Riverside Fire Authority

Governance Board Meeting
October 14, 2026
Minutes

In attendance:

Board Members – Mike Tomasheck, Buddy Lowrey, Mike Rossow, Richard Lennox
Absent – Joe Dolezal

Administration – Chief Anderson, Stephanie Slorey, Misty Henning

Visitors – None

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

Motion was made, seconded and passed to approve the agenda with the addition of 6d, Engine Outfitting and Reserve Allocation.

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:

Oct. 7, 2026,	***Ck 10,087-10,103***	***$10,031.50***
Oct. 14, 2026,	***Ck 10,104-10,134***	***$56,321.73***

Unfinished Business

2028 EMS Levy Discussion
Chief Anderson shared an informational graphic outlining the Public Safety Sales and Use Tax measure proposed for the 2027 ballot. Staff remain on track to place the RFA EMS levy on the February 2027 ballot. To meet the February ballot deadline, the resolution must be submitted to Lewis County no later than December 11, 2026. Staff will continue working toward meeting this deadline.

2027 Budget: Reserve Funds – 1st Reading
Finance Officer, Misty Henning, reviewed the proposed reserve funds for the 2027 budget. She will be reviewing the draft revenues for 2027.

Assistant Chief of Operations Recruitment
Chief Anderson informed the board that the candidate who had been offered the Assistant Chief of Operations position declined the offer. Three (3) applicants from the original applicant pool were contacted to determine whether they remained interested in the position, and all three confirmed their continued interest. A tactical simulation and oral panel interview are scheduled for the week of October 26. Chief Anderson will provide the board with an update on the recruitment process and candidate selection at the first board meeting in November.

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New Business

Administrative Assistant Position

Chief Anderson informed the board that, in anticipation of the Board Secretary's retirement in February 2027, staff have been reviewing and restructuring the duties of the Finance Officer and Board Secretary positions. This proposal includes promoting the Finance Officer to a new position titled Office Administrator, who would supervise a reconfigured full-time Administrative Assistant position. The Administrative Assistant would support the Office Administrator, who would delegate projects and duties as needed. Chief Anderson presented a draft job description for the Administrative Assistant position for the board's review. The target date to have the position filled is January 4, 2027. Discussion followed. Commissioner Lowrey made a motion to approve the proposed administrative office configuration, job description, and pay scale for the Administrative Assistant position. Commissioner Rossow seconded the motion. Motion carried 4-0.

September 2026 Windstorm Recap

Chief Anderson discussed deficiencies identified in the contingency communications system during the September 2026 windstorm. The automatic failover at Station 2 Headquarters to a cellular network did not function as intended because cellular data service was also compromised while commercial internet service was unavailable. These issues affected Station 2's Voice over Internet Protocol (VoIP) phone system.

Chief Anderson stated that improvements are needed to enhance communications reliability, including upgrading the primary communications grid access to a fiber connection. Staff have been working with the RFA's IT contractor, Comp Prime, to assist with the planned upgrades.

Engine Outfitting & Reserve Allocations

Finance Officer Misty Henning reviewed the list of equipment needed provided by Lt. Wise to fully outfit the new Engine 1A. The RFA is scheduled to take possession of the new engine on October 15, 2026. Due to the number of remaining items that need to be purchased, the associated budget line item is expected to exceed its allocation; however, the overall fund will remain within budget. Discussion followed. Commissioner Rossow made a motion to approve the engine outfitting expenditures presented; authorize the hose purchase from Equipment Reserve; and authorize the remaining outfitting, freight, lettering, striping, and necessary completion costs from Apparatus Reserve in an amount not to exceed $1,010,000.00, including the necessary internal line-item adjustment, provided total expenditures remain within the adopted Apparatus Reserve fund appropriation. Commissioner Lowrey seconded the motion. Motion carried 4-0.

Good of the Order

It was determined that the November meeting dates would need to be adjusted due to conflicts with federal holidays. The new meeting dates will be November 10 and November 24, 2026.

Adjourned 6:35 p.m.

Minutes submitted by: _____, Vice-Chair Tomasheck

_____, Board Secretary