



SOUTH BEACH REGIONAL FIRE AUTHORITY

GOVERNANCE BOARD MEETING MINUTES November 9, 2017

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 Zelepuza 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 Poremski 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.

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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 red; “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 red; “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.

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*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 1st. 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 1st. 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

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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 18th and David McLellan will return on November 16th. 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?

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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 Zelepuzza 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 2nd 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.

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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 2nd Thursday of December which is the 14th, 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.