

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 March 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, Sam Schlegel representing Commissioner District Four, 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: BC Dennis Benn, David Torvik, Paramedic, Tom Jensen, Firefighter.

Citizen Margo Tackett from Westport, Rick Wilcox/Tokeland and Michael Bearden, Commissioner District Two.

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 \$98,542.33 with the reserve payroll at \$861.20.
- b. Under 7c. Total of vouchers is as follows: Voucher 2018-89 through Voucher 2018-130 -- \$71,978.44.
- c. Under 7d. Resolution 2018-02/Transferring from the bond account to the expense account.
- d. Under 13b. Adding signatures on bank accounts.
- e. Under 13c. Surplus Resolution 2018-03
- f. Under 17-Future meetings should be April 12, 2018.

Announcements, Proclamations, and Presentations:

Battalion Chief Benn will make a power point presentation regarding "cost of a volunteer" and "hazard mitigation plan" after Chief Cole's report.

Public Comments:

Margo Tackett, 315 N Broadway, Westport, WA questioned how we were doing with our surplus vehicles. Chief Cole stated he has been taking radios out of the surplus vehicles and they are ready to go; however none have been sold or advertised yet. Chief Cole hasn't taken anything to Ritchie Brothers either. Within the next few weeks, Chief Cole expects to sell 2 or 3 soon. It is still uncertain if the volunteers are wanting to keep one of the older fire engines. All the surplus vehicles are staged at the Ocosta Fire Station located at 69 Johns River Road, Aberdeen, WA. Bob Parnell questioned how many there were there, Chief Cole stated 13.

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Consent Agenda:

- a. Approval of Minutes from February 8, 2018 meeting. David McLellan made a motion to approve the February 8, 2018 meeting as presented. Motion seconded by Tom Bearden. Motion carried.
- b. Bob Parnell then made a motion to approve for payment the payroll for the month of March 2018 in the total of \$98,542.33 along with \$861.20 for reserve personnel. Motion seconded by David McLellan. Motion carried.
- c. A motion was then made by David McLellan to approve Voucher 2018-90 through Voucher 2018-130 in the amount of \$71,978.44. Motion seconded by Tom Bearden. Motion carried.
- d. Resolution 2018-02 was presented for the transfer of \$8,704.61 from the Bond Fund to the Expense Fund for payment of the repairs of Grayland's Fire Truck. Vendor used was Hughes Fire Department. A motion was made by Tom Bearden to approve Resolution 2018-02 as written. Motion seconded by Bob Parnell. 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. Contracts for those agencies within the RFA that are exempt, but not statutory exempt from RFA fees has been created along with an excel sheet. Prepared agreements have been written by our attorney that may be sent to the entities. The list includes the WA State Parks, Port of Grays Harbor, Port of Willapa Harbor, Grays Harbor Transit and the Shoalwater Bay Tribe. The list of the amounts owing shall be shown in the motions below approving the forwarding of the contracts/invoices. It should be noted that the Shoalwater Tribe has a different type of contract due to its status as a nation. Chief Cole noted that we kept the Tribe the same as they have been paying North Cove which is \$6,000 per year.
 1. *Bob Parnell made a motion to approve the RFA agreement with WA State Parks in the amount of \$51,894.61 per the prepared attorney letter. Motion seconded by David McLellan. Questioned by David was "do they have to pay it?" Bob noted that we will have a letter drafted by our attorney which clearly shows why there is a bill for our services. The document from the attorney will further clarify it to each entity. There were no further questions and the motion carried.*
 2. *Bob Parnell made a motion to approve the RFA agreement with the Port of Willapa Harbor in the amount of \$12,497.63 (8 pieces of property). Motion seconded by Tom Bearden. Motion carried.*
 3. *Bob Parnell made a motion to approve the RFA agreement with the Port of Grays Harbor in the amount of \$45,289.02. Motion seconded by David McLellan. Motion carried.*
 4. *Bob Parnell made a motion to approve the RFA agreement with Grays Harbor Transit Authority in the amount of \$390.65. Motion seconded by Tom Bearden. Motion carried.*
 5. *Bob Parnell made a motion to approve the RFA agreement with the Shoalwater Bay Tribe in the amount of \$6,000. Motion seconded by David McLellan. Sam questioned what was included in the Shoalwater Tribe agreement. Chief Cole stated we can't collect money from the tribe for any property tax under federal law; they own all their own property. Tom Bearden questioned what an "RFA" court is or is this a typo? Bob stated this would be a good question for the attorney to answer, and wondered if Tom would go ahead and vote even though this was written in the paperwork. Tom stated he would. Motion carried.*

Bob stated he has concluded the research for entities of this nature and the next phase will be the residences that are privately owned.

Tom Bearden questioned the PUD status as at one time District 3 had a contract with them. There are other properties used or owned by the PUD that can be looked at. Bob stated he would add them

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to the list. Rick Wilcox, Tokeland resident stated there are additional PUD stations, one is such at the Udell-Hansen Road.

Chief Cole stated he would confirm with our attorney exactly what "RFA" court is. Added was that this is the beginning of looking at possibly annexing properties. Chief Cole questioned whether or not Commissioner Bearden would be interested in assisting him by looking at properties not included in the tax rolls. Commissioner Bearden agreed. Commissioner Parnell also stated he would follow up with copies of the paperwork for Secretary McNett.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell:

Bob wanted to thank the administration for preparing the list with the current apparatus numbers and where the vehicles are located.

Commissioner District Two Tom Bearden:

No report.

Commissioner District Three David McLellan:

David stated we had approved \$3000 for Tom Jensen to provide clean up at the stations. Provided to the board was pictures of items that have been completed. They include the following: insulated garage doors at the Grayland station, Chafin Hall has been cleaned, cabinets purchased at a nominal cost of \$15 each, BC Benn and Chief Cole have installed cameras in all stations, water tender 5611 has a new pump, poured a footing at Chafin Hall to begin the process of building a training room, generator shed is being built at Grayland, Tokeland cleaned station in and out, cleaned North Cove station, and cleaned upper Johns River station. We had a bid of \$3K for building the generator building and with Tom Jensen doing the work, the cost will be \$1K. To date, David stated we have hauled away 4 tons of trash. There is more work to be done and David would like to see the board approve additional money for Tom Jensen to complete the project. Questioned was whether or not there was money in the budget—Art stated we have approximately 50 hours left, to stay within the money that was allotted. Additional \$2K should take care of the remaining work to be done. Tom Bearden stated it would be wise to approve \$2k more so the project could be completed timely. Motion made by Tom Bearden to approve \$2k to further completion of the general cleanup/ maintenance program. Motion seconded by David McLellan. Questioned by Fred Schroeder was should we be more specific as to what shall be completed. Chief Cole stated it is to finish the labor on the generator shed, possibly a portion going towards the training room (a grant is expected to be received). Questioned was whether this will be put in writing, stated Sam. Chief Cole said it will be put in writing. Motion carried.

Commissioner District Four Sam Schlegel:

Sam questioned what had happened to the light pole at the North Cove station. David stated he was driving by as it was storming out the night before and happened to pull in when Fred Long also showed up. It had broken at the joint and went down in the storm.

Commissioner District Five Fred Schroeder:

No report.

CHIEF'S REPORT:

- Chief Cole stated that the contracts prepared by our Attorney were just reviewed by the board earlier tonight.
- Stations---we have a game plan regarding each station. Westport will be completed last as this is where people stay overnight.
- PUD has an energy program that will pay 50% of updates. We are getting site plans for each station.
- Signs are all done at the stations as are the numbers on the vehicles.

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- Theft in the North Cove area of a radio. The Sheriff Dept. contacted Chief Cole for verification. It is in evidence right now.
- Policy procedures are being worked on now and negotiated with the crew.
- Community Outreach Program is being implemented. There is a smoke detector program partnered with the American Red Cross. The American Red Cross is donating smoke detectors and we will be installing them. In addition, there will be a hemorrhage class for the Westport Police and the Shoalwater Tribe In regard to how to control major bleeding. CPR and First Aid will also be done.
- Station deeds are almost all completed, one further to obtain.
- Hazard Mitigation Power Point Presentation was shown which was done through Bridgeview Consulting along with the Cost of a Volunteer Power Point prepared by BC Benn.
- Basically, BC Benn stressed that volunteer reserves are not free, but they are a good investment. They are invaluable, but clearly the cavalry. Without them we could not deliver our mission to our citizens. There is a formula that BC Benn will bring next month for the board to review. Costs were shown in regard to the cost of a volunteer. Basically, it is \$5,055 for gear and generally \$6,180 for training per person. There is no difference between paid and reserve costs. It was noted that we are a true combination agency, volunteer and paid. Questioned by Tom Bearden is what are we doing to recruit? Questioned was whether the board could do an appreciation dinner for the volunteers. Cost was estimated to be at \$800 or \$1000. It was noted that if a resolution was written and approved by the board, a dinner could be planned. The consensus of the board was that this should be implemented at a future meeting. In addition, BC Benn will further his report regarding volunteers and reserves.

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. City of Westport: Fire assistance agreement with RFA: Discussion will be taken with our attorney and the City. Tabled at this time.
- b. Bank account signatures. A motion was made by Dave McLellan to approve the following employees as signatures on the South Beach Regional Fire Authority bank accounts held at Anchor Savings Bank, Westport, WA: Teresa Hart, Diane McNett, Alfred Schroeder and Art Cole. Motion seconded by Tom Bearden. Motion carried.
- c. Noted by Chief Cole was that the commissioners have a Policy Book that will need to be reviewed by them. 90% is WAC's, however approval will still need to be done.

NEW BUSINESS:

None.

GOOD OF THE ORDER

None.

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SIGNING OF VOUCHERS

Vouchers and payroll were signed as approved.

FUTURE MEETINGS

- a. April 12, 2018: 4:30 PM Board for Volunteer Firefighters.
- b. April 12, 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 6:40 PM. Motion seconded by Commissioner McLellan. Motion carried.