

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

GOVERNANCE BOARD MEETING MINUTES

February 8, 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: Alfred Schroeder, representing Commissioner District Five, Bob Parnell, Vice Chairman, representing Commissioner District One, David McLellan representing Commissioner District Three, Tom Bearden representing Commissioner District Two, Chief Art Cole and Governance Board Secretary Diane McNett were present. Sam Schlegel representing Commissioner District Four and Teresa Hart, Governance Board Secretary was absent.

The following department personnel were in attendance: Steven Curry, Chaplain, BC Dennis Benn, Captain Dave Bell, Jeremy Causey, Paramedic, Captain Daryl Brown, Keith Zelepuz, EMT.

Citizen Margo Tackett from Westport and Allen Douglas from Grayland present.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Secretary McNett noted that there were the following agenda modifications:

- a. Under 7b. Total payroll for the month is \$96,887.93 with the reserve payroll at \$5,447.09.
- b. Under 7c. Total of vouchers is as follows: Voucher 2018-44 through Voucher 2018-89--\$80,126.67.

Announcements, Proclamations, and Presentations:

Battalion Chief Benn will make a presentation regarding call status after Chief Cole's report.

Public Comments: None.

Consent Agenda:

- a. Approval of Minutes from January 11, 2018 meeting. Bob Parnell made a motion to approve the January 11, 2018 meeting as presented. Motion seconded by David McLellan. Motion carried.
- b. David McLellan then made a motion to approve for payment the payroll for the month of January 2018 in the total of \$96,887.95 along with \$5,447.09 for reserve personnel. Motion seconded by Bob Parnell. Motion carried.
- c. A motion was then made by Bob Parnell to approve Voucher 2018-44 through Voucher 2018-89 in the amount of \$80,126.67. Motion seconded by David McLellan. Motion carried.

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.

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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 committee has met and Bob wanted to thank Secretary Teresa Hart for her assistance on the project. This is a follow up to the actions described during the January 11, 2018 commissioners meeting.

Actions taken:

- 1) Committee has obtained Grays Harbor Assessor's Parcel information showing Parcel Number, Ownership, land value, improvements, Status (Exempt) for 2018. Teresa Hart reviewed and printed Parcels listed as exempt for 2018 for Committee Use:

Port of Grays Harbor 16 parcels (Prepared Excel Sheet as Sample for Service Contracts)

WA State Parks 69 parcels

Port of Willapa 9 parcels

Pacific County Parks 22 parcels

Total parcels 116 parcels

Private property adjacent to but not within established RFA and not paying fire service were identified for possible RFA Service Contracts: (5 Parcels)

Grays Harbor Transit #161119320020

M&M Harbor Property #734200000400 Storage Units

Dale Gordon LLC #161119320040 Coffee Shop

Bush Family Trust #161119310020 Lumber

B&B Properties #734200000200 Storage Units

- 2) Chief Cole obtained and provided Committee several Sample Copies of other RFA service contracts and our Attorney provided a suggested contract form. Samples included Grays Harbor Fire Protection District #5 and RFA attorney drafted form.

Questions are to confirm RFA voter levy rate approved by fire district for collection in 2018. In addition to confirm the 69 WA State Parks parcels listed are within the RFA district. It was confirmed that the rate is 2.86.

Recommendations are that the RFA use our Attorney prepared service contract form and modify use such as private or municipal. Exhibit "A" would be a listing of property parcel number, assessed value, and RFA levy rate. Suggested is an excel sheet for clients with several properties to help clients identify property.

Actions taken would be for the commissioners to make a motion to approve RFA Service Form and Excel Sheet format if used.

The follow up action is to prepare excel sheets for each of the clients listed above, and others that may be identified using voter approved levy rate for 2018 and to prepare service contract forms. A RFA representative should present the proposed service contract.

Commissioner Bearden questioned whether annexation might be a better option? Art stated that annexation would need to be discussed with our attorney and he is of the belief that it doesn't work as well. Commissioner Parnell stated he would like to make a motion to move forward with a contract being prepared by Brian Snure. Motion seconded by David McLellan. Motion carried.

Chief Cole will be contacting Brian Snure for his assistance.

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BOARD MEMBER REPORTS:

Commissioner District One, Bob Parnell stated that the City of Westport would like the RFA to modify the RFA contract in regards to providing fire permits, code enforcement, fire investigation and fire prevention to the community. An action agreement could be signed designating who would be doing the services. Bob stated that the City is hopeful that the RFA will continue to perform the same services they have with the City. He noted that Commissioner Bearden was concerned that it could cost more, due to the time needed to perform. The City would like it to be seamless and hope to secure an agreement soon. Bob also thanked Chief Cole for the boxes located at the office, with the keys in it. Bob was also appreciative of the services the RFA employees have been involved in; it was his understanding that they had been busy.

Commissioner District Two, Three and Four all declined any reports.

CHIEF'S REPORT:

- Chief Cole stated Paramedic Jeremy Causey is our contact person for Active 911.
- In each packet was a picture of our new department signs. It was noted that it also states the phone number to phone.
- 30 day close for our property sale. We are waiting for one to get back from fishing. Bob questioned whether someone else was interested in the property. Art stated yes but the first person was willing to pay the full amount. We have accepted the first offer.
- Oxygen tanks that are excess have been returned; this is a cost savings.
- Background checks are nearly done.
- Cameras at stations are now installed; they are night vision.
- Upgraded the security on doors, they have dead bolts and a key pad.
- Our temporary maintenance person has been busy and has completed several tasks.
- Our medic unit is in the shop but will be repaired soon.
- Engine 311, located at Westport had its annual pump test and needs approximately \$15K worth of repairs. It has tank issues, valves that must be transferred to electronic. Chief Cole is asking for approval as we have \$84K in the line item for repairs.
- In September, we will be writing a grant.
- PUD has an energy program that will pay 50% of updates. We are getting site plans for each station.
- New handbook for each commissioner has been supplied to them.
- Morale remains good.

Chief Cole would like to get the approval for repairs tonight as it will be out of service for at least 1 month.

Commissioner Parnell would like a written breakdown of what is going to be replaced. Commissioner Bearden made a motion to approve up to \$15K for the repair of Engine 311. Motion seconded by Commissioner McLellan. Commissioner Parnell stated he would like to see the repair list written down, rather than just asking. Chief Cole stated it isn't black and white, as they aren't totally sure and they are the only ones that can do the repair. Vote was taken and the motion carried. The company is Hughes.

***Breakdown of calls/alarms for 2018:**

BC Dennis Benn presented a slide show that shows we took 1600 calls for 2018. (see attachment)

Commissioner McLellan questioned whether there is a way to place a crew in the Tokeland area. We are considering the feasibility. The reserve staff has been very helpful, as we are a true combination department.

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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. Agreement with City of Westport for use of room. The agreement has been signed by both parties.

NEW BUSINESS:

- a. Commissioner Parnell questioned if the board members could get a list of the vehicles and their respective numbers. Chief Cole will supply that. In addition, Commissioner Parnell questioned if Chief Cole could write a summary of what he is presenting at the meeting, under the title of it. Chief Cole will prepare his report in this manner beginning next month.

GOOD OF THE ORDER

None.

SIGNING OF VOUCHERS

Vouchers and payroll were signed as approved.

FUTURE MEETINGS

- a. March 8, 2018: 4:30 PM Board for Volunteer Firefighters.
- b. March 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 Parnell to adjourn the meeting at 6:20 PM. Motion seconded by Commissioner McLellan. Motion carried.

South Beach Regional Fire Authority

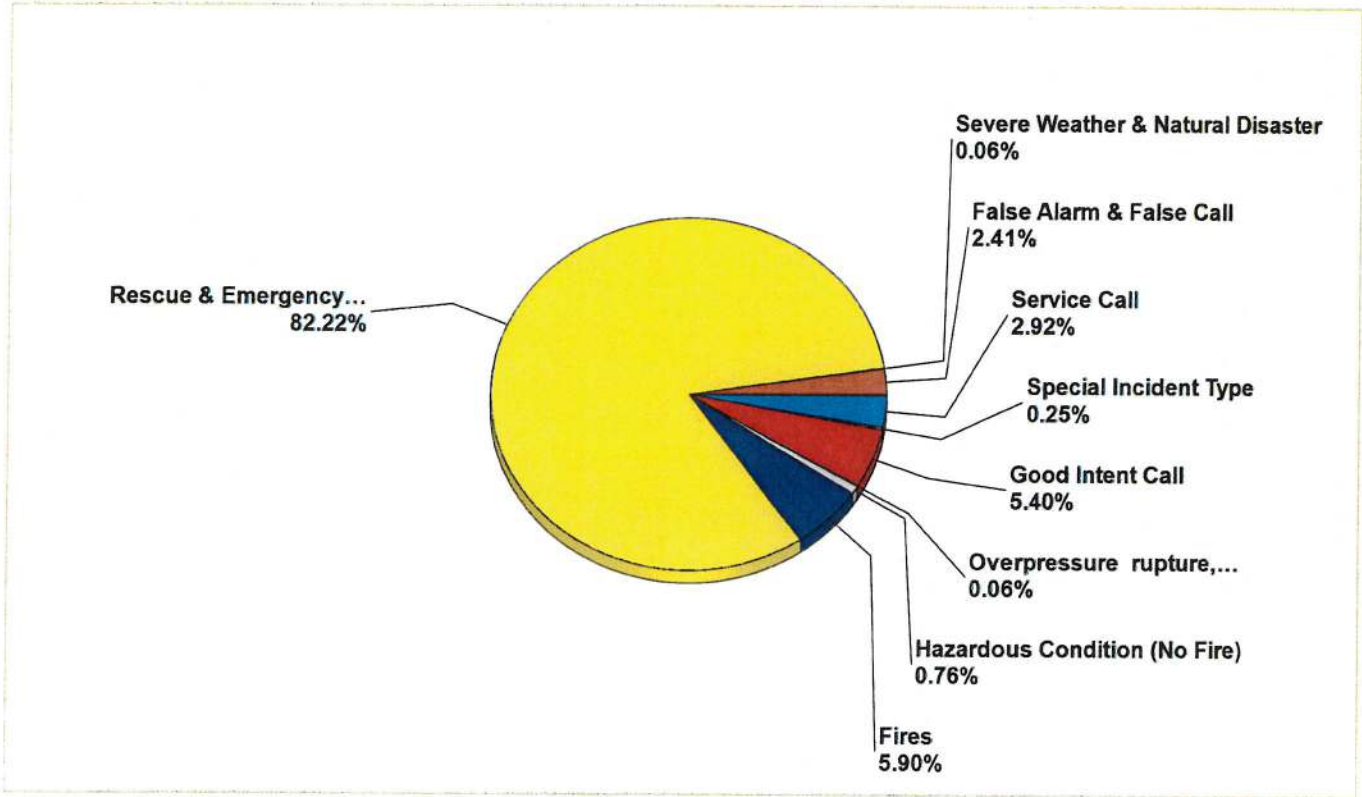
Westport, WA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2017 | End Date: 12/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	93	5.90%
Overpressure rupture, explosion, overheating - no fire	1	0.06%
Rescue & Emergency Medical Service	1295	82.22%
Hazardous Condition (No Fire)	12	0.76%
Service Call	46	2.92%
Good Intent Call	85	5.40%
False Alarm & False Call	38	2.41%
Severe Weather & Natural Disaster	1	0.06%
Special Incident Type	4	0.25%
TOTAL	1575	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	20	1.27%
111 - Building fire	14	0.89%
114 - Chimney or flue fire, confined to chimney or flue	2	0.13%
118 - Trash or rubbish fire, contained	13	0.83%
121 - Fire in mobile home used as fixed residence	1	0.06%
122 - Fire in motor home, camper, recreational vehicle	1	0.06%
130 - Mobile property (vehicle) fire, other	2	0.13%
131 - Passenger vehicle fire	5	0.32%
134 - Water vehicle fire	1	0.06%
140 - Natural vegetation fire, other	11	0.70%
141 - Forest, woods or wildland fire	5	0.32%
142 - Brush or brush-and-grass mixture fire	3	0.19%
143 - Grass fire	2	0.13%
150 - Outside rubbish fire, other	5	0.32%
151 - Outside rubbish, trash or waste fire	5	0.32%
160 - Special outside fire, other	3	0.19%
243 - Fireworks explosion (no fire)	1	0.06%
300 - Rescue, EMS incident, other	25	1.59%
311 - Medical assist, assist EMS crew	70	4.44%
320 - Emergency medical service, other	136	8.63%
321 - EMS call, excluding vehicle accident with injury	1034	65.65%
322 - Motor vehicle accident with injuries	10	0.63%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.13%
324 - Motor vehicle accident with no injuries.	16	1.02%
342 - Search for person in water	1	0.06%
360 - Water & ice-related rescue, other	1	0.06%
400 - Hazardous condition, other	1	0.06%
411 - Gasoline or other flammable liquid spill	3	0.19%
412 - Gas leak (natural gas or LPG)	4	0.25%
413 - Oil or other combustible liquid spill	1	0.06%
445 - Arcing, shorted electrical equipment	1	0.06%
463 - Vehicle accident, general cleanup	1	0.06%
471 - Explosive, bomb removal (for bomb scare, use 721)	1	0.06%
500 - Service Call, other	7	0.44%
520 - Water problem, other	1	0.06%
522 - Water or steam leak	1	0.06%
531 - Smoke or odor removal	2	0.13%
542 - Animal rescue	1	0.06%
550 - Public service assistance, other	8	0.51%
551 - Assist police or other governmental agency	6	0.38%
552 - Police matter	1	0.06%
553 - Public service	7	0.44%
554 - Assist invalid	5	0.32%
561 - Unauthorized burning	7	0.44%
600 - Good intent call, other	17	1.08%
611 - Dispatched & cancelled en route	55	3.49%
622 - No incident found on arrival at dispatch address	4	0.25%
631 - Authorized controlled burning	5	0.32%
650 - Steam, other gas mistaken for smoke, other	1	0.06%
651 - Smoke scare, odor of smoke	1	0.06%
671 - HazMat release investigation w/no HazMat	2	0.13%
700 - False alarm or false call, other	31	1.97%
713 - Telephone, malicious false alarm	1	0.06%
735 - Alarm system sounded due to malfunction	2	0.13%
736 - CO detector activation due to malfunction	2	0.13%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
743 - Smoke detector activation, no fire - unintentional	1	0.06%
744 - Detector activation, no fire - unintentional	1	0.06%
812 - Flood assessment	1	0.06%
900 - Special type of incident, other	3	0.19%
911 - Citizen complaint	1	0.06%
TOTAL INCIDENTS:	1575	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.