



South Beach Regional Fire Authority



GOVERNANCE BOARD MEETING MINUTES June 14, 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 Four 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 Five, Bob Parnell, Vice Chairperson representing Commissioner District One on cell phone. 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: Mike Clingen, Commissioner District Four. Citizens present were Margo Tackett, Westport 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 \$90,942.72 with the reserve payroll at \$1,311.98, total \$92,254.70.
- b. Under 7d. Total of vouchers is as follows: Voucher 2018-233 through Voucher 2018-278 totaling -- \$68,961.13.
- c. Under 9. Reverse district numbers from four and five, commissioner names.
- d. Under 14b. Westport Financial Committee.

Announcements, Proclamations, and Presentations:

None.

Public Comments:

Margo Tackett, Westport citizen noted that in the May 10th minutes, it was written that the City wasn't going to buy a sign, to clarify stated Margo, is that the sign won't be purchased at this time, simply postponed.

Consent Agenda:

- a. Approval of Minutes from May 10, 2018 meeting with the noted correction that Westport City was postponing the purchase of a sign currently. Tom Bearden made a motion to approve the May 10, 2018 meeting as presented with the noted corrections. Motion seconded by David McLellan. Motion carried.
- b. Approval of Special Meeting Minutes from May 31, 2018. A motion was then made by David McLellan to approve the Special Meeting Minutes from May 31, 2018 as written. Motion seconded by Bob Parnell. Motion carried.
- c. Motion made by Sam Schlegel to approve for payment the payroll from 6-1-18 to 6-30-18 in the amount of

PAGE 2-JUNE 14, 2018 MINUTES:

\$90,942.72 plus \$1,311.98 for reserve personnel. Motion seconded by David McLellan. Motion carried.

- d. Motion made by Tom Bearden to authorize Voucher 2018-233 through Voucher 2018-278 totaling \$68,961.13. Motion seconded by Bob Parnell. Motion carried

BOARD COMMITTEE REPORTS:

- a. **Contract Committee:** Art stated that 4 contracts have been sent out and we have been in correspondence with all of them: State Parks, Tribe, and both Ports. We are waiting for their response. Art will be meeting with the Tribe regarding the 4th of July, so he may possibly learn more.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: First part of June Bob stated he attended his first conference in Chelan, where there were 200 commissioners/representatives from fire districts around the state. He spoke to a finance director from Kitsap County, which was interesting. Bob thanked the board for sending him and noted that we are smaller than a lot of the districts that were there, with some considering Regional Fire Authority ventures.

Commissioner District Two Tom Bearden: No report.

Commissioner District Three David McLellan: No report.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Don Hatton has resigned as commissioner for the District, with Brian Schlegel, Sam's son, agreeing to fill the position. Frank Porembski attended the meeting and fire danger signs were discussed. It was noted that the arrow is hanging down at the main station. Art will see to it that it gets fixed. Sam questioned who were the RFA fire marshalls. Art stated there is a State Marshall and there are fire marshalls in each county.

CHIEF'S REPORT:

- Chief Cole provided the new organization chart handout. It was noted that the bills were decreasing due to combining resources.
- Station and Fire Engine update: Ocosta station will become the central stores. The Tokeland building next to the fire station cannot supply power to the building that was built next to the station, by the Tokeland parade committee. We cannot provide power and supply, per our insurance company. Tom Bearden questioned whether the station at Ocosta is secure for central supplies? Art stated by boarding off one of the door areas, it will be secure, as there are upgraded locks. Sam Schlegel noted that the Post Office in Tokeland had been taken care of, the mail will be forwarded. Art noted that the Ocosta red tender has been tested and salt water was found in the pump. The cost to repair is \$16,490.33, per the estimate from Hughes Fire Equipment. Tom questioned if this is something we need to have repaired and money that may not be budgeted. Chief Cole stated yes, it is needed, the apparatus is needed as a true tender. It is a stationery water buffalo. The consensus was that it should be taken care of now. Sam Schlegel made a motion to approve the bid received from Hughes Fire Equipment in the amount of \$16,490.33. Motion seconded by Dave McLellan. Motion carried.
- Disability: Chief Cole stated that we have an employee who is going to need to be replaced due to a disability. We do have a per diem employee that has taken his place, however we cannot hire a new employee at this time due to the pending disability. Tom questioned if we could just hire the new per diem right now. Chief Cole stated there isn't an official vacancy at this time and per the contract we cannot hire a replacement. Protocol must be followed.
- Levy letter complete: The committee has met and approved what has been written. Bob Parnell has signed the letter and we need the other commissioner's signatures. A motion was then made by Tom Bearden to approve the letter as written. Motion seconded by Sam Schlegel. Motion carried.

PAGE 3-JUNE 14, 2018 MINUTES:

- **Grants:** Chief Cole highlighted for the board the following grants that have been received: rescue gun, fire prevention, medical equipment, exercise equipment, wildland gear, upgraded phones, Stokes through a trauma grant and a touchpad tablet. Questioned by Tom was whether Chief has investigated the safer grant. Chief Cole stated it is a grant to hire more personnel which was good for 3 years. We do not qualify for a safer grant as we are too new. Tom stated he feels we are lacking staff so thought the Safer Grant would be useful for us. The earliest we can get extra manpower is in 2020 if we were able to qualify and receive a Safer Grant. Tom asked what it costs to hire an additional employee—Art stated \$85,000.
- **Apparatus:** 2 have been sold privately, 1 ambulance was sent to Republic Fire Department, 6 to auction and 3 to junque yard. The auction will be held on June 29th. We should be paid in 21 days after the auction.

DEPARTMENT REPORTS:

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

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

- a. **Board of Commissioner Policies to be approved:**> PPG#1112 to be discussed is “if a commissioner’s permanent residence ceases to be in the fire district, or out of the ward which he/she represents. “Motion then made by Sam Schlegel to change the wording to the following: “If a commissioner’s permanent residence ceases to be in the commissioner district he or she represents, the commissioner shall resign immediately.” Motion seconded by Tom Bearden. Motion carried.
PPG#1221 policy: David McLellan made a motion to add the following to PPG#1221: After two consecutive un-excused absences, a letter will be sent to the board member, informing him/her of possible action to be taken, if another un-excused absence is recorded.” Motion seconded by Sam Schlegel. Motion carried.
>PPG#1400.1 policy: Policy regarding Meeting Notices was then discussed. PPG#1400.1—Bob stated that he doesn’t have the policy in front of him to review and it makes him hard to decide. There were several issues of which no conclusion could be made. Tabled at this time.
>PPG#1400.1 policy: the last paragraph regarding abstaining from a vote. Tom stated there must be a very good reason to abstain from voting. Brian Snure has advised Tom of this. The issue is that this paragraph may conflict with our bylaws. Bob Parnell read from our bylaws the paragraph regarding abstentions. There was too much confusion/ tabled at this time.
>PPG#1510 policy: Page 1. Sam Schlegel made a motion to change the first sentence of PPG#1510 including 1. PROTECTING LIFE FROM FIRE A. to the following “The mission of South Beach Regional Fire Authority is to provide a cost-effective high level of service in the protection of life and property from fire, related hazards, provide highly skilled services in the EMT, fire prevention public education divisions and work together with other agencies to achieve proper design in planning and implementing programs that will provide increased levels of protection in the future.” Also, under 1. PROTECTING LIFE FROM FIRE-A. Review and recommend the adoption of appropriate codes and ordinances to prevent situations that endanger life.” Motion seconded by Tom Bearden. Motion carried.
>PPG#1510 policy: Under #2 FOR PROTECTING PROPERTY FROM FIRE---Discussed in detail 2. a, b, c, d, e. Motion made by David McLellan to keep 2. B. and 2 E. but remove 2 A. 2.C. and 2D. plus on the last sentence change fire district to SBRFA. Motion seconded by Tom Bearden. Motion carried.
>PPG#151: Sam Schlegel made a motion to strike the word AND under number 1 and change it to ANY. Motion seconded by Dave McLellan. Motion carried.

PAGE 4-JUNE 14, 2018 MINUTES:

>PPG#1710 policy: Tom Bearden made a motion to eliminate 2.A. under 2.B. drop the word ADEQUATE and then renumber the sentences. Motion seconded by Sam Schlegel. Motion carried.

>PPG#1710, PAGE 2: Discussed was line D. Change the D. sentence to read: Provide for the preliminary investigation of origin of fire. Under 4. Training A. Change the sentence to read: Provide coordination of Emergency Services Training for SBRFA members. Motion made by Tom Bearden to approve the changes as listed above. Motion seconded by Sam Schlegel. Motion carried.

>Bylaws Changes: Remote attendance Page 2. Discussed was the problem with the remote attendance. Written by Tom Bearden was the following: *"No meeting shall be run by a remote attendee. If the chair and vice chair are not physically present, the remaining members shall elect a chair to conduct the meeting. This chair is only for that meeting."* Bob stated it becomes a problem when the commissioners don't have the papers ahead of time to review due to additions to the agenda at the last minute. Tom stated there are limitations to those who attend the meeting due to the chairman not physically in attendance. In addition, it is inherently difficult to stay on track due to distractions and issues while being remote. Diane stated there should be a "chop off" day when information is given to the office to be placed on the agenda. Discussion followed with several comments and ideas to resolve the issue. Bob stated it doesn't matter where you run the meeting from, if you don't have the documents ahead of time to review, you can't run the meeting effectively. Tom stated he sees a need for the policy to be in place. The discussion continued with several points of views expressed by Sam, Dave and Fred as well. Chief Cole stated that things change daily so his solution would be to set a day when information must be received by the office. Perhaps the last Thursday of the month prior to the board meeting. Fred asked if the add on could be put on a separate paper. Diane stated it is listed on the first page of the agenda. Bob called for the vote regarding the remote attendance. Tom Bearden made a motion to approve the remote attendance, Page 2 as listed above in italics. Motion seconded by David McLellan. Vote was taken-Tom Bearden, David McLellan, Sam Schlegel voted yes, Fred Schroeder and Bob Parnell voted no. Motion carried.

>Governing Board Member Expense Reimbursement PAGE 13: *"When commissioners are conducting RFA board business, every effort will be made to use a department vehicle. If a department vehicle is not available for use, reimbursement will be per IRS/GSA guidelines if a commissioner chooses to use his/her personal vehicle, reimbursement of mileage will be 1/2 of IRS/GSA guidelines."* Tom Bearden stated he felt this policy should be in place as a sign of leadership to the other employees of the service. David stated that this policy would be what would be expected of the other employees as well. Chief Cole stated most employees don't expect to drive their car; they generally use the cars that the service owns. David stated this is exactly what the State of WA requires for their employees. David stated he believes it is fair. Bob stated that the policies and procedures we have in our bylaws has the stipulations regarding mileage reimbursement and he would like to keep it as is. Discussion continued with the cost of operating vehicle costs with no conclusion made. Tom Bearden made a motion to approve "when commissioners are conducting RFA board business, every effort will be made to use a department vehicle. If a department vehicle is not available for use, reimbursement will be per IRS/GSA guidelines if a commissioner chooses to use his/her personal vehicle, reimbursement of mileage will be 1/2 of IRS/GSA guidelines." Motion seconded by David McLellan. Vote was taken. Tom Bearden and David McLellan voted yes. Fred Schroeder, Bob Parnell and Sam Schlegel voted no. Motion failed.

PAGE 5-JUNE 14, 2018 MINUTES:

NEW BUSINESS:

Tom Bearden then made a motion to authorize the following signors for the credit card at Anchor Savings Bank. The signors shall be: Art Cole, Dennis Benn, Teresa Hart and Diane McNett. Motion seconded by David McLellan. Motion carried.

Westport Financial Committee: Chief Cole stated that he would like to assign two board members to the Westport Financial Committee. David and Tom volunteered to serve. Bob Parnell requested to be on the committee. Tom Bearden stated it sounded like a conflict. After reviewing his status as a Westport City Council person, Bob Parnell respectfully withdrew his request due to a possible conflict of interest.

Chief Cole requested the approval of the board that they approve the last Thursday of the month as the last day to submit paperwork for the board agenda. Tom Bearden made a motion to approve that the last Thursday of the month is the last day to submit paperwork/correspondence for the board agenda. Motion seconded by David McLellan. Motion carried.

Chief Cole requested permission for the board to surplus the police car. Tom stated he would like to mull that over. It has been valuated by Chief Cole and BC Benn. David stated it had been brought to his attention that it might make a good sprint vehicle—Chief Cole stated we aren't there yet. Sam Schelegel made a motion to surplus the police car at the Richie Brothers sale. Motion seconded by David McLellan. Motion carried. Sam stated he was in Aberdeen when our vehicles were headed to Richie Brothers for the auction. He said a lot of people were impressed. Chief Cole added that people were waving at them as well.

GOOD OF THE ORDER

Sam had a question regarding the organizational chart presented. Questioned was whether all have passed the physical agility test? Chief Cole said there are some that will be testing the next go around, with auxiliary folks not required. The agility test is the same one that we have had for years.

Sam questioned who our radio man is? Chief Cole stated we have not designated anyone yet. Sam wondered if Chief Cole had any problem with the Commissioners having a radio. Chief stated if we had enough it would be fine. The radios we have do not meet the specifications that were received from North Cove and need to be redone. Sam stated he has one that he believes needs a battery; Art stated those cost \$100. Sam will bring to the office for Art to repair.

Bob stated on May 31st we had a special meeting regarding personnel issues. Our chief's contract expires in October and it was his understanding that it would be discussed whether we would be advertising for the position. In addition, Bob added that we had promised the voters we would seek a nationwide search to fill the position. Fred stated we need to establish a committee for preparing the advertisement for the position. Art stated that the board is saying, they aren't going to continue his contract? In addition, he added that the idea about promising the voters that we were going to a nationwide search was something said by Chuck Wallace on the radio. There isn't anything in writing about such a thing. Art added that this isn't factual. Art added you may want to go talk to people and get the input from them, as turmoil has been created with this type of discussion. Tom stated he does have confidence in Art; he cannot speak for the entire board. Art stated he doesn't have anything to hide. Art reminded the board that the consultant had stated you shouldn't change leadership in the first year. Fred stated that it doesn't mean that Art can't apply for the position. The consensus of the board was that a special meeting should be held to discuss this matter further. A meeting will be scheduled.

PAGE 6-JUNE 14, 2018 MINUTES:

Sam questioned whether Art had discussed the Tokeland parade. The RFA vehicles will be at the front of the parade. Diane added that the gentleman in charge had phoned and Art did contact him. Sam added that the owner of the Tokeland Hotel and his son would like to become volunteers. Art stated that they should come to a meeting to see what the fire department is about. Sam added that Pat Gogan's sister has a pile of brush at Pat's house that she would like to have it burnt. Art stated the service couldn't do it. Diane added that she has an item as well. She has phone calls about scheduling and who is working and when. Diane has placed a calendar in the office that now has the dates of who is working when. It was noted that there may be times when the office is not manned, as there are vacations and unexpected emergencies, the staff may have to deal with.

SIGNING OF VOUCHERS

Vouchers and payroll were signed as approved.

FUTURE MEETINGS

The next scheduled board meeting is Thursday, July 12, 2018 at 5:00 PM, Westport City Hall, 506 N Montesano Street, Westport, WA.

The Special Meeting to go to Executive Session for Personnel on Thursday, June 21, 2018 at 10:00 AM, 506 N Montesano, Westport, WA 98595 with possible action to be taken.

ADJOURN

A motion was then made by Commissioner Parnell to adjourn the meeting at 8:12 PM. Motion seconded by Commissioner Schlegel. Motion carried.