



South Beach Regional Fire Authority, PO Box 1195, Westport, WA 98595



## GOVERNANCE BOARD MEETING MINUTES

October 11, 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 Dennis Benn was present, and Governance Board Secretary Diane McNett was present. Teresa Hart, Governance Board Secretary was absent as well.

Attendance: Allen Douglas, Grayland resident, Daryl Brown, Captain, Heather Yeager, Paramedic, SBRFA, Patrick Glennon, EMT, SBRFA, Keith Zelepuza, EMT, SBRFA.

### **Flag Salute:**

The Pledge of Allegiance was recited.

**Adjourn to Executive Session with Attorney Brian Snure regarding the City of Westport contractual payment at 5:02 PM for a period of 15 minutes: It was noted that Bob Parnell would not be attending due to the City of Westport and his position as councilperson. Possible action may be taken.**

### **Back in session at 5:17 PM.**

A motion was then made by Sam Schlegel that Chief Benn negotiate with the City of Westport regarding the contractual payment. Motion seconded by Dave McLellan. For the record it was noted that Bob Parnell abstained from voting. Motion carried.

### **Agenda Modifications:**

Secretary McNett noted that there is a modification to the minutes from the September 13, 2018 meeting. On Page 3 starting with the following changes and additions: *"Summarized was the compensation of Bob Parnell for projects he completed for the RFA, with documentation referencing RCW 52.14.010 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 about RCW 52.26 requires commissioner positions to be staggered."* Bob Parnell noted the above changes for the record with a motion requesting the changes. Motion seconded by Sam Schlegel. Motion carried.

Under Chief's report from the September 13<sup>th</sup> meeting, Chief Cole had stated that on Page 2 that the agreement for selling the Y property was that the sale would go towards a new brush truck. Chief Cole added that given the amount of money had come in from the deployments, the department would be closer to being able to purchase a truck. Secretary McNett stated that this statement had been questioned by several of the board members and that there was nothing in the minutes noting this decision. A motion was made by Bob Parnell that the minutes from September 13, 2018, Page 2, under Chief's report, after being researched did not find that there was an agreement to purchase a truck when the Y property sold. This should be noted in the record. Motion seconded by Sam Schlegel. Motion carried.

## **PAGE 2- MEETING MINUTES-OCTOBER 2018:**

The minutes from September 27, 2018, Special Board Meeting Minutes to approve Commissioners monthly time cards was discussed. A motion was made by Bob Parnell to approve the September 27<sup>th</sup> minutes as written. Motion seconded by Dave McLellan. Motion carried.

## **CHIEF'S REPORT TO THE COMMISSIONERS:**

### **ACTION ITEMS:**

- 1.** City of Westport Owing Money to the RFA: addressed earlier.
- 2.** Billing and Preparedness fees for EF Recovery. Resolution. Chief stated that Resolution 2018-05 needed to be signed regarding recovery from incidents that can be billed. A motion was made by Tom Bearden to approve Resolution 2018-05 as written. It was noted that individuals would not be billed, rather the insurance companies would be billed. Motion seconded by Bob Parnell. Motion carried.
- 3.** Budget Discussion: Chief would like to see workshops set for the 2019 and the 2020 budgets. Priorities need to be viewed and discussed. The consensus was that a date would be scheduled to discuss the 2019 budget in further detail; possibly on November 8<sup>th</sup>. The time frame decided for discussion of the 2020 budget was the first part of January 2020.
- 4.** Strategic Planning Workshop: Chief would like to have a joint workshop with the Captains, BC and Board soon---scheduled was October 21, 2018 at 6:00 PM, at 506 N. Montesano Street. In addition, Chief Benn stated he would like to meet with the board soon for future strategic planning. To be discussed would be what do you want to do with the South Station, regarding staffing every day or on occasion? In addition, installation of internet and telephone will be installed in the South Station as soon as possible. The other stations will be considered later. Discussion followed regarding the hours for staffing, costs and what can we afford. The consensus was that the workshop should be set for October 31, 2018 at 4:00 PM at 506 N. Montesano Street.
- 5.** Chief Benn has distributed and placed "thank you for your support" signs in place of "Burn Ban" signs.
- 6.** Seminars are coming up---Dave and Tom will be attending in Yakima. Fire Prevention seminars has some volunteers attending as well.
- 7.** Transport myths---Chief noted that transports generate revenue and we are making sure our area is protected regarding staffing.
- 8.** Insurance for Volunteers and Commissioners: We are waiting for the quote from VFIS.
- 9.** Chief will be speaking at the "WA State Festivals and Events Association" on November 15<sup>th</sup>, 13:00-1800 at the Westport Winery. He will be speaking on hazards and mitigation efforts regarding events and festivals.
- 10.** Chief will be speaking at a LEPC Meeting in January, in Montesano at GH Emergency Management on "LEPC" roles and responsibilities, as it relates to Hazardous Chemicals.
- 11.** Chief has his doubts on the stability of Chafin Hall. Patricia Rogers will be contacted to see what the status is. Geo-tech may need to be contacted and the cost is unknown at this time.
- 12.** An education campaign/committee should be formed, and Chief's thoughts are the South Beach Community Firefighters Foundation should oversee it. Items to be discusses would be who we are, who we serve, what we do, website, radio, paper-quarterly report and possibly meeting with Dan Hammock from the Daily World. Presentations would be given to the board of their progress.
- 13.** Budget seminars are available, and the Chief would like to see the commissioners go to them. They are informative and helpful in many ways.
- 14.** Letter from WSRB: Chief noted that the Washington State Rating Bureau will be performing a rating on Grays Harbor Fire District #3. Brought to discussion was the fact that the fire hydrants outside the City of Westport need to be replaced. Costs were discussed with no decision as to what should be done to replace them.

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Chief Benn stated that he is requesting a Battalion Chief and he is recommending Captain Daryl Brown. A motion was made by Tom Bearden to appoint Captain Brown as Battalion Chief effective October 11, 2018. Motion seconded by Sam Schlegel. Motion carried. Sam added that he would like to see responders occasionally at the Tokeland station. It was noted that when the crew is in the area, they do have the trucks parked out front, so citizens can see that they are there.

**PARTNERING WITH PORTS AND PARKS AND OTHERS:**

Chief Benn and BC Brown brought to the boards attention that they would like to work on partnering with the ports, parks and the police department. Recently BC Brown discovered that the police cars often don't have AED's in their cars. BC Brown would like to assist them in obtaining these machines. In addition, Chief Benn would like to "have a handshake" with these entities, rather than just asking for money. It was noted that Katie Didion and Diane have been working with Lee Shipman from the Shoalwater Tribe to combine their efforts in requesting a "burn trailer" through a grant. More information to follow on all these issues as we progress in creating partnerships, stated Chief Benn.

**Announcements, Proclamations, and Presentations:**

Flu shots will be given by Nurse Janet at the Westport Station on October 24<sup>th</sup> from 4:00 PM to 6:00 PM.

**Public Comments:**

None.

**Consent Agenda:**

- a. A motion was made by Bob Parnell to approve the payroll from 10-01-2018 through 10-31-2018 totaling \$118,244.25. Motion seconded by Tom Bearden. Motion carried.
- b. A motion was made by Tom Bearden to approve Voucher 2018-399 through Voucher 2018-449 totaling \$89,584.45. Motion seconded by Sam Schlegel. Motion carried.

**BOARD COMMITTEE REPORTS:**

- a. Contract Committee: Bob Parnell, Contract Committee reported that there haven't been any changes since last month.

**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 Fred Schroeder:* No report.

*Commissioner District Five Sam Schlegel:* Sam stated that his commissioners were wondering when the volunteer signs would be put up again. Chief stated there isn't a program yet for cadets. Yesterday we had a volunteer stop in the office, stated Chief. This is part of the strategic plan. Sam wondered if Chief had stopped in at the Tokeland Hotel yet. Chief stated he hadn't yet. BC Brown stated he would be willing to try and meet with him. Dr. Bell's wife from the Shoalwater Clinic has also expressed an interest. BC Brown stated that he would be the one that these folks should be referred to. Better signs could also be purchased in the next few months. BC will come back with ideas for the next board meeting.

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**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 27, 2018 was received in correspondence. Bob stated it is in response to the previous letter that was received from Tom Bearden last month regarding approval of commissioner reimbursement for meetings. Steven Curry stated that he believes the board should be contacting an attorney representing the board for an advisement regarding the issue of what meetings commissioners can request payment for. Discussion followed with Sam Schlegel making a motion to have our attorney Brian Snure review all information, tape and letters received regarding commissioner payments and to the election schedule. Motion seconded by Tom Bearden. Motion carried.

**UNFINISHED BUSINESS:**

**QUOTES ON DOOR PHOTO EYE:** Chief Benn stated we are in a violation of a safety issue regarding the door without a photo eye. Discussion followed with Chief Benn stating he would obtain a quote for 6 doors.

**RESOLUTION 2018-06:** Keith Zelepuza stated he had contacted all the commissioners previously regarding the awards banquet at a cost of no more than \$2,000. The American Sunset RV Park will allow us to use the building at no cost. The awards dinner will consist of a prime rib dinner along with several awards. Tom Bearden made a motion to establish a commissioner's award at the dinner. Motion seconded by Sam Schlegel. Motion carried. Tom has agreed to work with Keith on accomplishing this. A gift exchange is also held, for those who want to participate--\$25 limit. A motion was made by Sam Schlegel to approve Resolution 2018-06 as written. Motion seconded by Tom Bearden. Motion carried. Photos for the calendars are now being received, stated Keith.

**NEW BUSINESS:**

- a. Chief Contract: Bob Parnell made a motion that we contact Brian Snure to obtain a sample chief and battalion chief contract. Motion seconded by Sam Schlegel. Motion carried.

**GOOD OF THE ORDER**

N/A

**SIGNING OF VOUCHERS**

Vouchers and payroll were signed as approved.

**FUTURE MEETINGS**

The next scheduled board meeting is Thursday, November 8, 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, November 8, 2018. Upcoming workshops are as follows;

October 21, 2018 – 6:00 PM Westport City Hall

October 31, 2018 – 4:00 PM Westport City Hall

**ADJOURN**

A motion was then made by Sam Schlegel to adjourn the meeting at 7:23 PM. Motion seconded by David McLellan. Motion carried.