



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



## GOVERNANCE BOARD MEETING MINUTES

February 14, 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, Chris Timm, Steven Curry, EMT.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Noted was the payroll for the month along with the Voucher total.

**Announcements, Proclamations, Presentations: Mr. Michael Bruce, Hospital Commissioner District stated that he would like to give the Regional Fire Authority an update on the Hospital District:**

The hospital has reorganized its debt and managed to do very quickly. The biggest issue for the hospital is obtaining new providers that want to live and work in our community. A cath lab will be in service in March. The hospital is feeling more confident that they have made the necessary financial improvements. Please contact Mr. Bruce if there are any future questions as he is now the chairman. Questioned by Sam Schlegel was who pays for the homeless? Mr. Bruce said we all do. Added by Mr. Bruce is that the hospital is attempting to get additional funding for psych patients, which are many of the homeless patients. There are costly requirements in order to treat these conditions and there may possibly be federal funding for it.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of minutes from January 10, 2019:** A motion was made by Bob Parnell to approve the minutes from the January 10, 2019 meeting along with a change on Page 3. The change is that the tax was added in to the bid from the Hung Right Doors company, not withheld as initially written. Motion seconded by Dave McLellan. Motion carried.
- b. **Approval of payroll 02-01-2019 through 02-28-19 totaling \$104,432.23:** A motion was made by Tom Bearden to approve payroll from 02-01-19 through 02-28-19 totaling \$104,432.23. Motion seconded by Dave McLellan. Motion carried.

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**c. Approval of Voucher 2019-39 through Voucher 2019-085 totaling \$76,190.66:**

Bob Parnell made a motion to approve Voucher 2019-39 through Voucher 2019-085 in the amount of \$76,190.66. Motion seconded by Tom Bearden. Motion carried.

**SIGNING OF VOUCHERS:**

Board Members signed the vouchers as approved above.

**BOARD COMMITTEE REPORTS:**

Nothing new to report. Committee member Bob Parnell noted that we could have Mr. Snure prepare the billings for 2019 as we have received little or no payment/feedback for the contracts that were sent in 2018. Bob Parnell made a motion that the board pursue billings for the year 2019 and have Mr. Snure prepare the contracts. Motion seconded by David McLellan. Motion carried.

**BOARD MEMBER REPORTS:**

*Commissioner District One Bob Parnell:* Bob noted that he had prepared a letter of support regarding the City of Westport and a Westport fish landing tax. The bill is HB#1096 and Senate Bill 5790. The tax would be beneficial to the city and in turn this could be an indirect financial support to the RFA. A motion was made by Bob Parnell to authorize the letter of support. Noted by Tom Bearden his concern that it might not be appropriate for the RFA to be a part of this. Bob stated it could be sent to Mr. Snure for approval and/or review. Bob added that the lobbyist noted the City is being proactive by outside entities adding support. Chief Benn stated it may not directly benefit the RFA, but it will provide money to the City for their many projects that need funding. In addition, the monies would go back to the local community. Chief added that the state collects the money from every fish that is caught--the approval of the bill would allow a proportion to the City. Motion seconded by David McLellan. Motion carried. It was recommended that the Chairman should sign the final draft. Bob thanked the board for offering their support of the measure.

*Commissioner District Two Tom Bearden:* It appears that the resolution on the ballot dissolving District #3 is passing.

*Commissioner District Three David McLellan:* It appears that the resolution on the ballot dissolving District #11 is passing.

*Commissioner District Four Fred Schroeder:* No report.

*Commissioner District Five Sam Schlegel:* No report.

**CHIEF'S REPORT:**

Chief Benn reported:

- a) We need to set a date for our budget meeting. We would like mid-March. Discussion followed with a meeting set for March 21<sup>st</sup>, 2019 at 4:00 PM, West port City Hall. This will be considered a workshop.
- b) We have established a two-person medic list and a stout EMT list.
- c) We would like to purchase a pickup this year and Chief would like approval to purchase. Chief Brown stated that we would like either to buy through the state surplus fund or through state bid. With approval from the board for a dollar amount, we could pursue. Surplus vehicles cost \$9K to \$24K with brand new vehicles costing \$35K. Bob Parnell would like to see an analysis of our vehicles; Chief has a report that he could show tonight. Discussion followed as to the benefits of new versus surplus. The vehicle will be considered a utility vehicle and one that can be used for multiple tasks. Tabled at this time, to be discussed further.
- d) Two new recruits---a lot of work and effort will be done to get them up to speed. A work in progress.
- e) Chafin Hall---still working on a determination and waiting for the inspection.

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- f) Cost of Bunker Gear---One set cost \$3400, not including helmets and gloves. This includes pants, coats and boots.
- g) Ocosta Central Stores: The old ambulance bay has been turned into a storage area. The dirt floors are being turned into concrete floors. Chief showed pictures of the work in progress. Fire walls are also being installed along with the ceiling.
- h) A meeting will be held with the tribe on March 4<sup>th</sup>. We need to stay in touch with them. We want to let them know that we are interested in joining with them when they build a facility, whatever type they choose. This way we could have responders and vehicles readily available at their building.
- i) Ocosta Rec Hall project has been ongoing with Mr. Goodrich from the City regarding having tsunami supplies in case of an emergency.
- j) Met with WSRB on February 4<sup>th</sup>. The impression was that we might improve in some areas and decline in the Ocosta area. We will receive a letter and then we have a month to answer and/or make the changes to improve. Needed is 6 responders in the Ocosta area to possibly keep the status. We are waiting for an in-house approval of an EMR class for 10-12 responders. Captain VanderVeur would be taking the lead on this project. We are working on recruitment of volunteers.
- k) 2018 Budget Summary was presented. This is a view of how the money was spent for the year.
- l) The Westport Water Department would like to meet about the RFA purchasing fire hydrants for the city.
- m) Presented was a slide show of the age and cost of the current vehicles owned. Demonstrated to the board was how replacement of the vehicles and trucks could be replaced. We do have an apparatus purchase plan in place. Chief stated in the future we should be purchasing pumper/tenders, as these are much more useful. This is all part of our strategic plan. Tom Bearden asked Chief what he would like approval for tonight. Chief stated he would like approval for a surplus truck in the amount of \$22K. Tom Bearden then made a motion to approve funding to not exceed \$25K. Seconded by David McLellan. Discussion followed with Bob Parnell stating that it should be new, mechanically correct along with a warranty. The money spent for a new vehicle is wiser. Chief stated we do have a light bar that could be used along with a radio. The truck will take the place of a command vehicle, noted the Chief to Sam Schlegel and his question. Chief stated he is frugal. Bob Parnell made a motion to amend the motion to authorize the purchase of a vehicle minimum of a ¾ ton, lights, radio, canopy not to exceed \$55K. Seconded by David. Motion carried. The initial motion was then voted on---with the motion carried with all voting yes.

**DEPARTMENT REPORTS:**

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. The 2018 list of eligible volunteers has been certified by Chief Benn and signed by Chairman Schroeder. The 2019 schedule of volunteers has been forwarded to the Board for processing.

**CORRESPONDENCE:** None.

**UNFINISHED BUSINESS:**

- a) **Snure's review of Commissioner Time Cards:** No advisement yet.
- b) **Approval of commissioner time cards:** Sam Schlegel made a motion to approve the time cards as presented. Motion seconded by Tom Bearden. Motion carried.
- c) **Garage Door Report:** BC Brown stated that the garage door project may possibly be completed March 6<sup>th</sup>.

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**NEW BUSINESS:**

- a) **Resolution 2019-02: Medical Records-Privacy Officer.** BC Brown stated that the Resolution would change Captain VanderVeur from being the medical records/privacy officer to Diane McNett. David McLellan made a motion to approve Resolution 2019-02 as written. Motion seconded by Bob Parnell. Motion carried.
- b) The Larkin Station/Lease Agreement was brought to discussion. There is an unrecorded lease for the property that has not been able to be found. Sam states that it was in the files at the North Cove station at one time. Chief Benn believes there is still value to leasing the station. Teresa noted that the lease had been sent to Brian Snure for his changes and/or approval. There were several questions and concerns as to where the initial lease and agreement could be. Sam Schlegel noted that he would be in favor of the lease if Chief Benn and the board felt that the building was still needed. The board was in agreement that the paperwork should be approved. A motion was made by Tom Bearden to approve the signage of a lease for the Larkin Station with Pacific County. Motion seconded by David McLellan. Motion carried.

**FUTURE MEETINGS**

The next scheduled board meeting is Thursday, March 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, March 14, 2019. The Budget Workshop will be held on March 21, 2019 at 4:00 PM, Westport City Council.

**ADJOURN**

A motion was then made by Sam Schlegel to adjourn the meeting at 6:51 PM. Motion seconded by David McLellan. Motion carried.