governance Board Action Motions Passed

1. Motion to promote JP Blum to Volunteer Lieutenant
2. Motion to appoint Commissioner Johnson to the RFAPC
3. Motion to elect Commissioner Johnson as Chair and Commissioner Thompson as Vice-Chair

Minutes submitted by  _____, Board Chair

 _____ Secretary