

# *Riverside Fire Authority*

## **Governance Board Meeting October 24, 2023 Minutes**

In attendance:

*Board Members* – Buddy Lowrey, Mike Tomasheck, Joe Dolezal, and Rick Mack  
Absent: Lee Coumbs

*Administration* – Chief Kytta, Chief Anderson, Chief Olson, Stephanie Slorey, Misty Henning

*Visitors* – Diane Kytta, Mark Pickrell, Brian Meyers

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

Motion was made, seconded, and passed to approve the agenda with the 5C moved to 6G(2).

*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:  
October 24, 2023, Ck #7007-7029 \$58,811.57*

### ***Unfinished Business***

#### **Levy Discussion**

Chief Anderson questioned if any commissioner's received any feedback on the article of a levy lid-lift possibility. At this time, no one had received any feedback.

Also, Chief Anderson discussed the possibility of using a new platform for the RFA website. He has been in talks with Get Streamline to take over the website and make it more user friendly. The cost would be approximately \$6,400/yr. Discussion followed. Commissioner Tomasheck made a motion<sup>1</sup> to approve Chief Anderson to execute an agreement with Get Streamline to be used as our website program. Commissioner Dolezal seconded the motion. Motion carried 4-0.

#### **Leadership Transition Update**

Chief Anderson continued discussion on the progress being made for the transition of leadership. Discussion followed.

#### **2024 Operation Budget Updates**

Misty Henning, Finance Officer, reviewed with the board the updated changes for the 2024 Operation Budget. Discussion followed.

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### *New Business*

#### **Resolution #23-08; Commissioner Remuneration**

Stephanie Slorey, Board Secretary, discussed the proposed increase for commissioner remuneration for 2024-2028. An increase is proposed and approved by the state every 5 years. The increase would be \$128/day to \$157/day. Discussion followed. Commissioner Tomasheck made a motion<sup>2</sup> to approve Resolution #23-08, Commissioner Remuneration. Commissioner Dolezal seconded. Motion carried 4-0.

#### **2023 3<sup>rd</sup> Quarter Budget Position Report**

Misty Henning discussed the 3rd Quarter Budget Position Report with the board. No comments or concerns we expressed.

#### **Resolution #23-09, 2023 Budget Amendment**

Misty Henning reviewed the budget amendment request with the board. Discussion followed. Commissioner Dolezal made a motion<sup>3</sup> to approve Resolution #23-09, 2023 Budget Amendment. Commissioner Tomasheck seconded the motion. Motion carried 4-0.

#### **2024 Reserve Fund Budget**

Misty Henning reviewed the updated changes to the 2024 Reserve Fund Budget with the proposed transfers from general fund and the EMS fund balances. Discussion followed.

#### **2024 Admin Comps**

Chief Anderson reviewed the admin comps that staff prepared. The admin comps that were used were from 2023 as most entities have not finished their 2024 budget. Per the comps, the board secretary and finance officer have fallen below the 50% mark. The fire chief for 2024 (Chief Anderson) and assistant chief for 2024 (Chief Olson) have service agreements and wage increases are provided in the agreements. Discussion followed. Commissioner Dolezal made a motion<sup>4</sup> to bring the board secretary and finance officer wages back up to the 50% mark for the 2024 calendar year. Commissioner Mack seconded the motion. Motion carried 4-0.

Discussion was had on the wages of the volunteer coordinator. Commissioner Mack made a motion<sup>5</sup> to approve an 8% wage increase for the volunteer recruitment and retention coordinator position for the budget year 2024. Commissioner Tomasheck seconded the motion. Motion carried 4-0.

Discussion was had on the wages of the fire chief (Chief Kytta). Commissioner Tomasheck made a motion<sup>6</sup> to approve a 5% wage increase for the fire chief (Chief Kytta) for the budget year 2024. Commissioner Mack seconded the motion. Motion carried 4-0.

Discussion was had on the 2024 fire chief and assistant fire chief wage scale. To keep up with competitive salaries discussion was had on increasing the scale. Commissioner Tomasheck made a motion<sup>7</sup> to adjust the wage scale by 5% for the fire chief and assistant chief for 2024. Commissioner Dolezal seconded the motion. Motion carried 4-0.

*Riverside Fire Authority*

**Governance Board Meeting  
October 24, 2023  
Minutes**

**Executive Session**

Commissioner Dolezal made a motion to adjourn into Executive Session for 30 minutes as provided for in RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. There will not be any decisions made at the conclusion of the Executive Session. Commissioner Mack seconded the motion. Motion carried 4-0. Start time: 7:37 p.m. An additional 15 minutes were requested at 8:07 p.m., 8:22 p.m., 8:37 p.m. and adjourned back into regular session at 8:55 p.m.

**Good of the Order**

Commissioner Mack stated that Titus-Will Chevy dealership located on N. National Avenue will be moving soon leaving the building vacant. He stated that the RFA should inquire with Titus-Will what it would take to acquire that property for a possible site for a new fire station.

**Adjourned 9:00 p.m.**

*Local Board Action Motions:*

1. Approve execution of agreement with Get Streamline
2. Approve Resolution #23-08, Commissioner Remuneration
3. Approve Resolution #23-09, 2023 Budget Amendment
4. Approve 2024 wage increase for Board Secretary and Finance Officer
5. Approve 2024 wage increase for Volunteer Recruitment and Retention Coordinator
6. Approve 2024 wage increase for Fire Chief (Chief Kytta)
7. Approve 2024 wage scale increase for Fire Chief (Chief Anderson) & Asst. Chief (Chief Olson)

Minutes submitted by: \_\_\_\_\_, Vice-Chair Lowrey

\_\_\_\_\_, Board Secretary