



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



## GOVERNANCE BOARD MEETING MINUTES

January 10, 2019

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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 (by cell phone), 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, Margo Tackett, Westport citizen, Keith Zelepuza, EMT.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

The total payroll was included along with the voucher listing. Minutes were corrected from the December 13, 2018 meeting of which it should be noted that the meeting Katie Didion attended was a Fire Commissioner meeting. Advisement from Brian Snure was added along with the DNR 50/50 grant. Resolution 2019-01 was presented for approval which allows for the guarantee of the 25 cent levy rate.

**Announcements, Proclamations, Presentations:**

None.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of minutes from December 13 and December 28, 2018:** A motion was made by Bob Parnell to approve the minutes from December 13, 2018 meeting along with the noted correction above. In addition December 28, 2018 special meeting minutes shall be approved as written. Motion seconded by Dave McLellan. Motion carried.
- b. **Approval of payroll 01-01-2019 through 01-31-19 totaling \$88,536.00:** A motion was made by Dave McLellan to approve payroll from 01-01-19 through 01-31-19 totaling \$88,536.00. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2019-01 through Voucher 2019-038 totaling \$50,725.75:** Tom Bearden made a motion to approve Voucher 2019-01 through Voucher 2019-038 in the amount of \$50,725.75. Motion seconded by Bob Parnell. 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:* No report.

*Commissioner District Two Tom Bearden:* A resolution was passed for presentation to the voters to dissolve District #3.

*Commissioner District Three David McLellan:* A resolution was passed for presentation to the voters to dissolve District #11.

*Commissioner District Four Fred Schroeder:* No report.

*Commissioner District Five Sam Schlegel:* Sam questioned when the flag would be put back up. It was noted that it had been taken down due to severe winds. It will be put back up soon.

**CHIEF'S REPORT:**

Chief Benn reported:

- a) Chief noted that the inverter was replaced in Medic 312. It was imperative that it be repaired and the cost may be in the neighborhood of \$3000.

**DEPARTMENT REPORTS:**

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. It was noted that there were two new members. Approved for payment was an invoice for a physical—Board for Volunteer Fire Fighters will contribute \$100 towards the cost.

**CORRESPONDENCE:** Letter received from Brian Snure regarding the ownership of the Johns River Station. Basically Mr. Snure has determined that when we abandoned the station, it reverted back to the owner of the property. Basically there is no action to be taken as the building isn't ours.

**UNFINISHED BUSINESS:**

- a) **Snure's review of Commissioner Time Cards:** No advisement yet.
- b) **Office staff job descriptions and salary:** Chief Benn presented a power point presentation of salary projections for the office staff. Wages were compared to the EMT wages and the Admin Assistant wages from neighboring departments. Chief proposed to raise the admin assistant wages 9.9% above the beginning EMT wage. The wage is still slightly below however our current EMT wage is still below other departments as well. Noted by Bob Parnell was that the admin assistant does much more, such as standbys for calls and other walk in issues. Fred stated we are actually larger than some of the departments listed and we shouldn't be comparing them to entry level employees. Bob Parnell stated he thought the 9.9% was on the low side with David McLellan agreeing. Discussion followed with Bob Parnell making a motion to authorize 15% above the EMT base salary for both admin assistants. Motion seconded by Dave McLellan. Vote was taken with all voting yes, except for Tom Bearden voting no. Motion passed. Dave McLellan then made a motion to the effect that the payroll adjustment would be retroactive to January 1, 2019. Motion seconded by Bob Parnell. Motion carried. Fred added that this should be looked at every January.
- c) **Garage Door Report:** Bids were received from Hung Right Doors and Olympic Overhead Doors. Hung Right Doors was at \$11,841.79 and Olympic Overhead Doors was \$10,575.00. Discussed was the

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difference in the quotes with basically no difference other than the sales tax not added to Hung Right Doors. After discussion a motion was made by Bob Parnell to approve the Hung Right Doors estimated dated 12-26-18 for a cost of \$11,841.79. Motion seconded by Tom Bearden. Motion carried.

d) **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 Tom Bearden. Motion carried.

### **NEW BUSINESS:**

- a) **Paramedic Hired:** BC Brown stated we had 4 candidates for the position. Based on the testing position Paramedic Colby Raffelson was hired. He was a lateral candidate and came to us from Aberdeen Fire Department. It was noted by Chief Benn that he did not participate in the hiring process as Colby is the Chief's future son-in-law. Testing will still be held on the 26<sup>th</sup> of January for a paramedic hiring list.
- b) **Credit cards for the Captains:** Chief Benn stated that he would like the captains to have a credit card so that they can schedule training and or travel when needed. It has become difficult to distribute the cards as when someone has the Chiefs for instance, then he has to borrow from someone else. Bob Parnell made a motion to authorize 3 credit cards for the Captains. Motion seconded by Dave McLellan. Sam questioned who is in charge of these cards? Chief stated he and BC Brown would be overseeing the purchases as well as being audited every month.
- c) **DNR Grant:** Chief stated we have a received a 50/50 grant---in the amount of \$7,380.96. Sam questioned whether these radios are capable of contacting the police---Chief stated we cannot transmit over the police frequency. The intent of these radios are to serve dual purpose along with multi channel radios. Our current radios are getting old and being phased out. These radios can be programmed locally. Questioned by Bob was where are the radios from North Cove--BC Brown stated we have them and they are able to be used for special uses, such as wildfires. Tom Bearden made a motion to approve the DNR grant. Motion seconded by Dave McLellan. Motion carried.
- d) **Resolution 2019-01:** Motion made by Tom Bearden to approve Resolution 2019-01 as written which secures our 25 cents. Motion seconded by Dave McLellan. Motion carried.

### **FUTURE MEETINGS**

The next scheduled board meeting is Thursday, February 14, 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, February 14, 2019.

### **ADJOURN**

A motion was then made by Bob Parnell to adjourn the meeting at 5:58 PM. Motion seconded by Tom Bearden. Motion carried.