



**Fire Relief and Pension Board
Regular Meeting
November 4, 2025 - 2:30 PM
City Hall 2nd Floor
Conference Room 2**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Fire Relief and Pension Board Meeting scheduled for November 4, 2025 at 2:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253 215 8782

Toll Free: 877 853 5257

Zoom: <https://us06web.zoom.us/j/85096528686836>

ROLL CALL

AGENDA MODIFICATIONS

PUBLIC COMMENT

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Shawn Campbell, City Clerk

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Shawn Campbell, City Clerk

Fax number: 253-804-3116

Email written comments to: scampbell@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting Shawn Campbell in person, by phone (253) 931-3039, or by email (scampbell@auburnwa.gov).

APPROVAL OF MINUTES

- A. Minutes of the August 5, 2025 Fire Relief and Pension Board Meeting

(Recommendation: Board approve the August 5, 2025, minutes as distributed.)

ACTION ITEMS

- A. Approval of Claims

Approval of Pension and Healthcare Benefit payments to Fire Relief and Pensioners for the Period of July 1, 2025 through September 30, 2025

(Recommendation: Board approve the Pension and Healthcare Benefit payments through September 30, 2025.)

DISCUSSION ITEMS

- A. Election for the 2026 - 2027 Fire Relief and Pension Board Position

Board Secretary Campbell to provide the Board with the timeline for nominations and voting.

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Minutes of the August 5, 2025 Fire Relief and Pension Board Meeting

Meeting Date:

November 4, 2025

(Recommendation: Board approve the August 5, 2025, minutes as distributed.)

Department:

City Attorney

Attachments:

08-05-2025 Fire Relief and
Pension Board Minutes

Budget Impact:

Administrative Recommendation:

Approve the August 5, 2025, minutes as distributed.

Background for Motion:

Background Summary:

Councilmember:

Staff:



**Fire Relief and Pension Board
Regular Meeting
August 5, 2025 - 2:30 PM
City Hall 2nd Floor
Conference Room 2**

MINUTES

CALL TO ORDER

Mayor Backus called the meeting to order at 2:39 p.m. in the Room 2 of Auburn City Hall, 25 West Main Street.

PUBLIC PARTICIPATION

The meeting was held in person and virtually.

ROLL CALL

Fire Relief and Pension Board Members present included Mayor Nancy Backus, Finance Director Jamie Thomas, Fire Relief and Pension retiree Bob Wigley, Fire Relief and Pension retiree Bill Petersen, Deputy City Clerk Rebecca Wood-Pollock, and City Clerk Shawn Campbell.

AGENDA MODIFICATIONS

There were no modifications to the agenda.

AUDIENCE PARTICIPATION

No one came forward to speak.

APPROVAL OF MINUTES

- A. Minutes of the May 13, 2025, Special Fire Relief and Pension Board Meeting
Motion by Member Petersen, second by Member Wigley to approve the February 13, 2024 minutes.

MOTION CARRIED UNANIMOUSLY. 4-0

ACTION ITEMS

- A. Approval of Claims

Approval of Pension and Healthcare Benefit Payment to Fire Relief and Pensioners for the period of April 1, 2025, through June 30, 2025, in the amount of \$59,696.10.

Motion by Member Petersen, second by Member Wigley to approve the

expenses of the Fire Relief and Pension Fund.

MOTION CARRIED UNANIMOUSLY. 4-0

PRESENTATIONS

A. Open Public Meetings Act/Public Records Act Training

City Clerk Campbell shared a presentation with the Board on the Open Public Meetings Act ("OPMA") and Public Records Act Training, including an overview of State law, repercussions and penalties, and emails.

The Board discussed quorums, HIPAA regulations, external communications, OPMA enforcement, the Board's fund balance, and Director Thomas shared that she would bring a financial update to the next meeting.

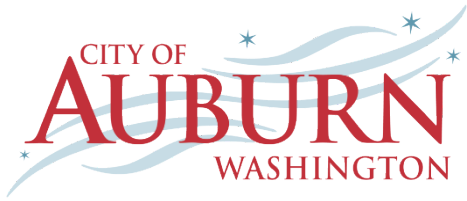
ADJOURNMENT

There being no further business to come before the Fire Relief and Pension Board, the meeting adjourned at 2:57 p.m.

APPROVED THIS 4th DAY OF November 2025.

NANCY BACKUS, MAYOR

ShawnCampbell, City Clerk



AGENDA BILL APPROVAL FORM

Agenda Subject:
Approval of Claims

Meeting Date:
November 4, 2025

Approval of Pension and Healthcare Benefit payments to Fire Relief and Pensioners for the Period of July 1, 2025 through September 30, 2025

(Recommendation: Board approve the Pension and Healthcare Benefit payments through September 30, 2025.)

Department:
City Attorney

Attachments:
2025 Q3 Fire pension Memo

Budget Impact:

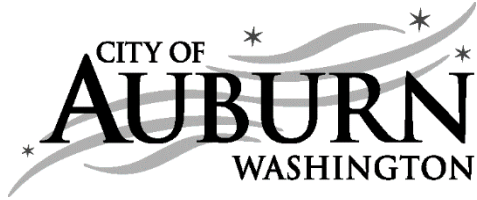
Administrative Recommendation:
Approve Pension and Healthcare Benefit payments as submitted.

Background for Motion:

Background Summary:

Councilmember:

Staff:



Interoffice Memorandum

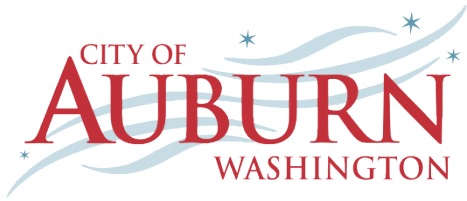
To: Fire Pension Board
From: Jamie Thomas, Finance Director
Date: October 28, 2025
Re: Fire Relief and Pension Benefits

The following information is for the review and approval to the Fire and Relief and Pension Board at their quarterly meeting, scheduled for November 4, 2025.

Approval of Claims

2025 payments not yet approved: \$56,116.68 has been paid in fire pension benefits for the pay period July 1, 2025 – September 30, 2025 and \$6,139.92 has been paid July 1, 2025 – September 30, 2025 for healthcare benefits.

EE Name	Beneficiary	2025 Quarter 3	
		Salary	Benefits
Henderson, Edward L	Henderson, Eveline	6,460.56	-
Kosko, Alan D		3,925.56	1,534.98
Nixon, Ray M	Nixon, Dorothy	3,498.78	-
Partridge, Kenneth	Partridge, Jeanne	4,460.40	-
Petersen, William R		4,979.76	1,534.98
Reno, Robert Eugene	Reno, Annette	7,302.06	-
Shropshire, Monroe S	Shopshire, Meredith	5,959.98	-
Tinsley, William T	Tinsley, Mary Jane	8,650.74	-
Volstad, Dale T		1,910.94	1,534.98
Wigley, Robert S		8,967.90	1,534.98
Total		\$ 56,116.68	\$ 6,139.92



AGENDA BILL APPROVAL FORM

Agenda Subject:

Election for the 2026 - 2027 Fire Relief and Pension Board Position

Meeting Date:

November 4, 2025

Board Secretary Campbell to provide the Board with the timeline for nominations and voting.

Department:

City Attorney

Attachments:

2025 Election Schedule, 2025
Nom Form

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

**CITY OF AUBURN
INTER-OFFICE MEMORANDUM**

TO: All Fire Relief and Pensioners

FROM: Shawn Campbell, Fire Relief and Pension Board Secretary

DATE: November 4, 2025

RE: Fire Relief and Pension Board Representative Election

Below is the election schedule for the term of Board Member to the Auburn Fire Relief and Pension Board. The term runs from January 1, 2026 to December 31, 2027.

Any member wishing to run for the **Fire Relief and Pension Board** representative, must nominate himself or herself on the enclosed form. Only those nominating themselves will be placed on the election ballot.

Please be aware that pursuant to state law only those subject to the Fire Relief and Pension Board may serve as a board member, if elected. If only one nomination is received that person will automatically become the duly appointed Boardmember.

Enclosed is a nomination form, which can be completed and returned to me.

ELECTION SCHEDULE

Nomination requests mailed – November 7, 2025
Nominations due secretary 5:00 p.m. – November 19, 2025
Ballots Mailed – November 24, 2025 (if necessary)
Ballots Due Postmarked by – December 8, 2025
Ballots Counted 3:00 p.m. – December 11, 2025

Ballots will be counted in the City Clerk's office. Anyone wishing to witness the ballot opening is welcome to attend.

Notification to nominees of election results will be on December 12, 2025.

NOMINATIONS

Any Fire Relief and Pensioner must nominate himself or herself for the Fire Relief and Pension Board representative position. The Board position is a two-year term requiring attendance at a quarterly Board meeting held on the first Tuesday of the second month of each quarter.

I wish to nominate myself for the Fire Relief and Pension Board for a term beginning January 1, 2026 through December 31, 2027.

Printed Name: _____

Signature

Date

Return this nomination form in a sealed envelope by 5:00 PM, November 19, 2025 to:

Shawn Campbell, Fire Relief and Pension Board Secretary
25 West Main Street
Auburn, WA 98001

NOMINATIONS

Any Fire Relief and Pensioner must nominate himself or herself for the Fire Relief and Pension Board representative position. The Board position is a two-year term requiring attendance at a quarterly Board meeting held on the first Tuesday of the second month of each quarter.

I wish to nominate myself for the Fire Relief and Pension Board for a term beginning January 1, 2026 through December 31, 2027.

Printed Name: _____

Signature

Date

Return this nomination form in a sealed envelope by 5:00 PM, November 19, 2025 to:

Shawn Campbell, Fire Relief and Pension Board Secretary
25 West Main Street
Auburn, WA 98001