



South Beach Regional Fire Authority, PO Box 1195, Westport, WA 98595



GOVERNANCE BOARD MEETING MINUTES
Thursday September 10, 2026-5:00 PM
708 S Englewood Lane, Westport, WA 98595

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Call Meeting to Order:

The South Beach Regional Fire Authority Governance Board Meeting was called to order by Board Chairperson Alfred Schroeder representing Commissioner District Four at 5:00 PM. In attendance were the following Board Members: Alfred Schroeder representing Commissioner District Four, David McLellan, Vice Chairman representing Commissioner District Three, Sam Schlegel representing Commissioner District Five, Tom Bearden representing District Two, Tom Aronson representing District One present. Fire Chief Daryl Brown, Assistant Fire Chief David Uhler, Administrative Assistant Teresa Hart absent. Diane McNett, Administrative Assistant present. Diane McNett noted that Chief Daryl Brown and Assistant Chief David Uhler were responding to an ambulance call where additional personnel were needed.

Audience:

Linda McLellan, Grayland resident and Jo Bearden, Westport resident present.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

There were none.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting August 13, 2026:** Tom Bearden made a motion to approve August 13, 2026, minutes as written. Motion seconded by David McLellan. Motion carried.
- b. **Approval of Payroll 9-01-2026 through 9-30-2026 totaling \$186,240.37:** David McLellan made a motion to approve the payroll from 9-01-2026 through 9-30-2026 totaling \$186,240.37. Motion seconded by Tom Aronson. Motion carried.
- c. **Approval of Voucher 2026-353 through Voucher 2026-388 total \$103,985.30:** David McLellan made a motion to approve Voucher 2026-353 through Voucher 2026-388 totaling \$103,985.30. Motion seconded by Tom Bearden. Motion carried.

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SIGNING OF VOUCHERS: Board members signed the vouchers.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: Tom Aronson thanked the board for carrying on business during his recent absences. He has been busy with unexpected family obligations.

Commissioner District Two Tom Bearden: Tom noted that the City of Westport has had recent meetings about the flock cameras. Chairman Schroeder noted that it does not appear to have any impact on the RFA.

Commissioner District Three David McLellan: David McLellan commended Alvaro on the upgrades to the training center.

Commissioner District Four Fred Schroeder: None.

Commissioner District Five Sam Schlegel: None.

CHIEF'S REPORT:

Chief Daryl Brown: Administrative Assistant McNett read the prepared report as follows:

Bond Update: The bond election has been officially validated. We will be placing a bond update on the Agenda under OLD BUSINESS monthly. Once bonds are sold it will change to station update. Chief added that he has met with our bond agent and our bond attorney on Tuesday. We will be working on an updated fiscal management policy for your review and adoption. This update was suggested by our bond agent. Chief Uhler and I along with our annual budget will be working on a 10-year projection as required for our Bond Prospectus.

Long Range Plan: It is time to review our current long-range plan in preparation for our 2027 budget. Chief would like to apologize for the reschedule. He would like to set up a Long-Range Plan/Budget Workshop in September (lunch provided). The days that work best are Wednesday the 23rd, Wednesday the 30th or Thursday the 1st of October.

Emergency Generator: Chief stated he has received two out of the three bids for the electrical work and has notified the concrete contractor of our award. He does not have a hard date for the concrete slab as the contractor was checking on his project schedule.

Training Center Update: Alvaro has been working hard on the training center maintenance and refresh. He anticipates that the project will be completed by the end of September. Chief Brown wanted to publicly thank him for his hard work and dedication.

ASSISTANT CHIEF'S REPORT:

Assistant Chief David Uhler's report was read by Administrative Assistant McNett:

Wildland Mobilization and Brush 31: Jake Finnigan and Brush 31 are back in the area after the last two weeks in Entiat at the Little Giant fire. Brush 31 did suffer from what appears to be a fuel pump failure. James and Assistant Chief Uhler brought Brush 31 back on Monday for further assessment. Brush 31 is likely not to be mobilized again this summer due to the failure. Teresa and Assistant Chief Uhler are working on the reimbursements from our mobilizations for this summer.

Knox Med Vaults Update: The Knox Med Vaults have been installed in the medic units and the supply room. To maintain our compliance with local protocols and DEA registration status. Total cost for the project was \$10,450.20 against the approval request of \$13,000.

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CORRESPONDENCE: None.

UNFINISHED BUSINESS:

- a. **Approval of Commissioner Timecards:** David McLellan made a motion to approve the commissioner timecards as presented for payment. Motion seconded by Tom Aronson. Motion carried.

NEW BUSINESS:

- a. **Policy PPG #6210-Procurement Policy (Purchasing):** -Administrative Assistant McNett distributed Policy PPG#6210 for the board member's review. Chief Brown was not present and there were questions raised by the commissioners. It was suggested that the policy be taken home for review with discussion to follow at the next board meeting.
- b. **Policy PPG#6200-Purchasing: Authorization and Control:** PPG#6200 Purchasing: Authorization and Control was distributed and due to it being three pages long, Administrative Assistant read it aloud for the commissioners to review. There were no questions regarding the policy. David McLellan made a motion to approve PPG#6200 as written. Tom Aronson seconded the motion. Motion carried.

NEXT MEETING:

October 8, 2026-4:30pm Board of Volunteer Firefighters Board

October 8, 2026-5:00pm South Beach Governance Board Meeting

ADJOURN:

David McLellan made a motion to adjourn the meeting at 6:10pm. Motion seconded by Tom Aronson. Motion carried.