



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



GOVERNANCE BOARD MEETING MINUTES

December 13, 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, Battalion Chief Daryl Brown and Governance Board Secretary Diane McNett and Teresa Hart present.

Attendance: Allen Douglas, Grayland resident, Katie Didion, EMT-Fire Prevention Education, Margo Tackett, Westport citizen, Frank Porembski, Commissioner PCFD#5, Keith Zelepuza, EMT.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

None.

Announcements, Proclamations, Presentations:

Chief Benn noted that Katie Didion, EMT and Fire Education chairperson had prepared a presentation on the recent projects completed for the citizens of the South Beach area. A complete and precise slide show was shown highlighting the achievements that included fire prevention classes for all ages of children. In addition, there are plans to add to the program distracted driving and classes that are geared towards special needs. The board thanked Katie for her dedication and service to the RFA. Katie also thanked the board for allowing her to attend the annual conference put on by the WA Fire Commissioners Association.

Public Comments:

None.

Consent Agenda:

- a. **Approval of minutes from November 8, 2018:** A motion was made by Dave McLellan to approve the minutes from November 8, 2018 meeting as written. Motion seconded by Bob Parnell. Motion carried.
- b. **Approval of payroll 12-01-18 through 12-31-18 totaling \$96,646.56:** A motion was made by Sam Schlegel to approve payroll from 12-01-18 through 12-31-18 totaling \$96,646.56. Motion seconded by Dave McLellan. Motion carried.
- c. **Approval of Voucher 2018-490 through Voucher 2018-541 totaling \$84,647.88:** Bob Parnell made a motion to approve Voucher 2018-490 through Voucher 2018-541 in the amount of \$84,734.88. Motion seconded by Sam Schlegel. Motion carried.

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SIGNING OF VOUCHERS:

Board Members signed the vouchers as approved above.

BOARD COMMITTEE REPORTS:

Nothing new to report.

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 Frank had some ideas regarding how to help people in the community at Christmas time. Frank put together some jars to be put into several businesses asking for donations to buy food for needy families. Frank is requesting the fire department to deliver the items to the selected citizens and would like the approval from the board. Bob Parnell made a motion authorizing the jars to be placed in local businesses with the firemen assisting in the presentation of the gifts and food packages. Motion seconded by Dave McLellan. Motion carried.

CHIEF'S REPORT:

Chief Benn reported:

- a) There have been two bids received for the garage doors. One is from Hung Right Door LLC in the amount of \$4,655.44 with the other at Olympic Overhead Doors at \$10,575.00. Chief stated we need to get the doors completed as the bid exceeds his spending limit. This is for 6 doors that need electronic eyes. The quotes are conflicting as the lesser one does not support an electronic eye, while the higher quote does. Chief is going to ask for further clarification to answer all questions. Frank stated he knows a company that he has used in the past from Federal Way; he will have the owner get ahold of Chief. More information next month.
- b) BC Brown has received a grant from Ocean Spray Cranberries in the amount of \$3,000. Chief has a quote for #4 gas detector that would be very helpful should there be an emergency at the Ocean Spray plant. Chief is asking for approval of the purchase of 4 gas detectors with the grant money. Tom Bearden made a motion to approve the purchase of 4 #4 gas detectors. Motion seconded by Dave McLellan. Motion carried.
- c) Chief brought to discussion the situation involving our SCBA air bottles. We are in need of replacing several of them. In detail Chief explained how we can inventory and then refurbish bottles at a cost of \$300 rather than spending \$900 for a new one. This is a new procedure that has recently been implemented. By doing the replacements on a sliding basis the cost won't be so prohibitive. Valves tend to break, so they do need repair occasionally. Chief would like to refurbish 24 bottles this year. A motion was made by Tom Bearden to refurbish a total of 24 bottles in 2019, with 12 bottles being sent in now. Motion seconded by Bob Parnell. Motion carried.
- d) Chief Benn would like to declare the Ocosta Station Central Stores location. Phase 2 would be to pour concrete on both barren floor bays, to allow for equipment to be stored. The cost for both bays would be approximately \$4000 or \$5000 for concrete and rebar. Internet and phone capabilities have been secured along with security cameras. Bob Parnell suggested digital security along with security around the propane tank. The outside lighting is in process as well, stated BC Benn.
- e)

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- f) Grayland Station is on hold right now, as Chief hasn't made connections with the gentleman who is advising us whether it needs to go the next step further by hiring a Geotech.
- g) The Grayland station truck shed is in the planning session where a lean to would be expanded, enclosed and use it for training. It could be used for search and rescue training. This is part of the strategic plan.
- h) The North Cove station now has phone and internet.
- i) The emergency generator will eventually have something put around it for security purposes.
- j) BC Brown is working on the tri fold and has found a way to mail it for less than the cost of a stamp. Tom noted that there could possibly be a correction done by adding a comma on the who are we area.
- k) Table trivia information folder was then discussed with Chief and BC contacting "table trivia" to see about getting name recognition.
- l) There was a press release regarding coats that were obtained for needy children at the school. This was very well received. This was partnered with the South Beach Fire Fighter Community Support & Foundation along with Local 3689 plus the North Cove Association.
- m) A recent beach rescue was very successful, and BC Brown did a press release with the Coast Guard response.
- n) DNR Contract—we have entered into another contract to take part in the Phase 1 and Phase 2 in order to double our purchasing powers.
- o) We have a total of 3 new members—as one is coming back in the area. One has paid out of her own pocket for her course and if she passes the course, we can consider reimbursing her. First thing for this student is to pass the course and then we can consider fire training.
- p) The board has selected someone for the commissioner's award and the question is who will be presenting the award. The board stated they would like Chief Benn to award it.

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. Bob stated it might be nice to obtain a plaque and add names every year.

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

- a) **City of Westport-Agreement for Fire Inspections & Fire Investigations per Section 10 of Planning Document:** Chief Benn stated nothing has been done on this yet and he is not in favor of it. He feels it could be a political nightmare. Chief stated he doesn't believe we should be the enforcers of the code in the City because we don't enforce code outside of the city. Chief stated he thinks we can come together on a common ground. Sam made a motion that the SBRFA does not want to have a fire inspection and fire investigation agreement with the City of Westport. Motion seconded by Dave McLellan. Bob Parnell voted no. Motion carried.
- b) **2017 Budget Claim Status-Discussion between Fire Chief & City of Westport:** Chief Benn stated that Brian Snure is waiting on the city lawyer for a status update.
- c) **Shure's review of Commissioner Time Cards & Election schedule change:** Nothing has been looked at, stated Brian Snure. He will look at it after the first of the year.
- d) **Office staff job descriptions and salary:** Discussion then took place regarding how to calculate

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a wage increase for the office staff. It was noted that the comparable presented were from entities much larger than us. Questioned was whether we can afford it in our budget, stated Tom Bearden. Chief Benn stated it would be wise to reference to the EMT wages as then it is easier to budget and plan for. Chief Brown stated the office staff is also tied to the union with their time off, sick leave and medical coverage, so it would make sense. Tom Bearden would like the Chief to look at other department wages and determine what appropriate level SBRFA should be at. It was felt that referencing the EMT steps would be a good way to approach the wage. The board would like Chief Benn to come up with a rationale and figures for the board to consider comparable. Chairman Schroeder stated it would be good to have a pay schedule, so the board will have a base pay for the future.

- e) **Johns River Station report:** Chief Benn has spoken with Dave Bell regarding the property. There wasn't a written agreement with George Bell and basically Fred stated Fire District 14 owned the building. Discussed was whether the building could be moved off the property. Fred stated it could be removed. Commissioners felt the board should contact Brian Snure to see how this should be handled. Chief Benn stated Dave Bell would like to sell the property. It was noted that possibly the RFA might want to buy the property. Chief Benn stated the board should be talking to Dave Bell about it. Chief Benn agreed to talk to Dave Bell about the property issue and then report to the board.
- f) **Approval of Commissioners Monthly Meetings for Payment:** A motion was made by Dave McLellan to approve the commissioner monthly meeting time sheets for payment as presented. Motion seconded by Sam Schlegel. Motion carried.
- g) **Insurance Coverage for the Commissioners and Volunteers:** A motion was made by Tom Bearden to approve payment of \$8,066.56 for a \$20,000 life insurance/AD&D coverage to be effective January 1, 2019. Enrollment begins when a volunteer is accepted by the Chief and/or BC. Motion Seconded by Dave McLellan. Motion carried.

NEW BUSINESS:

- a) **Holding Regular SBRFA Commissioner Meetings within Fire Commissioner's Districts during 2019 prior to excess levy vote. (Bob Parnell)** Bob wanted the board to think about having RFA meetings in other areas rather than just in Westport. Location would be the individual fire departments. It would be nice for people to see the other areas. It was noted that not many show up for the meetings, but the idea is at least offering to have one. Bob stated it would nice to have an easel with information, such as what we learned tonight about fire prevention. Chief Benn and BC Brown stated it might be better to have an open house in each of the fire districts that people could attend. Many ideas were tossed out---where it could be an actual community event rather than a monthly meeting. More to follow in the new year.
- b) **Status of Strategic Plan-outline & inventory of apparatus-part time manned stations. (Bob Parnell)** Bob wondered if there was a schedule yet. Chief Benn stated it is difficult to man some of these stations, as you never know when a volunteer can come in and assist. Situations change quickly and not predictable added Chief Benn.
- c) **Written Report-Status of all Fire Stations clean up-expected scheduled repairs-maintenance items, cost. (Bob Parnell)** Working on compiling the information.
- d) **Written Report-Status of Volunteers number and location. (Bob Parnell)** Preparing a report.
- e) **Written Report-Financial 2018 expected year end analysis-ending cash, etc. (Bob Parnell)**
There is a report that is prepared by the County for both income and expenses.

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GOOD OF THE ORDER

Keith Zelepuza distributed thank you cards for the commissioners to sign; thanking those for working on the awards banquet.

Sam would like to be contacted to be on the phone for monthly meetings as he will be in Arizona for two months.

FUTURE MEETINGS

The next scheduled board meeting is Thursday, January 10, 2019 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, January 10, 2019. January 9, 2019 Chief Benn and BC Brown will be presenting "LEPC" at the Grays Harbor County Commissioners Meeting Room at 1:00 PM.

ADJOURN

A motion was then made by Tom Bearden to adjourn the meeting at 8:03 PM. Motion seconded by David McLellan. Motion carried.