



**VALLEY REGIONAL FIRE AUTHORITY  
FINANCE COMMITTEE  
1101 D Street NE  
Auburn, Washington  
September 10, 2019**

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**MINUTES**

**I. CALL TO ORDER**

Chair Lynda Osborn called the VRFA Finance Committee Regular Meeting to order at 5:00 p.m.

Members present included: Chair Lynda Osborn and Vice-Chair Nancy Backus.

Member David Storaasli excused.

Staff members present included: Fire Chief/Administrator Brent Swearingen, Deputy Chief Dave Larberg, Deputy Chief Brad Thompson, Chief Financial Officer Mark Horaski, Clerk of the Board Louise Bartol and Joe Quinn, Legal Counsel.

**II. AGENDA MODIFICATIONS**

There were no agenda modifications.

**III. APPROVAL OF MINUTES**

**A. Minutes**

1. Minutes of the August 13, 2019 Regular Meeting were reviewed.

There being no discussion or questions, Vice-Chair Backus moved and Chair Osborn seconded to approve the Minutes of the August 13, 2019 Regular meeting.

**MOTION CARRIED UNANIMOUSLY 2-0**

**IV. CONSENT ITEMS**

**A. Vouchers**

1. **Claims**

Check numbers 208078 through 208125 in the amount of \$367,034.07, and electronic payments in the amount of \$9,350.00, totaling \$376,384.07, dated September 11, 2019 were reviewed.

**2. Payroll**

Payroll check numbers 201003 and 99597 through 99599 in the amount of \$16,438.03, and electronic deposit transmissions in the amount of \$1,618,647.27 for a grand total of \$1,635,085.30 for the period covering August 1, 2019 to August 31, 2019 were reviewed.

There being no further discussion or questions regarding Claims or Payroll, Vice-Chair Backus moved and Chair Osborn seconded to approve the Claims and Payroll.

**MOTION CARRIED UNANIMOUSLY 2-0**

**V. RESOLUTIONS & MOTIONS****A. King County Interlocal Agreement**

Chief Swearingen stated this Interlocal Agreement with King County allows for King County to pay the VRFA for providing EMS and fire protection services to county personnel and county owned buildings and equipment.

There being no further questions or discussion, Vice-Chair Backus moved and Chair Osborn seconded to recommend to the Board of Governance the approval of the Interlocal Agreement with King County.

**MOTION CARRIED UNANIMOUSLY 2-0**

**B. South King Fire & Rescue Emergency Mgmt Coord ILA**

Chief Swearingen stated that this Interlocal Agreement with South King Fire & Rescue is for the continuation of the sharing of an Emergency Management Coordinator. This agreement has an evergreen clause allowing for the automatic renewal unless otherwise terminated.

There being no further questions or discussion, Vice-Chair Backus moved and Chair Osborn seconded to recommend to the Board of Governance the approval of the Interlocal Agreement with South King Fire & Rescue.

**MOTION CARRIED UNANIMOUSLY 2-0**

**C. Policy #2201 Unemployment Compensation**

CFO Horaski stated that this policy formalizes our current practice with regard to unemployment insurance. The VRFA participates with the State as a reimbursable employer. At the recommendation of the State Auditor we have put our practice into policy.

Vice-Chair Backus moved and Chair Osborn seconded to recommend to the Board of Governance the approval of Policy 2201.

**MOTION CARRIED UNANIMOUSLY 2-0**

**VI. INFORMATION/DISCUSSION**

**A. 2<sup>nd</sup> Quarter Financial Update**

CFO Horaski provided an overview of the 2<sup>nd</sup> Quarter Financial Review memo dated September 5, 2019. All in all we are tracking at a 49% rate on expenditures after the removal of the unbudgeted GEMT administration payment, and tracking well ahead of 2018 on revenue at a rate of 52.2%.

**VII. ADJOURNMENT**

There being no further business for the Committee, the meeting was adjourned at 5:05 p.m.

Dated this 8 day of October, 2019.

  
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Lynda Osborn  
Chair

 on behalf of  
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Louise Bartol  
Clerk of the Board  
