



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



GOVERNANCE BOARD MEETING MINUTES November 8, 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 Dennis Benn was present, Battalion Chief Daryl Brown and Governance Board Secretary Diane McNett and Teresa Hart present.

Attendance: Allen Douglas, Grayland resident, Daryl Brown, Battalion Chief

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Secretary McNett noted that there is a modification to the agenda—please add “Commissioner Time Card Approval” under 14.d.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of minutes from October 11, 2018:** A motion was made by Tom Bearden to approve the minutes from October 11, 2018 meeting as written. Motion seconded by Dave McLellan. Motion carried.
- b. **Approval of payroll 11-01-18 through 11-30-18 totaling \$85,923.67:** A motion was made by Dave McLellan to approve payroll from 11-01-18 through 11-30-18 totaling \$85,923.67. Motion seconded by Tom Bearden. Questioned by Bob Parnell was when payroll was paid through. Teresa stated it is through the end of the month, paid on the last day of the month. Motion voted on—motion carried.
- c. **Approval of Voucher 2018-450 through Voucher 2018-489 totaling \$53,378.12:** Bob Parnell made a motion to approve Voucher 2018-450 through Voucher 2018-489 in the amount of \$53,378.12. Motion seconded by David McLellan. Motion carried.

Signing of Vouchers:

Board Members signed the vouchers as approved above.

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BOARD COMMITTEE REPORTS:

Nothing new to report.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: Bob Parnell reported that there are 3 outstanding issues he would like to see discussed in the future regarding the City of Westport. They are as follows: fire hydrant use-specifically SBRFA usage; an interlocal agreement between the RFA and the City of Westport regarding building inspections and fire investigations and the last one is the outstanding budget amount request from the City of Westport of which the attorney has advised the fire chief and the Westport City Mayor to meet and discuss. Bob didn't expect answers, just that these items be addressed at the next board meeting regarding their status.

Commissioner District Two Tom Bearden: No report.

Commissioner District Three David McLellan: David McLellan stated that he had recently attended a workshop and had learned about the disastrous Charleston Fire, where 9 firemen lost their lives due to the lack of training and faulty personal protective equipment. David would like the board to investigate this further, to prevent this happening in our area. Wellness was also discussed including mental wellness for responders was addressed. Elevators were discussed as well.

Commissioner District Four Fred Schroeder: Fred Schroeder questioned if the Chief could investigate the status of the Johns River Stations, specifically what we are doing there. BC Brown stated his understanding was that it had been given back to the owner of the property and was no longer being used and it isn't on the current insurance policy. BC Brown stated he would investigate the situation. Fred stated District #14 built the building but did not own the property.

Commissioner District Five Sam Schlegel: No report.

CHIEF'S REPORT:

Chief Benn was absent however BC Brown reported on the following:

- a) Two bids have been received regarding the photo eye for the door.
- b) Mike Mahnke's last day of work with the South Beach RFA was November 30th due to his EMT license expiring. He will be receiving approximately \$7400 for his final buyout.
- c) Pat Glennon will be hired as a fulltime EMT and has met the requirements for employment. He will be on the books December 1st.
- d) Central stores will be moving forward in December—we have met the budget requirements. The final upgrade for 2018 will be this project completed at the Ocosta station. Tom Jensen will complete the project as was originally planned.
- e) Job descriptions were distributed to the board members. Bob Parnell would like to see job descriptions for the office staff as well.
- f) Ocosta will be the Central stores and BC Brown would like the board to consider security cameras for the outside of the station. Bob noted that he had been by there and the lights weren't clean, and it looked like there were signs of critters. BC Brown added that they were going to investigate LED lights.
- g) Volunteer recruitment is being worked on, with interest from several this past month.
- h) Working on a trifold with Lisa Benn along with a power point presentation for the public. Civic groups will be targeted for recruitment purposes. Ham radio expertise is also needed –Sam questioned Rick Wilcox and his interest. BC Brown stated he had already met with Rick Wilcox and he was on board to assist.
- i) Breakdown of incident reports presented by BC Brown. The summaries were detailed regarding transports and non-transports.

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J) Questioned by Bob Parnell was whether there will be any postings on our web site regarding Volunteers becoming members. BC Brown said he is working on that and Alex from Pacific NW Web Works is the resource we use.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. No business or action was taken.

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

- a) **Response from Brian Snure regarding reimbursements and election schedule:** No response yet.
- b) **2019 Budget Certification to Grays Harbor and Pacific County:** A motion was made by Tom Bearden to approve Resolution 2018-06 and Resolution 2017-07 for the purpose of the 2019 budget to be presented to both Grays Harbor and Pacific County. Motion seconded by Sam Schlegel. Motion carried.
- c) **Life Insurance Quote for Volunteers/Commissioners:** Quotes for 3 different levels of coverage was distributed to the board members for their review. A motion was made by Bob Parnell to approve the quote presented at the level of \$20,000 (plan C). Motion seconded by Dave McLellan. Motion carried. Discussion followed with Tom Bearden making a motion to approve including all currently elected commissioners in the life insurance coverage. Motion seconded by Bob Parnell. Motion carried. Questioned was whether there was a decrease in benefits due to age, Diane will check to see if this policy has that.
- d) **Commissioner's time cards** were then presented for approval. All were reviewed; Sam made a motion to approve the time cards for all commissioners. Motion seconded by Dave McLellan. Motion carried and approved. Sam questioned whether interviewing for a new employee would constitute a meeting for payment. Board members concurred it would. These meetings will be paid the end of December.

NEW BUSINESS:

- a) **Board Secretaries/Billing Clerk Wage Report:** Teresa and Diane presented a summary of wages for RFA Secretaries. Both Teresa and Diane were hired at the same time; doing various duties at the office. Discussion followed. Tom Bearden stated he would like to see a comparison between what the paramedics/firefighters receive from the other departments in comparison to what their secretaries are paid. Bob agreed with Tom that receiving the comparable would be helpful in deciding. It was felt that it would be appropriate to give Teresa and Diane a \$1000 stipend for the month of November and \$1000 for December until a decision can be made for a pay increase. Bob Parnell made a motion to authorize a total of \$2000 to be paid to Teresa and Diane for November (\$1000) and December. (\$1000) Motion seconded by Sam Schlegel. Motion carried. Further figures and information will be forwarded to the board members for their review, of which a decision regarding a pay raise will be made at the December board meeting.
- b) **Motion to add Daryl Brown to credit card and cancel Art Cole.** A motion from the board is needed to authorize Daryl Brown as a credit card signor and the removal of Art Cole as a credit card signor, stated Teresa. A motion was made by Tom Bearden to remove Art Cole and add Daryl Brown as a South Beach Regional Fire Authority credit card authorized signor. Motion seconded by Bob Parnell. Motion carried.

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GOOD OF THE ORDER

No Comments.

FUTURE MEETINGS

The next scheduled board meeting is Thursday, December 13, 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, December 13, 2018.

ADJOURN

A motion was then made by Sam Schlegel to adjourn the meeting at 6:23 PM. Motion seconded by David McLellan. Motion carried.