

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 SPECIAL MEETING MINUTES**  
**for Financial and Personnel Issue**  
**May 31, 2018**

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**Call Meeting to Order:**

The South Beach Regional Fire Authority Governance Special 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.

Audience attending was Margo Tackett, Westport Resident, Jo Bearden, Westport Resident.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Financial Issue:**

All board members have received a copy of the letter designed by Bob Parnell regarding the explanation of the charges on the 2018 Property Tax Statements. This information was prepared by Bob and Fred for the board to consider. In addition, the letter that was posted on the SBRFA web page was presented. Dave McLellan stated he felt the letter was too lengthy and that people wouldn't read the entire letter. Tom Bearden stated he would like to see no more than 2 paragraphs. Discussion followed regarding possibly doing 2 separate mailings and or providing 2 separate sheets or using the backside of one sheet and then placing another sheet in there. Margo Tackett was questioned whether the City had proceeded with their reader board? Margo stated the City wasn't going to buy one, but she suggested we check with the Shop n Cart to see about placing something on their reader board about the ballot measure. In addition, it was felt that all the commissioners should sign the letter showing what entities are involved. It was mutually agreed upon that Bob, Fred, Dennis and Art should meet prior to the board meeting to iron out the details of the letter. A date will be set soon for their meeting.

**Personnel Issue:**

Noted by Chief Cole was that Mike Mahnke, EMT is retiring and David Torvik, Paramedic has accepted a job in North Mason. Christie Pater has been hired to fill the paramedic position and Patrick Glennon is next on the list for EMT.

Bob Parnell stated that the board should review the job descriptions for the position of fire chief. Questioned was whether the board was going to advertise for the position. Chief Cole's contract renews October 2018. There will be more discussion at the monthly board meeting. Secretary McNett will forward to the board members the job description currently on file.

**ADJOURN:**

A motion was made by Bob Parnell to adjourn the meeting at 6:03 PM. Motion seconded by David McLellan. Motion carried.