



South Beach Regional Fire Authority

GOVERNANCE BOARD MEETING MINUTES

December 14, 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 the following Board Members: Bob Parnell, Vice Chairman, representing the City of Westport, David McLellan representing Grays Harbor Fire Protection District #11, Tom Bearden representing Grays Harbor Fire Protection District #3, and Sam Schlegel, representing Pacific County Fire District #5. Chief Art Cole and Governance Board Secretary Diane McNett were present. Teresa Hart, Secretary was absent.

The following department personnel were in attendance: Steven Curry, Chaplain, Colleena Curry, Chaplain. BC Dennis Benn, Captain Dave Bell were present.

Citizen Margo Tackett from Westport was present. Fire Commissioner from Pacific County Fire District #5 Frank Porembski present. Michael Bruce, Grays Harbor Hospital District #2 Representative, Alicia Martin, SBRFA Volunteer.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Secretary McNett noted that there were the following agenda modifications:

1. 7d. Under Consent Agenda approval of payroll 12-01-17 through 12-31-17 *in the amount of \$67,009.40 plus Monthly Payroll taxes/DRS in the amount of \$13,806.69 for a total of \$80,816.09. Reserve Personnel totals \$2,099.18 for the month. Voucher 2017295 through Voucher 2017339 totaling \$66,529.67. Total payroll and vouchers for the month of December is \$145,246.58.*
2. 12a. Under Correspondence: *Removed by Sam Schlegel.*
12b. *Letter from Margo Tackett regarding Electronic Reader Board Sign.*
3. 14b. *Adding presentation of surplus equipment-BC Dennis Benn.*

Announcements, Proclamations, and Presentations:

Michael Bruce, guest stated that he is the District 2 representative for the hospital board. A brief summary of the hospital and how it is supported through insurance payments and its finances was presented. At this point Michael stated he is becoming familiar with what his responsibilities are as a board member.

Colleena Curry, Chaplin for the South Beach Regional Fire Authority gave a presentation on what is available to officers, firefighters and families as far as assisting in emergency situations. She and her husband Steven are both available 24 hours a day, 7 days a week. Should anyone need to reach them, either Chief Cole or BC Benn will be able to make referrals to either Steven or Colleena.

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Battalion Chief Dennis Benn was presented to the board and audience. Chairman Schroeder used the chain of command process selecting Dennis Benn, as he was number one on the list. BC Benn's first day was December 1st. He will be working Tuesday through Friday, while Chief Cole is working Monday through Thursday.

Public Comments:

*Margo Tackett, 315 N. Broadway, Westport, WA questioned what the board was going to do with the meeting room leased by District #3? The lease is being dissolved due to District #3 becoming the RFA and is \$100 per month. Tom noted it was on the list to be discussed later. There is a calendar on the wall noting what is scheduled in the council chambers, noted BC Benn.

Consent Agenda:

- a. Revision request by Bob Parnell of 3 meetings: October 19th. Bob Parnell has requested that on Page 1 under Paragraph 3 roll called: Please add: Art Cole, Acting Fire Chief, absent. Diane noted that she should have noted Art's absence in the minutes, while Art stated it should have included that Dennis had been appointed to represent Art at the meeting. Sam Schlegel made a motion to include the change as noted. Motion seconded by Bob Parnell. Motion carried.
- b. Noted was that on the November 2nd minutes Bob Parnell had requested Art Cole's title be changed to read as Acting Fire Chief. There was discussion as to when Art became the actual Fire Chief and not acting Chief. Bob Parnell then requested that this and his remaining changes to the minutes be rescinded. A motion was then made by Tom Bearden to approve the Governance Board Meeting Minutes November 9, 2017 minutes as written. Motion seconded by Dave McLellan. Motion carried.
- c. A motion was then made by David McLellan to approve the Special Meeting Minutes November 20, 2017 minutes as written. Motion seconded by Tom Bearden. Motion carried.
- d. Approval of Payroll 12-01-17 through 12-31-2017: David McLellan then made a motion to approve the payroll for the month of December in the amount of \$80,816.09 plus \$2,099.18 for reserve personnel payroll. Motion seconded by Bob Parnell. Motion carried.
- e. Tom Bearden then made a motion to approve for payment Voucher 2017295 through Voucher 2017339 in the amount of \$66,529.67. Motion seconded by David McLellan. Motion carried.

BOARD COMMITTEE REPORTS:

None.

BOARD MEMBER REPORTS:

None.

CHIEF'S REPORT:

- Sam questioned Art if the RFA was going to pay for Life Insurance for the volunteers. Art stated yes we will be paying the Board for Volunteer Firefighter premium for all volunteers. Art added that a meeting had been held of the Board prior to our regular meeting of which attendance and invoices were discussed that were approved for payment. Art asked the board to make a motion to approve payment of \$90 per year, per volunteer for the workers compensation or labor and industry portion plus pension payments. Motion was made by Sam Schlegel to approve the payment of the volunteer fund to include both disability and pension. Motion seconded by Tom. Motion carried. It was noted that there are 25 volunteers now.

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- **Art stated that the new medic unit will be here any minute. On Saturday we will get snow tires put on it and it will be ready by Monday.**
- **New patches have been received and are being sewn on. 90% of the department is done.**
- **ID cards for all are being worked on, including commissioners. We will set up a time for pictures.**
- **By next meeting we will have a drawing for you to review the signage for the stations.**
- **Generators work in various departments. We do need to work on the generator at the North Cove Station. We are working on obtaining bids and looking at different companies as one came in at \$5k to get it fixed. Sam asked Art to get a quote on a new generator and it is \$10K. Art will continue to work on this. Grayland Station's generator is now on a pad, thanks to Dave for having a friend that could help with this. Currently Art is getting bids on the repairs that is needed. The generator at Westport is propane and the cost to include adding the heater and stove to the system would cost approximately \$1300. At this time Art will be getting additional bids with this to be discussed further at the January meeting. Ocosta's generator works fine.**
- **Art stated we have confirmation that the property near the rec hall is not listed in Ocosta's name—there is no liability for the RFA. There is more property owned by Grayland than thought. It was bought years ago and is on the corner of 105. Art will be doing further research on the property that will be deeded to the regional fire authority and report on it. There is quite a bit of paperwork to be done and is an ongoing project. It was noted that the Rec Center in Ocosta is an evacuation center for the Coast Guard. Art thanked the commissioners for taking the time to review the properties and apparatus at all locations.**
- **Background checks will be done. Approximately 45 people need to be checked at a cost of \$45 each. Commissioners do not have to have back ground checks done if the board decides not to do so. A motion was made by Tom Bearden to require all participants including the commissioners to have background checks. Motion seconded by David McLellan. Motion carried. Art will distribute paperwork and Art will coordinate with Sam prior to him leaving for AZ. Art said he can scan them to the commissioners if they like. Sam stated he would like to have job descriptions of all positions. Art stated he had planned on making a notebook for each commissioner that included this information as well as other pertinent paperwork.**
- **Art stated we have talked about having a contact person at each station. We are working on identifying those so far: Fred Long in North Cove, Mike Clingen in Ocosta and Tom Jensen in Grayland. Tom questioned the representatives from each station, as to completing the maintenance, etc. Art stated it is beneficial to have someone that is familiar with the stations, that is the reason for having a contact person. In the future, provided there is funding in the budget, it might be a paid position of 20 hours a week or so.**
- **Art stated he will be bringing the SOPS to the union for their review. This is necessary as it could make changes by affecting working conditions.**
- **Cameras are being ordered for security issues. Fuel was removed from District #11's shed so there has been a break in. Tom wondered if the locks should be changed. Art stated he is working on a push button code/nox box system which would work well.**
- **Back to the cameras of which Art believes we need at all stations for security purposes. Frank Porembski questioned if there would be a contact phone number on the door of each station in case of emergencies. In addition a phone list will be prepared by Art with all the volunteers. Cost would be around \$800 per station, slightly less than \$2000 to install cameras. Tom Bearden then made a**

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motion to purchase the cameras for each station. Motion seconded by Dave McLellan. Motion carried. Emails will be supplied to Captain Brown of all the governance board members to include addresses.

- **Radios (portables) were then discussed in regards to the cost (\$9,735) and these were not the kind that was in the original plan. The grant works in that we are on the hook for \$5,000 and then the balance is paid through the grant. The problem, Art stated is that he isn't sure that they will work. Art would like to see if these can be returned. Sam stated he would talk to Rick Wilcox and Fred Long about possibly sending them back since they may not fit the regulations needed for the fire department.**
- **Art is asking Fred Schroder to contact Mike Mahnke about returning the District #14 vehicle to the Westport Station.**
- **Grayland doors with new insulation are nearly completed.**
- **The duties for the Chief and BC are as follows: Operations is Dennis Benn and supplies, admit, maintenance will be Art.**
- **Discussion regarding canceling garbage, phone, internet and phones at the stations would save \$900 a month. Tom Bearden made a motion to cancel garbage services, phone, internet and phones at all stations. Motion seconded by Dave McLellan. Motion carried. The crews will be able to make sure the garbage is picked up at each station and take back to the main Westport stations when they go there. It was felt the white van could be used specifically for this.**
- **District 3's office is available and Margo has notified us that the lease expires December 31st. It might be a great central location that could be used by the entire board of governance. Keys could be available to the governance members, should they need an area to meet or work on a project. Tom was concerned about the phone and having to possibly pay a penalty, however Art stated he would deal with canceling the current phone. Margo advised that she could prepare a new contract with the RFA. Cost is \$100 per month. A motion was made by Tom Bearden that a new agreement be written with the City of Westport in order to use the District #3 office in the city hall building. Motion seconded by Dave McLellan. Motion carried. In addition, the governance board members will be listed in the fire district commissioner annual book. Art stated he has supplied their names for membership in the WA Fire Commissioner Association.**
- **Morale is good and the South Beach Volunteers are now officially a 501C3. It will provide the capability of getting business grants up to \$5K.**
- **Our new hire, Keith Zelepuza, EMT begins work on January 2, 2018 provided he passes the psychology and physical tests. He has received a conditional offer with a medical scheduled for December 19, 2017. As a backup, we have another individual going through a psychology and physical test. The process takes about a month and both are EMTS.**
- **Art stated he would be gone on vacation during Christmas and back to work on January 2, 2018. If the BC is absent, the on duty Captains will be in charge. In addition Art stated please feel free to phone him on his cell phone.**
- **Frank Porembski stated there is Christmas food at the Local Store in Grayland that needs to be distributed. Art stated the reserve staff has been running the Christmas program. Sandy Zelepuza will be contacted advising her of the food at the store.**
- **Tom Bearden stated he would like to call attention to the board that District 3 had 2 or 3 outstanding issues that need to be addressed. Those issues were talking to the State Parks, PUD Annexation to name a few. Perhaps other entities have similar type concerns, so Tom would like to make sure that the Chief and BC are aware of those issues from the others.**

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- Art would like to see a “Contract Committee” formed. The duties would be to oversee the current contracts as well as any new ones needed. The committee should have someone from the board and Art’s first request was that Bob Parnell serve on it due to his preciseness. Bob agreed and shall now work with the Chief and BC on it. Possibly a secretary may serve on this committee as well.
- The hunting club was paid \$1.00 for the yearly cost of the water tank on its property on behalf of District #3.

DEPARTMENT REPORTS:

- a. Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM.

CORRESPONDENCE:

- a. Letter received from PCFD #5 rescinded.
- b. Letter from the City of Westport was distributed and read. Basically, funding is needed and participation if interested. The City is looking at an electronic reader board, it can be programmed with messages, meeting notices and times. The sign cost is over \$30,000 and the City is thinking maybe a \$5,000 contribution. Specs will be received next Thursday at the Council Meeting. Tom Bearden stated he would like to see more information before a decision is made. No decision is needed right now, stated Margo, actually next month would be fine. It is 6 foot by 7 foot. Bob Parnell stated that it could have the RFA meetings listed with the times and locations. Fred stated we might need to have an agreement in place with the City. Sam questioned what the Chief and BC thought--public announcements reminding folks about smoke detector checkups, burn bans etc. would be useful concurred BC Benn and Chief Cole. The consensus was that this would be beneficial. Tom Bearden then made a motion to participate in the sign project with the details to be ironed out at a later date. Motion seconded by Bob Parnell. Motion carried.

UNFINISHED BUSINESS:

Bob Parnell noted that if we are going to include the governance board members, it might be better if they have their own mileage reimbursement policy, noted Bob. Bob’s thoughts were that with their own policy the approval could come from the Chairman or Vice Chairman of the Governance Board rather than going to the Fire Chief or Battalion Chief. Bob merely wanted to separate the governance board from the staff and volunteers. Art stated the idea is to discourage the use of individuals and their cars as it is more expensive. Sam noted that the policy seems to be Ok as written. Tom Bearden then made a motion to approve Resolution 2017.5 as written. Motion seconded by Dave McLellan. Motion carried. Questioned was food reimbursement. It was noted a policy is in place according to the state guidelines, noted Art.

NEW BUSINESS:

- a. Recommendation from Bob Parnell to change title names. Name titles will be changed according to the RFA approved bylaws. They are as follows:
Commissioner District One- “City of Westport District” Bob Parnell
Commissioner District Two- “Rural Westport District” Tom Bearden
Commissioner District Three- “Grayland District” David McLellan

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Commissioner District Four- "Ocosta District" Fred Schroeder

Commissioner District Five-"North Cove District" Sam Schlegel

- b. **Presentation of Surplus Equipment-Battalion Chief Benn. Vehicles and information regarding potential surplus equipment is as follows, as presented by BC Benn. This is a follow up following the tour the commissioners took. 36 pieces of apparatus are owned at this time with a partial inventory following:**
- 1. Tokeland-Tender 5611-38,000 miles and out of service. Suggesting this be surpluses, end of service life.**
 - 2. Tokeland-5602—built in 1964, has 16,000 miles and out of service. At the end of service life.**
 - 3. 7044-1999 ambulance, located in North Cove and decommission when new ambulance arrives. At the end of service life, lots of problems.**
 - 4. 7042 at Ocosta, stop running at hospital, continual issues with starting at the end of service life. End of service life.**
 - 5. Purple minivan—removed from service due to electrical and mechanical issues. End of service life.**
 - 6. Blue truck at Ocosta—this pickup out of service and on jacks. End of service life.**
 - 7. Mighty mouse---Ocosta—out of service sitting for 3 years, not able to run. Not able to be used due to chassis issues, end of service life.**
 - 8. Brush engine at Ocosta—1983—not known condition, assume it is out of service. Not worth dealing with, noted Fred. Skid unit should be kept, hose reel leaks. Must go back to DNR.**
 - 9. Weinie wagon, Ocosta rehab unit—105,000 miles, condition poor. End of service life. Art stated we could replace this unit with a trailer to respond as a rehab unit.**
 - 10. 8441—ambulance—batteries dead, End of service life.**
 - 11. 1982 FMC pumper--- Has no hose or equipment, end of service life due to age.**
 - 12. Gasoline Tanker Truck in Grayland, out of service, no way to convey water to a pumper. End of service life.**
 - 13. 1962 Old Parade Rig in Grayland, end of service life. Tom stated that it had come to his attention that the volunteers may be interested in using it as a parade truck. Dave stated the one in Tokeland is in better shape and the volunteers had discussed that as well. Insurance costs were provided for each vehicle that is currently being paid. For these 13 vehicles listed above the cost per year is \$4,386.00. In identifying these surplus vehicles we came up with 5 more vehicles that are being insured that we don't have. Total cost including these vehicles is \$5,999.00 per year. Sam suggested we ask the volunteers which vehicles they would like to restore and then surplus the rest. In addition Sam would like to see what the cost of fixing the ambulance at Ocosta would be. Discussion followed with Art stating we have 4 ambulances now able to respond and the Ocosta car would be expensive to repair and still not worth it. Tom suggested we declare them all surplus so we can move forward. Tom Bearden then made a motion to approve Resolution 17-15 as written authorizing certain property surplus to the needs of the district. Motion seconded by Bob Parnell. Motion carried. Bob questioned whether or not Art had contacted Government.com as Margo had suggested. Art stated he had but he felt it wasn't feasible for us. Art stated most of the vehicles will be sold where they are located so we don't have to worry about having them hauled or transported.**

GOOD OF THE ORDER

None.

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SIGNING OF VOUCHERS

Vouchers and payroll were signed as approved.

FUTURE MEETINGS

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

Both meetings are held at the Westport City Hall, 506 N Montesano Street, Westport, WA 98595.

ADJOURN

A motion was then made by Tom Bearden to adjourn the meeting at 7:43 PM. Motion seconded by Sam Schlegel. Motion carried.