



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



## GOVERNANCE BOARD MEETING MINUTES

March 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 absent and Governance Board Secretary Diane McNett present and Teresa Hart absent.

Attendance: Allen Douglas, Grayland resident

### **Flag Salute:**

The Pledge of Allegiance was recited.

### **Agenda Modifications:**

Under Consent Agenda—7b. Payroll is \$97,427.85. Under Consent Agenda 7c. Voucher total is \$68,978.46.

Under New Business-15. Changed a to b.-Keith Zelepuza Awards Banquet 2019.

B. Approval of Resolution #2019-03.

Changed New Business 15.a. to Executive Session to discuss Mr. Parnell Invoice/note and Mr. Snure notes regarding invoice/notes for a period of 15 minutes with possible action to be taken. This may be under RCW 42.30.110(1)(h)

**Announcements, Proclamations, Presentations:** None.

### **Public Comments:**

None.

### **Consent Agenda:**

- a. **Approval of minutes from February 14, 2019:** A motion was made by Tom Bearden to approve the minutes from the February 14, 2019 meeting as presented. Motion seconded by Dave Bell. Motion carried.
- b. **Approval of payroll 03-01-2019 through 03-31-19 totaling \$97,427.85:** A motion was made by Dave McLellan to approve payroll from 03-01-19 through 03-31-19 totaling \$97,427.85. Motion seconded by Bob Parnell. Motion carried.
- c. **Approval of Voucher 2019-086 through Voucher 2019-128 totaling \$68,978.46:** Bob Parnell made a motion to approve Voucher 2019-086 through Voucher 2019-128 in the amount of \$68,978.46. Motion seconded by Dave McLellan. Motion carried.

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**SIGNING OF VOUCHERS:**

Board Members signed the vouchers as approved above.

**BOARD COMMITTEE REPORTS:**

Bob Parnell, Committee Chair, noted that there isn't any new information regarding the contracts for parcels that have been exempt. Mr. Snure will be preparing the new contracts. SSB#510 is working its way through the legislator which allows for annexation. The tax that would impact Westport regarding the fishing industry recently did not make it.

**BOARD MEMBER REPORTS:**

*Commissioner District One Bob Parnell:* No report.

*Commissioner District Two Tom Bearden:* No report.

*Commissioner District Three David McLellan:* David noted that he had gone to a seminar that focused on employee discipline. It was very informative.

*Commissioner District Four Fred Schroeder:* No report.

*Commissioner District Five Sam Schlegel:* Sam complimented the Chiefs on the recent article in the Aberdeen Daily World. It was very well received. Sam also questioned when the board would be resolving the issue with the time cards? Chairman Schroeder stated this would be discussed later.

**CHIEF'S REPORT:**

Chief Benn reported:

- a. A slide show was presented by Chief Benn regarding the recent practice burn at the Port of Willapa. Chief wanted to show how response and communication is completed when training at a practice burn.

**DEPARTMENT REPORTS:**

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. No news.

**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 Update:** The project is completed.

**EXECUTIVE SESSION:** Board adjourned to executive session at 5:30 PM for the purpose of reviewing Mr. Snure's advisement for a period of 45 minutes. Action may or may not be taken.

**BACK IN SESSION:** Chairman Schroeder called the meeting back to order at 6:10 PM. No action to be taken.

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**NEW BUSINESS:**

Keith Zelepuza stated that he is working on the awards banquet for 2019. He has penciled in December 14, 2019 at the Ocosta Rec Hall. Discussion followed regarding costs. Tom Bearden then made a motion to fund the 2019 Awards Banquet in the amount of \$2,500. Motion seconded by David McLellan. Motion carried. Sam questioned how many of the firefighters attended the event. Keith stated approximately 80-90%.

- b. Resolution 2019-03 was presented transferring \$200,000 from the ambulance fund to the expense fund. A motion was made by Bob Parnell to approve Resolution 2019-03 as presented. Motion seconded by Tom Bearden. Motion carried.

**FUTURE MEETINGS**

The next scheduled board meeting is Thursday, April 11, 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, April 11, 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 Bob Parnell to adjourn the meeting at 6:21 PM. Motion seconded by Sam Schlegel. Motion carried.