



# SOUTH BEACH REGIONAL FIRE AUTHORITY

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**South Beach Regional Fire Authority  
Governance Board AGENDA  
Thursday, December 14, 2017-5:00 PM  
506 N Montesano Street, Westport, WA 98595**

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**TO DO:**

**ADDITIONAL AGENDA ITEMS:**

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1. Call Meeting to Order.
  2. Roll call.
  3. Flag Salute.
  4. Agenda Modifications.
  5. Announcements, Proclamations, Presentations:
    - a. Michael Bruce, Hospital Board Member.
    - b. Colleen Curry, Chaplain: Presentation of South Beach RFA Chaplain Program.
    - c. Introduction of South Beach RFA Battalion Chief-Dennis Benn.

6. Public Comment.

*Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of these Bylaws. Citizens may also speak*

***on individual agenda items on the printed agenda at the time they are considered by the Board as requested by the Chair.***

**7. Consent Agenda.**

- a. Revision request by Bob Parnell of 3 meetings: October 19, Nov. 2 & Nov.6, 2017. (Attachment 1 a. – 1 g.) email note from Bob Parnell)**
- b. Approval of Governance Board Meeting Minutes November 9, 2017. (Attachment 2)**
- c. Approval of Governance Special Meeting Minutes-November 20, 2017. (Attachment 3)**
- d. Approval of Payroll 12-01-17 through 12-31-2017. Voucher 2017295 through 2017\_\_\_\_\_.**

**8. Board Committee Reports.**

**9. Board Member Reports.**

**10. Chief's Report.**

**11. Department Reports.**

- a. Board for Volunteer Fire Fighter meeting report. (meeting at 4:30 PM prior to Governance board)**

**12. Correspondence.**

- a. Letter received from Pacific County Fire District #5 requesting alternate representative.**

**13. Unfinished Business.**

- a. Mileage Resolution 2017.15. (Attachment 4)**

**14. New Business.**

- a. Recommendation from Bob Parnell to reference Commissioners by Position #. (Attachment 5)**

**15. Good of the Order.**

**16. Signing of Payroll and Vouchers.**

**17. Future Meetings.**

- a. January 11, 2018: 4:30 PM Board for Volunteer Firefighters.**
- b. January 11, 2018: 5:00 PM Monthly Governance Board Meeting.**

South Beach Regional Fire Authority  
Governance Board Special Meeting Minutes

Thursday, October 19, 2017-5:00 PM, 506 N Montesano St., Westport, WA 98595

1. Call Meeting to order:  
Alfred R. Schroeder called the meeting to order at 5:00 PM.
2. Alfred R. Schroeder led the group with the flag salute.
3. Roll Call:  
Alfred R. Schroeder, Commissioner, GHFD #14  
Robert Parnell, City Councilperson, City of Westport  
David McLellan, Commissioner, GHFD #11  
Sam Schlegel, Commissioner, PCFD #5  
Tom Bearden, Commissioner, GHFD #3  
Diane McNett, Secretary
4. Personnel Issues:  
Discussion took place in regards to creating a job description for a fire chief position.

Several ideas were discussed with the decision that there should be a committee preparing the final chief job description. The committee will be comprised of:

Bob Parnell, Darin VanderVeur, Keith Zelepuza, and David McLellan.


The committee will meet and then bring their completed paperwork to a special meeting scheduled on Thursday, November 2, 2017 at 5:00 PM, Westport Council Chambers, 506 N Montesano, Westport, WA 98595.

There will be two items of discussion on November 2, Special Meeting:

1. Approval of job description.
2. Two month budget for Grays Harbor County-November/December 2017.

There being no further discussion a motion was made by Tom to adjourn the meeting at 6:30 PM. Motion seconded by David McLellan. Motion carried.

For the board,

  
Diane McNett, Secretary



Bob Parnell is requesting the following change(s):



October 19, 2017 SBRFA draft meeting minutes:  
Page 1, Paragraph 3 Roll Call: Please add: Art Cole, Acting Fire Chief, absent.



Attachment # 1 b.

☆ Bob Parnell is requesting the following change(s): ☆

See following pages  
of Nov. 2. Minutes.

November 2, 2017 SBRFA draft meeting minutes Page 1, paragraph 3, Roll Call: Please add Acting to Art Cole title to read Acting Fire Chief

Please revise second full paragraph first sentence to read: " Discussion followed in regards to the draft Fire Chief job description prepared by the committee

Please revise the 3rd paragraph 3rd sentence last words to read the Acting Fire Chief. Acting Chief Cole stated he would like one board member on the union interview committee. Commissioner Bearden said he would like to be on that selection committee and was approved by the Governance Chairman Schroeder. (Note to Diane- I believe Tom Bearden was appointed-please confirm)

Fourth paragraph: Delete "noted" and replace with recommended to read: It was recommended that advertisement for the permanent chief position should be in fire publications like Daily Dispatch and other fire service type publications.

Fifth paragraph Revise to read: Art noted he would like to a meeting with the Board Chairman Schroeder as soon as possible to modify his current South Beach Ambulance (SBA) contract to reflect his current position as Acting Fire Chief and monetary compensation.

**South Beach Regional Fire Authority**

**Governance Board Special Meeting Minutes for the purpose of discussing personnel and approval of a 2 month Budget—November through December 2107 for the SBRFA:**

**Thursday, November 2, 2017, 2017-5:00 PM, 506 N Montesano St., Westport, WA 98595**

**1. Call Meeting to order:**

Alfred R. Schroeder called the meeting to order at 5:00 PM.

**2. Alfred R. Schroeder led the group with the flag salute.**

**3. Roll Call:**

Alfred R. Schroeder, Commissioner, GHFD #14

Robert Parnell, City Councilperson, City of Westport

David McLellan, Commissioner, GHFD #11

Sam Schlegel, Commissioner, PCFD #5

Tom Bearden, Commissioner, GHFD #3

Secretary Diane McNett

Art Cole, Fire Chief

**2 month Budget presentation: A motion was made by David McLellan to approve the November-December 2017 for the SBRFA as presented. Motion seconded by Tom Bearden. Motion carried. (see attachment #1)**

**Discussion followed in regards to a job description. A motion was then made by Bob Parnell to approve the job description with the minor changes. Motion seconded by Tom Bearden. Motion carried. (see attachment #2- final approved fire chief description)**

**A battalion chief position was then discussed. The consensus was that the position should be negotiated with the union and follow the union contract. A motion was made by Tom Bearden to immediately fill the BC position, selected by the Chief. Chief Cole stated he would like input from one board member as well. Motion seconded by David McLellan. Motion carried.**

**It was noted that advertisements for the chief position should be in the Daily Dispatch and other fire type publications.**

**Art noted that he would like a meeting as soon as possible to get his contract signed.**

**A special meeting was then scheduled for personnel issues on Monday November 6, 2017, 5:00 PM for the purpose of discussing wages for Art Cole's contract. It will be held at 506 N Montesano Street, Westport, WA 98595. Art will meet with Chairman Schroeder at 2:00 PM on Monday, November 6, 2017 for the purpose of changes to Art's current contract.**

There being no further discussion a motion was made by David to adjourn the meeting at 6:15 PM. Motion seconded by Tom Bearden. Motion carried.

For the board,

  
Diane McNett, Secretary

The special minutes have been approved from the November 2, 2017 meeting:

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Alfred R. Schroeder, Chairman, Commissioner, Grays Harbor County Fire District #14

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Robert Parnell, Vice Chairman, Westport City Councilperson

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Sam Schlegel, Commissioner, Pacific County Fire District #5

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Tom Bearden, Commissioner, Grays Harbor County Fire District #3

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David McLellan, Commissioner, Grays Harbor County Fire District #11

Attachment #1 e.

Bob Parnell is requesting the following change(s):

See following pages of  
November 6, Minutes

November 6, 2017 SBRFA draft meeting minutes Page 1, Paragraph 3, Roll Call- Add: Art Cole, Acting Fire Chief Paragraph 4; Please add- Also in the Executive Session discussion were Art Cole and Captain VanderVeur Paragraph 6 1st paragraph Revise to: Tom Bearden made a motion to establish the Battalion Chief position salary range between \$78,000 and \$82,000.

Paragraph 6: Revise next paragraph to read: Tom Bearden made a motion to create the Fire Chief Position salary range between \$95,000 and \$100,000.

Paragraph 6, Revise next paragraph: Sam Schlegel made a motion to modify Art Cole' existing South Beach Ambulance contract title of Executive Director to the title fire chief at the rate of \$95,000 per year. A discussion on whether or not to advertise the permanent fire chief position, as expected based on the SBRFA Planning Committee expectations ensured. Commissioner Parnell lobbied for advertising the permanent fire chief position stating the permanent fire chief position is probably the most import decision the Governance Board will made. A majority of Commissioners as well as other attendees at the meeting desired not to advertise but offer the permanent position to Art Cole, Acting Fire Chief. There was no interview process or discussion on expectations of the fire chief position. The modified contact offered to

Art Cole, was from October 2, 2017 to October 2, 2018 at a salary of \$95,000 year, with benefits, and was accepted by Mr. Cole.



**South Beach Regional Fire Authority**

**Governance Board Special Meeting Minutes for Personnel/Executive Session with possible action to be taken:**

**Monday, November 6, 2017-5:00 PM, 506 N Montesano St., Westport, WA 98595**

**1. Call Meeting to order:**

Alfred R. Schroeder called the meeting to order at 5:00 PM.

**2. Alfred R. Schroeder led the group with the flag salute.**

**3. Roll Call:**

Alfred R. Schroeder, Commissioner, GHFD #14

Robert Parnell, City Councilperson, City of Westport

David McLellan, Commissioner, GHFD #11

Sam Schlegel, Commissioner, PCFD #5

Tom Bearden, Commissioner, GHFD #3

Diane McNett, Secretary

**4. Executive Session to discuss personnel for 15 minutes, time was 5:15 PM.**

**5. Back in session at 5:15 PM for an additional 15 minutes.**

**6. Back in session at 5:30 PM.**

Tom Bearden made a motion to create a Battalion Chief position with the salary to range between \$78,000 to \$82,000. Motion seconded by David McLellan. Motion carried.

Tom Bearden made a motion to create the Fire Chief position with the salary to range between \$95,000 to \$100,000. Motion seconded by Sam Schlegel. Motion carried.

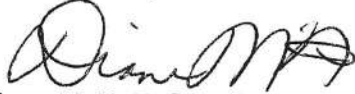
Sam Schlegel then made a motion to change Art Cole's current contract to the title fire chief at the rate of \$95,000 per year. The contract will extend until October 2, 2018. Motion seconded by Bob Parnell. Motion carried.

Sam Schlegel made a motion that Art Coles hours will be changed from 36 to 40 hours per week; retroed to October 2, 2017. Motion seconded by Dave McLellan. Motion carried.

Job description will be written with the union's help for the Battalion Chief position of which approval will take place at the monthly governance meeting on Thursday, November 9, 2017.

There being no further discussion a motion was made by Sam to adjourn the meeting at 5:38 PM. Motion seconded by Tom McLellan. Motion carried.

For the board,



Diane McNett, Secretary

The special minutes have been approved from the November 6, 2017 meeting:

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Alfred R. Schroeder, Chairman, Commissioner, Grays Harbor County Fire District #14

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Robert Parnell, Vice Chairman, Westport City Councilperson

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Sam Schlegel, Commissioner, Pacific County Fire District #5

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Tom Bearden, Commissioner, Grays Harbor County Fire District #3

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David McLellan, Commissioner, Grays Harbor County Fire District #11



# **SOUTH BEACH REGIONAL FIRE AUTHORITY**

Attachment #2

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## **GOVERNANCE BOARD MEETING MINUTES November 9, 2017**

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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 Grays Harbor Fire Protection District #14 at 5:00 PM. The meeting was held at 506 N. Montesano Street, Westport, WA. In attendance were Board Members, David McLellan representing Grays Harbor Fire Protection District #11 via facetime, Tom Bearden representing Grays Harbor Fire Protection District #3, and Sam Schlegel, representing Pacific County Fire District #5. Governance board secretaries Diane McNett and Teresa Hart both were in attendance as was Chief Art Cole. Board representative from the City of Westport and Vice Chairperson, Bob Parnell was in attendance by cell phone after the initial roll call was taken and Number 6 Public Comment.

The following department personnel were in attendance: Steven Curry, Chaplain Steven Curry, Keith Zelepuzza Lt., Jeremy Causey Paramedic, Captain Daryl Brown Paramedic, Dennis Benn EMT, Chris Nicholson EMT.

Citizen Margo Tackett and JoAnne Bearden from Westport present. Fire Commissioner from Pacific County Fire District #5 Frank Porembski present.

### **Flag Salute:**

The Pledge of Allegiance was recited.

### **Agenda Modifications:**

Secretary McNett noted that there were the following agenda modifications:

#### **Number 7. Consent Agenda:**

- a. Approval of Governance Board Meeting Minutes-October 12, 2017.
- b. Approval of Governance Special Board Meeting Minutes-October 19, 2017, November 2, and November 6, 2017.

#### **Number 8. Board Committee Reports:**

- a. Battalion Chief qualifications and job descriptions in packets.

#### **Number 13. Unfinished Business:**

- b. Policy approval: Credit card/Resolution 2017.13.
- c. Art Cole's contract.

#### **Number 14. New Business:**

- a. Resolution 2017.14-Offering Social Security to LEOFF members.

#### **Number 19. Future Meetings:**

- a. Approval of 2018 Budget/Special Meeting to be scheduled.

### **Announcements, Proclamations, and Presentations:**

None.



**PAGE 2 GOVERNANCE BOARD MINUTES-NOVEMBER 2017:**

**Public Comments:**

\*Margo Tackett, 315 N. Broadway, Westport, WA stated that she understands we are just starting out but the agenda should be able to be looked at ahead of time so comments may be made at the meeting. Is there a plan for a website so it can be posted and reviewed prior to the meeting? Fred stated yes this is being worked on.

\*Chuck Wallace, Grays Harbor Fire Protection District #11 Commissioner questioned can we move the public comment back to later in the meeting? There is also the good of the order that can be a time for comments stated Fred. What direction is the Chief and Board going and what is the timeline, questioned Chuck. What is happening with the properties, vehicles etc.? Chuck then offered to the board his services as to assisting them with what their roles are. Chuck believes there could be confusion right now and he could help guide the board.

**Consent Agenda:**

- a. Approval of Governance Board Meeting Minutes-October 12, 2017: A MOTION was made by Sam Schlegel to approve the October 12, 2017 minutes as written. MOTION SECONDED by David McLellan. MOTION CARRIED.
- b. Approval of Governance Special Board Meeting Minutes-October 19, November 2 and November 6, 2017 Minutes. A MOTION was made by Tom Bearden to approve the October 19, November 2 and November 6, 2017 minutes as written. MOTION SECONDED by Sam Schlegel.

**Board Committee Reports:**

- a. Battalion Chief qualifications and job description in packets: Fred and Darin have met and altered the union contract to include the following:
  - \*Article 2-Add to Article 2.1; the classification Battalion Chief.
  - \*Articles 3-14 NO CHANGES.
  - \*Article 15—Add 15.3 to read; “40-hour employee(s) shift shall commence at 0700 and conclude at 1700 ten (10) hours later. The work cycle will be four (4) 10 hour days and will be agreed upon with the Chiefs approval.
  - \*Article 16 NO CHANGES.
  - \*Article 17-add 17.8 to read; “The BC is not affected by the contents of article 17.1 – 17.7. The BC receives no overtime. Instead, he or she receives Compensatory time (Comp time). Comp time is defined as paid time off for any hours worked in excess of the maximum 40 hours per week.” Comp time may not be carried over into the *preceding* year and must be used in the year that it occurred or will be lost. The only exception to this rule will be any comp time accrued in the month of December.  
*\*at this time Tom Bearden noted that it should be proceeding not preceding year.\**
  - \*Article 18-add to 18.1 to read; “40 hour employee(s) will receive 168 hours of Vacation time per calendar year”. If said employee moved from the classification of 24 hour Employee to a 40 hour Employee and has banked Vacation days in excess of the set 168 hours said employee may either use the mentioned days off prior to the end of the calendar year, bank said days not to exceed the aforementioned 168 hours as per Article 18.2, or opt to have the days converted to time and be bought back hour for hour for hour at said Employees regular rate of pay.  
NOTE: 40 hour employees will not receive 96 hours of Holiday leave. This only applies to 24 hour employees as per Article 18.6
  - \*Article 19-add to Article 19.1 to read; “40 Hour Employee(s) will receive 96 hours of sick leave per year.
  - \*Article 20-add to Article 20.1 to read; “40 Hour Employee(s) shall be allowed forty hours (40) time off.
  - \*Article 21-36 NO CHANGES.



**PAGE 3-GOVERNANCE BOARD MINUTES-NOVEMBER 2017:**

\*Article 37-Change the word "Agreed to" to "Revised on" for the new signature page.

\*Appendix A-add "Battalion Chief" section under the Captains pay rate with the pay range set at \$78,000.00 - \$82,000.00.

Signed by AR Schroeder and Darin VanderVeur.

#3

- a. Cola raise for the year 2018 will be 2.5%.
- b. Cola raise for the year 2019 will be 2.5%.

Chuck Wallace stated that if you do not go outside of the ranks, it would appear that you are using the 'good ole boy' network. Margo Tackett questioned if the union had any stipulations, such as available to the union first—Darin stated no they had followed the same procedure—interviewing within the rank. Sam Schlegel questioned who would be picking the candidate? Chuck stated possibly a matrix could be written, with the Chiefs from the outside departments selecting the candidate. Fred stated it had been discussed earlier that the Chief would be selecting the BC. Daryl Brown stated is this a promotion or a new position. Fred stated it is a new position. Dave Bell stated the union felt it was a promotion. Art stated it was initially to be a promotional position. He added that there are 3 candidates within the union that qualify. A MOTION was then made by Tom Bearden that the BC position be taken from the ranks/captain positions and anyone who has 3 years' experience as an officer. The positions will be a promotional one. MOTION seconded by Bob Parnell. Motion carried. Art stated that this could be completed immediately and the position filled by December 1<sup>st</sup>. Art stated he would like someone from the board to participate in the interview process. Tom Bearden volunteered to be a representative from the board as well as Sam Schlegel. The process for interviews is targeted to be done prior to Thanksgiving.

**BOARD MEMBER REPORTS:**

None.

**CHIEF'S REPORT:**

- Our medic unit is nearly ready to be picked up---November 21, 2017 could be the day. At the time we are working on securing the financing.
- New patches being sewn on uniforms signifying Regional Fire Authority.
- New fuel cards are being distributed and easily trackable.
- We are working on new station signs and obtaining bids.
- New station numbers are as follows: Pacific County #5 is Station 33, District 11 is Station 34, District 14 is Station 32 and the Westport Station is 31.
- Tones now are one for EMS and two for Fire.
- Reserve meeting was held on November 1<sup>st</sup>. Currently we have 20 or 25 volunteers. We have representatives from each department and will move to a point system in January 2018. In addition there is a new drill start time---6:30 PM. Drills will also be done at different stations. We may possibly have training on Saturdays, possibly on occasion. We are trying to be flexible. Correspondence was discussed and by using Active 911 we can stay in touch easier. Chief Brown oversees this.
- Art asked the board to put the brakes on ordering radios right now so we can evaluate what work bests in our area. It is a DNR 50/50 matching funds so we need to come up with the entire amount

**PAGE 4-GOVERNANCE BOARD MINUTES-NOVEMBER 2017:**

and then submit for reimbursement. Sam will discuss with Rick the radio issue and possibly waiting to order further and advise Art what radios Rick has received.

- Command rigs need to be brought to Westport with the idea that they can be outfitted to be Response Command rigs and outfitted to be response vehicles from responder's homes. The two vehicles are from Pacific County and Ocosta. Capt. Brown will work on getting the proper EMS equipment so they can be used as a sprint vehicle.
- Art stated he would like to take the board on a tour of all the stations and view the apparatus they have. Bob Parnell will be back on November 18<sup>th</sup> and David McLellan will return on November 16<sup>th</sup>. Any tour should be done after this date so they can participate. We are potentially looking to closing the Larkin Station and the station located at Dave Bell's uncle's residence in Johns River. Art will coordinate with Fred and then advise the remaining boarders when the tour date will take place. The apparatus that is deemed surplus can be sold at Richie Brothers.
- The Grayland station needs to get its doors insulated. Art stated that the cost would be around \$1000. Tom Jensen will be the contact person for getting the job done.
- Working on reserve ranks and how that will work. It was felt that there should be a steward at each station who would check out the apparatus and keep track of things. There possibly could be a stipend paid. This is a work in progress now. Art would like to discuss further next month.
- Working on Micro Grants. Art has discovered that there are micro grants available for up to \$25K. Of need, right now is an extractor to be used for cleaning bunker gear. The cost is around \$17K. Art is waiting to see what falls under the priority list before he works on the grant. If the extractor is not priority one, Art would like to go for a gurney. Cost of a new one is \$17K.
- One central commissioner meeting office. Art stated it might be a good idea to keep District #3's office. Tom Bearden described the office in detail and stated it rents for \$100 per month. Art stated it could be discussed further next month. Sam questioned whether the secretaries had enough room currently; Art stated due to the phones and billing information it wouldn't be feasible for them to move.
- Hiring a new Battalion Chief. Art stated we can work further on establishing a timeline with the assistance of a BC. Art brought to discussion security at each station---there are secured locks that can be obtained for approximately \$1200 to \$1400. To be discussed further.
- Morale is good as everyone is excited about where we are headed as a group together.
- Sam Schlegel stated Art needs to get ahold of Pacific County to get out of the lease currently in place.

**DEPARTMENT REPORTS:**

None.

**CORRESPONDENCE:**

None.

**UNFINISHED BUSINESS:**

- a. City of Westport Lease agreement: Sam Schlegel questioned whether the board should have the Westport Fire Station inspected before we sign the lease as there are stipulations in the contract that must be followed. Bob questioned whether the insurance was complete with the City?



**PAGE 5-GOVERNANCE BOARD MINUTES-NOVEMBER 2017:**

Margo stated that she had sent the certificate received from South Beach RFA's insurance carrier to the Cities insurance and all was good. MOTION made by Tom Bearden to approve the Westport City Lease agreement as presented. MOTION seconded by Sam Schlegel. MOTION CARRIED.

- b. Policy approval: Credit Card/Resolution 2017-13: The Resolution 2017-13 was presented without Draft marked across it. This had previously been approved.
- c. Resolutions regarding mileage/ per diem to follow IRS rule-53.5 cents per mile: Secretary McNett Stated that a resolution regarding mileage will be presented next month. Currently the rate is 53.5 cents per mile. Margo stated that the resolution shouldn't include the amount as that can change from year to year.
- d. Art's contract: The public wasn't aware that Art had accepted his contract. It was noted that after meeting with Fred, Art had agreed to the stipulations made by the board.

**NEW BUSINESS:**

- a. Board for Volunteer Letter/Appointment of Committee: Diane stated that a committee needs to be formed regarding the Board for Volunteer Labor and Industries coverage. That would be comprised of the Chief, (Art Cole) Secretary (Diane McNett), a member of the board (David McLellan) Fred Schroeder (Chairperson of the Board) and a member of the Volunteer Association. Keith Zelepuza will be the representative until the volunteer association meets again. The meeting will more than likely be held at 4:00 PM or 4:30 PM prior to the monthly governance meeting on the 2<sup>nd</sup> Thursday of the month. Bob Parnell stated he wanted to make sure that the Chief is the one who oversees the paid and volunteer staff. It was explained that this committee has nothing to do with who is in charge; simply an approval of injury claims that a volunteer may experience.
- b. Board of Governance Board Reimbursement Policy: Diane questioned whether the board was going to draw up a reimbursement policy. Fred questioned whether any of the board members would like to meet with him to write a board reimbursement policy. Tom Bearded volunteered.
- c. Resolution No. 2017-14 Offering Social Security to LEOFF members: Teresa distributed the resolution that was written by the Retirement system. MOTION made by Sam Schlegel to approve Resolution 2017-14 as written. MOTION SECONDED by Tom Bearden. MOTION CARRIED.

**EXECUTIVE SESSION**

None.

**GOOD OF THE ORDER**

Margo suggested that Art look at "Gov Deals.Com" for consideration before having to haul items to Richie Brothers. There is no transportation costs and it would be worth looking at. It may be easier and less expensive, the City has used their services and experienced good results. Margo will get the information to Art.

Tom Bearden stated there have been several fires lately and he would like to congratulate all on their hard work.

**SIGNING OF VOUCHERS**

Payroll for November in the amount of \$80,413.20 was reviewed along with Voucher 2017253 through 2017294 totaling \$82,978.66. MOTION made by Tom Bearden to approve for payment payroll in the amount of \$80,413.20 plus Voucher 2017253 through 2017294 in the amount of \$82,978.66 for a grand total of \$166,863.62. MOTION seconded by Bob Parnell. MOTION carried.

**PAGE 6-GOVERNANCE BOARD MINUTES-NOVEMBER 2017:**

Chuck Wallace wondered if the RFA was paying all the bills for every entity now. Teresa stated they are gradually getting filtered to South Beach for RFA; she is working with Ken and Debbie at the county to make the transition of funds. Chuck stated money received for the district regarding bonds can only be used on that entity. Art stated he is aware of the situation and again he reiterated that we are working with the County.

**FUTURE MEETINGS**

- a. Approval of 2018 Budget/Special Meeting to be scheduled: Discussion followed in regards to approval of the 2018 budget meeting. This will be scheduled by the office and the board members notified.
- b. Governance Monthly Meeting-December 14, 2017: The next meeting will be the 2<sup>nd</sup> Thursday of December which is the 14<sup>th</sup>, time 5:00 PM.

Bob Parnell noted that he would like to reserve the option of submitting changes to the minutes that have been previously approved. Bob didn't realize they had been approved when he connected with the meeting via his cell phone. Diane asked Bob to email those to her and she will provide those at the December meeting for board consideration.

- c. Adjournment: MOTION made by Sam Schlegel to adjourn the meeting at 6:38 PM. MOTION SECONDED by Tom Bearden. MOTION CARRIED. TIME WAS 6:38 PM.





# **SOUTH BEACH REGIONAL FIRE AUTHORITY**

Attachment # 3

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## **GOVERNANCE BOARD SPECIAL MEETING MINUTES For the purpose of approving the 2018 BUDGET November 20, 2017**

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### **Call Meeting to Order:**

The South Beach Regional Fire Authority Governance Board Special Meeting was called to order by Board Chairperson Alfred Schroeder, representing Grays Harbor Fire Protection District #14 at 4:30 PM. The meeting was held at 506 N. Montesano Street, Westport, WA. In attendance were Board Members, David McLellan representing Grays Harbor Fire Protection District #11, Sam Schlegel, representing Pacific County Fire District #5 and Vice Chairperson Bob Parnell representing the City of Westport. Governance board secretaries Diane McNett and Teresa Hart both were in attendance. Board Member Tom Bearden representing Grays Harbor Fire Protection District #3 was absent. Chief Art Cole was absent.

Citizen Margo Tackett from Westport attending as was Frank Porembski, Fire Commissioner from Pacific County Fire District #5.

### **Flag Salute:**

The Pledge of Allegiance was recited.

### **2018 BUDGET:**

Secretary Hart stated that she had slightly changed the 2018 budget in the following categories:

\*Under Revenue---the "service charge shared contributions" was changed to RFA Real & Personal Property Tax with a different budget/bar code.

\*Under Expenditures the following changes were noted based on removing \$13,500 from the Professional Services-Admin Budget Analysis, since we will not be having another analysis done. Changes are as follows:

- a. Office and Operating Supplies---increased to \$15K
- b. Small tools and Minor equipment-admin--increased to \$5K
- c. Communications-Admin--increased to \$10K
- d. Maintenance Contracts-Admin-increased to \$9,500
- e. Repair and Maintenance-Facilities--increased to \$50K
- f. Repair and Maintenance-Vehicles--increased to \$80K
- g. Vehicle Loan Payment Fund--increased by \$5K
- h. Capital Outlay-Equipment/Building-decreased to \$115,113

The bottom line is that the budget is still at the same amount--\$2,290,500 however some categories have been adjusted.

Bob Parnell questioned what was the original capital outlay amount? Bob thought it was around \$170K however when Teresa talked to Art she wasn't sure what he had the amount designated for. At one time, he had been thinking we may need a fire truck, but Teresa wondered why a truck when we now had several trucks from the

**PAGE 2-GOVERNANCE SPECIAL MINUTES-NOVEMBER 20, 2017**

other agencies. Basically, Bob said it was a holding spot. Margo said during the year if you didn't use that money, it could be transferred into other categories. Frank Porembski asked if Teresa had any input from the board members? Teresa stated that it is up to the director or chief to prepare a budget and to answer his question no she did not. Teresa added that these figures came from Paul Lewis based on what we had asked the voters initially. Margo asked if we got any actual figures as it may not be exactly what we think we will get, due to the hospital/library tax. In the future, Teresa said the governance committee will be the ones discussing the budget for 2019. We will have a much better idea after we get through 2018.

Dave McLellan questioned if the salaries and wages included the wages for the chief and BC? Teresa said yes. Bob Parnell questioned whether it included the office staff as well. Teresa said yes.

Margo questioned the volunteer reimbursement program---Teresa noted that there is \$40K in the fund. Margo wondered if the board was going to approve the plan as to how the volunteers would be paid. Fred added that the point system will begin in January and he expects that the board will review the plan.

Questioned by Sam was what had we found out about the money from District #11? Teresa stated all the district monies have been transferred to the RFA. Funds have been set up accordingly to include the bonds and back tax payments.

Bob Parnell wondered if the utilities categories are a roll up of all the departments utilities? Does it include telephones? Teresa stated yes at this point it does and she felt \$50K would be enough, based on what projections we had seen.

Bob Parnell noted he gets the impression that the volunteers keep the station/Regional Fire Authority going and stated that he would prefer to have extra money go towards this fund. It is very important that we keep enough in this fund as the volunteers are the backbone of the RFA, stated Bob. Fred stated we can change and add to the volunteer reimbursement, as we go through the year. With the budget now, Bob stated we are only allotting 2% for the volunteers—it would be possible to withdraw money from the vehicle replacement fund or the repair fund to augment it. Bob reiterated that he wants to have the funds to recruit volunteers and to take care of them. Sam added that we can still add to it. It was suggested that the volunteer plan be looked at to make sure there are enough funds to support it. To be discussed further.

MOTION made by Sam Schlegel to approve the 2018 budget as presented with the corrected amounts. Total is \$2,290,500. MOTION SECONDED by Dave McLellan. MOTION CARRIED.

**ADJOURN:**

MOTION made by Dave McLellan to adjourn the meeting at 5:03 PM. MOTION SECONDED by Bob Parnell. MOTION CARRIED.

**SOUTH BEACH REGIONAL FIRE AUTHORITY**

**RESOLUTION 2017.5**

**A RESOLUTION ESTABLISHING  
MILEAGE REIMBURSEMENT RATE**

**WHEREAS, the Governance Board of the South Beach Regional Fire Authority Recognizes that the South Beach Regional Fire Authority staff, volunteers, and governance members may from time to time be required to use their personal vehicles for South Beach Regional Fire Authority business.**

**WHEREAS, the Board believes it is appropriate to reimburse for said mileage upon approval of the Fire Chief or Battalion Chief.**

**BE IT HEREBY RESOLVED THAT the South Beach Regional Fire Authority will reimburse for mileage at the current rate established annually by the IRS.**

**RESOLVED AND ADOPTED this 14<sup>th</sup> day of December 2017.**

**ATTEST:**

**SOUTH BEACH REGIONAL FIRE AUTHORITY  
GOVERNANCE BOARD:**

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	<b>Section 5</b>	<b>Governance Structure</b>
	<i>Adopted</i>	01-31-17
	<i>Revision</i>	The <b>GOVERNANCE STRUCTURE</b> section of the <b>South Beach Regional Fire Authority Plan</b> is subject to amendment or revision only by a majority vote of the SBRFA Governing Board.
	<i>Revised</i>	

**Reference:**

1. The authority to provide governance for the South Beach Regional Fire Authority is provided by RCW 52.26.080 and RCW 52.26.090.

**Governing Board Operation & Structure:**

1. **Governing Board Authority.** As provided by RCW 52.26.080, the South Beach Regional Fire Authority Governing Board shall be established and have authority as of the Effective Date of the South Beach Regional Fire Authority.
2. **RFA Commissioner Districts.** Pursuant to RCW 52.26.080(4)(b), the South Beach Regional Fire Authority shall be divided into five Commissioner Districts based on the existing jurisdictional boundaries of the Participating Jurisdictions. The governing board shall include five voting members consisting of one from each Commissioner District The Commissioner Districts are identified as:

*Robert Parnell* a. **Commissioner District One "City of Westport District."** City of Westport.

*Tom Bearden* b. **Commissioner District Two "Rural Westport District."** The jurisdictional boundaries of Grays Harbor County Fire Protection District No. 3 as existing on the Effective Date.

*David McLellan* c. **Commissioner District Three "Grayland District."** The jurisdictional boundaries of Grays Harbor County Fire Protection District No. 11 as existing on the Effective Date.

*Alfred Schroeder* d. **Commissioner District Four "Ocosta District."** The jurisdictional boundaries of Grays Harbor County Fire Protection District No. 14 as existing on the Effective Date.

*Sam Schlegel* e. **Commissioner District Five "North Cove District."** The jurisdictional boundaries of Pacific County Fire Protection District No. 5 as existing on the Effective Date.