

# *Riverside Fire Authority*

## **Governance Board Meeting July 9, 2025 Minutes**

In attendance:

*Board Members* – Joe Dolezal, Mike Tomasheck, Buddy Lowrey, Mike Rossow  
Absent: Richard Mack

*Administration* – Chief Anderson, Chief Olson, Chief Ternan, Stephanie Storey

*Visitors* – Thomas Krokoski, Medix Manager and Brian Meyers

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

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

*Public Input* – Thomas Krokoski introduced himself to the board and RFA staff. He talked about his role and goals for the company. He looks forward to working closely with Riverside Fire Authority.

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

*The Following voucher/warrants/electronic payments were approved for payment:*  
*July 9, 2025, Ck #8831-8873 \$53,321.59*

### *Unfinished Business*

#### **Master Planning Update**

Chief Anderson reviewed the current planning goals and objectives, along with the updated format. Both short- and long-term deliverables were discussed to determine what can be incorporated into the 2026 budget process. Staff will begin the budgeting process in mid-to-late July. The finance model will be reviewed at the July 23 meeting to help identify and prioritize the deliverables. A discussion followed.

#### **Procurement Policy**

Stephanie Storey, Board Secretary, reviewed the proposed updated Procurement Policy provided by Finance Officer Misty Henning. With no additional concerns or discussion from the board, Commissioner Rossow made a motion<sup>1</sup> to approve Policy #106 Riverside Fire Authority Procurement Policy with the changes discussed. Commissioner Lowrey seconded the motion. Motion carried 4-0.

#### **Resolution #25-02, MRSC Small Works Roster**

In July of 2024 Washington State adopted changes to the small works roster contracting process and authorized the use of a statewide roster. Many agencies, including the City of Centralia, chose to use this roster. The RFA previously had an Interlocal Agreement with the City of Centralia for use of their small works roster and after their move to the statewide roster, we began looking into how we can use it as well.

From [mrscrosters.org](http://mrscrosters.org), “MRSC Rosters is the official home of the small works roster for Washington State (RCW 39.04.151(2)). This centralized system simplifies the process for public agencies seeking qualified contractors for small works projects under \$350,000.”

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To use this roster the RFA must:

- Formally approve a resolution authorizing the use of small works, vendor and consultant rosters.
- Return a signed contract for the use of MRSC's three rosters for small works, vendor and consultants, purchasing annual membership with MRSC.
- Reflect the changes in policy.

Commissioner Lowrey made a motion<sup>2</sup> to adopt Resolution #25-02, MRSC Small Works Roster, and authorized the fire chief to enter into a contract with MRSC for use of the state-wide small works roster. Commissioner Rossow seconded the motion. Motion carried 4-0.

*New Business*

**Fleet Update**

Chief Olson gave an update on Brush 1 which is housed at Station 1. The pump is full of corrosion and while removing the pump, the pump housing cracked. Parts have been ordered and Harvey Bamford, Fleet Mechanic, will be able to repair the truck once the parts arrive. Harvey will check Brush 8 which is housed at Station 8 for any similar pump issues.

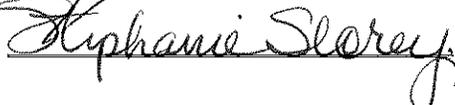
*Good of the Order*

**Adjourned 5:48 p.m.**

*Local Board Action Motions:*

1. *Motion to Policy #106, Procurement Policy*
2. *Motion to adopt Resolution #25-02, MRSC Small Works Roster*

Minutes submitted by:  Vice Chair Dolezal

 Board Secretary