

South Beach Regional Fire Authority
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Proudly serving the Communities of:
Ocoya, City of Westport, Rural Westport
Grayland, North Cove, & Shoalwater Bay Tribe

GOVERNANCE BOARD MEETING MINUTES September 13, 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. Chief Art Cole was present, and Governance Board Secretary Diane McNett was present. Teresa Hart, Governance Board Secretary was present as well.

Attendance: Allen Douglas, Grayland resident, Margo Tackett, Westport citizen, Dennis Benn, BC, Heather Yeager, Paramedic, SBRFA, Patrick Glennon, EMT, SBRFA, Keith Zelepuza, EMT, SBRFA.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Secretary McNett noted that there is a correction to the August 9, 2018 meeting minutes as Captain Daryl Brown had provided the letter to the newspaper not Captain David Bell as previously printed.

Announcements, Proclamations, and Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. A motion was made by Bob Parnell to approve the minutes as written with the correction to the August 9, 2018 meeting as noted above, minutes on August 23, 2018, and September 12, 2018. Motion seconded by Dave McLellan. Motion carried.
- b. A motion was made by Dave McLellan to approve payroll from 09-01-18 through 09-31-18 totaling \$103,278.15. Motion seconded by Bob Parnell. Motion carried.
- c. A motion was made by Sam Schlegel to approve Voucher 2018-356 through Voucher 2018-398 totaling \$71,799.57. Motion seconded by Dave McLellan. Motion carried.
- d. Secretary Hart presented Resolution 2018-04 for approval to transfer \$300,000 from the South Beach RFA Excess Levy Fund to the Current Expense Fund of the South Beach RFA to pay current bills. A motion was made by Tom Bearden to approve Resolution 2018-04 as written. Motion seconded by Dave McLellan. Questioned by Bob Parnell was why was the excess levy money in a separate account—does it need to be tracked separately? It was noted that fire departments have different accounts versus cities and the names of the accounts were established by the county based on where the funds come from. Motion carried.

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Financial Report:

Teresa Hart explained to the board members the financial reports that are available for the board members review. These reports are received from Grays Harbor County monthly and will be in each board members packets.

BOARD COMMITTEE REPORTS:

- a. **Contract Committee: Bob Parnell, Contract Committee** reported that there haven't been any changes since last month. One agency has paid thus far. (Transit Authority)
- b. **Update on progress on Fire Chief Position: Bob Parnell & Fred Schroeder:** Bob summarized the publication process regarding the position and noted that we had received 4 applicants, interviewed a total of 3. The final selection wasn't easy noted Fred Schroeder. Selected was Dennis Benn. Fred and Bob both thanked Art Cole for his planning and implementation of the RFA. Sam concurred with a round of applause.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: No report.

Commissioner District Two Tom Bearden: Michael Bearden has resigned as a commissioner as he has moved out of the area.

Commissioner District Three David McLellan: Dave presented a report as to what has been accomplished by Tom Jensen serving in a maintenance position. Dave stated he has saved us considerable money and he would like the board to consider a position in the future for the RFA.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Frank Porembski sent his thanks through Sam for recent care he had. He was very impressed.

CHIEF'S REPORT:

- Noted that there is one long term disability and short-term disability. Art would like to put another employee on board, but he doesn't recommend it as the budget won't allow it. The board is faced with two sizable buy outs soon and Art is recommending that everything stay as is for now.
- **Station upgrades:** Westport has new lights, used air compressor. Also, a new dishwasher upstairs along with a new sink and disposal. Grayland has lights outside and we got 2 bids for brush removal. Hauled away was several truck loads of brush. The North Cove stated has security lights, flagpole and repairs are being done on the generator. The parts must be made--\$1800 for the part and done in 12 weeks.
- **Wildland deployments** have brought in \$24,811 and at net we are at \$19,000, due to fuel expense.
- Art stated the agreement for selling the Y property was that the sale would go towards a new brush truck. Given the amount of money that has come in from the deployments, the department would be closer to being able to purchase a truck, stated Art.

DEPARTMENT REPORTS:

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

CORRESPONDENCE: Letter received from Thomas J. Seymour, Esq. dated September 9, 2018 was received in correspondence. Bob stated he would like to read extracts from his letter for the meeting record. The letter was

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dated September 6, 2018 and Bob had enlisted the services of Mr. Seymour, for clarification and justification of meeting/dates to be reimbursed. Summarized was the compensation of Bob Parnell for projects he completed for the RFA, with documentation referencing RCW 52.26 providing substantiation of all meetings and/or assignments completed on behalf of the South Beach RFA. In addition, the background for the Westport Cities position on the board was read and stated for the record. A letter was then read that had been written by Tom Bearden. Tom apologized for his tone towards Bob if he had offended him previously. Bob stated apology was accepted. The letter was received on September 13, 2018 in the afternoon and was not available for the board members to review prior to the meeting. Tom read his letter in its entirety. Tom is asking for our attorney, Mr. Snure to advise if the dates and activities claimed for payment by Bob are appropriate and within the scope of our current policy and bylaws. The letter contained references to our current bylaws and policies with Tom stating how the policies should be applied concerning reimbursements for commissioners. Tom made a motion to forward both letters to our attorney for review. Dave seconded the motion. Bob stated he would rather keep the issue internally. Bob added he would have liked to have been contacted in person to discuss the issue prior to coming to this, however no one from the board chose to discuss it with him. Tom added that he believes it is appropriate to send any attorney letters the board receives to our attorney for review. Motion on the floor—Bob voted no, Sam voted no, Tom and Dave voted yes. Fred breaks the tie by voting no. Motion fails.

UNFINISHED BUSINESS:

*Quote on Door Photo Eye: Hung Right Door is the company that provided the quote. No one else would quote and Art recommended that this be put on hold, as the budget won't allow for it with the buyouts of 2 employees that may total \$50,000.

*Election schedule changes: Tom Bearden made a motion to remove the tabled election schedule changes and discuss it. Motion seconded by Sam. Motion carried. Discussed was changing the positions and the years that they are elected. Bob stated he would like the City of Westport to go to 3 members on the board, since the City of Westport has most of the area. Discussion followed with many opinions with Art stating that he had checked with Brian Snure and that if you would like to change the bylaws or rules, you can do so with a simple majority. Art added that Brian Snure had set the city for 6 years, as that is generally how it is done for cities and that it could have been made differently at the beginning. Tom stated he would like the city position up the same time as his and Dave's position. Tom stated the citizens of Westport should be able to elect their own representation. Bob asked to have this discussion tabled again as it is very confusing as to what everyone is talking about. Tom made a motion to table the discussion regarding election schedule changes. Motion seconded by Dave. Motion carried.

*Commissioner Time Sheet Reimbursement Approvals: Time sheets, regarding the commissioners, were distributed for review. Bob stated there is a certification on each page. Questioned was whether a ruling should be obtained from Brian Snure regarding each commissioner looking at each commissioner's meeting reimbursement sheet. A discussion took place regarding our policy regarding reviewing the commissioners time sheets and what the policy reads. It is very confusing. Dave made a motion that any decision regarding this policy regarding commissioner time cards will be tabled. Payroll shall be held until a special meeting can be scheduled. Motion seconded by Sam. Motion carried.

NEW BUSINESS:

- a. Results of Election-Bob Parnell: Bob Parnell stated he noted that the August 7, 2018 Primary Election passed at 61.52%. The ballot measure was a M and O measure rather than an excess levy. The number of precincts was 77 with 42,317 number of registered voters, total ballots counted at 17,026. The voter turnout was 40.23%. The combined total approved was 884 and the total number rejected was 553.

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The good news is the combined effort between Grays Harbor and Pacific County came in at 61.52%. Tom Bearden's area did well along with Sam's Pacific County. The other areas did have some issues and the hope is that there will be a better outreach program in the future. Bob stated his goal was that the board work on developing a strategic campaign plan for the next election.

GOOD OF THE ORDER

Margo stated the City of Westport has an auditing officer that reviews the payroll from each department. This could be beneficial to the board for processing their reimbursement.

SIGNING OF VOUCHERS

Vouchers and payroll were signed as approved.

FUTURE MEETINGS

The next scheduled board meeting is Thursday, October 11, 2018 at 5:00 PM, Westport City Hall, 506 N Montesano Street, Westport, WA. In addition, the Board for Volunteer Firefighters will be meeting at 4:30 PM, Westport City Hall, 506 N Montesano Street, Westport, WA on Thursday, October 11, 2018.

ADJOURN

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