

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

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## GOVERNANCE BOARD MEETING MINUTES

### April 12, 2018

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#### **Call Meeting to Order:**

The South Beach Regional Fire Authority Governance Board Meeting was called to order by Board Vice Chairperson Bob Parnell, representing Commissioner District One at 5:00 PM. Bob Parnell was in attendance via cell phone. The meeting was held at 506 N. Montesano Street, Westport, WA. In attendance were the following Board Members: 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 along with Alfred Schroeder representing Commissioner District Five. Commissioner Schroeder's absence was excused.

The following department personnel were in attendance: BC Dennis Benn. Mike Clingen, Commissioner District Five was also present.

#### **Flag Salute:**

The Pledge of Allegiance was recited.

#### **Agenda Modifications:**

Secretary McNett noted that there were the following agenda modifications:

- a. Under 7c. Total payroll for the month is \$98,591.99 with the reserve payroll at \$12,685.23.
- b. Under 7d. Total of vouchers is as follows: Voucher 2018-131 through Voucher 2018-175 totaling -- \$74,630.28.
- c. Under 7e. Resolution 2018-03/Transferring from the bond account to the expense account.
- d. Under 13c. Letter from Brian Snure read by BC Benn.
- e. Under 13d. Sale of property.
- f. Under 13e-Keith Zelepuza
- g. Under 14b-Budget Meeting Scheduled April 23, 2018-10:00 AM, Commissioners office located at 506 N. Montesano Street, Westport, WA.

#### **Announcements, Proclamations, and Presentations:**

Captain VanderVeur brought to the board's attention that we have had as a loaner an auto pulse machine. Demonstrating to the audience, Captain VanderVeur showed the difference between the two manufacturers: Zoll and Physio Control. The consensus of the display was that the Zoll machine would best serve the citizens of the South Beach Regional Fire Authority. In addition, Chief Cole stated that the auto pulse/ventilator may be purchased at a cost of \$24,000 to be amortized over a five-year period. Motion made by Tom Bearden to authorize the purchase of the Zoll auto pulse/ventilator machine. Motion seconded by David McLellan. Vote taken with Bob Parnell voting no, Sam Schlegel yes. Motion carried.

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**Public Comments:**

None.

**Consent Agenda:**

- a. Approval of Minutes from March 8, 2018 meeting. Diane noted that she had a correction as she had inadvertently listed Michael Bearden, as Commissioner District 2, when he should have been listed as Commissioner District 3. David McLellan made a motion to approve the March 8, 2018 meeting as presented with the noted correction regarding Commissioner Michael Bearden. Motion seconded by Tom Bearden. Motion carried.
- b. Approval of Special Meeting Minutes from March 20, 2018. A motion was then made by David McLellan to approve the Special Meeting Minutes from March 20, 2018 as written. Motion seconded by Tom Bearden. Motion carried.
- c. Motion made by Tom Bearden to approve for payment the payroll from 4-1-18 to 4-30-18 in the amount of \$98,591.99 plus \$12,685.23 for reserve personnel. Motion seconded by David McLellan. Motion carried.
- d. Motion made by David McLellan to authorize Voucher 2018-131 through Voucher 2018-175 totaling \$74,630.28. Motion seconded by Tom Bearden. Motion carried.
- e. Motion made by Tom Bearden to authorize Resolution 2018-03 transferring funds from the RFA ambulance fund to the RFA expense fund to pay bills. Motion seconded by David McLellan. Motion carried.

**BOARD COMMITTEE REPORTS:**

- a. Contract Committee: It was noted that all the letters have been sent to the agencies regarding contracts for providing service. Next project will be researching the private residences that are receiving service.

**BOARD MEMBER REPORTS:**

*Commissioner District One Bob Parnell:* No report.

*Commissioner District Two Tom Bearden:* No report.

*Commissioner District Three David McLellan:* David reported that he and several other commissioners had attended the seminar in Ocean Shores, WA and it had been very informative. He brought home several packets of information should someone want to look at them.

*Commissioner District Four Sam Schlegel:* No report.

*Commissioner District Five Fred Schroeder:* No report.

**CHIEF'S REPORT:**

- Chief Cole stated that all contracts have been sent out, as noted above in the committee report.
- Station updates: Noted that North Cove, Grayland and Tokeland are all cleaned out. Next, they are moving to Ocosta and then to Westport. The survey is done on North Cove and Grayland. Property line at North Cove is considerably off. We were told that the radio tower for North Cove is not free. It is \$2400 lease per year.
- Policy and Procedures: This is an ongoing project.
- Community Outreach Program: Smoke detector program is going strong. Three police and two fire departments have now been trained in hemorrhage control.
- Station deeds: Nearly complete, there have been problems with Pacific County.
- Phone line update: The phones do not forward the calls as the phone company had stated. It was felt putting an article in the newspaper would be helpful to make sure people are aware of the new number.

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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. City of Westport: Fire assistance agreement with RFA: No decision currently.
- b. Board Commissioner Policies: No feedback yet.
- c. Letter from Brian Snure read by BC Benn: A letter has been received from our attorney Brian Snure in regard to the information received at the Special Board Meeting held on March 20<sup>th</sup>. There appears to be a discrepancy in the amount of the City of Westport's final payment to the Regional Fire Authority. Discussed by the commissioners was whether they would like to proceed and receive more information from our attorney, as he would have the authority to contact the City of Westport's attorney. A motion was then made by Tom Bearden to authorize Attorney Snure to contact the City of Westport's attorney to discuss the difference in the payment. Motion seconded by David McLellan. Vote was taken with Bob Parnell voting no, Tom, David and Sam voted yes. Motion carried.
- d. Sale of property: Money has been received and all paperwork is completed, stated Chief Cole.
- e. Keith Zelepuza: Keith Zelepuza brought to the board's attention that there aren't any funds to sponsor an award dinner for the volunteers. Questioned was how much was needed, with the amount at \$1050 for food and awards. A motion was then made by Tom Bearden to authorize the expenditure of up to \$1500. Motion seconded by David McLellan. Motion carried. The funds will be dispersed when the time is announced for the dinner.

**GOOD OF THE ORDER**

None.

**SIGNING OF VOUCHERS**

Vouchers and payroll were signed as approved.

**FUTURE MEETINGS**

The budget will need to be approved to be ready for the ballot measure in August. Discussion followed for a special meeting to be scheduled April 23, 2018 at 10:00 AM in the Commissioner Office, 506 N Montesano Street, Westport, WA.

- a. April 23, 2018: 10:00 AM, Special Budget Meeting.
- b. May 10, 2018: 4:30 PM Board for Volunteer Firefighters.
- c. May 10, 2018: 5:00 PM Monthly Governance Board Meeting.

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

**ADJOURN**

A motion was then made by Commissioner McLellan to adjourn the meeting at 6:42 PM. Motion seconded by Commissioner Schlegel. Motion carried.