



**VALLEY REGIONAL FIRE AUTHORITY  
GOVERNANCE BOARD MEETING  
1101 D Street NE  
AUBURN, WASHINGTON  
July 14, 2020**

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**MINUTES**

**I. CALL TO ORDER**

Chair Leanne Guier called the Valley Regional Fire Authority (VRFA) Board of Governance Regular Board Meeting to order at 5:45 p.m., via Videoconference.

**A. Flag Salute**

Chair Leanne Guier led those in attendance in the Pledge of Allegiance.

**B. Roll Call**

Chair Leanne Guier, Member Nancy Backus, Member Claude DaCorsi, Vice-Chair Dave Hill, Member Kerry Garberding, Member Troy Linnell, Member Lynda Osborn, and Member Larry Brown.

Staff members present included Fire Chief Brent Swearingen, Deputy Chief Brad Thompson, Deputy Chief Bill Mack, Chief Financial Officer Mark Horaski, Clerk of the Board Stefanie Harper and Erik Quinn, Legal Counsel.

**C. Announcements, Proclamations, and Presentations**

There were no announcements, proclamations or presentations.

**D. Appointments**

There were no appointments.

**E. Agenda Modifications**

There were no agenda modifications.

**II. PUBLIC HEARINGS, CITIZEN INPUT, AND CORRESPONDENCE**

**A. Public Hearings**

Pursuant to Proclamation 20-28 Open Public Meetings Act, there was no public hearing.

**B. Audience Participation**

Pursuant to Proclamation 20-28 Open Public Meetings Act, there was no audience participation. All correspondence were submitted prior to the meeting and provided to the Board

There were no correspondence submitted to the Board.

**C. Update from IAFF Local #1352**  
There was no update from the IAFF Local #1352.

**D. Correspondence**  
There was no correspondence for the Board's consideration.

**III. BOARD COMMITTEE REPORTS**

**A. Finance Committee**  
Chair Lynda Osborn stated that the Finance Committee met this evening and recommends Claims and Payroll and First Aid/CPR Consortium Agreement for approval by the Board.

**IV. BOARD MEMBER REPORTS**

*At this time the Chair and Board Members may report on significant activities since the last regular meeting, inquire on matters of general fire authority business, or initiate investigation or action on a matter of concern.*

There was no Board Member reports.

**V. STAFF REPORTS**

**A. Administration**  
Chief Swearingen updated members on the accreditation process and the plan moving forward with the capital facilities plan.

Chief Swearingen updated members on the four new VRFA recruits and stated they have graduated and started at their home stations.

Chief Swearingen updated members on the COVID-19 pandemic and the health of all VRFA personnel.

**VI. CONSENT ITEMS**

*All matters listed on the Consent Agenda are considered by the Governance Board to be routine and may be approved by one motion.*

**A. Minutes**

1. Minutes of the June 09, 2020 Regular Meeting were reviewed.

**B. Vouchers**

**1. Claims**

Check numbers 208765 through 208826 in the amount of \$221,538.89, and electronic payments in the amount of \$216,000.00, totaling \$437,538.89, dated July 15, 2020.

**2. Payroll**

Payroll check numbers 99629 through 99630 in the amount of \$15,713.43, and electronic deposit transmissions in the amount of \$1,700,632.03 for a grand total of \$1,716,345.46 for the period covering June 1, 2020 to June 30, 2020.

There being no questions or discussion Vice-Chair Hill moved and Member Backus seconded the approval of the Minutes, Claims and Payroll as presented above.

**MOTION CARRIED UNANIMOUSLY 8-0**

**VII. UNFINISHED BUSINESS**

There was no unfinished business.

**VIII. NEW BUSINESS**

There was no new business.

**IX. RESOLUTIONS & MOTIONS**

**A. Resolution 161 Petty Cash Account**

Chief Financial Officer Horaski stated Resolution 161 continues, with contemporary language, the use of the petty cash fund that has been transitions from the legacy Auburn fire Department/City of Auburn on January 1, 2007.

There being no further questions or discussion, Vice-Chair Hill moved and Member Backus seconded to approve.

**MOTION CARRIED UNANIMOUSLY 8-0**

**X. INFORMATION/DISCUSSION**

**A. Strategic Plan Semi-Annual Report**

Chief Swearingen provided an update and status of the major initiatives of the 2020-2025 Strategic Plan.

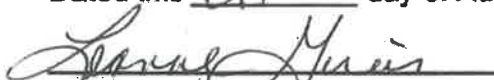
**XI. EXECUTIVE OR CLOSED SESSION**

There was no need for an executive or closed session.

**XII. ADJOURNMENT**

There being no further business by the Board, the meeting was adjourned at 5:54 p.m.

Dated this 21 day of August, 2020.

  
Leanne Guier  
Chair

  
Stefanie Harper  
Clerk of the Board

