

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

### May 10, 2018

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#### 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: David McLellan representing Commissioner District Three, Tom Bearden representing Commissioner District Two, Sam Schlegel representing Commissioner District Four, Bob Parnell, Vice Chairperson representing Commissioner District One. 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, Mike Clingen, Commissioner District Five, Dave Bell, Local 3689 President, Keith Zelepuza, South Beach RFA EMT was also present. Public attendees were JoAnne Bearden, District 3, Allen Douglas, Grayland resident, Rick Wilcox, Tokeland resident.

#### 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 \$94,401.70 with the reserve payroll at \$4,435.72, total \$98,837.42.
- b. Under 7d. Total of vouchers is as follows: Voucher 2018-176 through Voucher 2018-232 totaling -- \$73,843.66.
- c. Under 12. Correspondence—we have a fax and letter from Ingram, Zelasko and Goodwin regarding the Port of Grays Harbor, dated 5-1-18.
- d. Under 13b. Volunteer dinner.
- e. Under 14a. Commissioner Tom Bearden/change in bylaws.
- f. Under 14b.-WA State Auditor Annual Report.
- g. Under 14c-Chafin Hall-Structural Integrity.
- h. Approval of Resolution 2018-07 transferring \$6565.97 from the Bond to the Expense account.
- i. Change in the April 12, 2018 meeting—unfinished business regarding the vote for approval of the volunteer dinner. Vote was 2 to 2---a tie and was therefore tabled.

#### Announcements, Proclamations, and Presentations:

None.

#### Public Comments:

Rick Wilcox, resident of Tokeland, WA noted that he had concerns over 5603 and its status. Chief Cole stated that the jake brake, front struts are bad and veers to one side, cost to repair is upwards of \$15K. It is a safety factor and costly. In addition, Rick stated in his travels to Westport, he has seen both ambulances responding to calls. Chief Cole

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explained that both ALS and BLS vehicles are out together, to eliminate the need to phone for another aid unit if it is determined that the call actually is BLS or vice versa. Chairman Schroeder stated he knew what Rick was talking about it, and it makes total sense to respond to calls in this manner.

#### **Consent Agenda:**

- a. Approval of Minutes from April 12, 2018 meeting with the noted correction that the approval of the volunteer dinner was not approved; it was tabled. Tom Bearden made a motion to approve the April 12, 2018 meeting as presented with the noted corrections. Motion seconded by David McLellan. Motion carried.
- b. Approval of Special Meeting Minutes from April 23, 2018 and May 3, 2018. A motion was then made by Bob Parnell to approve the Special Meeting Minutes from April 23, 2018 and May 3, 2018 as written. Motion seconded by Tom Bearden. Motion carried.
- c. Motion made by David McLellan to approve for payment the payroll from 5-1-18 to 5-31-18 in the amount of \$94,401.70 plus \$4,435.72 for reserve personnel. Motion seconded by Bob Parnell. Motion carried.
- d. Motion made by Tom Bearden to authorize Voucher 2018-176 through Voucher 2018-232 totaling \$73,843.66. Motion seconded by Bob Parnell. Motion carried
- e. Motion made by Tom Bearden to authorize Resolution 2018-07 transferring funds from the RFA bond fund to the RFA expense fund to pay bills. Motion seconded by David McLellan. Motion carried.

#### **BOARD COMMITTEE REPORTS:**

- a. Contract Committee: At this time all letters have been sent to the entities involved. There is nothing further to do now.

#### **BOARD MEMBER REPORTS:**

*Commissioner District One Bob Parnell:* No report.

*Commissioner District Two Tom Bearden:* No report.

*Commissioner District Three David McLellan:* No report.

*Commissioner District Four Sam Schlegel:* No report.

*Commissioner District Five Fred Schroeder:* No report.

#### **CHIEF'S REPORT:**

- Chief Cole provided an organization chart handout. David stated does the chart show who oversees each shift? Chief Art stated that the captains are in charge. Tom stated the office secretaries should be moved outside of the box area—put to the side as they are not in charge of the crews. Discussion followed regarding the status of the reserve lieutenants and their relationship to the paid staff. Art will construct a revised organizational chart for the board to keep in their board records. Dave Bell stated that it is the responsibility of BC Benn to make sure that all standards are met whether they are volunteer or paid. Currently, we do not have any EMT's that are looking at attending paramedic school.
- Station updates are a work in progress stated Chief Cole. We are nearly complete in getting all the buildings sorted out.
- Station Deeds: Chief Cole stated they are nearly complete. Chief will be meeting with Sam Schlegel to complete the signatures on the remaining piece of property transfer.
- Levy paperwork in to both counties: Resolutions have been sent to both counties, ballot measure will be voted in August.
- Property Tax paperwork problem: It had been noted earlier that the property taxes had an error on their statement for property owners in Grays Harbor County. Pacific County was not affected. Grays Harbor County had a software error lumping all the tax charges into one amount under the SBA RFA title. The total

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amount makes it appear that the taxes regarding the RFA are much higher than they are. Chief Cole has contacted Grays Harbor County to see if they will issue a new statement; we were advised that they wouldn't. Chief said he has contacted several attorneys regarding what we can do to make the county reissue the statements. We have been advised that there isn't any way we can force the County to send out a new statement without going to the attorney general. Chief stated a notice has been posted on the SBA RFA website stating what happened with the error. Discussion then took place regarding sending a letter to each voter in Grays Harbor County affected by the tax statements. The consensus was that we should act and send out a letter to the voters ourselves, Chief Cole stated we are looking at approximately \$800 for postage and envelopes. Tom Bearden then made a motion to authorize the expenditure of a letter sent to each registered voter stating the error that occurred in the 2018 Grays Harbor property tax statement. Motion seconded by Bob Parnell. Motion carried.

### **DEPARTMENT REPORTS:**

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

### **CORRESPONDENCE:**

It was noted by Chief Cole that a fax and letter had been received from the Port of Grays Harbor, written by Attorney Arthur Blauvelt from Ingram, Zelasko & Goodwin, LLP. Basically, the letter is asking for a copy of the contracts for fire protection that we have with other governmental entities. In addition, the Port is reviewing its property holdings and current lease agreements to determine what Port buildings and equipment in our fire district are subject to the statute. The Port will be providing a spreadsheet that details buildings and equipment and whether leasehold excise tax is being paid.

### **UNFINISHED BUSINESS:**

- a. Board of Commissioner Policies to be approved: Questioned from Chief Cole was whether the policies have been approved by the board. Tabled at this time.
- b. Volunteer Dinner: EMT Keith Zelepuza noted that he would like the board to consider offering to pay for a volunteer-appreciation dinner. In the past the Mullvains from the RV park have graciously donated the use of their meeting room, however it has now been sold. The cost could be at least \$500 for the rental of the room, plus \$500 for food, \$500 for awards. Keith stated it is hard to book a venue without having the assurance of the funds from the board. Tom Bearden then made a motion to approve the expenditure, to not exceed \$2000, for the annual award/recognition dinner. Motion seconded by Bob Parnell. Motion carried.

### **NEW BUSINESS:**

- a. Commissioner Bearden: Change in Bylaws: Tom brought to discussion that he would like an amendment to the bylaws regarding running a meeting by remote attendance. The consensus was that it was very uncomfortable for all that was involved. To eliminate this, Tom would like to make a motion approving removing the remote attendance section on Page 2 of the bylaws. Discussion followed with all in agreement that the concept is good. Motion seconded by Dave McLellan. Bob Parnell stated he would like to look at this closer, that this was too quick to decide. Vote was taken with 2 approving and 3 opposed. Motion not carried and tabled for now. It was advised that Tom meet with Dennis and Art to iron out the details to be brought back to a future meeting.

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- b. **Commissioner Travel:** Discussion then took place the procedures regarding “governing board member expense reimbursement” as written on Page 13 of the bylaws. Tabled at this time, with further information to be brought to the board meeting.
- c. **Chafin Hall and its structural integrity** was then brought to discussion by Chief Cole. Due to its condition and not certain if it is capable of being remodeled, Chief Cole was recommending that Patricia Rogers, a Westport engineer decide for the board. Bob Parnell made a motion to approve a contract being prepared with Patricia Rogers regarding the structural integrity of Chafin Hall located in Grayland, WA. Motion seconded by Sam Schlegel. Motion carried.

**GOOD OF THE ORDER**

Chief Cole stated that there are trifold folders in the office that will have information for each board meeting.

New keys and locks have been secured in the buildings with the same combination.

Chief Cole is researching Terminix and Sunrise plus checking on who owns the propane tanks in the respective departments.

Bob Parnell questioned whether it was possible to get business cards for the board.

**SIGNING OF VOUCHERS**

Vouchers and payroll were signed as approved.

**FUTURE MEETINGS**

The next scheduled board meeting is Thursday, June 14, 2018 at 5:00 PM, Westport City Hall, 506 N Montesano Street, Westport, WA.

**ADJOURN**

A motion was then made by Commissioner McLellan to adjourn the meeting at 6:50 PM. Motion seconded by Commissioner Schlegel. Motion carried.