

# *Riverside Fire Authority*

## **Governance Board Meeting/Workshop March 8, 2023 Minutes**

In attendance:

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

*Administration* – Chief Kytta (via phone), Chief Anderson, Stephanie Slorey, Misty Henning

*Visitors* – Diane Kytta (via phone), Brian Meyers and Pete Bowman

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

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

*Public Input* – Pete Bowman with Board-Up, gave a presentation on the services that they provide after fire incidents.

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

*The Following voucher/warrants/electronic payments were approved for payment:  
March 8, 2023, Ck# 6204-6244                      \$32,825.88*

### *Unfinished Business*

#### **Employee Meet & Greet**

Firefighter/EMT Brian Meyers was in attendance and provided the commissioners with a short biography of his personal and work background. Commissioners are taking this opportunity to get to know RFA employees on a more personal level.

#### **Assistant Chief Recruitment Update**

Chief Anderson discussed the draft job description, a revised draft job announcement and updated qualifications for the Assistant Chief position. The position is slated to be posted the week of March 13, 2023. Discussion followed.

### *New Business*

#### **Security Bank Credit Card Limit Increase**

Misty informed the board that with the increase in the cost of goods and more items being bought online, our credit card limits are no longer sufficient for monthly purchases. We have an additional credit limit with Security State Bank. Currently our limit is \$21,000 with \$29,000 available. Staff is requesting to take advantage of our full credit limit. Commissioner Lowrey made a motion<sup>1</sup> to increase the credit limits on Visa's #1,2,3 and 4 as proposed and authorize the Board Secretary to sign for the change. Commissioner Mack seconded the motion. Motion passed 5-0.

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**Insurance Information Report**

Chief Kytta informed the board that while attending a conference last week in Portland, OR, he was informed that the Washington State Risk Management Group would no longer be represented by Nicholson and Associates. Nicholson and Associates was the local agent for our insurance company, VSIF. VSIF has dropped Nicholson and Associates and at this time we do not have a representative. This was unexpected news. Chief Kytta has a meeting with another agency from Lyden, WA on March 14. Hopefully they will have a lot to offer. Commissioner Mack offered to be the board representative on this issue. Chief Kytta will bring back more information at the next meeting. Discussion followed.

**Good of the Order**

Chief Anderson gave a report to the board on the fire that took place on Sunday, March 4 at the old Papa Pete's property on Harrison Avenue. One suspect is in custody and formal charges should occur in the next couple of days. Assistance with help of the fire came from Lewis County District #6 and West Thurston Fire Authority.

**Adjourned 6:05 p.m.**

*Governance Board Action Motions:*

1. Motion to approve additional credit card limits with Security State Bank

Minutes submitted by: Lee Coumbs, Chair Coumbs

Stephanie Storey, Board Secretary