



SOUTH BEACH REGIONAL FIRE AUTHORITY

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

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

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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.