

South Beach Regional Fire Authority
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Proudly serving the Communities of:
Ocosta, City of Westport, Rural Westport
Grayland, North Cove, & Shoalwater Bay Tribe

GOVERNANCE BOARD MEETING MINUTES

January 11, 2018

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 Five 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 Commissioner District One, David McLellan representing Commissioner District Three, Tom Bearden representing Commissioner District Two, and Sam Schlegel, representing Commissioner District Five by phone, Chief Art Cole and Governance Board Secretary Diane McNett were present. Teresa Hart, Governance Board 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.

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 01-01-18 through 01-31-18 in the amount of \$66,747.24 plus Monthly Payroll taxes/DRS in the amount of \$15,286.01, to include monthly overtime of \$10,371.11 for a total of \$92,404.36. Reserve Personnel totals \$2,244.50 for the month. Voucher 201801 through Voucher 201843 totaling \$61,609.96. Total payroll and vouchers for the month of January is \$156,258.82.
2. 13, Adding Unfinished Business/Use Agreement for Office Space at Westport Council Chambers.
3. 14b, Approval of Resolution 2018-01.

Announcements, Proclamations, and Presentations:

Steven Curry, Chaplain introduced himself as the new President of the South Beach Volunteer Association.

Public Comments:

Consent Agenda:

- a. Approval of Payroll 01-01-2018 through 01-31-2018: Tom Bearden then made a motion to approve the payroll for the month of January in the amount of \$66,747.24 plus \$2,244.50 for reserve personnel payroll And \$10,371.11 for overtime with a grand total of \$92,404.36. Motion seconded by Bob Parnell. Motion carried.
- b. David McLellan then made a motion to approve for payment Voucher 201801 through Voucher 201843 in the amount of \$61,609.96. Motion seconded by Tom Bearden. Motion carried.

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BOARD COMMITTEE REPORTS:

- a. **Contract Committee:** Commissioner Parnell reported on the newly formed Contract Committee which consists of Chief Cole and Governance Secretary Hart. The committee was established at the Dec. meeting and its purpose is to establish written contracts to provide RFA services to property outside the RFA or inside the RFA with exempted property. The areas are as follows with the following notations by their name signifying the following: a hashtag (#) means Copy of statement/Invoice and a (*) means Copy of Letter/Agreement:

Pacific County FD #5

Port of Willapa Harbor #

Shoalwater Bay Nation #

Washington State Parks #

GH#3 or GH#14 (Ocosta)

Levee Lumber not within RFA District Boundary

GH#14 (Ocosta)

Washington State Parks Twin Harbor Site SP

GH#11 (Grayland)

Washington State Parks Grayland Site SP

CITY OF WESTPORT

Washington State Parks Westport Lite SP

Port of Grays Harbor Westport Marina

Actions are as follows: 1)Committee is reviewing known documents and proceeding on property identification with existing agreements/payments to update to RFA Service Contract AND Identification of any new properties for possible RFA Service Contract. 2)We anticipate obtaining several sample copies of other RFA Service Contracts AND coordinate RFA Service Contract document with RFA attorney for Document Form AND Enter into formal RFA Service Contracts.

Commissioner Parnell explained that the schedule will include a completed Service Agreement Property Identified, and Document form approved by Attorney, and fee negotiations initiated/completed by February Board Meeting. (Most are anticipated as just a formal notice of FD name change to RFA.)

Included is the implementation of Section 10, Fire Prevention, Public Education Serviced, Emergency Management and Fire Investigations of Adopted 01-31-17 RFA Planning Document. (Page 23-24)

Further, Commissioner Parnell stated that the FIRE INVESTIGATION SERVICES should include that fire building inspections are to be by "interlocal agreement" with the City of Westport. It is recommended that the board move to approve the Fire Chief to coordinate with the RFA attorney to implement an agreement with the City of Westport. Ideally this would be completed by the February 2018 Board Meeting. Recommended was the following responsible agencies: Fire Burn Permits—City of Westport, Investigations—Regional Fire Authority, Code Enforcement—City of Westport, Building Inspections-Regional Fire Authority. It was also noted that the RFA and the City of Westport should proceed with a lease/rental for \$100 per month for the use of

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the council chamber side meeting area. There should also be a knox box for the key. It was then noted that the Game Department should also be contacted to see what properties are involved with the Districts.

Commissioner Parnell stated that resolving the fire investigation services is just the beginning and these are recommendations for implementing the process. Discussion between the City and the RFA can take place with the process of the RFA attorney setting up the appropriated interlocal agreement. It was noted that this is simply a way to get the process started, with the option to make changes before it is finalized. A motion was made by Commissioner Parnell to begin the process with the RFA attorney of drawing up an interlocal agreement between the City of Westport and the RFA regarding the responsibilities of fire burn permits, investigations, code enforcement, and building inspections. Motion seconded by Commissioner Bearden. Motion carried. Commissioner Bearden questioned whether there would be a financial impact to the RFA for providing services? Chief Cole stated it would be and that there could be billing involved. Commissioner Bearden stated he thought the billing issue could be worked out and at this time he felt we should table any discussion. Commissioner Parnell stated we should move forward following what is written on Page 22 and Page 23 of the agreement. This should be forwarded to the attorney for his advisement. Discussed was the potential cost and impact to the service. Chief Cole stated if the services needed by the crew change their current working conditions, this will have to be addressed. Once Chief Cole receives any information he will make sure Commissioner Schroeder is informed.

Noted by Chief Cole was that the Commissioners now have a book that includes copies of all the signed documents and a handbook for the commissioners reference. Attached was a flyer regarding a conference April 7, 2018 in Ocean Shores presented by our attorney Brian Snure. It is a one day event and has the needed continuing education credits for commissioners. It was noted that the commissioners can stop by the office and provide a signed form to be sent for registration. There is also an RFA book that will be available for use located in the office next door.

BOARD MEMBER REPORTS:

None.

CHIEF'S REPORT:

- Chief Cole reported that he is working on completing the transfer of property titles through the Title Company. Attorney Snure is assisting in the process. Questioned was the property In District 5 and Commissioner Sam Schlege gone to AZ. Chief Cole will be checking to see if one of the other commissioners can sign. (checking with Attorney Snure)
- New Contracts information has already been discussed under 8a. Contract Committee.
- New ID cards are being prepared with pictures of the commissioners being taken at the station.
- New Station Signs Drawing is being completed, cost is \$550 per sign.
- Generator work is ongoing at Pacific County with another bid being requested. The Westport hook up has been completed, including the additional outlets that were needed.
- Background checks are coming in slowly—we are about 60% complete.
- Cameras at stations have been purchased at a cost of approximately \$900 and will be installed in February at all locations.
- Radios are not in service yet and have been red tagged. The issue is that they are not the right kind and do not meet the standard of care needed. Commissioner Bearden asked if there are safeguards in place to ensure that we don't go through this again. Chief Cole stated yes.

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- Chief Cole would like to hire a temporary maintenance person/casual labor at a rate of \$15 per hour to not exceed \$3,000. There are several projects to be addressed: 1. Clean out all stations. 2. Repair and insulate Grayland station. 3. Camera installs. 4. Repair doors at Westport station. 5. District 14 bays, apply concrete. 6. Help with inventory. Commissioner Parnell made a motion to hire a temporary maintenance person/casual labor/with no benefits, at a rate of \$15 per hour to not exceed \$3000 to complete the necessary projects. Motion seconded by Dave McLellan. Motion carried.
- Chief Cole is working on micro grants in the amount of \$25,000. Items requested possibly would be an extractor.
- The phone, internet and garbage has been canceled at all locations. Cost savings of \$900.
- Chief Cole is working on keys for the office next door. It should be completed by next Thursday with information at the February meeting. A 4-door filing cabinet has been obtained for District 3's records.
- Morale remains good at the station.
- Chief Cole will have a year-end report for 2017 next month.

Secretary McNett noted that she had failed to ask the commissioners to approve last month's minutes. A motion was then made by Commissioner Bearden to approve the December 14, 2017 minutes as written. Motion seconded by Commissioner Parnell. Motion carried.

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:

None.

UNFINISHED BUSINESS:

- a. Use Agreement with the City of Westport was presented to the board for its review. It was advised from the City that our attorney review for any changes/corrections. A motion was then made by Commissioner Parnell to submit to our attorney for review. Motion seconded by Dave McLellan. Motion carried.

NEW BUSINESS:

- a. Office Stall request. Chairman Schroeder stated that the office staff has made a request that their cost of living be attached to Local 3689's contract. Commissioner Parnell made a motion to the effect that the office staff cost of living should replicate Local 3689's contract. Motion seconded by Commissioner McLellan. Motion carried.
- b. A motion was made by Commissioner Bearden to approve Resolution 2018-01 as written. Motion seconded by Commissioner Parnell. Motion carried. The resolution protects the RFA's tax levy from prorationing under RCW 84.52.010(3)(b).

GOOD OF THE ORDER

None.

SIGNING OF VOUCHERS

Vouchers and payroll were signed as approved.

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EXECUTIVE SESSION:

Chairman Schroeder stated that he would like to adjourn to an executive session for a period of 15 minutes to discuss the potential sale of property with action to be taken. The time was 6:12 PM.

BACK IN SESSION:

Chairman Schroeder brought the meeting back to order at 6:22 PM. A motion was then made by Commissioner Bearden to proceed with the sale of the property at the Y. Motion seconded by Commissioner McLellan. Motion carried with Commissioner Parnell abstaining from voting.

FUTURE MEETINGS

- a. February 8, 2018: 4:30 PM Board for Volunteer Firefighters.
- b. February 8, 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 Commissioner Bearden to adjourn the meeting at 6:24 PM. Motion seconded by Commissioner McLellan. Motion carried.