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## **GOVERNANCE BOARD MEETING MINUTES**

### **August 9, 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 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. Chief Art Cole was present, and Governance Board Secretary Diane McNett was present. Teresa Hart, Governance Board Secretary was absent.

Attendance: Frank Porembski, Commissioner District 5, Heather Yeager, Paramedic, Local 3689, Mr. Douglas, Grayland resident and Fred Long, North Cove resident.

#### **Flag Salute:**

The Pledge of Allegiance was recited.

#### **Agenda Modifications:**

None.

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

None.

#### **Public Comments:**

None.

#### **Consent Agenda:**

- a. A motion was made by Bob Parnell to approve the minutes as written on July 12, 2018. Motion seconded by Dave McLellan. Motion carried.
- b. A motion was made by Dave McLellan to approve payroll from 08-01-18 through 08-31-18 totaling \$80,280.83. Motion seconded by Bob Parnell. Motion carried.
- c. A motion was made by Sam Schlegel to approve Voucher 2018-318 through Voucher 2018-355 totaling \$53,376.50. Motion seconded by Dave McLellan. Motion carried.

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

- a. **Contract Committee:** Bob Parnell, Contract Committee reported that all agencies have contacted us except for DNR/State Parks and the Shoalwater Tribe. Noted was that the DNR is working on noting what parcels need to be paid on and deleting the undeveloped properties. Chief Cole noted that the Tribe's contract was the same as it was previously.
- b. **Update on progress on Fire Chief Position:** Bob Parnell & Fred Schroeder: Fred noted that we have received 4 applications. Noted that this was the first cut and that a meeting to review the applications needed to be selected. August 23, 2018 at 5:00 PM, a special board meeting will be scheduled for reviewing applications. Diane will check to see if an executive session will need to be scheduled and advise the board members prior to the meeting.

## **PAGE 2-RFA MEETING-AUGUST 2018:**

### **BOARD MEMBER REPORTS:**

**Commissioner District One Bob Parnell:** Bob reported that he would like to thank Capt. Bell for the letter in the newspaper about the election. The election passed with a little over 60% voting yes, noted Bob. Added by Bob was that he would like the board to look at what can be done about public/citizen outreach. Possibly workshops could be scheduled as well as the possibility of hiring an outside consultant to assist with developing citizen volunteers.

**Commissioner District Two Tom Bearden:** No report.

**Commissioner District Three David McLellan:** David noted that he would like the board to establish a maintenance person, namely Tom Jensen, as there are additional projects to be completed. Chief Cole stated there is money in the budget for special projects but if we establish a position, we would need to advertise for it. Fred stated he would like to see a list of the proposed projects. Chief Cole stated this is in the chief's report and can be addressed then.

**Commissioner District Four Fred Schroeder:** No report.

**Commissioner District Five Sam Schlegel:** Sam stated he likes the new lights that have recently been installed. Sam hasn't seem anything out about the RFA looking for volunteers-Chief Cole stated that is coming out in September. Sam also would like to see representation at public meetings by the fire chief. Chief Cole questioned where you find the information---it was noted that in the newspaper possibly under meeting notices. Sam stated he didn't see any signs hardly up for the election. Chief Cole stated that there were 6 down in the Tokeland area plus 47 were out. On the record, Sam stated he would have helped put signs up. Chief Cole stated he had spoken to 17 people who stated that they were very confused about the signs. Tom Bearden stated that the signs didn't speak to the levy ballot measure, so it was confusing and asked if there was a plan for the future elections? Chief Cole stated the union put in money plus he added \$300. A pact could be set up and a help fund could be established. Diane added that a community member could be selected to chair the project.

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

- Noted that there is one long term disability.
- Lights need to be updated at Station 34 and Station 32.
- Brush removal program has been established for Stations 32, 33 and 34.
- Projects to be done and partially completed:  
Hose racks, brush removal, rigs going back and from the mechanics shop and hauling garbage to the dump are to name a few, noted Chief Cole. Tom would like to see the stations pressure washed. Chief Cole stated that is on hold as he is waiting for a report on the Grayland Station from Geo tech. Any upkeep at the Westport Station is the responsibility of the RFA.

Tom Bearden made a motion to approve the following projects: updating exterior lights at Station 34 and 32 (estimated cost at \$1,200 per station) brush removal for Stations 32, 33 and 34 cost of \$1,286 for a brush hog or excavator \$2100. Amount allocated would be up to \$6,000 without tax. Motion seconded by Dave McLellan. Motion carried.

- Burn ban signs have been made and distributed stated Chief Cole.
- Meeting with the Grayland Water District when we use their water. Meeting schedule with the City of Westport possibly next week. Sam noted that North Cove is hooked up to a well.
- 7 people are left on our employment list. Chief Cole would like to extend the list for an additional year for the paid positions.
- Wildland deployments have generated \$10,000 thus far for the use of our equipment. We do recoup our money eventually for paying for overtime that is incurred, due to a crew member attending the wildfire, stated Chief Cole. Payment for the equipment is received in a very short time.

## **PAGE 3-RFA MEETING-AUGUST 2018:**

### **DEPARTMENT REPORTS:**

**Board for Volunteer Fire Fighter meeting report:** The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Diane noted we have one claim that was rejected, however it will be submitted to the patient's private insurance.

**CORRESPONDENCE:** None.

### **UNFINISHED BUSINESS:**

- a. **Quotes on Door Photo Eye:** Chief Cole has sent pictures to other companies waiting for a bid to complete the door photo eye.

### **NEW BUSINESS:**

- a. **Status of stations in fire departments/Fred Schroeder.** Fred asked Art if he did an inventory of all the stations. Chief Cole stated he has done a hard inventory, meaning hoses and non-disposables. It was thought this could possibly be something to be added to the special projects.
- b. **RFA Commissioner Election Schedule/Tom Bearden:** Tom Bearden brought to discussion the election schedule on Page 13 of the plan. The plan is as follows from Page 13:
  1. "2019 Election. Elections shall be held for Commissioner Positions Two and Three and the individuals shall be elected to serve 6-year terms.
  2. 2021 Election. Elections shall be held for Commissioner Positions Four and Five and the elected commissioners shall each serve 6 terms.
  3. 2023 Election. An election shall be held for Commissioner Position One and the elected Commissioner shall serve for a 6-year term."

Tom would like to see it changed as the City Council maintains the control and not the citizens regarding Commissioner District One. Bob stated he is an elected Council person by the citizens and then appointed by the Westport Council. Art stated the plan can be changed as he had asked Brian Snure about it. Fred requested it to be in writing from Brian Snure. Art will obtain the ruling in writing. Bob stated if this is going to be changed, he would like to see the increase of commissioners from the City from 1 to 3. Tom maintains that the vote of the people elects the fire department board members and he doesn't feel the citizens from the City of Westport have a voice. Discussed was the schedule of the elections. Several opinions were voiced between Tom and Bob. Discussion ended/ tabled at this time until further information.

- c. **Tom Bearden's next issue was that he has noticed the commissioners have been turning in their time sheets and he feels this has been abused.** Tom would like the board to review at the meeting, Diane noted that this will put the payment schedule two months behind. Tom was aware of this. Bob Parnell stated he is the commissioner that Tom is talking about. Tom said he would prefer to go to executive session but if Bob wanted it to be in open session that would be OK. Bob stated he is an "elected official" not "personnel", and to go to executive session would not be appropriate. Bob requested Tom to state his opinions and comments in an open meeting. They are as follows:

**JANUARY 10, 2018:** Meeting held with the City and the RFA regarding fire inspections attended by Bob. Questioned by Tom was whether Bob was assigned to this committee and who did you represent? Art was questioned, and he was there at the meeting, the City withdrew from fire inspections. Art stated Bob was wearing both hats at the time. Tom's issue was this meeting attending outside the RFA policies? David stated can anyone go to a meeting and charge for it? Discussion followed with numerous challenges of statements and opinions.

**PAGE 4-RFA MEETING-AUGUST 2018:**

**MARCH 29, 2018:** Meeting with Fire Chief discussing several projects, 12 to be exact including contracts, vehicles, 2019 levy. Tom's opinion is this is not chargeable.

**APRIL 10, 2018:** Preparation for monthly meetings and to review information.

**APRIL 19, 2018:** Reviewed a memo from the RFA Attorney memo regarding GHC Assessor's office-levy/assessed value.

**MAY 17, 2018:** Meeting with the Chairman on tax levy letter to RFA voters. Set up special meeting on personnel, finance, adm.

**MAY 18, 2018:** Preparation of letter concerning SBRFA taxes for County for 2018-emailed to commissioners for their review and comments on the draft.

**JUNE 1-3, 2018:** Conference charges. Tom stated Bob charged for travel time plus attendance.

**JUNE 6, 2018:** Drafted 2-page tax information letter and provided to other commissioners.

**JUNE 27, 2018:** Signs for RFA to be in the Tokeland Parade-took to Sign Shop for processing.

**JUNE 29, 2018:** Finalized signs for the Tokeland parade and dropped off at the RFA office.

Tom's issue is he doesn't know if these are wrong or illegal. Tom asked the board permission to look over these charges to see if these charges are legal; Brian Snure would be contacted. Diane noted to the board that she had recommended the board prepare a guideline for their use. Tom stated there is already regulations on Page 13 of the approved RFA bylaws. It reads as follows:

***\*BOARD COMPENSATION\*Governing Board Member Compensation. The South Beach RFA Plan provides that the members of the Governing Board shall receive compensation in the manner provided in RCW 52.14.010. RCW 52.14.010currently authorizes the payment to each member \$114.00 for each day or portion of a day in actual attendance at official Governance Board meetings or when performing other services or duties for the RFA subject to an annual maximum of \$10,944 per year (the specific and annual maximum will be adjusted every five years in the manner specific in RCW 52.14.010 with the next adjustment scheduled for July 1, 2018). It is the function of the Governing Board to approve the services that any members are authorized to perform for the RFA. Members of the Governing Board shall be entitled to receive the full amount of compensation authorized by statute for the following activities:***

- 1. Actual attendance at all regular and special meetings of the Board.***
- 2. Actual attendance at WA Fire Commissioners Association Meetings.***
- 3. Attendance at other RFA related activities provided that either the Board, the Board chair or the Board vice chair has approved such attendance in advance.***

Tom doesn't feel the board chair or vice chair should have the authority to approve meetings. Fred noted that it isn't just Bob who has written down meetings for payment, David has as well, when he wrote down for 2 meetings to haul trucks or junque. Discussion followed with numerous comments regarding what is proper for meetings. Tom would rather have paid an attorney than have Bob obtain the information for the parcel search. Tom made a motion to contact Brian Snure for a legal opinion as to whether these meetings were legally eligible for payment. Motion seconded by David McLellan. Discussion by Sam Schlegel was whether Diane could research the minutes and find out what actual involvement Bob Parnell had in the above listed dates of minutes and what the board's position was. Motion was dropped/ tabled until the information could be obtained from the meeting minutes. Tom then made a motion that each commissioner monthly time sheets be reviewed at the monthly commissioners' meeting. Motion seconded by David McLellan. Motion passed with Sam, Tom and David voting yes. Bob Parnell voted no.

Motion carried.

Bob stated he has been trying to be supportive of our RFA and has noted that at the WA Fire Commissioners meeting he attended, he was made aware of some of those commissioners participating in small projects.

**PAGE 5-RFA MINUTES-AUGUST 2018:**

Bob Parnell made a motion to set a criteria for what is approved for meeting reimbursement. Motion seconded by David McLellan. Motion carried. In addition, Fred Schroeder stated that each member should submit at least one criteria.

Bob Parnell thanked the staff for responding to a situation at the Westport by the Sea.

**GOOD OF THE ORDER**

Fred Long from North Cove noted that he hadn't seen a mission statement from the RFA and has concerns regarding the vehicle that was recently sold on Richie Brothers. Discussion followed with documentation from Art regarding why it was red tagged and the path of obtaining information regarding its mechanical problems. It was noted to Fred Long, by David McLellan that he would expect in the future that any RFA questions or concerns should be directed to him in person.

**SIGNING OF VOUCHERS**

Vouchers and payroll were signed as approved.

**FUTURE MEETINGS**

The next scheduled board meeting is Thursday, September 13, 2018 at 5:00 PM, Westport City Hall, 506 N Montesano Street, Westport, WA and August 23, 2018 at 5:00 PM, Westport City Hall, Special Board Meeting to discuss personnel. Sam stated he may go down to the office and discuss how the reimbursement for wildfires is made. Teresa handles all of the billings for this, noted Chief Cole.

**ADJOURN**

A motion was then made by Tom Bearden to adjourn the meeting at 6:59 PM. Motion seconded by David McLellan. Motion carried.